



# Islands Trust Council

## Decision and Information Items Agenda

**Date:** Tuesday, December 4 - Wednesday, December 5, 2012

**Time:** December 4, 2012 - 4:00 pm - 5:30 pm

December 5, 2012 - 9:15 am to 5:00 pm

**Location:** Community Gospel Chapel

147 Vesuvius Bay Road, Salt Spring Island, BC

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**ISLANDS TRUST COUNCIL  
RESOLUTION WITHOUT MEETING**

RESOLUTION WITHOUT MEETING NO. RWM-04-2012

It was Moved by Trustee Ken Hancock and Seconded by Trustee Sheila Malcolmson:

**"That Islands Trust Council Bylaw No. 148, cited as "Galiano Island Local Trust Committee Development Approval Information Bylaw No. 148, 2012" be adopted.**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Ken Hancock	September 17, 2012	In Favour
Sheila Malcolmson	September 17, 2012	In Favour
Gisele Rudischer	September 17, 2012	In Favour
David Graham	September 17, 2012	In Favour
Louise Decario	September 17, 2012	In Favour
Brian Crumblehulme	September 17, 2012	In Favour
Laura Busheikin	September 17, 2012	In Favour
Mike Jones	September 17, 2012	In Favour
Susan Morrison	September 17, 2012	In Favour
Peter Johnston	September 17, 2012	In Favour
Gary Steeves	September 17, 2012	In Favour
Peter Grove	September 18, 2012	In Favour
Alex Allen	September 18, 2012	In Favour
Sandy Pottle	September 25, 2012	In Favour
Paul Brent	September 25, 2012	In Favour (abstained)
Pamela Janszen	September 25, 2012	In Favour
Liz Montague	September 25, 2012	In Favour
Tony Law	October 1, 2012	In Favour

**TRUSTEES VOTE NOT AVAILABLE**

Wolfgang Duntz  
Andrew Stone  
Kate-Louise Stamford  
Jan Hagedorn  
Jeanine Dodds  
George Grams  
Sue French  
Peter Luckham

**FINAL VOTE COUNT**

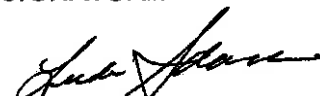
18 IN FAVOUR  
0 OPPOSED  
CARRIED

RECEIVED BY ISLANDS TRUST SECRETARY THIS 1st DAY OF OCTOBER, 2012.

  
CHAIR'S SIGNATURE

  
SECRETARY'S SIGNATURE

  
RECORDER'S SIGNATURE



*Draft – Subject to Council Approval*

**Minutes of Islands Trust Council Meeting  
September 11-13, 2012  
Bowen 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  
Kate-Louise Stamford, Gambier  
Jan Hagedorn, Gambier  
Alex Allen, Hornby  
Tony Law, Hornby  
Peter Johnston, Lasqueti  
Susan Ann Morrison, Lasqueti  
Brian Crumblehulme, Mayne  
George Grams, Salt Spring  
Peter Grove, Salt Spring  
Paul Brent, Saturna  
Pam Janszen, Saturna  
Mike Jones, South Pender  
Liz Montague, South Pender  
Sue French, Thetis

**Regrets:**

Jeanine Dodds, Mayne  
Gary Steeves, North Pender

**Staff:**

Linda Adams, Chief Administrative Officer  
Lisa Gordon, Director, Trust Area Services  
David Marlors, Director, Local Planning Services  
Cindy Shelest, Director, Administrative Services  
Marie Smith, Executive Coordinator (Recorder)

## **TUESDAY, SEPTEMBER 11, 2012**

### **Call to Order**

The meeting was called to order at 1:00 pm. Twenty-three trustees were in attendance. Trustees Absent: Jeanine Dodds, Mayne Island, Gary Steeves, North Pender Island and Andrew Stone-Bowen.

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, Council agreed to extend the September 12 Delegation and Town Hall Session from 60 to 90 minutes.

## **DECISION AND INFORMATION ITEMS**

### **1. GENERAL**

#### **1.1 Resolutions Without Meeting**

The following Resolution Without Meeting was Carried on July 11, 2012: RWM 03-2012: "That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be adopted.

#### **1.2. June 2012 Trust Council Meeting - Draft Minutes**

By General Consent, the Islands Trust Council approved the June 2012 Trust Council Meeting Minutes, as amended.

#### **1.3 Trust Council Follow-Up Action List**

The Trust Council Followup Action List, dated August 28, 2012, was provided for information.

### **2. LOCAL PLANNING**

#### **2.1 Director of Local Planning Services Report**

Provided for information.

#### **2.2 Local Planning Committee Report**

By General Consent, the Local Planning Committee Report was endorsed as presented. The top work program priorities as of August 2012 were: 1) Encouraging Green Technologies; and 2) Development Permit Monitoring.

#### **2.3 Local Planning Services Three Year Plan**

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 proactive policy work by the Bylaw Enforcement office.

## **2.4 Riparian Areas Regulation Implementation Briefing**

A Briefing outlining the status of the implementation of the Riparian Areas Regulation (RAR) in the Trust Area was provided for information. Staff will continue to monitor and report upon the completion of legislative action to implement the RAR in the Local Trust Areas; and to provide educational material on RAR to the public.

## **2.5 Green Shores for Homes Briefing**

A Briefing outlining the status of the Green Shores for Homes Program, a four year program to develop a credit/incentive system for homes based on the Green Shores system was provided for information.

## **2.6 Food Security Guide and Implementation Briefing**

A Briefing on the status of food security implementation in the Trust Area was provided for information, detailing the resulting work both planned and undertaken as a result of the five resolutions passed by Council in December 2010.

## **2.7 Bylaw Enforcement Investigations Report Briefing**

Staff highlighted the current status of bylaw enforcement investigations in the Trust Area, and provided a chart detailing the Bylaw Enforcement Notice Dispute Adjudication System. Trustees asked questions about Short Term Vacation Rentals, unconventional dwellings and proactive versus complaint-driven enforcement.

## **2.8 Model Fee Bylaw Amendments**

Staff introduced the amended Model Fees Bylaw and reported on the work of the joint Fee Task Force, which was created last term and comprised of members from the Local Planning and Financial Planning Committees. Key issues addressed by the Task Force were to improve cost recovery for application processing and to remove the obligation for a local trust committee to consider extraordinary processing fees in advance of deliberating on the merits of an application. The model fee bylaw would allow each local trust committee to determine whether it wished to amend its fee bylaw in accordance with the recommendations.

### Resolution TC 153/12

It was Moved and Seconded:

That the Model Fee Bylaw Amendment proposal submitted to Trust Council be referred to the Financial Planning Committee.

IN FAVOUR - 9

Malcolmson-Gabriola; Hagedorn-Gambier, Allen-Hornby; Grams-Salt Spring;  
Grove-Salt Spring; Brent-Saturna; Janszen-Saturna; Jones-South Pender

OPPOSED: 14

(Rudischer-Gabriola, Busheikin-Denman; Graham-Denman, Johnston-Lasqueti, Stamford-Gambier, Crumblehume-Mayne, Law-Hornby, Montague-South Pender, Duntz-Bowen, Pottle-Galiano, Decario-Galiano, Morrison-Lasqueti, French-Thetis, Luckham-Thetis)

**MOTION FAILS**

Resolution TC 154/12

It was Moved and Seconded:

That the Islands Trust Council adopt the amended Policy 5.6.i (Application Processing Services); endorse the attached Model Fee Bylaw; recommend that local trust committees amend their fee bylaws substantially in accordance with the Model Fee Bylaw; and encourage local trust committees to adopt Development Approval Information bylaws.

Some trustees expressed a desire for the bylaw to be reconsidered by the Local Planning and Financial Planning Committees before making a decision.

IN FAVOUR– 3  
(Duntz-Bowen; Graham-Denman; Luckham-Thetis)  
OPPOSED– 20  
**MOTION FAILS**

Resolution TC 155/12

It was Moved and Seconded:

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

**CARRIED**

Resolution TC 156/12

It was Moved and Seconded:

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 3:25 pm and reopened at 3:28 pm.  
The meeting recessed at 3:28 pm and reconvened at 3:50 pm.

Trustee Andrew Stone joined the meeting.

**2.9 Trust Council Bylaw No. 148 - Development Approval Information Bylaw,  
Galiano Island - Decision**

Resolution TC 157/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 148, cited as "Galiano Island Local Trust Committee Development Approval Information Bylaw No. 148, 2012" be read a first time.

**CARRIED**

#### Resolution TC 158/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 148, cited as "Galiano Island Local Trust Committee Development Approval Information Bylaw No. 148, 2012" be read a second time.

**CARRIED**

#### Resolution TC 159/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 148, cited as "Galiano Island Local Trust Committee Development Approval Information Bylaw No. 148, 2012" be read a third time.

**CARRIED**

### **3. EXECUTIVE**

#### **3.1 Chief Administrative Officer's Report**

Provided for information.

#### **3.2 Executive Committee Report**

By General Consent, the Executive Committee Report was endorsed, as presented. The top work program priorities as of August 2012 were: 1) Policy; 2) Strategic Planning; and 3) Organizational Effectiveness.

#### **3.3 Trust Council Plan for Continuous Learning 2011-2014**

Provided for information.

Trustee Peter Johnston requested an opportunity to discuss whether any of the proposed learning topics or sessions could be held outside of the meeting, i.e., via webinar. Chair Malcolmson advised him to propose the subject as a new business item for consideration during the Call for New Business Items later in the meeting.

### **4. ORGANIZATIONAL/FINANCE**

#### **4.1 Director of Administrative Services Report**

Provided for information.

#### **4.2 Financial Planning Committee Report**

By General Consent, the Financial Planning Committee Report was endorsed as presented. The top work program priorities as of August 2012 were: 1) First Draft of 2013/14 Budget; 2) Complete 2012/13 Forecast; 3) Develop policies on Carbon Neutrality and Whistleblowing; and Complete draft revisions of Policies 7.2.v Restructure Study Cost Allocations and 7.2.vi Municipal Tax Requisition Calculation.



#### **4.3 June 30, 2012 Quarterly Financial Statement**

##### Resolution TC 160/12

It was Moved and Seconded:

That Islands Trust Council approve the June 30, 2012 Quarterly Financial Report as presented.

**CARRIED**

## **2. JOINT SESSION WITH BOWEN MUNICIPAL COUNCIL**

Members of the Bowen Municipal Council and Islands Trust Council, along with senior staff discussed issues of mutual interest and concern, including Crown land acquisition, ferry fares and service, derelict vessels, affordable housing and the Burnco Mine.

Don Marshall, a resident of Bowen Island and recipient of the 2012 Community Stewardship Award for climate change, was acknowledged and presented with his award.

The meeting recessed at 5:35 p.m.

### **WEDNESDAY, SEPTEMBER 12, 2012**

The meeting reconvened at 8:20 a.m.

### **CLOSED SESSION**

##### Resolution TC 161/12

It was Moved and Seconded:

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; and that CAO Linda Adams be invited to attend the entire meeting, and that Islands Trust staff be invited to attend Parts 2 and 3, 4 of the meeting.

**CARRIED**

The meeting closed to the public at 8:21 am and reopened to the public at 8:35 am.

### **REFRESHER ON STANDARDS OF CONDUCT AND ADMINISTRATIVE FAIRNESS**

Chief Administrative Officer Linda Adams provided a presentation to Council members, reviewing standards of conduct, open meetings and the principles of fair decision making.

## **DECISION AND INFORMATION ITEMS**

### **4. ADMINISTRATIVE SERVICES - continued**

#### **4.4 March 31, 2012 Year End Financial Statement Allocation to Local Trust Committees**

A Briefing outlining the method used to produce the March 31, 2012 year-end financial statements allocated to local trust committees was provided for information.

#### **4.5 2011/12 Trustee Remuneration and Expense Report Briefing**

The 2011/12 Trustee remuneration and expense report was provided for information.

#### **4.6 Public Accountability Principles Briefing**

A Briefing outlining the Financial Planning Committee's examination of the principles of public accountability was provided for information. Included was an inventory of some of the public accountability practices currently in place at the Islands Trust.

#### **4.7 Draft 2013/14 Budget Principles and Assumptions Briefing**

A Briefing outlining the draft budget assumptions and principles developed for the 2013/14 budget was provided for information.

#### **4.8 Timeline for 2013-14 Budget Process**

##### Resolution TC 162/12

It was Moved and Seconded:

That the Islands Trust Council approve the timeline for the 2013/14 budget process as presented.

**CARRIED**

## **OIL SPILL RESPONSE SESSION**

Trustees were provided with an opportunity to learn and ask questions about oil spill response in the Salish Sea. Presentations were provided by representatives of the Western Canada Marine Response Corporation (WCMRC) and the Island Oil Spill Association, San Juan County. Following the session trustees were invited by the WCMRC to see response vessels and beach cleaning equipment set up at a beachfront area in Snug Cove.

The meeting recessed at 12:05 pm and reconvened at 1:30 pm.

## **DELEGATIONS AND TOWN HALL SESSION**

1. Citizens for Safe Technology, Gulf Islanders for Safe Technology and Bowen Islanders for Safe Technology

On behalf of the Citizens for Safe Technology, Gulf Islands for Safe Technology and Bowen Islanders for Safe Technology, Jayeson Hendyrsan addressed Trust Council regarding concerns with the BC Hydro Smart Metering program.

## 2. Friends of Mannion Bay

On behalf of the Friends of Mannion Bay, Michael Lightbody expressed their concerns about derelict and abandoned vessels and live-aboards.

## 3. Denman Opposes Coal and Gulf Islands Alliance

Patti Willis and Graham Brazier, on behalf of Denman Opposes Coal, and David Critchley on behalf of Gulf Islands Alliance provided a joint presentation about concerns with the proposed Raven Coal Underground Coal Mine and the proposed action they would like the Islands Trust to take.

## 4. Future of Howe Sound Society

On behalf of the Future of Howe Sound Society, Peter Snell made a presentation to Council members about the threats posed to Howe Sound by the proposed Burnco Aggregate Project at McNab Creek.

## 5. Will Husby, Bowen Island

Will Husby addressed Council members regarding his concerns about the water lot applications for private moorages at Cape Roger Curtis on Bowen Island.

## 6. Peaceworks et al

On behalf of Peaceworks et al, Lisa Barrett addressed Council members about the need for the establishment of a federal Department of Peace.

# **CALL FOR NEW BUSINESS ITEMS**

## **1. Raven Coal Mine Followup (Trustee David Graham)**

### Resolution TC 163/12

It was Moved and Seconded:

To add Raven Coal Mine Followup as a New Business Item.

**CARRIED**

## **2. Smart Meter followup (Trustee Tony Law)**

### Resolution TC 164/12

It was Moved and Seconded:

To add Smart Meter Followup as a New Business Item.

**CARRIED**

**3. Department of Peace** (Trustee Ken Hancock)

Resolution TC 165/12

It was Moved and Seconded:

To add Department of Peace as a New Business Item.

IN FAVOUR – 18

OPPOSED – 6

(Duntz-Bowen; Grove-Salt Spring; Grams-Salt Spring; Brent-Saturna;  
Janszen-Saturna; Jones-South Pender)

**CARRIED**

**4. Opposition to Burnco Mine** (Trustee Kate Louise Stamford)

Resolution TC 166/12

It was Moved and Seconded:

To add Opposition to Burnco Mine as a New Business Item.

**CARRIED**

**5. Continuous Learning outside of Trust Council meetings** (Trustee Peter Johnston)

Resolution TC 167/12

It was Moved and Seconded:

To add Continuous Learning Outside of Trust Council Meetings as a New Business Item.

IN FAVOUR – 23

OPPOSED – 1

(Law-Hornby)

**CARRIED**

**STRATEGIC PLANNING**

CAO Linda Adams provided a brief review of Council's strategic planning process and public consultation program to date, followed by Council deliberations to decide on a proposed strategic plan for the 2011-14 term.

Resolution TC 168/12

It was Moved and Seconded:

That the Islands Trust Council delete Item 1.7 'greenhouse gas emissions' from the 2011-14 Strategic Plan.

IN FAVOUR – 8

(Rudischer-Gabriola; Allen-Hornby; Hancock-North Pender; Grove-Salt Spring;  
Grams-Salt Spring; Brent-Saturna; Janszen-Saturna; Jones-South Pender)

OPPOSED – 16

(Stone-Bowen; Duntz-Bowen; Busheikin-Denman; Graham-Denman; Malcolmson-Gabriola;  
Pottle-Galiano; Decario-Galiano; Hagedorn-Gambier; Stamford-Gambier; Law-Hornby;  
Morrison-Lasqueti; Johnston-Lasqueti; Crumblehume-Mayne; Montague-South Pender;  
Luckham-Thetis; French-Thetis)

**MOTION FAILS**

Resolution TC 169/12

It was Moved and Seconded:

That the Islands Trust Council delete Strategy 4.1 “Use land use planning tools and decisions to support economic opportunities compatible with conservation of resources and protection of community character” from the proposed 2011-14 Strategic Plan.

IN FAVOUR - 13

OPPOSED - 11

(Duntz-Bowen; Malcolmson-Gabriola; Decario-Galiano; Pottle-Galiano; Allen-Hornby; Law-Hornby; Grove-Salt Spring; Grams-Salt Spring; Brent-Saturna; Janszen-Saturna; Montague-South Pender)

**CARRIED**

Resolution TC 170/12

It was Moved and Seconded:

That the Islands Trust Council amend the proposed 2011-14 Strategic Plan under Objective 2 - Protect coastal marine ecosystems – by adding a new strategy “Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore”.

IN FAVOUR – 17

OPPOSED – 7

(Duntz-Bowen; Busheikin-Denman; Graham-Denman; Allen-Hornby; Grove-Salt Spring; Brent-Saturna; Janszen-Saturna)

**CARRIED**

Resolution TC 171/12

It was Moved and Seconded:

That the Islands Trust Council amend the proposed 2011-14 Strategic Plan under Strategy 2.4 by adding “Advocacy with respect to potential impacts of the proposed Raven Coal Mine upon Baynes Sound and proposed Burnco Gravel Mine upon Howe Sound”.

**CARRIED**

Resolution TC 172/12

It was Moved and Seconded:

That the Islands Trust Council amend the proposed strategic plan for 2011-14 by amending strategy 4.4 by deleting (as described in Trust Council’s toolkit, Affordable Housing Guide) so it reads “use of land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing” and add a new activity for the 2013-14 fiscal year that the “Local Planning Committee establish a Task Force to review unconventional and unpermitted provision of affordable housing and propose model policies to address such situations”.

Resolution TC 173/12

It was Moved and Seconded:

To Amend the Motion as follows:

That the Islands Trust Council amend the proposed strategic plan for 2011-14 by amending strategy 4.4 by deleting (as described in Trust Council's toolkit, Affordable Housing Guide) so it reads "use of land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing" and add a new activity for the 2013-14 fiscal year that the "Local Planning Committee establish a Task Force to review unconventional and unpermitted ~~provision of affordable~~ housing and propose model policies to address such situations".

On the Amendment

IN FAVOUR – 18

OPPOSED – 6

(Busheikin-Denman; Hagedorn-Gambier; Allen-Hornby; Law-Hornby;  
Brent-Saturna; Janszen-Saturna)

**CARRIED**

Resolution TC 174/12

It was Moved and Seconded:

To Amend the Motion as follows:

That the Islands Trust Council amend the proposed strategic plan for 2011-14 by amending strategy 4.4 by deleting (as described in Trust Council's toolkit, Affordable Housing Guide) so it reads "use of land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing" and add a new activity for the 2013-14 fiscal year that the "Local Planning Committee establish a Task Force to review ~~unconventional and~~ unpermitted housing and propose model policies to address such situations".

On the Amendment

IN FAVOUR – 22

OPPOSED – 2

(Duntz-Bowen; Grams-Salt Spring)

**CARRIED**

Staff noted that the Bylaw Enforcement Manager will be looking at the policies and coming back with recommendations on how to enforce bylaws.

On the Amended Motion:

That the Islands Trust Council amend the proposed strategic plan for 2011-14 by amending strategy 4.4 by deleting (as described in Trust Council's toolkit, Affordable Housing Guide) so it reads "use of land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing" and add a new activity for the 2013-14 fiscal year that the "Local Planning Committee establish a Task Force to review unpermitted housing and propose model policies to address such situations".

(Graham-Denman; Law-Hornby; Crumblehulme-Mayne; Grove-Salt Spring; Grove-Salt Spring)  
IN FAVOUR – 5  
OPPOSED – 19  
**MOTION FAILS**

Resolution TC 175/12

It was Moved and Seconded:

That the Islands Trust Council amend the proposed 2011-14 Strategic Plan by adding a new Strategy 6.4 – “Review service delivery regarding application processing”, with an activity in Fiscal Year 2013-14 to “consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications”.

**CARRIED**

Resolution TC 176/12

It was Moved and Seconded:

That the Islands Trust Council adopt the Goals, Objectives and Strategies identified in the “Islands Trust Strategic Plan for 2011-14”, as amended September 12, 2012; endorse the activities, phases and success measures identified for the 2012/13 fiscal year in the amended “Islands Trust Strategic Plan for 2011-14”; and request the Financial Planning Committee and staff to use the proposed activities for the 2013/14 fiscal year in the amended “Islands Trust Strategic Plan for 2011-14” as a basis for developing a proposed budget for the 2013/14 fiscal year.

**CARRIED**

**DECISION AND INFORMATION ITEMS**

**5. TRUST AREA SERVICES**

**5.1. Director of Trust Area Services Report**

Provided for information.

**5.3. Trust Fund Board Report**

Trustee Tony Law, Chair of the Trust Fund Board highlighted the Board’s accomplishments as of August 2012 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 Trust Fund Board Audited 2011-12 Financial Statements**

Provided for information.

#### **5.4 Trust Fund Board Five Year Plan**

##### Resolution TC 177/12

It was Moved and Seconded:

That the Islands Trust Council endorse the Islands Trust Fund Five-Year Plan 2013-2017 and request that the Chair provide a letter of support for the Plan for submission to the Minister of Community, Sport and Cultural Development, subject to the satisfactory completion of the review period by Local Trust Committees and Bowen Island Municipality.

**CARRIED**

#### **5.5 Trust Programs Committee Report**

By General Consent, the Trust Programs Committee Report was endorsed as presented. The top work program priorities as of August 2012 were: 1) Advocacy Program; 2) Indicator Program; and 3) Community Economic Sustainability.

#### **5.6 Advocacy Policy**

##### Resolution TC 178/12

It was Moved and Seconded:

That the Islands Trust Council adopt new Policy 6.10.iii - Advocacy.

The Advocacy Policy is intended to provide guidelines for advocacy activities in the context of legislation and policy and ensure that advocacy positions are credible and supported by public process.

**CARRIED**

#### **5.7 Trust Council Position re Union of BC Municipalities Resolutions**

##### Resolution TC 179/12

It was Moved and Seconded:

That the Islands Trust Council endorse the positions Executive Committee will take at the September 2012 Union of BC Municipalities (UBCM) meeting as indicated in the attached document entitled 'Draft Trust Council Positions on Selected UBCM Resolutions (2012).'

The selected resolutions are those most relevant to the Islands Trust mandate, policy statement, and current issues in island communities and Bowen Island Municipality.

**CARRIED**

#### **5.8 Derelict Vessel Advocacy in the Strategic Plan**

A briefing from Municipal Trustee Andrew Stone to the Trust Programs Committee regarding the need for continued advocacy to senior levels of government to find solutions for derelict and abandoned vessels was provided for information. This issue is included in the 2011-14 Strategic Plan.



## **5.9 Advocacy on Tanker Traffic**

### Resolution TC 180/12

It was Moved and Seconded:

That the Islands Trust Council authorize the Chair to deliver presentations, on invitation, to regional districts in the Islands Trust Area, in order to share oil spill concerns and to inform a regional alliance of opposition to oil pipeline projects that will expand oil export by barge and tanker within the Islands Trust Area.

IN FAVOUR – 23  
OPPOSED 1  
(Brent-Saturna)  
**CARRIED**

## **6. CORRESPONDENCE**

### **6.1 Mid Island Sustainability and Stewardship Initiative re National Marine Conservation Area Reserve Boundary**

### **6.2 Citizens for Safe Technology Society (Sept 6/12)**

The above noted correspondence was provided for information.

## **7. SUMMARY/UPDATES**

### **7.1 Trustee Updates**

#### **7.1.1 BC Ferries**

Trustee Tony Law provided highlights from his written report to Council members.

#### **7.1.2 First Nations**

No reports were provided at this meeting.

#### **7.1.3 Gulf Islands National Park Reserve Advisory Committee**

Trustee Pam Janszen advised that the Advisory Committee recently held its first meeting and that a planner has been hired, who resides in Winnipeg.

#### **7.1.4 Association of Vancouver Island Coastal Communities (AVICC)**

Trustee Hancock reported on behalf of Trustee Gary Steeves that the AVICC Executive strongly support the derelict vessels issue and that the AVICC President will be advocating as such at the upcoming UBCM Convention.

### **7.2 Priorities Chart**

The Islands Trust Priorities Chart highlights the current top priorities of Trust Council and its Committees, the Trust Fund Board and Local Trust Committees.

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

### **7.3. Proposed September 2012 Trust Council Agenda Program**

A draft schedule for the December 2012 Islands Trust Council meeting to be held on Salt Spring Island was provided for information.

### **7.4. 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.

The meeting recessed at 5:45 pm.

## **THURSDAY, SEPTEMBER 13, 2012**

The meeting reconvened at 8:15 am.

## **8. NEW BUSINESS**

### **8.1 Raven Coal Mine Followup (D. Graham)**

#### **Resolution TC 181/12**

It was Moved and Seconded:

That the Islands Trust Council request the Islands Trust Council Chair to inform, by letter, the Environmental Assessment Office and Canadian Environmental Assessment Agency that the Denman Local Trust Area (DLTA) extend to the natural boundary of the sea on the east side of Vancouver Island and that the Preservation and Protection of the DLTA has not been adequately addressed in the current assessment of the Raven Coal Mine application.

**CARRIED**

#### **Resolution TC 182/12**

It was Moved and Seconded:

That the Islands Trust Council add 'the preservation and protection of the seabed' and 'policies to address potential impacts on the Trust Area from projects sited outside the Trust boundaries' to the Policy Statement Review Topic List.

**CARRIED**

### **8.2 Smart Meter followup (T. Law)**

#### **Resolution TC 183/12**

It was Moved and Seconded:

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.

**CARRIED**

### 8.3 Department of Peace (K. Hancock)

#### Resolution TC 184/12

It was Moved and Seconded:

That the Islands Trust Council express its support for legislation to establish a Federal Department of Peace, and urge its Trust Area Members of Parliament to support such legislation.

Trustees both supported the intent and expressed opposition on this issue not being part of the mandate.

Staff advised that this direction would involve minimal staff resources in writing a single letter to the federal government.

IN FAVOUR - 21  
OPPOSED – 3  
(Duntz-Bowen; Stamford-Gambier; Jones-South Pender)  
**CARRIED**

### 8.4 Howe Sound Management Plan (K. Stamford)

#### Resolution TC 185/12

It was Moved and Seconded:

That the Islands Trust Council encourage the Howe Sound Community Forum to approach the BC and Canadian governments to partner on a land and water use management planning process for the Howe Sound Region.

Staff advised that this could result in substantially more staff resources than just writing a letter of support.

#### Resolution TC 186/12

It was Moved and Seconded:

To Amend the Motion as follows:

That the Islands Trust Council encourage the Howe Sound Community Forum to approach the BC and Canadian governments to ~~partner on~~ support a land and water use management planning process for the Howe Sound Region.

IN FAVOUR - 4  
(Rudischer-Gabriola; Allen-Hornby; Johnston-Lasqueti; Janszen-Saturna)  
OPPOSED – 20  
**AMENDMENT FAILS**

Staff suggested tabling the motion and working with Trustee Stamford on a revised motion for consideration by Council.

Resolution TC 187/12

It was Moved and Seconded:

To Table the Motion.

**CARRIED**

The meeting recessed at 9:15 am  
The meeting reconvened at 9:40 am.

**8.4 Howe Sound Management Plan – continued**

Resolution TC 188/12

It was Moved and Seconded:

That the Islands Trust Council advocate for a comprehensive Howe Sound management plan to assure a balanced relationship between community development and the protection of unique biophysical qualities of the region.

To Amend the motion as follows:

Resolution TC 189/12

It was Moved and Seconded:

That the Islands Trust Council advocate for a comprehensive Howe Sound management plan to maintain a balanced relationship between industrial ~~community~~ development and the protection of unique biophysical qualities of the region.

Trustees questioned whether this amendment changes the original intent of the motion.

IN FAVOUR - 2  
(Rudischer-Gabriola; Luckham-Thetis)  
OPPOSED – 22  
**AMENDMENT FAILS**

Resolution TC 190/12

It was Moved and Seconded:

To Amend the motion as follows:

That the Islands Trust Council advocate for a comprehensive Howe Sound management plan to assure a balanced relationship between ~~community~~ development and the protection of unique biophysical qualities of the region.

**AMENDMENT CARRIED**

Amended Motion:

That the Islands Trust Council advocate for a comprehensive Howe Sound management plan to assure a balanced relationship between development and the protection of unique biophysical qualities of the region.

**CARRIED**

## **8.5 Continuous Learning outside of Council meetings (P. Johnston)**

### Resolution TC 191/12

It was Moved and Seconded:

That the Islands Trust Council ask Executive Committee to move a significant portion of Continuous Learning away from Council meetings, and use conference calls, webinars or other methods of distance education.

IN FAVOUR – 22

OPPOSED – 2

(Rudischer-Gabriola; French-Thetis)

**CARRIED**

## **PLANNING BEST PRACTICES – PUBLIC ENGAGEMENT**

Staff provided a brief presentation on planning best practices in relation to public engagement, including approaches to community engagement, successful examples in the Trust Area and an evaluation of the recent use of the PlaceSpeak system for the Strategic Plan public consultation process.

Trustees provided numerous comments and feedback about the Placespeak system, finding its use both positive and onerous.

## **TRUSTEE ROUNDTABLE**

Trustees met in an informal roundtable format to provide updates on activities in their local trust areas.

## **ADJOURNMENT AND NEXT MEETING**

The meeting adjourned at 11:15 am.

Next meeting: December 4-6, 2012 on Salt Spring Island.

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Sheila Malcolmson, Chair, Islands Trust Council

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Marie Smith, Executive Coordinator & Recorder

## Islands Trust Council Follow up Action List

*Updated: Nov 20/12*

### Codes

<b>TC</b>	Trust Council	<b>TFB</b>	Trust Fund Board
<b>EC</b>	Executive Committee	<b>LTC</b>	Local Trust Committees
<b>FPC</b>	Financial Planning Committee	<b>LPS</b>	Local Planning Services Unit
<b>TPC</b>	Trust Programs Committee	( )	Staff Member Lead for Action Required
<b>LPC</b>	Local Planning Committee	LA–Linda Adams; LG–Lisa Gordon; DM–David Marlor	
		CS–Cindy Shelest; MD–Miles Drew; CF–Clare Frater	
		MS–Marie Smith; JE–Jennifer Eliason; CT–Carmen Thiel	
		JC – Jas Chonk	

MEETING/Item	Action By/To	Target/Status
* Next TC Agenda    ^ to Bowen Island Municipality		
<b><u>Previous Meetings</u></b>		
<b>Ministry of Transportation (MoT) Protocol and Letter of Understanding (LOU)</b> Place on LPC work program for follow up	LPC (DM)	Done
<b>Bylaw Notice Dispute Adjudication System</b> Recommend Bylaw Notice Enforcement Bylaws and assoc. policies to LTCs	(DM/MD)	Done
<b>Pleasure Craft Sewage Prevention</b> Request EC develop a letter to Transport Canada	(LG/CF)	Done
<b>Green Shores for Homes Project</b> Place on LPC work program for follow up	LPC (DM)	Done
<b>Conservation Covenant and Development Permit Management</b> Request LPC to develop options for monitoring of development permits	LPC (DM)	Done
<b>Riparian Areas Regulation Briefing</b>		
<b>Renewable Energy Technology in the Trust Area</b> Place on LPC work program – to develop model green technology definitions and regulations for other technologies	(DM)	Done
<b>Tanker Traffic Expansion</b> Request EC to develop communications regarding oil spill concerns Letter to federal Minister of Natural Resources re crude oil export	(LG/CF) (LG/CF)	Done Done
<b>2011-2012 Annual Report</b> Submit to minister, circulate and post to website	(LG/LS)	Done
<b>Riparian Areas Regulation</b> Request LTCs to consider amending their respective Land Use Bylaws Add Bowen Island Municipality and consider grant availability Status report to Council until completed	LTCs w/Planners (DM) LPC (DM) to TC	Done Done Ongoing
<b>Integrated Watershed and Shoreline Mapping</b> Establish working group and assign project manager Explore public outreach options as determined by local trust committees Develop and implement strategy to integrate maps into TAPIS & operations	(DM/CJ) (DM/CJ) (DM/CJ)	Done Done March
<b>Integrated Shoreline/Watershed Protection Approach</b> Place on LPC work program for follow up	(DM) LPC (DM) to TC	Done March
* Final report to Council		



**Food Security**

Refer recommendations for further work to LPC	(DM)	Done
Place on LPC work program (report re: model bylaws)	(DM)	Done
Develop internal policies and procedures re procurement	(CS)	2013
Review food security topics in existing protocols and in protocol devt process	(LA)	2013

**Carbon Neutral Operations Policy**

* Develop carbon neutral operations policy	FPC(CS) to TC	March
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**Islands Trust Fund 2011-2015 Regional Conservation Plan**

Draft proposed updates to Policy 3.3.ii	(LG/DM)	Pending
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**NAPTEP Certificates** - Issue subject to survey, covenant and baseline report

(LG/JE)

- HO-NAP 2011.4	Done
- NP-NAP 2011.3	Done
- SSI-NAP 2012.1	Pending
- HO-NAP-2011.1	Pending
- HO-NAP 2011.2	Pending
- HO-NAP 2011.3	Pending

**Legislative Monitoring Chart**

Post to new website	(LG/CF)	Pending
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**Response to BC Ferry Commissioner**

Draft letter to Minister of Transportation	(LG/CF)	2012
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**September 2012 Meeting****Model Fees Bylaw**

Place on Financial Planning Committee and Local Planning Committee agendas for further discussion	(DM/CS)	Done
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**Galiano Development Approval Information Bylaw 148**

Consider by Resolution without Meeting	(RK/JC)	Done
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**Strategic Plan 2011-14**

Circulate and post to website	(LA)	Done
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**Islands Trust Fund 5 Year Plan**

Draft Chair letter of support	(LG/JE)	Done
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**Advocacy Policy**

Circulate and post on website	(LG)	Done
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**Union of BC Municipalities (UBCM) Resolutions**

Circulate UBCM resolutions voting chart for Executive Committee members	(MS)	Done
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**Raven Coal Mine**

Write letter to Environmental Assessment Office and Canadian Environmental Assessment Agency re boundaries of the Denman Island Local Trust Area	(LG)	Done
Add topics to Policy Statement topic review list as per motion	(LG)	Done

**BC Hydro Smart Meter Program**

Draft Chair letter to Province to request an opt-out option	(LG)	Done
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**Federal Department of Peace**

Draft Chair letter to MPs in support of a federal Department of Peace	(LG)	Done
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**Continuous Learning outside of Council Meeting**

Place Continuous Learning Plan on Executive Committee agenda for discussion	(MS)	Done
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**Howe Sound Planning**

Advocate for a Howe Sound management plan	(LG/CF)	2013
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**Followup Letters**

Acknowledge Delegates	(LG)	Done
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**Next Trust Council**

June 2012 Council minutes to website	(MS)	Done
Follow Up Action List to Trustees and staff	(MS)	Done
Sept 2012 Council meeting decision highlights to website	EC (MS)	Done
News Release and Agenda for Dec 2012 Council meeting	EC (MS)	Done
Invitations – Area MLAs, MPs, RD Director, former trustees	(MS)	Feb
Post notice on community bulletin boards (on island of meeting only)	(MS)	Feb
Agenda Package - Review/Distribution to Trustees	EC (MS)	Feb





## DIRECTOR OF LOCAL PLANNING SERVICES 2012-2013 THIRD QUARTER REPORT

Date: November 2012

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
<p><b>Management of the Local Planning Services (LPS) Unit including personnel and financial management:</b></p> <ul style="list-style-type: none"> <li>• Undertook monthly meetings with Regional Planning Managers (RPMs) and Coordinators</li> <li>• Completed various managerial projects</li> <li>• Completed recruitment to fill vacancies</li> <li>• Organised Professional Development day for September 2012 – on Island Planner roles and responsibilities- cancelled due to BCGEU job action.</li> <li>• Determined LPS budget requirements for 2013/14 fiscal year</li> <li>• Working with Bylaw Enforcement Manager to develop resource allocation guidelines and best practices for bylaw enforcement.</li> <li>• Worked with RPMs to recruit 3 positions and plan for a 4<sup>th</sup>.</li> </ul>	<p><b>Management of the Local Planning Services (LPS) Unit including personnel and financial management:</b></p> <ul style="list-style-type: none"> <li>• Continue monthly meetings with Regional Planning Managers (RPMs) and Coordinators</li> <li>• Update LPS three-year term plan based on feedback and plan to submit quarterly to LPC and TC</li> <li>• Undertake various managerial projects</li> <li>• Work with RPMs and coordinators to implement programs based on approved budgets</li> <li>• Continue process to determine Local Planning Services budget requirements for 2013/14 fiscal year</li> <li>• Continue to support RPMs and coordinators as necessary</li> <li>• Hold monthly LPS management meetings</li> <li>• Orientation of 3 new planners; recruit RPM and Planning Clerk for northern office.</li> <li>• Continue working with Bylaw Enforcement Manager to develop resource allocation guidelines and best practices for bylaw enforcement.</li> </ul>
<p><b>Planning support to LTCs:</b></p> <ul style="list-style-type: none"> <li>• Fourth meeting of the Local Planning Committee (Nov) – implement new dedicated planning support for LPC.</li> <li>• Continued to work with RPMs and Legislative Services Manager to continue review of LPS Corporate Services</li> <li>• Continued work with Bylaw Enforcement on adjudication system and implementation of system in all local trust areas</li> <li>• Worked with RPMs on various issues related to planning coordination and establishment of Local Trust Committee work programs</li> </ul>	<p><b>Planning support to LTCs:</b></p> <ul style="list-style-type: none"> <li>• Continue to work with RPMs on providing planning services to local trust committees</li> <li>• Work with RPMs to continue to review and improve service delivery and resource allocation</li> <li>• Develop budget process for 2012/13 submissions</li> <li>• Revise budget process to improve system for local trust committee submissions</li> <li>• Work with directors to provide support to regional offices and to Island Planners</li> <li>• Continue to work with LPC and Island Planner to provide dedicated planning support.</li> </ul>
<p><b>Comprehensive community planning initiatives including the Preparation and review OCPs and Land Use Bylaws, and the undertaking of special projects:</b></p> <ul style="list-style-type: none"> <li>• Participated in Green Shores for Homes Steering Committee - San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project</li> <li>• Participated in one-day Green Shores for Homes workshop on San Juan Island</li> <li>• Worked with RPMs to complete Local Trust</li> </ul>	<p><b>Comprehensive community planning initiatives including the Preparation and review OCPs and Land Use Bylaws, and the undertaking of special projects:</b></p> <ul style="list-style-type: none"> <li>• Complete the Integrated shoreline mapping process – public process continues</li> <li>• 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</li> <li>• Continue to work with Trust Area Services on improving communications and public engagement</li> </ul>

*John Spence*

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
<p>Committee work programs</p>	<p>First Nations strategy</p> <ul style="list-style-type: none"> <li>• Attend Marine Managers Workshop on San Juan Island in February</li> <li>• Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation</li> <li>• Work with bylaw enforcement office to deliver on development of policies for Executive Committee and local trust committees</li> </ul>
<p><b>Processing of applications for land use changes, in accordance with the statutory responsibilities of LTCs:</b></p> <ul style="list-style-type: none"> <li>• Worked with Bylaw Enforcement manager on improving operations of Bylaw Enforcement office</li> <li>• Worked with regional planning managers to develop consistent approaches in regional offices</li> <li>• Worked with Legislative Services Manager to develop consistent approaches in regional offices</li> <li>• Worked with regional planning managers on contentious issues and to continue to review and improve service delivery and resource allocation</li> </ul>	<p><b>Processing of applications for land use changes, in accordance with the statutory responsibilities of LTCs:</b></p> <ul style="list-style-type: none"> <li>• Continue to work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices</li> <li>• Continue work on improving minute taking and agenda preparation system</li> <li>• Work with regional planning managers to continue to review and improve service delivery and resource allocation</li> <li>• Implementation of procedures for use of new website (delayed)</li> <li>• Continue to work with Bylaw Enforcement manager on improving operations of Bylaw Enforcement office</li> <li>• Work with staff to implement new meeting management software into LPS</li> <li>• Work with staff to implement Sharepoint in LPS with aim to have staff using it by end of 2013.</li> </ul>
<p><b>Trust Council, the Executive Committee, the Local Planning Committee and the Financial Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• Attended and reported to Executive Committee meetings</li> <li>• Worked with management on implementation on new meeting management software</li> <li>• Worked with staff to complete priorities of Local Planning Committee.</li> <li>• LPC meeting Nov 2012 – meeting agenda preparation, briefing updates</li> </ul>	<p><b>Trust Council, the Executive Committee, the Local Planning Committee and the Financial Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• Work with staff to complete items from Executive Committee Follow-up Action List</li> <li>• On-going orientation and development program for trustees</li> <li>• Attend and report to Executive Committee</li> <li>• Report to Executive Committee on identified procedural issues and recommended solutions</li> <li>• Continue to work with Ministry of Transportation and Infrastructure to review Letter of Agreement</li> <li>• RFD to LPC on Green technologies and development permit monitoring.</li> <li>• LPC meeting Feb 2013 – meeting agenda preparation, briefing updates</li> </ul>

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
<p><b>Liaison with staff of island municipalities, regional districts, improvement districts and provincial agencies:</b></p> <ul style="list-style-type: none"> <li>• Attended Green Shores for Homes steering committee meetings</li> <li>• Met with Bowen staff (September)</li> <li>• Attended San Juan Green Shores implementation session</li> </ul>	<p><b>Liaison with staff of island municipalities, regional districts, improvement districts and provincial agencies:</b></p> <ul style="list-style-type: none"> <li>• Green Shores for Homes steering committee – continuation</li> <li>• Work with Islands Trust Fund staff on incorporation of implementation of Regional Conservation Plan into Local Planning Services three-year work plan (fall)</li> <li>• Continue to work on First Nations liaison and improved methods of consultation for Local Planning Committee bylaw referrals</li> <li>• Arrange third meeting with Ministry of Transportation and Infrastructure to follow-up on discussion held in March 2012 (Fall 2012)</li> <li>• </li> </ul>
<p><b>Support for the Chief Administrative Officer, and liaising with other Directors:</b></p> <ul style="list-style-type: none"> <li>• Participated in management meetings</li> <li>• Worked with Trust Area Services on improving communications and public engagement</li> <li>• Worked with Administrative Services on improving communications between offices and units</li> <li>• Collaboration training</li> </ul>	<p><b>Support for the Chief Administrative Officer, and liaising with other Directors:</b></p> <ul style="list-style-type: none"> <li>• Project managing eScribe and Share[point implementation for Islands Trust</li> <li>• Participate in management meetings</li> <li>• Continue working with Trust Area Services to develop standards for cooperative tasks</li> <li>• Continue with collaboration training and look at ways to implement in organisation</li> </ul>

David Marlor, MCIP  
Director of Local Planning Services



## LOCAL PLANNING COMMITTEE REPORT

To: Islands Trust Council

Date: November 20, 2012

### WORK PROGRAM

#### 1. RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA

**Current** - Model policy and regulatory wording to address ocean based geothermal exchange and draft RFD to LPC.

**Planned** – Model policy and regulatory wording to address domestic tidal power.

#### 2. DEVELOPMENT OF WATER QUALITY AND QUANTITY TOOL KIT (Strategic Plan 3.3)

**Current** – Develop project charter and begin research on tool kit for water quality and quantity. Develop report and RFD.

**Planned** – Development permit areas for water conservation

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

**Current** – Develop project charter.

**Planned** – Undertake research and draft report and RFD.

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### ON-GOING ITEMS

**INTEGRATED WATERSHED & SHORELINE STEWARDSHIP PROTECTION APPROACH (Strategic Plan 2.1)** – Mapping work completed (except Gambier LTC). Public process to review maps is to begin in Fall 2012. LPC is monitoring progress.

**IT GREEN SHORES FOR HOMES PROJECT (Strategic Plan 2.1)** – Steering committee and technical committee working on credits and incentives. LPC is monitoring progress.

**LETTER OF AGREEMENT WITH THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** – Staff working with the MOTI to address the Letter of Agreement; next meeting planned for Fall 2012. LPC is monitoring progress.

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

**DOMESTIC WIND POWER** – Update report as required.

David Marlor  
Designate Staff

Louise Decario  
Chair

## BRIEFING

**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Local Planning Committee

**Date:** November 22, 2012

**SUBJECT: RIPARIAN AREAS REGULATION IMPLEMENTATION UPDATE**

**DESCRIPTION OF ISSUE:** To update the Islands Trust Council, through the Local Planning Committee, on the status of implementation of the Riparian Areas Regulation (RAR) in the Islands Trust Area.

**BACKGROUND:** The Ministry of Forests, Lands and Natural Resource Operations, West Coast Region, Resource Stewardship Division, has issued a letter dated July 20, 2011 to the Islands Trust confirming the verified and unverified watershed categories on all the major islands, with the exception of Gambier Local Trust Area.

On two islands (Lasqueti and Hornby) the Ministry has introduced a temporary category of “unverified” for several watersheds until such time as they are able to confirm whether these watersheds fall under the Riparian Areas Regulation. This designation has also been applied to Gambier.

### **Status of Local Trust Committee Bylaws**

Local Trust Committees are in the process of reviewing their bylaws and assessing the options available to them to reach compliance with Section 12 of the *Fish Protection Act* (commonly referred to as being compliant with RAR).

In a briefing dated February 25, 2010 (presented at the March 2010 Trust Council Meeting), Staff provided a report that outlined four options for complying with the RAR. Mapping needs may be different for each local trust area or each watershed; therefore, the method used to become compliant with s.12 of the *Fish Protection Act* and RAR may be different depending on the local trust area and/or the specific watershed.

The budget for 2012/13 fiscal year includes \$71,000 funding to allow completion of existing mapping projects, some new mapping on Salt Spring Island and for a public process to bring bylaws into compliance using existing or available mapping. The funding does not cover new mapping for most watersheds; additional funding in future fiscal years would be required if further mapping is required. As of November 1, 2012, the local trust committees have not spent this funding, but we project that \$57,000 will be spent by March 31, 2012.

The following chart indicates the status of compliance with the Riparian Areas Regulation. In the table below, the term “RAR designated” or “Designated RAR” is a reference to those watersheds that the Ministry of Forest, Land and Natural Resource Operations, West Coast Region, Resource Stewardship Division has identified as potential RAR streams (except Gambier which is unverified for the reasons outlined previously).

<b>Local Trust Area</b>	<b>Regulatory Bylaw No.</b>	<b>Comments</b>	<b>Compliance with RAR</b>
Denman	OCP No. 185 LUB No. 186	DPAs in place protecting streams but not consistent with the RAR.	In Progress
<b>Executive (Winchelsea/Bellenas)</b>	<b>n/a</b>	<b>No streams as defined by the Riparian Areas Regulation identified.</b>	<b>Yes</b>
Gabriola	OCP No. 166 (Gabriola) LUB No. 177 (Gabriola)	Three watersheds designated as RAR, mapping complete, bylaw completed. A waiting approval.	In Progress
	<b>OCP No. 227 (Mudge) LUB No. 228 (Mudge)</b>	<b>No streams as defined by the Riparian Areas Regulation identified on Mudge Island.</b>	<b>Yes</b>
	<b>OCP No. 16 (De Courcey) Zoning No. 44 (De Courcey)</b>	<b>No streams as defined by the Riparian Areas Regulation on De Courcey Island.</b>	<b>Yes</b>
<b>Galiano</b>	<b>OCP No. 108 LUB No. 127</b>	<b>Adopted OCP amendments including RAR DPAs.</b>	<b>Yes</b>
Gambier	OCP No. 73 (Gambier) LUB No. 86 (Gambier)	All watersheds unverified and subject to discussion with the relevant agencies.	In Progress
	OCP No. 77 (Keats) LUB No. 78 (Keats)	All watersheds unverified.	In Progress
	OCP No. 109 (Associated) SCRD LUB No. 96 (Associated) GVRD Zoning No. 47 (Bowyer and Passage)	All watersheds unverified.	In Progress
Hornby	OCP No. 104 LUB No. 86	Two watersheds designated as RAR and three unverified. No protection consistent with RAR in place.	In Progress
Lasqueti	OCP No. 77 LUB No. 78	Three watersheds designated as RAR and 19 unverified. No protection consistent with RAR in place.	In Progress
Mayne	OCP No. 144 LUB No. 146	Three watersheds designated as RAR. No protection consistent with RAR in place.	In Progress
<b>North Pender</b>	<b>OCP No. 171 LUB No. 103</b>	<b>DPA in place for all RAR streams.</b>	<b>Yes</b>
	<b>OCP No. 147 (Associated) LUB No. 148 (Associated)</b>	<b>No streams as defined by the Riparian Areas Regulation.</b>	<b>Yes</b>
Saturna	OCP No. 70	One RAR designated watershed. Most of	In Progress

	LUB No. 78	the watersheds are inside the National Park. No protection consistent with RAR in place.	
Salt Spring	OCP No. 434 (Salt Spring) LUB No. 355 (Salt Spring)	There are 26 RAR designated watersheds on Salt Spring Island. DPAs in place protecting streams but not consistent with the RAR.	In Progress
	<b>OCP No. 51 (Piers) LUB No. 373 (Piers)</b>	<b>No streams as defined by the Riparian Areas Regulation .</b>	<b>Yes</b>
	CRD Zoning 103 (Outer Islands)	One RAR Designated watershed. No protection consistent with RAR in place.	No
	<b>Zoning 123 (Secretary, Wallace)</b>	<b>No streams as defined by the Riparian Areas Regulation .</b>	<b>Yes</b>
South Pender	<b>OCP No. 91 LUB No. 107</b>	<b>No streams as defined by the Riparian Areas Regulation.</b>	<b>Yes</b>
Thetis	OCP No. 50 (Thetis) LUB No. 56 (Thetis)	One RAR designated watershed. No protection consistent with RAR in place.	In Progress
	OCP/LUB No. 42 (Valdes)	Unknown- no stream mapping undertaken	No
	Zoning No. 13 (Ruxton)	Unknown- no stream mapping undertaken – review underway	In Progress

**ATTACHMENT:** No

**FOLLOW-UP:** DLPS will:

1. continue to monitor and report upon the completion of legislative action to implement the RAR in the Local Trust Areas; and
2. continue to work with planning staff to provide educational material on RAR to the public

**Prepared By:** David Marlor, Director of Local Planning Services

**Reviewed By/Date:** Local Planning Committee – November 7, 2012  
Executive Committee – November 20, 2012



Linda Adams, Chief Administrative Officer



## BRIEFING

**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Local Planning Committee

**Date:** November 22, 2012

**SUBJECT: BYLAW ENFORCEMENT INVESTIGATIONS REPORT**

**DESCRIPTION OF ISSUE:** A report to summarize 2012 bylaw enforcement investigations activity up to November 6, 2012.

**BACKGROUND:** This briefing is prepared for Trust Council to highlight the current status of the bylaw enforcement program. A summary of litigation will be presented at the In Camera session.

**Resources:** Bylaw enforcement staff consists of the bylaw enforcement manager, one full time bylaw enforcement officer, one part time bylaw enforcement officer and one part time clerical assistant serving the Islands Trust Area as a whole. Peter Phillips concentrates on the Northern Region, and Geoff Kinnear deals with the Southern Region and Salt Spring Island. Miles Drew is the bylaw enforcement manager.

**Reporting:** The below tables show the current work loads by officer and regions.

**Table of Active Files by Quarter by Office**

Assigned To	Region	Nov 9 2011	Feb 7 2012	May 7 2012	Aug 21 2012	Nov 6 2012
Miles Drew	South	71	41	36	37	33
Geoff Kinnear	South	26	44	50	55	45
Peter Phillips	South	0	0	0	2	0
<b>Sub Total</b>	<b>South</b>	<b>97</b>	<b>85</b>	<b>86</b>	<b>94</b>	<b>78</b>
Miles Drew	Salt Spring	73	75	63	74	73
Geoff Kinnear	Salt Spring	22	19	22	35	32
Peter Phillips	Salt Spring	0	0	0	0	0
<b>Sub Total</b>	<b>Salt Spring</b>	<b>95</b>	<b>94</b>	<b>85</b>	<b>109</b>	<b>105</b>
Miles Drew	North	15	15	16	14	10
Peter Phillips	North	69	66	74	71	69
Geoff Kinnear	North	0	0	0	2	1
<b>Sub Total</b>	<b>North</b>	<b>84</b>	<b>81</b>	<b>90</b>	<b>87</b>	<b>80</b>
<b>Total</b>		<b>276</b>	<b>259</b>	<b>261</b>	<b>290</b>	<b>263</b>



### Table of Active Files by Local Trust Area and Violation Type

Local Trust Area	Density	Dev. Permit	Home Occupation	Land Use	Siting	Soil	STVR	Unenclosed Vehicle	Unlawful Dwelling	Totals
Denman		2		4	1		3		2	12
Gabriola		1	1	8	4		4		10	28
Galiano			1	3	8		4	2	7	25
Gambier				7	5		1		1	14
Hornby		1	2	2	3		2		5	15
Lasqueti									1	1
Mayne				1	3		2		1	7
North Pender		1	1	9	9		14	2	2	38
Saturna					5		1		1	7
South Pender				1						1
Salt Spring		7	3	23	5		47	1	19	105
Thetis				4	3				3	10
<b>Totals</b>	<b>0</b>	<b>12</b>	<b>8</b>	<b>62</b>	<b>46</b>	<b>0</b>	<b>78</b>	<b>5</b>	<b>52</b>	<b>263</b>

### Table of New and Closed Files by Officer and Trust Area

Assigned To	Region	New Files 2012	Closed Files 2012
Miles Drew	South	13	34
	Salt Spring	17	21
	North	3	5
Geoff Kinnear	South	22	24
	Salt Spring	28	15
	North	1	0
Peter Phillips	North	37	47
<b>Total New and Closed</b>		<b>121</b>	<b>146</b>

### **Projects:**

#### **Short Term Vacation Rentals**

Mayne Island, North Pender Island and Salt Spring Island local trust committees have each adopted policies that instruct staff to initiate enforcement action against all Short Term Vacation Rentals (STVR) operating in an overtly commercial manner.

Bylaw enforcement efforts on North Pender and Mayne have now become a routine part of the bylaw enforcement team's practices. On North Pender there are still a number of operators who do not accept that STVR operations are prohibited by the Land Use Bylaw. Therefore, recommendations for legal action against one or more STVR operators on North Pender will be made to the North Pender Island Local Trust Committee.

A legal action against a large STVR property manager on Salt Spring was not successful. Further instructions from the Salt Spring Island Local Trust Committee are being sought. The court's decision prevents the Islands Trust from acquiring an injunction against a third party who operates STVRs on behalf of property owners but does not prevent the acquisition of an injunction against property owners who operate an STVR.

#### **Bylaw Enforcement Notice and Adjudication System**

The attached chart shows that only Gambier, Hornby, Saturna, and Mayne LTCs have yet to reach a decision about the BEN.

To date 15 Bylaw Violation Warnings and one Bylaw Violation Notices have been issued. As it was recently issued the recipient has not paid or disputed it. Nor has it yet resulted in negotiated compliance agreements. Please refer to the chart below for details.

Local Trust Area	Warnings	BENs	Paid	Compliance Agreement	Disputed – Successful	Disputed - Unsuccessful
Gabriola	8	0	0	0	0	0
Galiano	5	1	0	0	0	0
North Pender	1	0	0	0	0	0
Salt Spring	1	0	0	0	0	0
Thetis	0	0	0	0	0	0
<b>TOTALS</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Bylaw Enforcement Best Practices Guide for Bylaw Enforcement Officers**

**No change since last report.**

In order to improve bylaw enforcement practices and ensure that Trust Council policies are effective, staff is developing a proposal to revise the existing Trust Council bylaw enforcement policy by removing from the policy document those aspects which are better suited to a best practices guide. A best practices guide is more flexible and more able to represent the goals of bylaw enforcement practices; therefore, it will be a better tool for officers and the public.

### **Propose Enforcement Policies and Strategies to Deal with Unlawful Dwellings and Unlawful Structures on the Foreshore**

**No change since last report.**

The Executive Committee has directed the Bylaw Enforcement Manager to develop proposals for bylaw enforcement strategies and policies concerning unlawful dwellings and unlawful structures on the foreshore. Unfortunately, no progress has been made on these projects due Staff resources being used to complete the Bylaw Enforcement Notification system and STVR policy work. Work will begin on enforcement strategies for unlawful dwellings as soon as staff resources become available.

### **Attachment(s):**

Attachment 1 – Bylaw Enforcement Notice Dispute Adjudication System Chart




**Prepared By:** Miles Drew, Bylaw Enforcement Manager

**Reviewed By/Date:** Director of Local Planning Services - November 2012  
Executive Committee – November 20, 2012



Linda Adams, Chief Administrative Officer

## Bylaw Enforcement Notice Dispute Adjudication System

Local Trust Area	LTC Meeting for readings	LTC decision	APC/CIM result	EC Approval Y/N	LTC Meeting to Adopt	Adopted	LTC Meeting to adopt policies	BEN Bylaw Complete
Denman	12-Sep-11	Gave 3rd reading but resolved to not proceed with BEN at June 5, 2012 meeting	n/a	✓	25-Oct-11	No	28-Feb-12	
Gabriola	20-Oct-11	3rd reading		✓	19-Apr-12	Yes	19-Apr-12	✓
Galiano	14-May-12	3rd reading	1. APC ✓ 2. CIM - ✓	✓	11-Jun-12	Yes	11-Jun-12	✓
Gambier	31-Jan-12	Recinded 3rd reading and amended schedule B. Needs to go back for 3rd Reading after letter is sent to public	CIM - Dec 13, 2012					
Hornby	19-Oct-11	defer to APC						
Lasqueti	12-Jul-12	1st Reading but resolved to proceed no further - July 12, 2012						
Mayne	25-Apr-12	3rd reading Referred to APC at meeting to adopt	APC - June 20, 2012	✓	30-May-12			
North Pender	22-Sep-11	3rd reading	n/a	✓	27-Oct-11	Yes	23-Feb-12	✓
Salt Spring	01-Mar-11	3rd reading	n/a	✓	06-Oct-11	Yes	23-Feb-12	✓
Saturna	21-Jun-12	Deferred until LUB is reviewed	APC - April 16, 2012					
South Pender	04-Oct-11	1. send to APC 2. defer to Feb. 2013	did not recommend					 *
Thetis	07-Sep-11	3rd reading	n/a	✓	RWM	Yes	08-Feb-12	✓

### Legend

 = Not Approved

✓ = Approved

\* = To be reviewed later

22/11/2012

## BRIEFING

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**To:** Trust Council **For the Meeting of:** December 4-6, 2012

**From:** Local Planning Committee **Date:** November 22, 2012

**SUBJECT:** **DEVELOPMENT PERMIT MONITORING PROGRAM  
PILOT PROJECT – SOUTHERN TEAM**

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**DESCRIPTION OF ISSUE:** Staff has identified the need to develop an improved and consistent administrative mechanism and process to track, follow-up and monitor Development Permits. In addition, a comparable need exists in relation to tracking and monitoring Temporary Use permits and the obligation to monitor LTC covenants. Trust Council also passed a resolution at its March 2011 meeting which, in part, supports development of options for the monitoring of development permits,

Local Planning Committee has on its Follow-up Action List “That staff prepare a Request for Decision on Development Permit Monitoring” (3.4). This report will provide a briefing to LPC on the administrative steps being taken by LPS to address the issue.

**BACKGROUND:** Development permits are a development management tool and issued permits can include a range of conditions, some specific to the approved development, others addressing standards during development, while other conditions may be of an on-going nature. As with s. 219 covenants, the specificity of the development permit (and temporary use permit) conditions cannot be effectively enforced and monitored in the same manner as zoning regulations (i.e. by complaint). In the past, the designation of Development Permit Areas in OCPs have been fairly limited in extent, and because of their nature, commercial and industrial form and character Development Permits can be effectively monitored through the building permit process. With the implementation of more extensive DPAs for the protection of the natural environment and hazard lands in some recent OCPs (e.g. North Pender, Galiano) and with changes to legislation related to Temporary Use Permits, the need to consistently and effectively monitor permit conditions has increased.

Earlier this year, staff reviewed two administrative options to improve tracking of DPs: development of a spreadsheet similar to the covenant tracking database used currently by the Islands Trust Fund and, second, modification to the Trust Area Property Information System (TAPIS) to include an additional information panel. The latter option was considered the best approach for several reasons:

- TAPIS is linked to properties using the unique identify for each parcel (PID)
- TAPIS is a system that is used for tracking all applications and is familiar to staff
- Upgrades will be made to TAPIS to keep the system current.

As part of the upgrades, an additional info-panel is proposed to be added to TAPIS which would include:

- A bring-forward date to be used where there are relevant permit conditions, including automatic notification of that planner or alternative of the need for follow up.
- A field where permit conditions are summarized.
- Field to be populated with follow-up date tracking.
- A sign off box to be checked when the conditions have been met.
- A notification function when conditions are outstanding and a field to indicate who is notified.
- An additional box to indicate conditions met date.

The proposed changes to TAPIS would not create additional or onerous administrative requirements, but incorporate permit tracking and monitoring into the current processes related to application processing using TAPIS which planning secretaries and planners are familiar with.

**Resources:** The modifications to TAPIS to allow permit tracking are among a number of changes to TAPIS currently being managed by the GIS Coordinator through a contract with consultants. The current timeline is to have a draft version of all the TAPIS updates ready by the end of the calendar year, with testing of the updates early in 2013.

In terms of field monitoring, on the Southern Team a portion of the Planner 1 position (currently vacant and being recruited) is allocated to implementing the DP monitoring program and to undertake site visits. Site visits would also be conducted by Island Planners where needed during Island office hours. It is important to point out that the time required to follow up with some development permits to ensure compliance will vary. Many development permits (e.g. steep slope) are based on a specific construction project where conditions have to be met for the period of construction. Whereas, other development permits (e.g. environmental) may take longer to monitor to ensure compliance. Therefore, the needed staff resources will also vary depending on the type and conditions of the development permit.

Once the proposed changes to TAPIS are completed and the permit tracking implemented, management anticipates that this would improve confidence that permit conditions are being fulfilled, improve contact with landowners and landowner understanding of best development practices.

**ATTACHMENT(S):** none

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**AVAILABLE OPTIONS:** The Islands Trust Council could request that staff report back at a future meeting on the success or issues with implementation of the DP tracking program

**FOLLOW-UP:**

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**Prepared By:** Kris Nichols, Island Planner – Southern Team  
Robert Kojima, Regional Planning Manager – Southern Team

**Reviewed By/Date:** Local Planning Committee – November 7, 2012  
Executive Committee – November 20, 2012




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Linda Adams, Chief Administrative Officer

## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of::** December 4-6, 2012

**From:** Trustee Tony Law

**Date:** November 22, 2012

**SUBJECT: UNLAWFUL DWELLINGS (TRUSTEE LAW REQUEST)**

**RECOMMENDATION:** That the Islands Trust Council refer the issue of unlawful dwellings to the Local Planning Committee and request that the Committee advise council on how it might include in its work program a process to identify and provide for local trust committee consideration: a) bylaw enforcement strategies and b) information to support solutions through implementing strategy 4.3 of the Strategic Plan.

**CAO COMMENTS:** This recommendation would lead to a discussion of the topic at the Local Planning Committee and a determination about its priority and scope. The Committee could then seek further direction from Trust Council and may identify further funding needs.

### IMPLICATIONS OF RECOMMENDATION

#### **ORGANIZATIONAL:**

Initially, the Local Planning Committee (LPC) would have to determine the priority of this issue in regards to other items on its work program.

The LPC considered the six items on the Strategic Plan assigned to it for the 2013/14 fiscal year and decided that it only had resources to undertake the following three:

- developing a toolkit that illustrates options for using planning tools to protect water quality and quantity;
- developing model development permit areas in regards to water conservation; and
- developing mechanisms for proactive bylaw enforcement of unlawful structures on the foreshore.

This issue is not on the Strategic Plan as adopted by Islands Trust Council in September 2012.

If and when the topic is made a top priority of the LPC, it would assign resources to undertake this work. At that time, the LPC could request staff to develop options regarding the scope of the project and could make further recommendations to Trust Council regarding priority and funding needs. At this time, the organizational demands related to this issue cannot be determined. If this topic becomes a priority for the 2013/14 year, it should also be added to the Islands Trust Strategic Plan.

#### **FINANCIAL:**

The LPC has recommended funding of \$7,000 for the 2013/14 fiscal year to undertake LPC Strategic Plan as identified above. Additional funding resources may be required depending on the scope of the work involved.

**POLICY:**

No implications for existing policy. Depending upon the outcome of this project, it could result in recommendations for policy amendment.

**IMPLEMENTATION/COMMUNICATIONS:**

If the Islands Trust Council approves this resolution, the topic would be referred to the LPC Committee for further discussion.

**OTHER:** None.

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**BACKGROUND**

At September 2012 Trust Council, the Bylaw Enforcement Manager spoke with several trustees about the advantage of a small working group involving trustees, planners and the Bylaw Enforcement Manager to discuss common issues about housing and enforcement of unlawful dwellings on the islands.

The particular concern is that in nearly all local trust areas people have constructed low cost unlawful housing to meet their housing needs. These dwellings typically do not meet conventional building code or septic treatment requirements. The cost per dwelling is also typically lowered by exceeding the density limits per lot.

Because the number of dwellings per lot is exceeded, the issue is a violation of the local land use bylaw. Health and safety authorities, who could take enforcement action to correct the problems of poor construction or sewage disposal, claim that the land use authority is the agency that prevents the resolution of the health and safety problems because the very existence of the dwelling is unlawful. Thus the issue is left to the local trust committees to take enforcement action.

Bylaw enforcement staff recognizes that taking enforcement action against such dwellings will probably result in demands on local trust committees to amend their land use bylaws. Rather than being forced into this situation through enforcement actions, it may be preferable if alternatives could be identified in anticipation of the need. The working group could consider bylaw enforcement policies, new density regulations for certain types of small scale dwellings, etc. These brainstormed ideas could then inform future enforcement strategies on unlawful dwellings, potential amendments to Trust Council's policy about bylaw enforcement and could identify options for later consideration by local trust committees.

At the September 2012 Trust Council meeting, Trustee Law attempted to have this issue added to the Strategic Plan, but was not successful, possibly due to a lack of understanding of the issue.

The adopted Strategic Plan contains the following strategy and potential activities on Affordable Housing:

**Strategy:**

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, Affordable Housing Guide).



**Related Potential Activities:**

- amend OCPs to include affordable housing policies
- amend LUBs to improve availability of affordable housing

The issue is concern about unlawful dwellings on the islands and the lack of affordable housing options. The purpose of the working group would be to work towards ways in which islanders can help to solve this problem or prevent the problem of unlawful housing arising in the first place.

The appropriate committee to research the issue further and make recommendations on a process to address the issues is the LPC.

**REPORT/DOCUMENT:** None.

**KEY ISSUE(S)/CONCEPT(S):**

Affordable housing  
Bylaw enforcement

**RELEVANT POLICY:**

The Islands Trust Policy Statement encourages the development and maintenance of healthy communities.

Bylaw enforcement procedures are determined by Trust Council Policy 5.5.i.

**DESIRED OUTCOME:** A recommendation from the Local Planning Committee to Trust Council as a means to deal with the issue of unlawful dwellings on the islands in a comprehensive way.

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**RESPONSE OPTIONS**

**Recommended:** As above.

**Alternatives:**

1. As above, but that the Islands Trust Council advise the Local Planning Committee as to the priority of this topic in regards to other work program items.
2. That the Islands Trust Council create a working group of staff and trustees to provide advice on a means to deal with the issue of housing and enforcement of illegal dwellings on the islands in a comprehensive way.
3. That the Islands Trust Council not address the topic of housing and enforcement of illegal dwellings at this time.

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**Prepared By:** David Marlor, Director of Local Planning Services

**Reviewed By/Date:** Tony Law, Local Trustee, Hornby Island - November 20, 2012  
Executive Committee – November 20, 2012



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Linda Adams, Chief Administrative Officer



## CHIEF ADMINISTRATIVE OFFICER 2012-2013 THIRD QUARTER REPORT

3.1

Date: November 20, 2012

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<b>1. TRUST COUNCIL &amp; TRUSTEES</b> <ul style="list-style-type: none"> <li>Supervise all decisions and briefings to Trust Council</li> <li>Supervise implementation of Trust Council decisions</li> <li>Supervise quarterly meeting preparation <ul style="list-style-type: none"> <li>Council sessions – Agricultural Land Commission</li> </ul> </li> <li>Strategic planning – further development of activities and costing of potential activities for budget preparations, briefing re status</li> <li>Advice to trustees re standards of conduct, fairness and legislative matters</li> </ul>	<ul style="list-style-type: none"> <li>Supervise implementation of Council decisions</li> <li>Supervise quarterly meeting preparation <ul style="list-style-type: none"> <li>RFDs and briefings</li> <li>Council sessions – Strategic plan budget implications, FOIPPA webinar</li> </ul> </li> <li>Strategic planning – further alignment of strategic plan to 2012/13 budget, status report for Mar/13</li> <li>Planning and public consultation re budget</li> <li>Develop recommendations re LTC Expense Fund</li> </ul>
<b>2. EXECUTIVE COMMITTEE</b> <ul style="list-style-type: none"> <li>Supervise tri-weekly meeting preparation</li> <li>Supervise implementation of EC decisions</li> <li>Advice to SSILTC re options for coordinated watershed management (re <i>Islands Trust Act</i>)</li> <li>Staff liaison re SSI governance study</li> <li>Litigation defence management (3 active files)</li> <li>Liaison with Ombudsperson office (no current complaints)</li> <li>Administrative Fairness Complaints (one complaint resolved this quarter – one awaiting response from complainant)</li> <li>UBCM attendance and report to trustees</li> <li>Communications assistance re legal matters</li> </ul>	<ul style="list-style-type: none"> <li>Supervise tri-weekly meeting preparation</li> <li>Supervise implementation of EC decisions</li> <li>Improvements to EC work program management</li> <li>Advice to SSILTC re options for coordinated watershed management (re <i>Islands Trust Act</i>)</li> <li>Staff liaison re SSI restructure study <ul style="list-style-type: none"> <li>Briefing to Council</li> </ul> </li> <li>Litigation defence management (3 active files)</li> <li>Recommendations re exempt staff compensation framework</li> <li>Recommendations re succession strategy</li> <li>Initial steps in policy development and implementation improvement program</li> </ul>
<b>3. EXECUTIVE SERVICES UNIT</b> <ul style="list-style-type: none"> <li>Unit budget management</li> <li>Develop unit budget request</li> <li>Staff performance reviews</li> </ul>	<ul style="list-style-type: none"> <li>Unit budget management</li> <li>Staff performance planning</li> </ul>
<b>4. EXTERNAL LIAISON</b> <ul style="list-style-type: none"> <li>Ministry of Community, Sport and Cultural Development re Islands Trust issues</li> <li>Bowen Island Municipality – EC annual meeting (Sept) and follow up</li> <li>National Marine Conservation Area consultation</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Community, Sport and Cultural Development re Islands Trust issues</li> <li>Update provincial protocol agreement re Crown lands</li> <li>National Marine Conservation Area consultation</li> </ul>
<b>5. MANAGEMENT TEAM</b> <ul style="list-style-type: none"> <li>Bi-weekly coordination meetings</li> <li>Monthly meetings of leadership group</li> <li>Management response to union job action</li> <li>Organizational training re collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Bi-weekly management coordination meetings</li> <li>Monthly meetings of leadership group</li> <li>Training focus: collaborative workplace/leadership</li> </ul>

## EXECUTIVE COMMITTEE REPORT

To: Islands Trust Council

Updated: November 20, 2012

### WORK PROGRAM (*Top Three Priorities*)

#### 1. ADVOCACY INITIATIVES

##### Current

- BC Ferries consultation process (LG/CF/LS)
- Oil spill preparedness (LG/CF)
- Derelict vessel working group (LG/CF)
- Raven Coal (LG/CF)

##### Planned

- Howe Sound Management Plan (LG/CF)
- National Marine Conservation Area – resolution at AVICC (LG/CF)

#### 2. STRATEGIC PLANNING

##### Current

- Identification of Strategic Plan activities consistent with FPC draft budget recommendations (LA)
- Briefing re Strategic Plan status (LA)

##### Planned

- Development of Strategic Plan activities consistent with FPC final budget recommendations(LA)

#### 3. ORGANIZATIONAL EFFECTIVENESS

##### Current

- Trust Council preparations (LA/MS)
- Briefing re governance restructure (LA)

##### Planned

- Options for delegation of Trust Council powers to SSILTC (LA)
- Review and improvements to Islands Trust policy development and implementation process (LA/CT)
- Recommendations re amendments to policy re Local Expense Fund (LA/CS/DM)
- CAO – Emergency Succession Plan (LA)
- Policy re exempt staff compensation (LA/CS)

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

#### Sessions

- Agricultural Land Commission
- Incamera session

#### Decision Items

- National Marine Conservation Area Reserve
- BC Ferries advocacy - RFD
- Policy 7.2.v Restructure Incorporation Study Cost Allocations – proposed amendments
- Policy 7.2.vi Municipal Tax Requisition Calculation – proposed amendments
- Proposed 2013 Meeting Dates



**Information Items**

- Executive Committee report
- Trust Council - Continuous Learning Plan (for discussion and suggestions)
- Organizational Priorities Chart
- CAO Quarterly Report
- Briefing – Strategic Plan status
- Briefing – Governance Restructure

**PROVINCIAL LIAISON UPDATE****Completed**

- Union of BC Municipalities Conference
- Chair participation with Regional District Chairs regarding ferry fares

**Current**

- Agricultural Land Commission Chair – Council session

**Planned**

- Introductory meeting with Minister of Community, Sport and Cultural Development
- Association of Vancouver Island and Coastal Communities Conference

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?)

2012-11-22

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2012	Dec (Salt Spring)	Draft Budget Session		Greenshores for Homes re Shoreline Mapping	Introduction to the Agricultural Land Commission
2013	<i>Webinar Sessions</i>	Advocacy Policy New Website Orientation	Freedom of Information and Protection of Privacy	Northern and Southern Team Meetings	
	Mar	Annual Budget Session		Good Planning Practice	Working with the Islands Trust Fund
	June			Good Planning Practice	Working with San Juan County
	Sept		Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice	
	Dec (Victoria)	Draft Budget Session		Good Planning Practice	
2014	Mar	Annual Budget Session		Good Planning Practice	
	June				San Juan County
	Sept	Election period best practices			
	Nov (Victoria)	Orientation	Orientation	Orientation	Orientation

**SESSIONS/ITEMS COMPLETED IN 2011-14 TERM**

<b>Year</b>		<b>Trust Wide and Administrative Topics</b>	<b>Legal and Governance Topics</b>	<b>Planning How-To</b>	<b>Working With Others</b>
<b>2012</b>	<i>Sept (Bowen)</i>	<i>Strategic Planning Oil Spill Response</i>	<i>Refresher on Standards of Conduct and Administrative Fairness</i>	<i>Good Planning Practice Best practices in public engagement</i>	<i>Bowen Island Municipality</i>
<b>2012</b>	<i>June (Penders)</i>	<i>Strategic Planning</i>	<i>Intro to Indemnification</i>		<i>First Nations San Juan County</i>
	<i>Mar (Gabriola)</i>	<i>Annual Budget Session  Initial Strategic Planning Session</i>	<i>Standards of Conduct and Indemnification</i>	<i>Community Planning 101 (for new trustees)</i>	
<b>2011</b>	<i>Dec (Victoria)</i>	<i>Orientation to Trust Area Services  Orientation to Administrative and Financial Services  Orientation to budget and budget process</i>	<i>'Staying out of Trouble' Session</i>	<i>Orientation to Local Planning Services</i>	<i>Making Fair Decisions  Islands Trust Human Resources</i>

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

- Coastal Douglas Fir Zone Conservation Action Plan (Trustee Pottle suggestion)
- Effective Advocacy (Trustee Steeves suggestion)
- 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
- 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
- Using Social Media

<b>SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM</b>					
<b>Year</b>		<b>Trust Wide and Administrative Topics</b>	<b>Legal and Governance Topics</b>	<b>Planning How-To</b>	<b>Working With Others</b>
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	San Juan County Parks Canada
	June (Saturna)	Marine Shipping Safety	Refresher on Orientation Topics	Refresher on Temporary Use Permits	
	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



Islands Trust

## BRIEFING

**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Executive Committee

**Date:** November 22, 2012

**SUBJECT: STRATEGIC PLAN – STATUS UPDATE**

### DESCRIPTION OF ISSUE:

An update to Trust Council regarding the status of strategies and activities identified in Council's strategic plan, to provide Council with information about what items are being achieved as planned and where there may be challenges or changes that would affect staff's ability to achieve strategic plan items as planned during the 2011-14 term.

### BACKGROUND:

- ◆ In September 2012, Trust Council approved the goals, objectives and strategies in the attached strategic plan. It also endorsed the proposed activities, phases and success measures and requested the Financial Planning Committee and staff to use them as a basis for development of the 2013-2014 annual budget. As noted in September, some of the activities described for future years are dependent upon Council's budget decisions.
- ◆ Council Committees have considered the strategic plan in development of their work programs so that they align with the strategic plan. In some instances, Council Committees have recommended a reduced scope or elimination of some activities originally proposed in the strategic plan for 2013-2014, because of their budget implications.
- ◆ Directors and senior staff have amended their work programs to reflect strategic plan priorities.
- ◆ If the Trust Council, Executive Committee, Local Trust Committees or the Trust Fund Board introduce new work program items, strategic plan work may not be achieved. Staff will continue to advise Trustees if new work proposals could compromise completion of strategic plan work and where Trust Council should consider related amendments to its strategic plan.
- ◆ The strategic plan has formed the basis for development of the first draft of the Islands Trust budget for 2013-2014.
- ◆ This briefing and the attached strategic plan indicate recommendations made by the Financial Planning Committee in developing a draft budget for Trust Council's discussion in December 2012.
- ◆ If Council endorses the Financial Planning Committee's recommendations when it adopts its budget in March 2013, some strategic plan items would be deferred or delayed due to lack of funding.



## **STRATEGIC PLAN STATUS UPDATE**

### **Work Completed**

The following activities planned for the 2011-14 term have been completed:

#### **Local Planning Committee/LTCs/LPS**

##### **1.3. Protect fish habitat by implementing Riparian Areas Regulation**

1.3.2 – New mapping of some Salt Spring Island streams is now complete.

#### **Trust Fund Board**

##### **1.2. Expand NAPTEP to entire Islands Trust Area**

1.2.1 -- A tax impact model was prepared and the NAPTEP program was presented to Bowen Island Municipal Council for consideration in September 2012.

### **Work with Significant Progress**

Significant progress has been made regarding the following activities:

#### **Local Planning Committee/LTCs/LPS**

##### **1.3. Protect fish habitat by implementing Riparian Areas Regulation (RAR)**

1.3.4 – All streams in the Gabriola Island LTA that are subject to RAR have been mapped and new bylaws are almost complete.

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

4.3.2. – The SSILTC has given first reading to a bylaw and is undertaking community consultation related to land use bylaw amendments that would permit secondary suites in some areas..

4.3.2. – Denman and Galiano LTCs are considering rezoning applications to site affordable housing developments.

#### **Trust Programs Committee/TAS**

##### **5.1 Improve consultation/engagement with First Nations during land use referrals**

5.1.1 -- First draft of a First Nations Consultation Strategy provided to Trust Council in June 2012.

#### **Financial Planning Committee/Admin Services**

##### **1.7. Reduce greenhouse gas emissions\**

1.7.3 – An inventory of organizational greenhouse gas emissions (for the period of January 2011 to June 2012) is now complete and will be used to calculate the purchase of carbon credits necessary to balance those emissions that cannot be eliminated.

##### **6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality**

6.1.1 – Draft amendments to Policy 7.2.vi (Municipal Requisition Cost Allocations) have been prepared and circulated to Bowen Island Municipality for comment. Amendments are on target for adoption in December, 2012.

#### **Executive Committee**

##### **1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund**

1.4.1 – Chair correspondence seeking a legislative change has been sent. A meeting with the minister is planned for early 2013.

##### **2.3 Participate in planning for National Marine Conservation Area Reserve**

2.3.1 – Executive Committee (with Trust Programs Committee) is sponsoring an RFD at the December 2012 Trust Council meeting to support establishment of the Southern Gulf Islands National Marine Conservation Area Reserve.

2.3.2 – Executive Committee members sponsored trustee participation in two workshops



## **2.4. Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities**

2.4.1 – Chair correspondence has been sent. The Executive Committee sponsored a resolution to the Union of BC Municipalities, which was recognized in the passage of a related resolution at the September 2012 convention.

2.4.2 – The Chair has participated in one National Energy Board (NEB) hearing.

2.4.3 – The Chair hosted one workshop at AVICC which was instrumental in raising awareness if gaps in oil spill prevention and response capacity.

2.4.4 – Trustees have participated in two mock oil spill exercises and Trust Council hosted a workshop with West Coast Marine Response Corporation in September 2012.

2.4.5 – Islands Trust staff are participating in a derelict vessel working group

2.4.6. – Trust Council has passed a resolution and the Chair has sent two letters regarding Raven Coal Mine

2.4.7 – Trust Council has passed a resolution regarding the need for planning in Howe Sound.

## **2.5 Advocate for appropriate regulation of aquaculture**

Chair correspondence regarding aquaculture regulation has been sent.

## **3.4 Explore alternative tools for improving watershed governance**

3.4.1 – A report has been prepared for the SSILTC that discusses options within the Islands Trust Act for coordination of watershed protection. Further work is underway.

## **4.2 Advocate for sustainable, affordable and appropriate ferry service**

4.2.3 – An RFD has been prepared for December 2012 Trust Council regarding participation in the Ministry of Transportation and Infrastructure's ferry consultation process.

## **Delays, Challenges and Funding Decisions**

This section outlines areas where a Council Committee has not included a Strategic plan activity in its active work program, where staff anticipate some delays in the completion of projects, or where the Financial Planning Committee has not recommended that a Strategic plan item be funded in the 2013-2014 annual budget. If Trust Council endorses the Financial Planning Committee's recommendations, some strategic plan items will be delayed or deferred.

## **Local Planning Committees/LTCs/LPS**

### **1.6 Use land use planning tools and decisions to increase the protection of special areas**

1.6.1 -- The Local Planning Committee has not included this activity in its active work program (to explore model land use planning tools that protect species and ecosystems at risk).

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

2.1.4 -- The Local Planning Committee has not recommended funding in the 2013/14 budget for a landowner workshop. Without funding, this activity would not proceed.

### **5.1 Improve consultation/engagement with First Nations during land use referrals**

5.1.1 -- While a first draft of a First Nations Consultation Strategy was provided to Trust Council in June, 2012, further work on the strategy is awaiting staff capacity to consider financial and staff implications of adoption. Full implementation of the strategy may require additional staff. A business case is in development for consideration prior to the 2014/15 fiscal year.

### **6.2 Improve cost recovery from development applications fees**

6.2.1 -- While a considerable amount of preliminary work has been completed in regards to a review of development application fees, Trust Council has not advanced related resolutions. The Local Planning Committee has not recommended that the topic be kept on its work program and has proposed that local trust committees consider a simple percentage increase in application fees.

## **New Priorities and Expanded Initiatives**

Successful implementation of the strategic plan depends upon a disciplined focus. Nevertheless, new priorities emerge that can compromise Council's ability to achieve its original strategic plan.

This section summarizes new or expanded initiatives that could affect staff's ability to implement the strategic plan.

To date, Trust Council and its committees have remained relatively focused and have generally worked to keep their work programs in line with the strategic plan.

Some initiatives, primarily related to advocacy, represent new or expanded priorities that may make it difficult for staff to finalize earlier initiatives or strategic plan activities. For example, Trust Council's participation in the Ministry of Transportation and Infrastructure's consultation program regarding BC Ferries requires a greater level of staff support than initially anticipated, particularly due to the short timelines of the consultation period. Other advocacy initiatives in the strategic plan, such as those related to marine protection, can be difficult to quantify in terms of staff time and have the potential to expand.

**ATTACHMENT(S):** YES – Adopted strategic plan – November 20 update

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### **AVAILABLE OPTIONS:**

- ◆ Staff will continue to work to implement the adopted strategic plan.
- ◆ Where the Financial Planning Committee has not recommended funding for strategic plan items (as noted above), Trust Council could instruct the committee to include funding for these items when the committee proposes a budget for Trust Council adoption in March 2013.
- ◆ Trust Council could instruct the Financial Planning Committee to make further cuts to funding of strategic plan items when the committee proposes a budget for Trust Council adoption in March 2013.
- ◆ If Trust Council adopts a budget in March 2013 that does not fund some strategic plan items, it can amend its strategic plan accordingly at the same time.

### **FOLLOW-UP:**

- ◆ Staff will continue to develop work programs to implement Trust Council's strategic plan and to report on progress.
- ◆ The Financial Planning Committee will continue to develop a budget proposal for Trust Council's consideration in March 2013, following any further direction received from Trust Council in December 2012.
- ◆ Staff will also take further steps to integrate strategic plan goals into Committee and staff work programs and to better identify decisions that could compromise our ability to achieve the work program associated with the strategic plan.

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**Prepared By:** Linda Adams, Chief Administrative Officer

**Reviewed By/Date:** Directors of Local Planning Services, Trust Area Services  
and Administrative Services - November 2012  
Executive Committee – November 20, 2012



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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 Sept. 12, 2012 – draft amendments made Nov. 20, 2012

### 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

Shaded text=activities primarily proposed for future fiscal years and subject to future budget decisions; *italics*=changes since last Trust Council meeting

**Highlighted areas indicate activities that are subject to funding in the 2013/14 program budget**

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
<b>1 PROTECT the natural environment of islands</b>	1.1 Encourage voluntary stewardship of natural environment	<b><u>FY 2011/12- 2014/15</u></b> 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
		<b><u>FY 2012/13</u></b> 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 in development, ITF staff planning to present information at an LPS Pro D day
		<b><u>FY 2012/13 – 2014/15</u></b> 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	<b>Nearshore mapping subject to funding in program budgets 2013/14 Budget \$22K for eelgrass mapping; \$10K for forage fish mapping 2014/15 budget \$22K for eelgrass mapping; 10K for forage fish mapping</b>	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 and forage fish habitat mapping underway and other mapping in development stages <i>Budget request made for 2013/14</i>
		<b><u>FY 2013/14</u></b> 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	Not started
		<b><u>FY 2011/12 - 2014/15</u></b> 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	In progress
		<b><u>FY 2013/14</u></b> 1.1.6 Council workshop regarding invasive species	TFB	Funded by base budget	By whether a Trust Council workshop has been held	Not started
		<b><u>FY 2013/14 – 2014/15</u></b> 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	Not started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<b>FY 2012/13</b> 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	<i>Complete. Tax impact model drafted and presented to BIM Sept/12. Pending BIM request to proceed</i>
		<b>FY 2013/14</b> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP, subject to BIM approval of program	TFB	BIM***	Funded by base budget	By whether support from Metro Vancouver RD has been sought	Gambier LTC approval received. Pending BIM approval of program.
		<b>FY 2014/15</b> 1.2.3 Launch NAPTEP on the islands in Metro Vancouver RD (subject to BIM and MVRD approval)	TFB		Funding required in program budget after BIM approval	By whether NAPTEP has been launched on the islands within the Metro Vancouver RD	Gambier LTC approval received. Pending BIM approval of program
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<b>FY 2013/14</b> 1.3.1 Identify undesignated RAR watersheds	LTCs**		Subject to funding in 2013/14 program budget (included in item 1.3.3 budget as noted below)	By whether all RAR watersheds have been identified	Complete for 10 LTAs. Gambier and Lasqueti in progress <i>Budget request made for 2013/14</i>
		<b>FY 2012/13</b> 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	New mapping of streams on SSI complete. Community review underway.
		<b>FY 2013/14 &amp; 2014/15</b> 1.3.3 Improve mapping of additional riparian areas on SSI and some northern islands	LTCs**		Subject to funding in 2013/14 program budget Denman: \$42,000 Gambier: \$30,000 Hornby: \$22,000 Lasqueti: \$30,000 SSI: \$51,000	By whether new mapping of priority riparian areas is complete	<i>Budget request made for 2013/14</i>
		<b>FY 2012/13</b> 1.3.4 Adopt new bylaws to implement RAR on selected islands	LTCs**		Funded by 2012/13 program budget	By whether selected islands are RAR compliant through bylaw development	<i>Gabriola bylaws almost complete</i>
		<b>FY 2013/14 – 2014/15</b> 1.3.5 Adopt new bylaws to implement RAR on all islands where still required	LTCs**		Subject to funding in 2013/14 program budget Mayne: \$4000	By whether all LTAs are compliant with RAR through bylaw development	19 of 43 bylaws are compliant. 21 bylaw amendments in process, including mapping improvements <i>Budget requests made for 2013/14</i>
	1.4 Establish reliable, adequate and sustainable funding for	<b>FY 2012/13</b> 1.4.1 Seek legislative change regarding TFB corporate structure	EC		Funded by base budget	By whether legislative change has been requested	Verbal request has been made. Chair correspondence sent



OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	the Islands Trust Fund	and name				Nov/12
		<b><u>FY 2011/12 – 2014/15</u></b> 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	Not started
		<b><u>FY 2014/15</u></b> 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	Pending legislative change
		<b><u>FY 2015/16</u></b> 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. Pending legislative change
	1.5 Establish core conservation areas to protect biodiversity priorities	<b><u>FY 2011/12- 2012-13</u></b> 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
		<b><u>FY 2011/12 – 2014/15</u></b> 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	78.97 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	<del><b><u>FY 2012/13</u></b> 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk</del>	LPC	<del>Funded by base budget</del>	<del>By whether a staff report on model land use planning tools has been completed</del>	<del>Not started. Pending provincial working group report. (not on LPC work program)</del>
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Planned for March 2013 Trust Council meeting
		<b><u>FY 2011/12 – 2014/15</u></b> 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway
	1.7 Reduce greenhouse gas emissions	<b><u>FY 2012/13</u></b> 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 2012

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		<b>FY 2014/15</b> 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 Trust Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Subject to funding in 2014/15 budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Not started
		<b>FY 2012/13</b> 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	<i>Emissions inventory complete (Jan/11 to June/12)</i> Draft going to FPC in Feb/13
<b>2. PROTECT coastal and marine ecosystems</b>	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<b>FY 2012/13</b> 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	Drafts complete. To be finalized and distributed by Mar/13
		<b>FY 2013/14</b> 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	Not started
		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. <i>Funding not recommended by LPC. Dependent upon grant application</i>
		2.1.4 Host a shoreline stewardship landowner workshop on one island	LPC	TFB	Subject to funding in 2013/14 program budget	By whether a workshop has been held  \$5000 request in (13/14 TFB request for eelgrass and forage fish mapping 2013/14 and 2014/15 — subject to LPC joint sponsorship?) Not started (funding not recommended by LPC)
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	<b>FY 2013/14 – 2014/15</b> 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
		2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**	Subject to funding in 2013/14 program budget	By whether mechanisms have been developed	Not started Budget request made for 2013/14

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?			IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
						(\$2000)		
	2.3 Participate in planning for National Marine Conservation Area Reserve	<b>FY 2011/12 – 2014/15</b> 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	<i>Proposed resolution to TC in Dec/12 and AVICC in Apr/13</i>
		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	<i>Workshops attended in Aug, Oct and Nov. No funding proposed in 2013/14 budget</i>
		<b>Future fiscal years (TBD)</b> 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			May require additional funds	TBD	Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<b>FY 2011/12 – 2014/15</b> 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 letter sent <i>Related resolution passed at UBCM convention 2012</i>
		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	One NEB hearing presentation August 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
		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. <i>Trust Council workshop with West Coast Marine Response Corporation held Sept/12</i>
		<b>FY 2011/12 – 2014/15</b> 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
		<b>FY 2011/12 – 2013/14</b> 2.4.6 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC			<i>Funded by base budget</i>	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Two Trust Council resolutions passed <i>Two letters written</i>
		<b>FY 2012/13 – 2014/15</b> 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe	EC			<i>Funded by base budget</i>	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	<i>One Trust Council resolution passed</i>



OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		Sound				
		<u>FY 2013/14</u> 2.4.8 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	<i>Funded by base budget</i>	By whether a formal report and request for provincial clarification has been completed	Not started
	2.5 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 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**	Subject to funding in 2013/14 program budget (\$1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	<i>Shellfish Farming Community Bylaw Review process added to DILTC work program. Budget request made for 2013/14</i>
	2.6 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 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	<i>Pending further advice in consultation with partners</i>
		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	Required or recommended in 8 OCPs

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	<i>Funded by base budget</i>	By whether the need for new educational materials had been defined.	Not started
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	<i>Funded by base budget</i>	By whether community meetings have been held to encourage water stewardship	Not started
		<u>FY 2014/15</u> 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 started

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
	3.2 Advocate for provincial Water Act reform	<b>FY 2011/12 – 2014/15</b> 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	Pending provincial selection of pilot areas
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<b>FY 2013/14</b> 3.3.1 Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Subject to funding in 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Not started <i>Budget request made for 2013/14</i>
		<b>FY 2013/14 – 2014/15</b> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Subject to funding in annual program budgets	By whether OCPs have been amended to include new policies about water resource protection	Some reviews underway
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Subject to funding in annual program budgets	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Not started
		<b>FY 2013/14</b> 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Subject to funding in 2013/14 program budget (\$2500)	By whether model Development Permit Areas have been developed	Not started <i>Budget request made for 2013/14</i>
		<b>FY 2014/15</b> 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 started
	3.4 Explore alternative tools for improving watershed management	<b>FY 2012-13</b> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options had been identified	Underway <i>re SSILTC</i>
		<b>FY 2013-14</b> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget. May require additional funding in program budgets	By whether a pilot project has been considered	<i>St. Mary Lake Watershed Working Group formed on Salt Spring Island. Research re delegation of Trust Council powers underway</i>

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

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic development models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic development at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	<i>Initial discussion held at Islands Trust UBCM breakfast mtg for EADs/MLAs</i>
	4.2 Advocate for sustainable, affordable and appropriate ferry service	<u>FY 2013/14</u> 4.2.1 Identify partners, develop scope and Terms of Reference for an economic impact study related to ferry fares and service	TPC	Subject to funding in 2013/14 program budget (\$20,000)	By whether partners, scope and terms of reference have been developed	<i>Not started Budget request made for 2013/14</i>
		<u>FY 2014/15</u> 4.2.2 Commission economic impact study related to ferry fares and service	TPC	Subject to funding in 2014/15 budget	By whether a study is complete	<i>Not started</i>
		<u>FY 2011/12 – 2014/15</u> 4.2.3 Continue advocacy program regarding ferry fares and service.	EC	Partially subject to funding in 2013/14 program budget for technical support (\$5000)	By whether advocacy actions have been taken in regards to ferry fares and service	<i>RFD to Council in Dec 2012 re participating in coastal ferries consultation program Budget request made for 2013/14</i>
	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, <i>Affordable Housing Guide</i> )	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to include new affordable housing policies	<i>Some OCP reviews underway</i>
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve availability of affordable housing	<i>SSI LUB bylaw amendments re secondary suites given first reading. Galiano and Denman LTCs considering rezoning for affordable housing Budget request made for 2013/14</i>
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's toolkit, <i>A Seat at the Table</i> )	<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Subject to annual program budgets	By whether OCPs have been amended to address food security and farmland protection	<i>Reviews underway Budget request made for 2013/14</i>
		4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Subject to annual program budgets	By whether LUBs have been amended to improve food security	<i>Reviews underway Budget request made for 2013/14</i>

## Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status change since last TC meeting
5. STRENGTHEN relations with First Nations	5.1 Improve consultation/engagement with First Nations during land use referrals	<b>FY 2012/13</b> 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. <i>Final draft pending LPS capacity to consider financial and staffing implications.</i>
		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
		<b>FY 2012/13</b> 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	Underway
		<b>FY 2013/14</b> 5.1.4 Identify resource needs for improved consultation and engagement	EC		Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. <i>Pending completion of First Nations Consultation Strategy</i>
		<b>FY 2014/15</b> 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 <i>to support an additional LPS position</i>	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started
	5.2 Improve consultation/engagement with First Nations during Trust Council's marine and terrestrial protection work	<b>FY 2014/15</b> 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	<i>Pending increased staff capacity No funding proposed in 2013/14 budget</i>
		<b>FY 2012/13 – 2014/15</b> 5.2.2 Improve communication and coordination during	EC		Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. <i>Pending staff capacity</i>

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS <i>Italics indicate status change since last TC meeting</i>
		marine protection advocacy					<i>No additional budget proposed</i>
<b>6. IMPROVE organizational cost and operational effectiveness</b>	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	<b>FY 2012/13</b> 6.1.1 Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	<i>Formal referral to BIM Oct/12. BIM comments incorporated in draft policy</i>
		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	<i>Initial discussion held Sep/12 and follow up letter sent Oct/12</i>
		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	<i>Pending requests from BIM</i>
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	<i>Not started</i>
		<b>FY 2013/14</b> 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	<i>Not started. Pending requests from BIM</i>
	6.2 Improve cost-recovery from development application fees	<b>FY 2013/14</b> 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC	FPC	Subject to funding in 2013/14 budget	By whether a model bylaw has been developed	<i>TC referred to LPC/FPC before bylaw drafting begins (project not recommended by LPC – no budget request made)</i>
		<b>FY 2013/14</b> 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**		Subject to funding in 2013/14 program budget	By whether LTCs have adopted an amended fees bylaw that improves cost recovery	<i>Not started (project not recommended by LPC – no budget request made)</i>
	6.3 Prepare Island Trust organization for potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	<b>FY 2013/14</b> 6.3.1 Review terms of reference for a transition strategy	FPC	EC	Possibly externally funded	By whether term of reference for a transition strategy have been developed	<i>Pending provincial direction</i>
		6.3.2 Identify and evaluate options and adopt a transition strategy	FPC	EC	Possibly externally funded	By whether a transition strategy is complete	<i>Not started.</i>

OBJECTIVE	STRATEGIES	POTENTIAL ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status change since last TC meeting
		<u>FY 2014/15 - ?</u> 6.3.3 Implement adopted transition strategy	EC	Subject to future budgets	By whether the transition strategy has been implemented	Pending provincial <i>direction</i> and SSI decisions
		<u>FY 2012/13 to 2013/14</u> 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	Pending provincial <i>direction</i>
	6.4 Review service delivery regarding application processing	<u>FY 2013/14</u> 6.4.1 Consider development and use of a quality management system pilot on Salt Spring island for processing of development applications	LTC**	Subject to funding 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 <i>Budget request made</i>

\* subject to decisions of Trust Fund Board

\*\*subject to decisions of local trust committees

\*\*\*subject to decisions of Bowen Island Municipality

**Abbreviations:**

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

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

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

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[www.islandstrust.bc.ca](http://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



Islands Trust

## Strategic Planning Process (2012-2013)







## BRIEFING

**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Executive Committee

**Date:** November 28, 2012

**SUBJECT: LOCAL GOVERNMENT RESTRUCTURE IN THE ISLANDS TRUST AREA**

### DESCRIPTION OF ISSUE:

To provide general information for Trust Council regarding local government restructure in British Columbia and an update regarding the current governance study on Salt Spring Island.

### BACKGROUND:

The Minister of Community Sport and Cultural Development has recently approved the first phase of a governance study for Salt Spring Island, following a request from the three elected officials on Salt Spring Island.

The Executive Committee has requested staff to develop a briefing for the December 2012 meeting of the Islands Trust Council to provide trustees with background regarding the topic of local governance restructure and an update on the Salt Spring Island study.

The attached document provides information about local government structure in BC and in the Islands Trust Area. It also includes information about the related initiative on Salt Spring Island.

**ATTACHMENT(S):** YES – Attachment 1 – Local Government Restructure in the Islands Trust Area, Update – November 23, 2012

**AVAILABLE OPTIONS:** Receive for information.

### FOLLOW-UP:

1. Trust Council will be provided with further briefings regarding the Salt Spring Island governance study, as further information becomes available.

**Prepared By:** Linda Adams, Chief Administrative Officer

**Reviewed By/Date:** Executive Committee – November 26, 2012

Linda Adams, Chief Administrative Officer

## Local Government Restructure in the Islands Trust Area Update – November 23, 2012

### 1. Background

- a) From time to time, island communities within the Islands Trust Area have expressed an interest in considering changes to their local governance structure.
- b) The province is responsible for the system of local governments in British Columbia and for the process through which changes to the system are considered.
- c) The province, through the Governance and Structure Division of the Ministry of Community, Sport and Cultural Development (MCSCD), provides advice and support for communities in British Columbia that wish to consider changes to local governance structure.
- d) The province has identified a 14-step Municipal Restructure Process by which communities can consider the most significant structural change, that being incorporation of a new municipality:  
[http://www.cscd.gov.bc.ca/lgd/boundaries/municipal\\_restructure\\_process.htm](http://www.cscd.gov.bc.ca/lgd/boundaries/municipal_restructure_process.htm)
- e) Other types of restructure include municipal boundary adjustments, restructuring of regional districts, and dissolution of an improvement district with transfer of assets to a regional district.
- f) Any changes to local governance structure are ultimately the responsibility of the province, since the provincial cabinet must give its approval before restructure can proceed. It does so on the recommendation of the minister of MCSCD. However, s. 7 of the *Local Government Act* indicates that changes are to be locally-driven. In the case of incorporation, electors must approve of municipal incorporation through a referendum before it can be approved by the provincial cabinet.
- g) In 1989, the *Islands Trust Act* was amended to contemplate the creation of municipalities within the Islands Trust Area.
- h) In 1996, the Islands Trust Council and the Ministry of Municipal Affairs (now MCSCD) finalized an agreement that establishes a framework for incorporation of municipalities within the Trust Area. The agreement supplements the ministry's generic restructure process and recognizes that incorporation of a municipality within the Trust Area requires additional definition. It identifies roles and responsibilities of various parties during a restructure process. Both parties acknowledge that "*residents of an island are entitled to make a decision on incorporation on the basis of objective information and with a clear understanding of the implications of municipal status in relation to the mandate of the Trust*".  
<http://www.islandstrust.bc.ca/tc/pdf/orgagrfeb201996pro.pdf>
- i) Also in 1996, the Islands Trust Council amended the *Islands Trust Policy Statement* to incorporate the following policy:  
  - 5.8.3 *Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust.*
- j) Since adoption of this policy, Trust Council and Islands Trust staff have generally taken a neutral position in regards to local government restructure initiatives, although local trustees have voiced opinions for or against incorporation in their own communities.
- k) In 1998, the Islands Trust Council adopted Policy 7.2.v – *Restructure Study Cost Allocations* – to provide guidelines for the way that restructure committees can request and receive information about Islands Trust budget expenditures. Because there have been significant changes to the Islands Trust's accounting methodologies since 1998, this policy is currently before Trust Council for updating.
- l) Since 1996, three local trust areas have engaged in formal municipal restructure studies and referenda as follows:

- Bowen Island (incorporated as Bowen Island Municipality in 1999)
  - Salt Spring Island (incorporation proposal did not receive local support in 2002 referendum)
  - Gabriola Island (incorporation proposal did not receive local support in 2004 referendum)
- m) Community members in other local trust areas have also expressed some interest in changes to local governance, but have not engaged in formal studies.
- n) In 2000, the ministry and the Islands Trust commissioned an *Island Municipality Transition Strategy* to examine the implications of and options for the Islands Trust in responding to island municipal incorporations. The strategy examined and identified options regarding the Islands Trust's fiscal stability and organizational adaptation, should one or more islands incorporate. <http://www.islandstrust.bc.ca/tc/pdf/tcrptmunicincorptransitionstrategy2000.pdf>
- o) During the 2005-2008 term, the Islands Trust Council studied Islands Trust governance, resulting in requests to the province for legislative changes. The most significant of these was a request for two additional trustees from the Salt Spring Island Local Trust Area to sit on both the local trust committee and on Trust Council. The minister responded by providing for a Salt Spring referendum (about two local trustees on the local trust committee *only*) during the 2008 general local election. That referendum failed and there were no changes to the number of local trustees on Salt Spring Island.
- p) In both the current and previous terms, the local trustees and electoral area director for Salt Spring Island requested the province to engage in a formal process to review governance structure on Salt Spring Island. The most recent request was made in March, 2012.
- q) The Islands Trust website includes a page about Governance that assembles many of the relevant studies and processes described above:  
<http://www.islandstrust.bc.ca/tc/governance.cfm>

## 2. Current Situation

- a) On October 5 2012, the Honourable Bill Bennett, Minister of Community, Sport and Cultural Development, announced his decision to provide \$80,000 in funding for the first phase of a governance study for Salt Spring Island. In terms of the 14-step process mentioned in section 1(d) above, this first phase is understood to be equivalent to Step 2 – where *'The ministry, along with... local citizens, assesses the local context to determine if a broad base of community support exists for considering incorporation.'*
- b) The minister has indicated that the purpose of this first phase study is to *'review the current state of governance and identify the general implications of a change in structure for citizens and service providers'*. He has indicated that the first phase will also *'determine if there is sufficient support for an incorporation study'*.
- c) Also on October 5, Minister Bill Bennett indicated that part of the funding announced would be dedicated to a separate study that would examine the potential impacts on the Islands Trust, should Salt Spring Island incorporate.

## 3. Preliminary Implications of Salt Spring Island Incorporation

- a) While only an initial step has been taken towards the consideration of incorporation on Salt Spring Island, some preliminary implications can be assessed. In 2011, the Director of Administrative Services made some preliminary evaluations of the financial implications, should a Salt Spring Island incorporation occur at a later date. These evaluations were based on the Islands Trust's budget for 2009-10 and are summarized below. Related data and graphs are available on Slides 67-74 of a PowerPoint presentation made on Salt Spring Island in May 2011 by CAO Linda Adams and then-Director of Administrative Services Craig Elder.  
[http://www.islandstrust.bc.ca/tc/pdf/Presentation%20to%20ISG\\_for%20external%20distribution%20-%20med.pdf](http://www.islandstrust.bc.ca/tc/pdf/Presentation%20to%20ISG_for%20external%20distribution%20-%20med.pdf)
- b) In 2009-10, the tax base in the Salt Spring Island Local Trust Area represented 33.5% of the Islands Trust's total revenue. Total **revenues** attributed to Salt Spring Island represented approximately \$2,075,000, including property taxes, application fees and grants.

- c) In 2009, Islands Trust **expenses** related to Salt Spring Island amounted to approximately \$845,700 in 'direct costs' (e.g. Salt Spring Island office costs) and approximately \$981,600 in 'allocated' expenses (e.g. a percentage of Islands Trust internet or website expenses), for a total of approximately \$1,827,300 in Salt Spring Island expenses. This meant that revenues from Salt Spring Island exceeded expenses in 2009-10 by approximately \$248,200.
- d) While Salt Spring Island provides more revenues to the Islands Trust than it receives in services, the reverse is true for some other components of Salt Spring Island property taxes. The Salt Spring Island governance restructure study completed in 2002 indicated that Salt Spring Island was a net recipient of services, in comparison to property taxes collected. The study indicated that incorporation would therefore result in an increase in property taxes of approximately \$192 for an average home after eight years of incorporation, under the 'most likely scenario projected in 2002:  
[http://www.islandstrust.bc.ca/tc/pdf/2002%20SSI%20Local%20Government%20Restructure%20Study%20Update\\_Full%20Report.pdf](http://www.islandstrust.bc.ca/tc/pdf/2002%20SSI%20Local%20Government%20Restructure%20Study%20Update_Full%20Report.pdf)
- e) Should Salt Spring Island incorporate, it would pay approximately \$470,000 in property taxes annually to the Islands Trust, based on the Islands Trust's 2009-10 budget. Island municipalities contribute to the cost of operations of the Islands Trust Council, the Executive Committee and the Trust Fund Board. They do not contribute to local trust committee expenses or any other aspect of local planning services, and these services are not provided to them. Taxes are apportioned on the basis of the converted value of land and improvements in the Trust Area.
- f) The actual amount of a municipal contribution from Salt Spring Island would vary annually with changes in the Islands Trust's budget and with changes in the ratio of assessed property values.
- g) Assuming a budget similar to 2009-10, the Islands Trust's annual budget would be affected as follows by a Salt Spring Island incorporation:
  - a. Revenues would drop by approximately \$2,095,000
  - b. Direct expenses related to Salt Spring Island would drop by approximately \$878,000
  - c. Overall, the annual Islands Trust budget would have a net shortfall of approximately \$739,300.
  - d. If no other costs were reduced, such a shortfall would require a 22% tax increase in other unincorporated parts of the Islands Trust Area (equivalent to approximately \$63 on an average home – again based on a budget and other factors similar to the 2009-10 period)
- h) When Bowen Island incorporated in 1999, the ministry provided for a 3-year transition phase, during which the Islands Trust continued to provide planning services under contract and Bowen Island Municipality continued to provide tax revenues at pre-incorporation levels. After three years, Bowen Island Municipality assumed responsibility for its own planning services, at its own cost and its tax revenues were significantly reduced. It is not known whether such an arrangement would apply if Salt Spring Island incorporated.
- i) Should Salt Spring Island incorporate, budgets for Islands Trust operations would (either immediately, or eventually) need to be reviewed to identify cost savings that would be possible due to reduced activity related to Salt Spring Island.
- j) Should Salt Spring Island incorporate, the Islands Trust Council would need to decide whether to:
  - a. increase taxes to meet the shortfall while retaining an existing level of services
  - b. reduce expenses by reducing services
  - c. balance both approaches with some reduction in service and some reduction in expenses
- k) Should Salt Spring Island incorporate, the Salt Spring Island Local Trust Committee would cease to exist and a Salt Spring Island Municipality would be formed. Two 'Municipal Trustees' from Salt Spring Island would sit on Trust Council.

- l) Further information about services that the Islands Trust would no longer provide to Salt Spring Island in the event of incorporation are detailed on Slides 117-121 of the presentation available at [http://www.islandstrust.bc.ca/tc/pdf/Presentation%20to%20ISG\\_for%20external%20distribution%20-%20med.pdf](http://www.islandstrust.bc.ca/tc/pdf/Presentation%20to%20ISG_for%20external%20distribution%20-%20med.pdf)
- m) Some other potential impacts on the Islands Trust of a Salt Spring Island incorporation may be similar to those identified in the *Island Municipality Transition Strategy*, mentioned in 1(n) of this report, including:
  - a. Elimination or reduction in Local Planning Services staff positions and some local planning services to reduce costs
  - b. Elimination or reduction in Trust Area Services and Administrative Services staff and services to reduce costs
  - c. A different dynamic at Trust Council (with 4 'Municipal Trustees' out of 26, rather than 2)
  - d. Long-term changes to the Islands Trust, which are difficult to predict or quantify.
- n) A more detailed assessment of the financial and other impacts on the Islands Trust of a Salt Spring Island incorporation will be the subject of the provincially-funded study mentioned in 2(c) and 4(b) of this report.

#### 4. Next Steps

- a) Salt Spring Island Process
  - a. The Salt Spring trustees and electoral area director are currently working to identify community members who will form a Governance Study Committee. They have invited interested islanders to apply by December 6 and have received several applications to date. Once formed, the Governance Study Committee will seek a qualified consultant to examine the current governance structure on Salt Spring Island. With the ministry's and the consultant's assistance, the Governance Study Committee will assess how local government services are currently delivered, identify community concerns and assess whether those concerns justify further examination of governance options, including an incorporation study. Both trustees and the electoral area director will sit as ex-officio members of the Governance Study Committee.
  - b. The Governance Study Committee is expected to make a report to the minister in the fall of 2013, including a recommendation as to whether an incorporation study should be undertaken.
  - c. If the Governance Study Committee recommends that an incorporation study should be undertaken, and if the minister agrees, then such a study is expected to take approximately a further year, beginning with Step 3 of the Municipal Restructure Process referred to in section 1(d) of this report.
  - d. The Salt Spring governance study initiative is not a work program item of the Salt Spring Island Local Trust Committee and does not involve Islands Trust resources or staff. However, it is expected that the Governance Study Committee or its consultant will require information about the Islands Trust (particularly budget information) during the course of its governance study. Islands Trust Council's Policy 7.2.v provides procedures for the way in which information requests should be received and processed. Because it is out of date, Policy 7.2.v is also before Trust Council for amendment.
  - e. The Islands Trust Council does not have a role in the current phase of the Salt Spring Island governance study and is not required to make any related decisions. Should the current study result in an incorporation study, the Islands Trust would have an opportunity to provide input into the draft letters patents for the potential Salt Spring Island municipality.
  - f. The Salt Spring trustees and electoral area director have created a website that provides more information and on-going updates about the Salt Spring governance study: <http://ssigovernance.wordpress.com/>



- b) Islands Trust – Impact Study
  - a. Ministry staff indicate, that in regards to the second study announced by Minister Bennett (evaluating impacts on the Islands Trust), the ministry’s intent is to commission a consultant to complete a study similar to the one referenced in section 1(n) of this report. Of the \$80,000 in funding announced by Minister Bennett, ministry staff indicate \$20,000 would be dedicated to this purpose.
  - b. Terms of Reference for this separate Islands Trust-specific study have not yet been developed, but will be referred to the Islands Trust for comment before the ministry lets a contract.
  - c. Ministry staff indicate this second study will include consultation with the Islands Trust and will be completed in 2013.
  - d. Section 6.3 of Trust Council’s Strategic Plan includes work related to preparing the Islands Trust organization for potential incorporation of Salt Spring Island and tentatively assigns related tasks to the Executive Committee and the Financial Planning Committee, subject to further information from the ministry.

## **5. Additional References**

- a) MCSCD – Managing Changes to Local Government Structure in BC: A Review and Program Guide:  
[http://www.cd.gov.bc.ca/lgd/gov\\_structure/library/local\\_gov\\_structure\\_managing\\_changes.pdf](http://www.cd.gov.bc.ca/lgd/gov_structure/library/local_gov_structure_managing_changes.pdf)
  - b) Islands Trust Policy Statement: <http://www.islandstrust.bc.ca/tc/pdf/orgpolstatement.pdf>
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## DIRECTOR OF ADMINISTRATIVE SERVICES 2012-2013 THIRD QUARTER REPORT

Date: November 16, 2012

COMPLETED SINCE LAST REPORT	PLANNED 4th QUARTER ACTIVITIES
<p><b>Trust Council, Executive Committee, Financial Planning Committee</b></p> <ul style="list-style-type: none"> <li>Completed RFD Second Quarter 2012/13 Results</li> <li>Completed Briefing for 2012/13 Forecast</li> <li>Reviewed Whistleblower Policy with Public Service Agency and our auditors. Advised FPC to not proceed at this time. FPC approved.</li> <li>Completed first drafts of 2013/14 Budget for review with management and FPC</li> <li>October 31 and November 14, 2012 FPC Meeting</li> <li>Completed Draft of Policy 7.2.vi. Municipal Tax Requisition Calculation and reviewed with Bowen Island Municipal Council. Received response from Bowen Island and reviewed with FPC for response to EC.</li> </ul>	<p><b>Trust Council, Executive Committee, Financial Planning Committee</b></p> <ul style="list-style-type: none"> <li>Complete first draft of 2013/14 Budget for TC Review December 7, 2012</li> <li>FPC Meetings January 23, 2013</li> <li>Complete public consultation process related to 2013/14 Budget</li> <li>Review LTC Budget Process as requested by FPC in August</li> <li>Review Purchasing Policy process as requested by FPC in August</li> <li>Complete process review for Policy 7.2.vi. Municipal Tax Requisition Calculation including review with Bowen Island Municipality</li> <li>Complete review of Draft revision of Policy 7.2.v. Restructure Study Cost Allocations</li> </ul>
<p><b>Administrative Unit Supervision</b></p> <ul style="list-style-type: none"> <li>Held meetings with Finance Coordinator and HR Coordinator to review processes and team responsibilities</li> <li>Attended meetings with staff at Northern and Salt Spring Island offices</li> </ul>	<p><b>Administrative Unit Supervision</b></p> <ul style="list-style-type: none"> <li>Review Finance and HR Local Area Network (LAN) files</li> <li>Continue with regular visits to Northern office and Salt Spring office</li> </ul>
<p><b>Human Resources and Payroll</b></p> <ul style="list-style-type: none"> <li>All Staff Meeting September 19, 2012</li> <li>Completed several hiring processes related to Staff turnover</li> <li>Continued work on Leadership Development Plan including a one-day Collaboration Tools workshop for leaders</li> <li>Transitioned Employee Recognition Program from Trust Area Services and held first meeting of the team including review of new Policy</li> <li>Completed transition of payroll services to Finance from HR department</li> <li>Implemented new tools for 2013 Vacation Planning process and communicated to staff</li> </ul>	<p><b>Human Resources and Payroll</b></p> <ul style="list-style-type: none"> <li>Complete review of Performance Review and Development Process by November 2012</li> <li>Review Job Descriptions and update to new Public Service Agency standards</li> <li>Develop process to train and orient staff on Whistleblower Policies of the Public Service Agency</li> <li>Follow up with Public Service Agency on contract</li> <li>Complete implementation of new BCGEU contract provisions</li> <li>Complete review of excluded staff salaries</li> </ul>

COMPLETED SINCE LAST REPORT	PLANNED 4th QUARTER ACTIVITIES
<p><b>Information Systems</b></p> <ul style="list-style-type: none"> <li>Assisted Salt Spring office with deployment of audio recording equipment including two trips to the office and development of user manual</li> <li>Created a team to develop file naming conventions. Several meetings held and draft policy developed.</li> <li>Completed procurement of laptops for those Trustees requiring one to enable use of meeting management software</li> <li>Continued to support implementation of new website</li> <li>Reviewed business case for additional information systems training and application support</li> </ul>	<p><b>Information Systems</b></p> <ul style="list-style-type: none"> <li>Review internet connectivity to Northern and Salt Spring offices to optimize performance and cost effectiveness</li> <li>Information Systems Advisory Group meeting in January 2013</li> <li>Review Telus contract and mobile device deployment</li> <li>Continue to monitor 2012/13 consulting and hardware budget</li> <li>Support eSCRIBE and Sharepoint implementations as required</li> <li>Review grants database needs</li> </ul>
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Completed 2011/12 Financial Information Act reporting</li> <li>Completed Second Quarter 2012/13 Results</li> <li>Completed 2012/13 Forecast</li> <li>Utilized the forecast capabilities of the new financial reporting and information tool for managers to prepare the 2012/13 forecast</li> </ul>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Continue to review and monitor 2012/13 spending and forecast results</li> <li>Begin audit planning for 2012/13</li> <li>Review capital asset management database</li> </ul>
<p><b>Risk/Safety/Contract Management</b></p> <ul style="list-style-type: none"> <li>Completed new Safety Manual and reviewed with OSH Committee and Management Team.</li> <li>Held monthly meetings of the OSH Committee</li> <li>Emergency drills and inspections completed as required at all offices</li> </ul>	<p><b>Risk/Safety/Contract Management</b></p> <ul style="list-style-type: none"> <li>Review new Safety Manual with Staff at December All Staff Meeting</li> <li>Review template for Service Contracts and other procurement policy forms to ensure Conflict of Interest provisions are sufficient</li> </ul>
<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>No significant events</li> </ul>	<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>No plans at this time</li> </ul>
<p><b>Carbon Neutral Operations</b></p> <ul style="list-style-type: none"> <li>Continued inputting 2012 data into SMARTtool and reported results to Sustainability Advisory Group</li> <li>Held regular meetings of Sustainability Advisory Group</li> <li>Reviewed several options for carbon offset</li> </ul>	<p><b>Carbon Neutral Operations</b></p> <ul style="list-style-type: none"> <li>Complete review of carbon offset options</li> <li>Complete Carbon Inventory for 2012</li> <li>Completed draft of Carbon Neutral Policy to March 2013 Trust Council.</li> </ul>



## FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council

Date: November 14, 2012

### WORK PROGRAM

#### 1. First draft of the 2013/14 Budget

##### Current

- Reviewed budget assumptions and principles at FPC meeting August 22, 2012
- Review Draft Assumptions and Principles at Trust Council in September
- Reviewed first draft with FPC at October 31 meeting

##### Planned

- Review 2<sup>nd</sup> draft with FPC at November 14 meeting
- Prepare draft of 2013/14 Budget for December 2012 Trust Council

#### 2. Complete the 2012/13 Forecast

##### Planned

- Preparation of 2012/13 Forecast for review by FPC at November 14, 2012 meeting

#### 3. Develop a Policy on Carbon Neutrality in conjunction with Trust Programs Committee

##### Current

- Purchased, installed and trained on Provincial Smart Tool to enable carbon inventory tracking.
- Completed the carbon inventory for 2011 and June 2012

##### Planned

- Estimate the sources and costs of carbon offsets to achieve carbon neutrality in 2012
- Complete recommendations included in the Carbon Neutral Policy for December Trust Council

#### 4. Develop new Whistleblower Policy to comply with Auditor's Audit Findings Report

##### Current

- First draft of Whistleblower Policy presented to Management Committee.
- Discussed with Provincial Services Agency
- Briefing to November 14, 2012 FPC meeting – FPC recommends that Trust Council not adopt a separate Whistleblower policy at this time.

##### Planned

- Continue with development of internal procedures for ensuring staff are familiar with and complying with PSA policies and procedures regarding whistleblowing.

**5. Complete Draft Revision of Policy 7.2.v Restructure Study Cost Allocations**

Current

- Craig Elder has reviewed the existing Policy and drafted amendments went to Executive Committee on March 29, 2012
- Complete further revisions requested by Executive Committee and request feedback from FPC
- Return the draft to Executive Committee in the fall of 2012

Planned

- Request for Decision on revisions to the Policy to December 2012 Trust Council for approval.

**6. Complete Draft Revision of Policy 7.2.vi Municipal Tax Requisition Calculation**

Current

- Discussion Paper prepared by Craig Elder and presented to Executive Committee
- Craig Elder and Cindy Shelest met with Bowen Island representatives to review calculation of Bowen Island tax requisition for 2012/13 and the elements of the discussion paper
- First drafts of revised Policy 7.2.v presented to FPC August 22, 2012 meeting for review
- Reviewed with Executive Committee August 28, 2012
- Reviewed with Bowen Island Municipality at the Joint Meeting on September 10, 2012
- Sent official notification to Bowen Island Municipality and requested response by November 5, 2012

Planned

- Draft RFD to Trust Council to FPC November 14, 2012 meeting
- Request for Decision on revisions to the Policy to December 2012 Trust Council for approval.

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

The Financial Planning Committee has adopted the above noted priorities for the fourth quarter of fiscal 2012/2013. 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 October 31 and November 14, 2012. The next meeting is proposed to be held January 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:** December 4-6, 2012

**From:** Financial Planning Committee

**Date:** November 22, 2012

**SUBJECT:** SEPTEMBER 30, 2012 QUARTERLY FINANCIAL REPORT

**RECOMMENDATION:** That Islands Trust Council approve the September 30, 2012 Quarterly Financial Report as presented.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** The financial report indicates that Islands Trust is generally following the financial plan for 2012/13.

### 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 September 30, 2012 attached.

#### **KEY ISSUE(S)/CONCEPT(S):**

**Statement of Net Financial Position** (September 30, 2012 compared to March 31, 2012)  
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 six months (second quarter) of operations is 50% of the annual budget. The revenue and expense areas that vary significantly from the 50% benchmark include:

### **REVENUE**

- Fees and Sales are lower in the second quarter. It is difficult to say if this trend will continue through the remainder of this fiscal year.
- The general property tax requisition and the Bowen Island property tax requisition were received during the second quarter.
- Interest income is above budget expectations due to the large investments of grant and tax levy funds in the second quarter. They are also realizing a greater return than estimated at budget.

### **EXPENSES**

#### **Council Expenses**

- Council Committee expenses are lower than budget due to the timing of expenditures as committees typically have more meetings in the second half of the fiscal year.
- Trust Area Services expenses are lower than budget due to the timing of expenditures for communications and the allocation of a project budget that is related to amortization costs.

#### **Local Planning Services**

- LPS Facilities & Programs expenditures are lower than budget, partially due to the timing of expenditures for program items which are expected to occur later in the year and partially due to changing priorities of Local Trust Committees where program expenditures will not take place.

#### **Administration**

- Personnel Recruiting and Computer/Furniture and Equipment Purchases are lower than budget due to expenditures that are expected to occur later in the year.
- Amortization expenses are higher than budget due to the allocation of a project budget in Trust Area Service that is meant to cover amortization costs on the purchase of software for the project.

**RELEVANT POLICY:** Bylaw No. 146, Islands Trust Financial Plan Bylaw 2012/13

**DESIRED OUTCOME:** Approval of the September 30, 2012 Quarterly Financial Report.

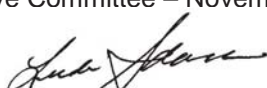
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### **RESPONSE OPTIONS**

**Recommended:** Approve the September 30, 2012 Quarterly Financial Report.

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

**Reviewed By/Date:** Financial Planning Committee - November 14, 2012  
Executive Committee – November 20, 2012



Linda Adams, Chief Administrative Officer

**Islands Trust**  
**Statement of Net Financial Position**

	September 2012	March 31 2012
<b>Financial Assets</b>		
Cash & Short-term Investments	6,482,015	3,494,644
Accounts Receivable	151,850	105,855
Due from TFB	<u>(3,877)</u>	<u>(397)</u>
	<u>6,629,988</u>	<u>3,600,103</u>
 <b>Liabilities</b>		
Wages & benefits payable	968,819	943,605
Accounts payable & accrued liabilities	148,153	268,682
Development Application Deposits	48,053	67,966
Deferred Revenue	84,018	87,997
Employee Benefit Obligations	114,186	116,576
Capital Lease Obligations	41,165	50,714
Cost Recovery Deposits	<u>23,311</u>	<u>29,902</u>
	<u>1,427,705</u>	<u>1,565,441</u>
 <b>Net financial assets</b>	 <u><b>5,202,283</b></u>	 <u><b>2,034,661</b></u>
 <b>Non-Financial Assets:</b>		
Tangible Capital Assets	155,014	135,158
Prepaid Expenses	<u>52,959</u>	<u>30,835</u>
 <b>Total Non-Financial Assets</b>	 <u><b>207,974</b></u>	 <u><b>165,993</b></u>
 <b>Accumulated Surplus</b>	 <u><u><b>5,410,257</b></u></u>	 <u><u><b>2,200,654</b></u></u>

# ***Islands Trust***

## **Consolidated Statement of Revenue and Expenditure**

For The 6 Months Ending September 30, 2012

<b>Description</b>	<b>Prior YTD Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>Revenue:</b>				
Fees & Sales	61,861	43,757	110,000	40%
Provincial Grant	247,710	153,060	186,998	82%
Property Tax Levy General	5,870,356	5,929,199	5,929,198	100%
Property Tax Levy Bowen	220,880	165,374	165,374	100%
Appropriation from Surplus	0	0	276,202	0%
Interest Income	42,649	55,125	70,000	79%
Other Revenues	58,823	27,838	94,700	29%
<b>Total Revenue</b>	<b>6,502,279</b>	<b>6,374,353</b>	<b>6,832,472</b>	<b>93%</b>
<b>Expenses:</b>				
<b>Council</b>				
Trust Council	105,886	128,719	246,700	52%
Executive Committee	55,867	44,752	93,536	48%
Council Committees	7,933	5,798	13,500	43%
Trust Area Services	196,561	185,359	500,256	37%
General Admin Allocation - 16%	127,966	111,739	224,356	50%
<b>Total Council Expenses</b>	<b>494,213</b>	<b>476,368</b>	<b>1,078,348</b>	<b>44%</b>
<b>Local Planning Services</b>				
Local Trust Committees	349,648	387,241	891,568	43%
Planning Staff	965,439	1,012,357	2,116,812	48%
LPS Facilities & Programs	259,234	203,245	567,660	36%
Mapping Services	155,517	112,169	241,174	47%
Bylaw Enforcement	126,648	131,365	263,898	50%
General Admin Allocation - 74%	511,862	516,794	1,037,647	50%
<b>Total Local Planning Services Expenses</b>	<b>2,368,349</b>	<b>2,363,172</b>	<b>5,118,759</b>	<b>46%</b>

<b>Trust Fund</b>					
Board	9,914	11,602	22,000	53%	
Administration	196,503	203,545	401,141	51%	
Operations	25,431	39,746	72,000	55%	
General Admin Allocation - 10%	71,092	69,837	140,223	50%	
<b>Total Trust Fund Expenses</b>	<b>302,941</b>	<b>324,730</b>	<b>635,364</b>	<b>51%</b>	
<b>General Admin</b>					
CAO Office	179,592	178,467	336,659	53%	
Financial, HR and Admin Services	334,017	353,851	714,968	49%	
Personnel Recruiting	4,322	1,073	5,000	21%	
Office Operations	117,078	104,440	215,600	48%	
Computer/Furniture & Equipment Purchases	48,778	27,967	75,000	37%	
Amortization Expense	27,134	32,572	55,000	59%	
General Admin Recovery	(710,920)	(698,370)	(1,402,226)	50%	
<b>Total General Admin Expenses</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0%</b>	
<b>Total Expenses</b>	<b>3,165,502</b>	<b>3,164,270</b>	<b>6,832,472</b>	<b>46%</b>	
<b>Surplus (Deficit) to date</b>	<b>3,336,777</b>	<b>3,210,083</b>	<b>(0)</b>		
<b>Accumulated Surplus, beginning of the year</b>	<b>1,903,985</b>	<b>2,200,656</b>			
<b>Accumulated Surplus, end of the period</b>	<b>5,240,762</b>	<b>5,410,739</b>			

## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of::** December 4-6, 2012

**From:** Executive Committee

**Date :** November 22, 2012

**SUBJECT: REVISIONS TO POLICY 7.2.V RESTRUCTURE STUDY COST ALLOCATIONS**

**RECOMMENDATION:** That the Islands Trust Council approve the revisions to Policy 7.2.v Restructure Study Cost Allocations, dated December 6, 2012 and rename the policy 'Incorporation Study Cost Allocations'.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** In 1998, the Islands Trust Council adopted a policy to guide staff in responding to requests for financial information related to governance restructure studies. The policy has not been updated since although the staff structure of the Islands Trust has changed considerably, as have internal accounting and budgeting methodologies. As a governance restructure study has now been initiated for the Salt Spring Island Local Trust Area, staff recommend that Trust Council update the policy to reflect new organizational structure, terminology and current Islands Trust accounting and budgeting methodologies.

### **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Adoption of a revised policy will update the methodology and approach used by the Treasurer when providing information to an incorporation study committee about costs of the operations of a local trust committee. It will ensure that information provided is an accurate reflection of the Islands Trust budget.

**FINANCIAL:** None anticipated.

**POLICY:** This recommendation would result in amendment and renaming of Trust Council's existing Policy 7.2.v (last updated in 1998).

**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 Islands Trust Council adopted existing Policy 7.2.v in 1998, to guide staff in responding to requests for financial information related to governance restructure studies. The policy has not been updated since. Since 1998, the Islands Trust has changed its budgeting and accounting methodology and has experienced significant organizational changes. For example, in 1998, Bowen Island Municipality had not been formed, there was no Northern Office and the Salt Spring Island office was considerably smaller than it is today. Since that time, the Islands Trust



has developed allocated financial statements, reflecting revenues and expenses attributable to each local trust area.

In March 2012, Executive Committee requested staff to update and revise Policy 7.2.v Restructure Study Cost Allocations. The Director of Administrative Services has drafted proposed revisions and reviewed them with the Chief Administrative Officer. Advice was also sought from the former Director of Administrative Services, given the complexity of the topic and his familiarity with it.

The proposed revisions include:

- Amending the term 'restructure study' to 'incorporation study' to reflect current usage of that term by the Ministry of Community, Sport and Cultural Development.
- Substantive updates that reflect changes to the Islands Trust organization and its budgeting and accounting methodology since 1998.
- Miscellaneous updates, such as those that reflect current terminology.

**REPORT/DOCUMENT:**

- Draft Policy 7.2.v Incorporation Study Cost Allocations (incorporating recommended changes).
- 'Track changes' version of draft Policy 7.2.v – Incorporation Study Cost Allocations, illustrating proposed changes from the existing policy.

**KEY ISSUE(S)/CONCEPT(S):**

Calculation and communications regarding planning costs for a local trust area where an incorporation study is underway.

**RELEVANT POLICY:**

- Policy 7.2.vi Municipal Tax Requisition Calculation (previously Municipal Requisition Cost Allocations)

**DESIRED OUTCOME:**

Clarity and accuracy in providing information to incorporation study committees regarding Islands Trust financial information.

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**RESPONSE OPTIONS**

**Recommended:** Adopt revised and renamed Policy 7.2.v Incorporation Study Cost Allocations.

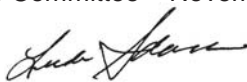
**Alternatives:**

- Make different revisions to Revised Policy 7.2.v Incorporation Study Cost Allocations.
- That Policy 7.2.v Restructure Study Cost Allocations not be amended at this time.

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

**Reviewed By/Date:** Financial Planning Committee - November 14, 2012  
Executive Committee – November 20, 2012



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Linda Adams, Chief Administrative Officer

## **7.2.v Guideline – Draft Amendment**

### **INCORPORATION STUDY COST ALLOCATIONS**

Trust Council: September 18, 1998

Amended: December 4, 1998

Amended: December 6, 2012

#### **A: PURPOSE:**

To provide the methodology for providing information about planning costs for a Local Trust Committee (LTC), should an Incorporation Study Committee request such information within an Incorporation Study.

#### **B: REFERENCES:**

1. Detailed financial information used to create the most recent Islands Trust Financial Plan Bylaw;
2. Detailed financial information from prior years that were used to create audited financial statements for Islands Trust;
3. Prior years' Allocated Financial Statements for Islands Trust, including allocation of time to LTCs by planning staff;
4. Policy 7.2.vi Municipal Tax Requisition Calculation; and,
5. Policy 7.6.i Freedom of Information and Protection of Privacy.

#### **C: POLICY:**

##### **1. Principles**

- to provide relevant information to a community that is considering incorporation
- to ensure consistency of information for consideration by Incorporation Study Committees
- to ensure procedural certainty for dealing with Incorporation Study Committee requests for information

##### **2. Information Sections and Related Methodologies**

###### **A. Cost to Islands Trust of Providing Planning Services**

One of the primary goals of an Incorporation Study is to establish the current costs for providing planning services to the area that is considering incorporation. However, the implicit goal is also to provide typical or average costs to avoid variations in particular costs that may be affected by events in a particular fiscal year.

There are three planning offices in the Islands Trust organization. The current offices are listed below, along with the Local Trust Committees (LTCs) that are served by each:

- Southern Planning Office – Galiano, Mayne, North Pender, Saturna, South Pender
- Salt Spring Office – Salt Spring
- Northern Office – Denman, Gabriola, Gambier, Lasqueti, Hornby, Thetis, Executive (Ballenas-Winchelsea Islands)

The planning staff in each of the three offices uses the time collection system to record their work activities and to identify the LTC for whom the work was conducted. This information is used to allocate costs for staff and facilities to LTCs in the creation of the Allocated Financial Statements for a particular fiscal year.

To develop the costs for providing planning services as an input into an Incorporation Study, several methods are used depending on the cost item being considered:

- Direct budgeted costs – some costs are directly allocated to a LTC, for example, the LTC Local Expense budget.
- Allocated budgeted costs – costs that are provided through a planning office use this allocated approach. The budgeted amount is allocated to an LTC based on the time allocation from the most recent Allocated Financial Statements. For example, the staff salary and benefit costs would be allocated to an LTC in this manner.
- Five year average of actual costs – for costs that vary widely depending on the activity in a particular year, a five-year average of actual costs is used. Legal costs for bylaw litigation are an example of when this approach would be appropriate.
- Budget estimate – some costs that are recorded as Administrative costs in Islands Trust actually provide benefit to the planning offices, which in turn provide benefit to the LTCs. For example, furniture costs for planners would be estimated when detailing the costs to provide planning services to an LTC.

Appendix 1 itemizes the Islands Trust general ledger codes and the approach to be used in providing an Incorporation Study Committee with the cost of providing planning services for an LTC.

## **B. Estimated Municipal Contribution After Incorporation**

The Islands Trust Act defines the framework for tax contributions by island municipalities. Policy 7.2.vi describes the detailed methodology for calculating the tax contribution from island municipalities in a particular year.

To provide an Incorporation Study Committee with a reasonable estimate of the tax contribution that would be payable by a new island municipality, the following approach will be taken:

- The current year Islands Trust budget detail will be restated to remove the budgeted costs and revenues that are attributable to the LTC that is the subject of the Incorporation Study.
- Other adjustments to the Islands Trust budget detail will be made to reflect potential impacts on other cost and revenue budget lines.
- The methodology in Policy 7.2.vi will be applied to the modified budget and the Incorporation Study Committee will be informed of the resulting municipal contributions for potential island municipalities.

### **3. Request Procedure**

- i. The request for information must be made in writing to the attention of the Treasurer who will verify that the request is from an approved Incorporation Study Committee.
- ii. The information will be provided to the Incorporation Study Committee as well as to the Islands Trust's Financial Planning Committee, Executive Committee, relevant local trust committee and the Governance and Structure Branch of the Ministry of Community, Sport and Cultural Development.

### **4. Use of Information**

Responses to requests, as provided under this policy, will indicate that:

- a) the information is intended for the convenience of an Incorporation Study Committee;
- b) the information is based on a Trust Council approved policy and the principles and methodology may be subject to revision from time to time and is therefore not intended to reflect a permanent or on-going allocation of resources; and
- c) the information is deemed to be in the public domain once provided to the Incorporation Study Committee.

## Appendix 1

### Method to Calculate Cost of Planning Services Provided by Islands Trust by General Ledger Code

#### Legend:

- **Direct** – direct assignment of LTC budget
- **Allocation** – allocated amount from Local Planning staff time collection information and planning office budget line amounts
- **5 Yr Avg** – five year average of actual expenditures for an LTC for that budget line
- **Estimate** – budget estimate

#### General Ledger

Account #	Account Description	Method
50900	Amortization	Estimate
52500	Board of Variance	5 Yr Avg
55100	Computer Non Capital H/W & S/W OVER \$150	Estimate
55105	Computer S/W License renewal & maintenance	Estimate
55200	Computer "Internet Charges"	Allocation
55400	Computer "Non Capital H/W & S/W UNDER \$150"	Estimate
55500	Computer "Technical Support"	Estimate
55600	Computer "Trustee Hardware & Internet"	5 Yr Avg
56500	Contract Services	Allocation
58000	Equipment Leases Supplies & Maintenance	Allocation
60000	Insurance	Estimate
62000	Land Title Registrations	5 Yr Avg
63000	Legal "General"	5 Yr Avg
63100	Legal "Bylaw Enforcement Litigation"	5 Yr Avg
63200	Legal "Litigation Defence"	5 Yr Avg
65000	LTC "Trustee Expenses"	Direct
65200	LTC Local Expenses	Direct
67500	Memberships	Estimate
68100	Notices Statutory & Non Statutory	5 Yr Avg
69000	Office "Rent & Services"	Allocation
69100	Office Non Capital Furniture & Equipment OVER \$150	Estimate
70000	Postage & Courier	Allocation
72001	Project Projects funded by grants	Estimate
72300	OCP or LUB Project	5 Yr Avg
73001	Program Current Fiscal	Estimate
76100	"Salaries Planners & RPM's"	Allocation
76110	"Benefits Planners & RPM's"	Allocation
77100	"Salaries Planning Support Staff"	Allocation
77110	"Benefits Planning Support Staff"	Allocation
78100	"Salaries Bylaw"	Allocation
78110	"Benefits Bylaw"	Allocation

## ISLANDS TRUST POLICY MANUAL

79000	Stationery & Supplies	Allocation
80100	Telephone "Lease"	Allocation
80200	Telephone "Toll Charges"	Allocation
80300	Telephone "Cell Phones"	Allocation
81400	Training & Conferences "Planners/RPM's"	Allocation
81405	Travel for Training Planners/RPM	Allocation
81500	Training & Conferences "Planning Support"	Allocation
81505	Travel for Training Planning Support	Allocation
81600	Training & Conferences "Bylaw"	Allocation
81605	Travel for Training Bylaw	Allocation
82400	Travel "Planners/RPM's"	Allocation
82500	Travel "Planning Support"	Allocation
82600	Travel "Bylaw"	Allocation

## 7.2.v Guideline – Draft Amendment

# ~~RESTRUCTURE~~INCORPORATION STUDY COST ALLOCATIONS

Trust Council: September 18, 1998

Amended: December 4, 1998

Amended: December 6, 2012

### A: PURPOSE:

To provide ~~guidelines~~ the methodology for ~~allocating the Islands~~ providing information about planning costs for a Local Trust ~~annual budget expenditures to local trust areas in response to a Restructure~~ Committee (LTC), should an Incorporation Study Committee request ~~for such~~ information within ~~a municipal incorporation study~~ an Incorporation Study.

### B: REFERENCES:

1. Detailed financial information used to create the most recent Islands Trust ~~Annual Budget~~ Financial Plan Bylaw;
2. Detailed financial information from prior years that were used to create audited financial statements for Islands Trust;
3. Prior years' Allocated Financial Statements for Islands Trust, including allocation of time to LTCs by planning staff;
4. Policy 7.2.vi Municipal Tax Requisition Calculation; and,
5. Policy 7.6.i Freedom of Information and Protection of Privacy ~~Policy (7.6.i)~~.

### C: POLICY:

#### 1. Principles

- to provide relevant information to a community that is considering incorporation
- to ensure consistency of information for consideration by ~~Restructure~~ Incorporation Study Committees
- to ensure procedural certainty for dealing with ~~Restructure~~ Incorporation Study Committee requests for information

#### ~~2. Methodology~~

~~—The steps required for local trust area cost allocation calculations (see Schedule 1—Local Trust Area Cost Allocation Chart) include the following key components:~~

#### ~~a) Costs for Allocation~~

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## ISLANDS TRUST POLICY MANUAL

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- ~~i. All expenditures in the annual budget will be allocated between two categories, Trust Area Services and Local Trust Area Services, according to Schedule 1;~~
- ~~ii. Administrative expenditure items are allocated between these two categories according to the ratio of the gross budgets of each category; and~~

~~b) Cost Allocation to Local Trust Areas~~

- ~~i. Costs for allocation are distributed to a local trust area using the following formula for the different “Costs for Allocation”:~~

- ~~• Equal Share—costs are allocated to each local trust area equally for functions which are associated with the entire Trust Area;~~
- ~~• Population—costs are allocated to each local trust area on the ratio of population as a percentage of the total Trust Area population;~~
- ~~• Actual Cost—cost allocations are based on either expenditures that are specific to a local trust area (e.g. on island office) or allocated to a local trust area by analysis (e.g. staff time/travel); or~~
- ~~• Proportionate—costs allocations are based on the same ratio as the total of actual costs to the total costs within a ‘Cost for Allocation’ category where there are proportionate costs.~~

- ~~ii. Specific allocations of cost items to local trust areas are presented in the format provided in Schedule 2—Local Trust Area Cost Allocation Worksheet.~~

e)

**2. Information Sections and Related Methodologies**

**A. Cost to Islands Trust of Providing Planning Services**

One of the primary goals of an Incorporation Study is to establish the current costs for providing planning services to the area that is considering incorporation. However, the implicit goal is also to provide typical or average costs to avoid variations in particular costs that may be affected by events in a particular fiscal year.

There are three planning offices in the Islands Trust organization. The current offices are listed below, along with the Local Trust Committees (LTCs) that are served by each:

- Southern Planning Office – Galiano, Mayne, North Pender, Saturna, South Pender
- Salt Spring Office – Salt Spring
- Northern Office – Denman, Gabriola, Gambier, Lasqueti, Hornby, Thetis, Executive (Ballenas-Winchelsea Islands)

The planning staff in each of the three offices uses the time collection system to record their work activities and to identify the LTC for whom the work was conducted. This information is used to allocate costs for staff and facilities to LTCs in the creation of the Allocated Financial Statements for a particular fiscal year.

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**ISLANDS TRUST POLICY MANUAL**

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To develop the costs for providing planning services as an input into an Incorporation Study, several methods are used depending on the cost item being considered:

- Direct budgeted costs – some costs are directly allocated to a LTC, for example, the LTC Local Expense budget.
- Allocated budgeted costs – costs that are provided through a planning office use this allocated approach. The budgeted amount is allocated to an LTC based on the time allocation from the most recent Allocated Financial Statements. For example, the staff salary and benefit costs would be allocated to an LTC in this manner.
- Five year average of actual costs – for costs that vary widely depending on the activity in a particular year, a five-year average of actual costs is used. Legal costs for bylaw litigation are an example of when this approach would be appropriate.
- Budget estimate – some costs that are recorded as Administrative costs in Islands Trust actually provide benefit to the planning offices, which in turn provide benefit to the LTCs. For example, furniture costs for planners would be estimated when detailing the costs to provide planning services to an LTC.

Appendix 1 itemizes the Islands Trust general ledger codes and the approach to be used in providing an Incorporation Study Committee with the cost of providing planning services for an LTC.

## **B. Estimated Municipal Contribution After Incorporation**

The Islands Trust Act defines the framework for tax contributions by island municipalities. Policy 7.2.vi describes the detailed methodology for calculating the tax contribution from island municipalities in a particular year.

To provide an Incorporation Study Committee with a reasonable estimate of the tax contribution that would be payable by a new island municipality, the following approach will be taken:

- The current year Islands Trust budget detail will be restated to remove the budgeted costs and revenues that are attributable to the LTC that is the subject of the Incorporation Study.
- Other adjustments to the Islands Trust budget detail will be made to reflect potential impacts on other cost and revenue budget lines.
- The methodology in Policy 7.2.vi will be applied to the modified budget and the Incorporation Study Committee will be informed of the resulting municipal contributions for potential island municipalities.

## **3. Request Procedure**

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# **ISLANDS TRUST POLICY MANUAL**

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- i. The request for information must be made in writing to the attention of the Treasurer who will verify that the request is from an approved ~~Restructure~~Incorporation Study Committee.
- ii. The information will be provided to the ~~Restructure~~Incorporation Study Committee as well as to the Islands Trust's Financial Planning Committee, Executive Committee, relevant local trust committee and the ~~Local Government~~Governance and Structure Branch of the Ministry of ~~Municipal Affairs~~Community, Sport and Cultural Development.

#### **34. Use of Information**

Responses to requests, as provided under this policy, will indicate that:

- a) the information is intended for the convenience of ~~Restructure Studies~~an Incorporation Study Committee;
- b) the information is based on a Trust Council approved policy and the principles and methodology may be subject to revision from time to time and is therefore not intended to reflect a permanent or ~~ongoing~~on-going allocation of resources; and
- c) the information is deemed to be in the public domain once provided to the ~~Restructure~~Incorporation Study Committee.

## Appendix 1

### Method to Calculate Cost of Planning Services Provided by Islands Trust by General Ledger Code

#### Legend:

- **Direct** – direct assignment of LTC budget
- **Allocation** – allocated amount from Local Planning staff time collection information and planning office budget line amounts
- **5 Yr Avg** – five year average of actual expenditures for an LTC for that budget line
- **Estimate** – budget estimate

#### General Ledger

Account #	Account Description	Method
**	Amortization	Estimate
52500	Board of Variance	5 Yr Avg
55100	Computer Non Capital H/W & S/W OVER \$150	Estimate
55105	Computer S/W License renewal & maintenance	Estimate
55200	Computer "Internet Charges"	Allocation
55400	Computer "Non Capital H/W & S/W UNDER \$150"	Estimate
55500	Computer "Technical Support"	Estimate
55600	Computer "Trustee Hardware & Internet"	5 Yr Avg
56500	Contract Services	Allocation
58000	Equipment Leases Supplies & Maintenance	Allocation
60000	Insurance	Estimate
62000	Land Title Registrations	5 Yr Avg
63000	Legal "General"	5 Yr Avg
63100	Legal "Bylaw Enforcement Litigation"	5 Yr Avg
63200	Legal "Litigation Defence"	5 Yr Avg
65000	LTC "Trustee Expenses"	Direct
65200	LTC Local Expenses	Direct
67500	Memberships	Estimate
68100	Notices Statutory & Non Statutory	5 Yr Avg
69000	Office "Rent & Services"	Allocation
69100	Office Non Capital Furniture & Equipment OVER \$150	Estimate
70000	Postage & Courier	Allocation
72001	Project Projects funded by grants	Estimate
72300	OCP or LUB Project	5 Yr Avg
73001	Program Current Fiscal	Estimate
76100	"Salaries Planners & RPM's"	Allocation
76110	"Benefits Planners & RPM's"	Allocation
77100	"Salaries Planning Support Staff"	Allocation
77110	"Benefits Planning Support Staff"	Allocation
78100	"Salaries Bylaw"	Allocation
78110	"Benefits Bylaw"	Allocation

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79000	Stationery & Supplies	Allocation
80100	Telephone "Lease"	Allocation
80200	Telephone "Toll Charges"	Allocation
80300	Telephone "Cell Phones"	Allocation
81400	Training & Conferences "Planners/RPM's"	Allocation
81405	Travel for Training Planners/RPM	Allocation
81500	Training & Conferences "Planning Support"	Allocation
81505	Travel for Training Planning Support	Allocation
81600	Training & Conferences "Bylaw"	Allocation
81605	Travel for Training Bylaw	Allocation
82400	Travel "Planners/RPM's"	Allocation
82500	Travel "Planning Support"	Allocation
82600	Travel "Bylaw"	Allocation

## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of::** December 4-6, 2012

**From:** Executive Committee

**Date :** November 22, 2012

**SUBJECT: REVISIONS TO POLICY 7.2.VI MUNICIPAL TAX REQUISITION  
CALCULATION**

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**RECOMMENDATION:** That the Islands Trust Council approve draft Policy 7.2.vi *Municipal Tax Requisition Calculation* dated December 6, 2012 as a replacement for existing Policy 7.2.vi *Municipal Requisition Cost Allocations*.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** The proposed policy amendments would update Trust Council's existing guidelines for calculating the amount of the annual tax requisition due from an island municipality. The updates reflect the requirements of the *Island Trust Act*, which specify those Islands Trust expenses to which island municipalities contribute. Amendments were necessitated by changes to Islands Trust's accounting software and methodology that are not reflected in the current policy. The proposed amendments also improve communications with an island municipality during calculation of the tax requisition.

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### **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Adoption of a revised policy will update the methodology and approach used by the Treasurer when calculating the tax contribution from taxpayers within an Island Municipality to the operations of the Islands Trust. It will also ensure that information is clearly communicated between an Island Municipality and Islands Trust and provides a procedure to address agreement on the amount in order to meet budget guidelines and timelines.

**FINANCIAL:**

Minor impact. The revised draft more accurately reflects the methodology that is in use currently to calculate the municipal tax requisition.

**POLICY:**

This recommendation would replace an existing policy as noted below:

**New Policy 7.2.vi *Municipal Tax Requisition Calculation* added.**

**Old Policy 7.2.vi *Municipal Requisition Cost Allocations* deleted.**

**IMPLEMENTATION/COMMUNICATIONS:**

Follow up with Bowen Island Municipality after December 2012 Trust Council meeting and respond to their letter of November 6, 2012.

The revised policy would be circulated to holders of the Islands Trust Policy manual and placed on the Islands Trust website.

The Treasurer would follow the procedural steps annually, as indicated.

The amended policy would be appended to the Protocol Agreement between the Islands Trust Council and Bowen Island Municipal Council.

**OTHER:** None.

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## **BACKGROUND**

Section 47 of the *Islands Trust Act* indicates that taxpayers in Island Municipalities are responsible for contributing to the costs of operations of Trust Council, the Executive Committee and the Trust Fund Board.

As specified in section 48 of the *Islands Trust Act*, the Minister of Finance requisitions a portion of the Islands Trust's annual budget from an island municipality. The Municipality must then levy a property tax for the amount of the requisition and submit the amount to the Minister of Finance. The Minister of Finance, in turn, provides the funds to the Islands Trust.

Policy 7.2.vi provides a detailed procedure for calculating the municipal tax requisition, Policy 7.2.vi has not been updated since 2004. Since that time, Islands Trust has implemented new accounting software that necessitated changes to the calculation procedure. A new methodology for calculating the Municipal Tax Requisition was then developed by former Director of Administrative Services Craig Elder for Islands Trust, in consultation with former Bowen Island Municipal Trustee Alison Morse, who also chaired the Islands Trust's Financial Planning Committee. The new methodology has now been in use for several years and incorporates features of the new accounting software, while more accurately reflecting the requirements of the *Islands Trust Act*. Policy 7.2.vi needs to be updated to reflect these changes.

A Discussion Paper on this topic was provided to the Executive Committee at its March 29, 2012 meeting. It was resolved that "the Executive Committee request staff to work with the Bowen Island Municipality Treasurer and others in the preparation of a draft revision to Policy 7.2.vi – Municipal Tax Requisition Calculation."

Staff met with Bowen Island representatives on May 4, 2012. Present at the meeting from Bowen Island were:

- Bowen Island Municipal Trustee Wolfgang Duntz
- Bowen Island Municipal Trustee Andrew Stone
- Bowen Island Councilor Alison Morse
- Bowen Island Director of Finance Karen Blow
- Bowen Island Deputy Treasurer Kristen Watson

At the meeting the elements of the Discussion Paper were reviewed as well as a detailed discussion on the process for calculating the Bowen Island Municipal Tax Requisition for the budget year 2012-13.

Based on the above discussions, a draft Policy 7.2.vi was developed. As the draft more accurately reflects the methodology that is currently in use to calculate the municipal tax requisition, there would be no significant changes to Islands Trust revenues, if adopted.

On September 10, 2012, Islands Trust Executive Committee met with Bowen Island Municipal Council and reviewed the draft of proposed amendments to Policy 7.2.vi.

As required by the protocol agreement between the Islands Trust Council and Bowen Island Municipal Council, Notice of Intention was formally provided on October 5, 2012 requesting a response by November 5, 2012. A letter was received containing a recommendation from Bowen Island Municipality staff for consideration by Bowen Island Municipal Council. Bowen Island Municipal Council passed a resolution to accept staff's recommendations on November 13, 2012. A letter confirming this is attached to this RFD.



In summary, the requests from Bowen Island Municipality were:

- *Advise the Islands Trust that the draft policy should be amended to allocate the full amount of the provincial grant funding to the municipal pool, and;*
- *Request the Islands Trust to review the expenses contained in Trust Council, Executive Committee and Trust Area Services budgets to ensure that expenses related to Local Trust Committees are not included in the calculation of the municipal pool, and;*
- *Request that section 3.2 of the draft policy be amended in the second to last line after "Island Municipality Treasurer" to read: "...submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year."*

The recommendations from Bowen Island were forwarded to FPC for their consideration at the November 14, 2012 meeting. The FPC did not agree with the recommendation related to the treatment of the provincial grant. Members indicated that the grant was used to fund the administrative costs of the Islands Trust to the benefit of the whole organization and the administrative allocation rate as originally presented to FPC was more reflective of the uses of the grant. FPC passed the following resolution:

*".... That the draft Islands Trust Policy 7.2.vi Municipal Tax Requisition Calculation Appendix B be amended to not remove the words "at the Administrative Allocation Rate" from the Municipal Pool Treatment category and further that the policy be amended to remove the percentage allocation change".*

The draft policy, as amended, was forwarded to Executive Committee for their review on November 20, 2012.

Following the FPC meeting, staff reviewed correspondence from 2010 regarding the provincial grant, and confirmed that the grant is intended to 'support Islands Trust administration'. This is consistent with the FPC's recommendation.

#### **REPORT/DOCUMENT:**

- Draft Policy 7.2 vi *Municipal Tax Requisition Calculation*
- Existing Policy 7.2.vi *Municipal Requisition Cost Allocations*
- Letter to Islands Trust Executive Committee dated November 14, 2012 from Bowen Island Municipality
- Letter from Islands Trust to Ministry of Community and Rural Development of July 6, 2010 regarding the intended use of the provincial grant

#### **KEY ISSUE(S)/CONCEPT(S):**

Calculation and communications regarding calculating a Municipality's tax contribution to the operations of the Islands Trust.

#### **RELEVANT POLICY:**

The requirements of the protocol agreement between the Island Trust Council and Bowen Island Municipal Council have been followed in regards to the proposed amendments to this policy.

#### **DESIRED OUTCOME:**

Clarity and accuracy for Islands Trust in calculating a Municipality's tax requisition and providing a means for a Municipality to confirm their agreement with that calculation.

## **RESPONSE OPTIONS**

### **Recommended:**

Adopt revised and renamed Policy 7.2.vi Municipal Tax Requisition Calculation

### **Alternative:**

- Recommend different revisions to Policy 7.2.vi Municipal Tax Requisition Calculation
- Recommend Policy 7.2.vi Municipal Requisition Cost Allocations not be amended at this time

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

**Reviewed By/Date:** Financial Planning Committee - November 14, 2012  
Executive Committee – November 20, 2012



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Linda Adams, Chief Administrative Officer

**7.2.vi. Policy**

***DRAFT***  
**MUNICIPAL TAX REQUISITION CALCULATION**  
**(Previously Municipal Requisition Cost Allocations)**  
**Trust Council: March 10, 2004**  
**Amended: December 6, 2012**

**A. PURPOSE:**

To provide guidelines for allocating the Islands Trust annual budget for the purpose of calculating a municipal tax requisition.

**B. REFERENCES:**

1. *Islands Trust Act, S. 47*
2. *Islands Trust Act, S. 14*
3. *Islands Trust Council Policy 5.5.5 – Trustee Remuneration*
4. *Islands Trust Council – Bowen Island Municipality Protocol Agreement*

**C. BACKGROUND:****1. Legislative Framework**

- 1.1 The Islands Trust budget must be developed in accordance with Section 14 of the *Islands Trust Act*.
  - 14(1) *On or before March 31 in each year, the trust council must, by bylaw, adopt an annual budget for the trust for the next fiscal year.*
  - (2) *Subject to subsection (6), a bylaw under subsection (1) has no effect until it is approved by the minister.*
  - (3) *The budget must*
    - (a) *show separately revenues obtained from appropriations, including operating grants and anticipated recoveries from taxes levied under sections 48 and 49, and other sources,*
    - (b) *show appropriated surpluses of prior years, and*
    - (c) *set out separately the anticipated expenditure relating to*
      - (i) *operations of the trust council and of the executive committee, except the operations of the executive committee acting as a local trust committee under section 23 (5).*
      - (ii) *general operations of the local trust committees, including the operations of the executive committee acting as a local trust*

- committee under section 23 (5) and excluding the operations referred to in subparagraph (iii),*
- (iii) operations of a local trust committee that are additional operations not included within the general operations of all the local trust committees under subparagraph (ii), and*
  - (iv) administrative operations of the trust fund board.*

- 1.2 Calculation of the municipal tax requisition must be undertaken in accordance with Sections 47(2)(b) and 47(6) of the *Islands Trust Act*:

*47(2) On or before April 25 in each year, the minister may deliver requisitions (b) to each municipality in the trust area in relation to*

- (i) the cost of operations of the trust council and the executive committee, except the operations of the executive committee acting as a local trust committee under section 23 (5), and*
- (ii) the cost of administrative operations of the trust fund board.*

*47(6) The amount that is to be recovered by means of requisitions under subsections (2)(a (i) and (2)(b) must be apportioned between the municipalities and the local trust areas on the basis of the converted value of land and improvements in the trust area.*

Not mentioned in the *Islands Trust Act* are the budgets for Administration. Administrative units in Islands Trust serve other units within Islands Trust. For example, Mapping Services support Local Planning Services (included in Local Trust Committee operations), Trust Area Services (included in Trust Council operations) and the Islands Trust Fund (included in Trust Fund Board administrative operations). Similarly, Finance, Human Resources, and Information Systems serve all the employees and activities in the Islands Trust. In the detailed budget, and in all financial reporting by Islands Trust, General Administrative expenses are allocated to Trust Council, Local Planning Services and the Islands Trust Fund.

## **2. Islands Trust Financial System**

- 2.1 To achieve the reporting requirements for budgeting purpose, the financial systems used by Islands Trust are organized in two dimensions:

- a. General Ledger Account Number – each revenue and expense category has a General Ledger (GL) number associated with it. For example, “Contract Services” has the GL number 56500.
- b. Location Code – various operational and political units are assigned Location Codes. For example, Trust Council is Location Code 100.

- 2.2 When Islands Trust budgets are created, dollar amounts for budgets are recorded in the combination of both the GL Account Number and Location Code. For example a \$5,000 budget for Contract Services for use by Trust Council would be recorded as a budget entry to GL account 56500 and Location Code 100 (ie. 56500-100) in the amount of \$5,000.

2.3 The Islands Trust fiscal year runs from April 1 to March 31.

## **D. PROCEDURE:**

### **1. Calculation of a Municipal Tax Requisition**

1.1 The calculation of a municipal tax requisition will be undertaken as follows:

- a. From the approved budget in a fiscal year, a “Municipal Pool” will be calculated to represent the net amount of expenses and revenues that a municipality is responsible for contributing to, as defined in Section 47(2)(b) of the *Islands Trust Act*.
- b. Once the Municipal Pool is calculated, the amount attributed to a municipality will be calculated in accordance with Section 47(6) of the *Islands Trust Act* and will be based on the proportion of the Converted Assessed Values of the municipality compared to the total Converted Assessed Values for the entire Islands Trust Area.

### **2. Calculation of the Municipal Pool**

2.1 Budgeted expenses in the approved Islands Trust budget for a fiscal year that will be wholly included (except as noted in D.2. 2.2) in the Municipal Pool include:

- a. All Trust Council Expenses (location codes: 100 – Trust Council, 110 – Executive Committee, 150 – Trust Area Services)
- b. All Islands Trust Fund expenses (location codes: 210 – Islands Trust Fund, 220 – ITF cost recovery for NAPTEP activities)

2.2 Specific expenses embedded in the location codes noted in D.2 .2.1 that will be excluded from the Municipal Pool include:

- a. Costs for Elections. Rationale – Islands Trust election costs are for local trust committee (LTC) members only and island municipalities bear the costs of their own elections.
- b. Costs for Elected Officials Liability insurance coverage. Rationale – elected officials liability coverage primarily protects trustees for actions that occur while acting on an LTC and the Islands Trust Indemnification Bylaw does not indemnify Municipal Trustees for claims made against them in the course of their municipal duties.
- c. Costs for the operation of the Local Planning Committee. Rationale – the Local Planning Committee advises Trust Council regarding land use planning matters, primarily related to the operations of local trust committees.

- d. Costs for the employer Canada Pension Plan (CPP) contribution. Rationale – the trustee remuneration amount paid to island municipality trustees is below the income threshold before CPP deductions are authorized on trustee income. The portion of each trustee's remuneration allocated to the Trust Council budget is the same as the amount paid to island municipality trustees. Therefore, the portion of each trustee's remuneration would not attract any CPP deductions, nor the equivalent employer contribution.  
Note: health and dental benefits are budgeted in the LTC location codes because Municipal Trustees are not eligible for health and dental benefit coverage according to *Islands Trust Council Policy 5.5.5 - Trustee Remuneration*.

2.3 Budgeted expenses in the approved Islands Trust budget for a fiscal year that will be partially included in the Municipal Pool include:

- a. Mapping Services expenses (location code 540), less any project budgets that are specifically directed to LTCs.
  - i. Allocated to the Municipal Pool at a rate of 30%. Rationale - Mapping Services staff indicate that 70% of their time is spent servicing LTCs and Local Planning Services, and 30% of their time is spent servicing Trust Area Services and the Islands Trust Fund.
- b. Administration expenses from location codes 810, 820, 830 and 999.
  - i. Allocated to the Municipal Pool at the Administrative Allocation Rate defined annually in the approved budget as "Total budgeted costs for Trust Council plus Islands Trust Fund divided by the Total Operational Units expenditure budget". An example illustrating calculation of the Administrative Allocation Rate is included in Appendix C.

2.4 As some budget items in location codes 810, 820, 830, or 999 may serve only parts of the organization instead of the whole organization. These budget items will be examined annually to determine the percentage to be allocated to the Municipal Pool. For example, if a particular budget item in Administration only applied to local planning services, then 0% would be allocated to the Municipal Pool.

2.5 Amortization Expense will be included in the Municipal Pool at one-third of the Administrative Allocation Rate (ie.  $27.3\%/3 = 9.1\%$ ). Rationale -- About one-third of current assets being amortized are acquired under capital leases and, other than a small charge to interest from the capital lease payments, the amortization budget is the only budget line recording the expense of these assets. Other assets are budgeted as operating expenses, and they are only capitalized if they meet the tangible capital asset cost threshold of \$5,000. Using the example Administrative Allocation Rate, 9.1% of the Amortization budget will be added to the Municipal Pool.



- 2.6 Contribution to Surplus - When a Contribution to Surplus is budgeted, the treatment regarding the Municipal Pool may vary depending on the purpose of the Contribution to Surplus:
- A general Contribution to Surplus that supports the overall operation of the Islands Trust will be added to the Municipal Pool as an expense at the Administrative Allocation Rate.
  - If a Contribution to Surplus is specifically targeted to an activity that benefits only a portion of the Islands Trust, then the proportion treated as an expense in the Municipal Pool will be determined at the time by mutual agreement between the Treasurers of the Islands Trust and each Island Municipality.
- 2.7 Islands Trust Revenues will be examined annually to determine if any should be allocated to the Municipal Pool in order to offset expenses. The calculation of revenues that will be allocated to the Municipal Pool will be based on logic similar to that used to calculate expenses. A list of the various Islands Trust revenue budget lines and how they are treated in contributing to the Municipal Pool are included in Appendix B.

### 3. Communications

- 3.1 The Islands Trust Treasurer will estimate the municipal tax requisition for each fiscal year, based on the initial draft of the Islands Trust budget that is reviewed by Trust Council in December of each year.
- 3.2 All documents used by the Islands Trust Treasurer to estimate the municipal tax requisition will be provided to the Treasurer of an Island Municipality for review by December 31 of each year, with a request that the Island Municipality Treasurer confirm, submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year.
- 3.3 During its consideration of its annual budget in March of each year, the Islands Trust Council will be provided with any responses received from Island Municipality Treasurers in regards to the accuracy and completeness of the municipal tax requisition calculation.
- 3.4 This policy will be attached to the *Islands Trust Council – Bowen Island Municipality Protocol Agreement*

### 4. Policy Amendment

- 4.1 This policy will be effective upon adoption and will not be applied retroactively.
- 4.2 Any changes to the policy will be effective upon adoption and will not be applied retroactively to any prior fiscal years.



**APPENDIX A**

The following is a list of the Location Codes in the Islands Trust financial system with each location defined in terms of how it would be described in the Islands Trust Act, section 14(3)(c), or as Islands Trust Administration.

<b>Location Description</b>	<b>Location Code</b>	<b>Description of how Location Code fits into Budget Section in Islands Trust Act</b>
Trust Council	100	"operations of Trust Council and Executive Committee"
Executive Committee	110	"operations of Trust Council and Executive Committee"
Trust Area Services	150	"operations of Trust Council and Executive Committee"
Islands Trust Fund	210	"administrative operations of the Trust Fund Board"
ITF - recovery	220	"administrative operations of the Trust Fund Board"
Victoria planning office	510	"general operations of the Local Trust Committees"
Ganges planning office	520	"general operations of the Local Trust Committees"
Gabriola planning office	530	"general operations of the Local Trust Committees"
Mapping Services	540	Administration
Bylaw Enforcement	580	"general operations of the Local Trust Committees"
Director of LPS	590	"general operations of the Local Trust Committees"
Executive Islands	610	"general operations of the Local Trust Committees"
Denman	615	"general operations of the Local Trust Committees"
Gabriola	620	"general operations of the Local Trust Committees"
Galiano	625	"general operations of the Local Trust Committees"
Gambier	630	"general operations of the Local Trust Committees"
Hornby	635	"general operations of the Local Trust Committees"
Lasqueti	640	"general operations of the Local Trust Committees"
Mayne	645	"general operations of the Local Trust Committees"
N. Pender	650	"general operations of the Local Trust Committees"
Salt Spring	655	"general operations of the Local Trust Committees"
Saturna	660	"general operations of the Local Trust Committees"
S. Pender	665	"general operations of the Local Trust Committees"
Thetis	670	"general operations of the Local Trust Committees"
Exec on LTCs	675	"operations of the executive committee acting as a local trust committees"; this location code also includes costs for the Executive Committee members serving as chairs of local trust committees (travel costs plus 50% Executive remuneration)
Victoria Admin office	810	Administration
Chief Admin Officer	820	Administration
Finance/HR/Info Systems	830	Administration
Trust-wide general	999	Administration

**APPENDIX B: Revenue Budget Lines Categorized for Municipal Pool Calculations**

<b>Revenue Category</b>	<b>Municipal Pool Treatment</b>	<b>Rationale</b>
Fees & Sales (eg. Development application fees; sales of OCP maps)	Excluded	Fees and Sales relate solely to activities of the Local Trust Committees, whose activities are excluded from the municipal tax requisition calculation.
Provincial Grant (general Regional District grants or Strategic Community Investment grants)	Included in the Municipal Pool <u>at the Administrative Allocation Rate</u>	Provincial funding is for the whole organization, including Local Planning Services. Using the Administrative Allocation Rate would reflect the ratio attributed to Trust Council and Islands Trust Fund. <i>Note: currently the provincial grant is 100% attributed to the Municipal Pool, so this would represent a change in the approach used since 2007.</i>
Property Taxes	Excluded	Property taxes are collected from the non-municipal Local Trust Areas.
Municipal Tax Requisitions	Excluded	This policy addresses the calculation of the municipal tax requisitions.
Special tax levies on individual Local Trust Areas	Excluded	Special tax levies relate solely to activities of the Local Trust Committees, whose activities are excluded from the municipal tax requisition calculation.
Appropriations from Surplus	<p>Appropriations specifically identified for Trust Council, Trust Area Services or Islands Trust Fund are included at 100% of the appropriation amount.</p> <p>Appropriations specifically identified for Local Trust Committees or Local Planning Services are excluded.</p> <p>Appropriations specifically identified for Administrative Services, or general appropriations to reduce property taxes are included in the Municipal Pool at the Administrative Allocation Rate</p>	<p>100% of expenses for these same operational units are included in the Municipal Pool</p> <p>Activities relating to Local Trust Committees or Local Planning Services are excluded from the Municipal Pool</p> <p>Expenses for Administrative Services are allocated to the Municipal Pool at the same percentage. Non-specific appropriations are allocated to the Municipal Pool at the same rate as Administrative expenses which are also non-specific to a particular operational unit.</p>

**ISLANDS TRUST POLICY MANUAL**

<b>Revenue Category</b>	<b>Municipal Pool Treatment</b>	<b>Rationale</b>
Interest income	Included at the percentage defined by the Administrative Allocation Rate	Administrative revenue is allocated to the Municipal Pool at the same rate as Administrative expenses.
Income from grants	Grant income specifically identified for Trust Council, Trust Area Services or Islands Trust Fund are included at 100% of the budgeted revenue amount.	Expenses for these operational units are 100% included in the Municipal Pool.
	Grant income specifically identified for Local Trust Committees or Local Planning Services are excluded.	Expenses for these operational units are excluded from the Municipal Pool.
	Grant income specifically identified for Administrative Services, are included in the Municipal Pool at the Administrative Allocation Rate	Expenses for Administrative Services are included in the Municipal Pool at the Administrative Allocation Rate.
Miscellaneous income	Treated the same as general grant income	
Other Income – NAPTEP, ITF cost recovery	If budgeted, then 100% included in the Municipal Pool.	Islands Trust Fund costs are 100% allocated to the Municipal Pool. (Note: normally income in this category does not contain a revenue budget. The category is used to isolated fees from NAPTEP applications once the funds are received.

**APPENDIX C: Example Calculation of the Administrative Allocation Rate**

\$ Millions

\$ 1.0 Trust Council budget

0.5 Islands Trust Fund budget

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\$ 1.5 Sub-total for Trust Council and Islands Trust Fund

4.0 Local Planning Services budget

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\$ 5.5 Total Operational Units expenditure budget

1.5 Administrative Services budget

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\$ 7.0 Total Expenditure Budget

The Administrative Allocation Rate in this example is  $\$1.5/\$5.5 = 27.3\%$

**7.2.vi. Policy****MUNICIPAL REQUISITION COST ALLOCATIONS  
Trust Council: March 10, 2004****A: PURPOSE:**

To provide guidelines for allocating annual budget costs for the purpose of creating the municipal tax requisition.

**B: REFERENCES:**

1. *Islands Trust Act, S. 47*

**C: DETAILS**

1. The formula for creating the municipal tax requisition is provided in the Islands Trust Act, and refers to the costs of operations of the Trust Council and the Executive Committee and the costs of administrative operations of the Trust Fund Board. These costs are recovered from municipalities on the basis of the municipality's proportionate share of the converted value of land and improvements in the Trust Area.
2. The municipal requisition does not include the cost of operations of the local trust committees or the Executive Committee acting as a local trust committee.
3. The accounts to be included in the calculation of the municipal requisition should relate to expenditures for which municipalities are responsible for sharing. These expenditures represent services or activities that are generally applicable to municipalities.
4. The attached table, entitled "Municipal Tax Requisition – Accounts for Allocation", provides the guidelines for allocating costs for the purpose of calculating the municipal tax requisition.
5. The Treasurer is responsible for making the municipal tax requisition calculation.
6. Trust Council is responsible for approving the municipal tax requisition calculation.

**Municipal Tax Levy  
Accounts for Allocation**

		Included		Notes
		Yes	No	
REVENUE				
1	Fees and Sales		X	These are development appl fees
2	Provincial Grant	X		
3	Planning Grants		X	These are local planning grants
4	Property Tax Levy - General			
5	Property Tax Levy - Bowen			
6	Planning Services Fees - Bowen			
7	Interest Income		X	Interest accrues substantially on tax proceeds
8	Other Income		X	Not identified
9	Appropriation of Surplus	X		Only if designated for TAS programs
10				
11				
12	EXPENDITURES			
13				
14	TRUST COUNCIL			
15	Council			
16	..Honoraria	X		Actual amount
17	..Elections		X	Bowen conducts own elections
18	..Meeting Expenses	X		
19	..Training & Conferences	X		
20	..Memberships	X		
21	..Insurance		X	Provided primarily for LTC's
22	..Legal	X		
23	..Communications	X		
24	..Reserves	X		
25	..Contingency	X		
26				
27	Executive Committee			
28	..Honoraria	X		
29	..CPP Employer	X		
30	..Meeting Expenses	X		
31	..Training & Conferences	X		
32				
33	Council - Sub Committees			
34	FINANCIAL PLANNING			
35	..Meeting Expenses	X		
36	LOCAL PLANNING			
37	..Meeting Expenses	X		
38	TRUST POLICY PLANNING			
39	..Meeting Expenses	X		
40				
41	Trust Area Services			
42	..Salaries	X		

**ISLANDS TRUST POLICY MANUAL**

43	..Benefits	X	
44	..Travel	X	
45	..Training & Conferences	X	
46	..Programs	X	
47	..Legislative Updates	X	
48	..Legal Services	X	
49	..GIS/Mapping Services	X	Only for 30% of services allocated to TAS
50			
51	<b>LOCAL SERVICES</b>		
52			
53	..Island Sustainability Program	X	
54	..LTC activities	X	Not applicable
55	..Local Planning Services		Service not provided
56	..Community Planning Services		Service not provided
57	..Bylaw Enforcement		Service not provided
58			
59	<b>TRUST FUND</b>		
60	<b>Board</b>		
61	.. Board Honoraria	X	
62	..Meeting Expenses	X	
63	..Training/M'ships/Subscript	X	
64			
65	<b>Admin/Operations</b>		
66	..Salaries	X	
67	..Benefits	X	
68	..Travel	X	
69	..Training & Conferences	X	
70	..Property Management	X	
71	..Voluntary Conservation	X	
72	..Printing/Communications	X	
73	..EIMS Assessment	X	
74	..Special Places Campaign	X	
75	..Legal	X	
76	..Property Tax Commitment	X	
77			
78	<b>GENERAL ADMINISTRATION</b>		These services are apportioned 25% to TAS
79			
80	<b>Management Services</b>		
81	..Salaries	X	
82	..Benefits	X	
83	..Travel	X	
84	..Training & Conferences	X	
85	..Management Contingency	X	
86	..Staff M'ships & Subscr.	X	
87			
88	<b>Financial Services</b>		
89	..Salaries	X	
90	..Benefits	X	
91	..Travel	X	
92	..Training & conferences	X	
93	..Contract Services	X	

## ISLANDS TRUST POLICY MANUAL

94	..Audit	X	
95	..Bank Charges	X	
96			
97	<b>Administrative Services</b>		
98	..Salaries	X	
99	..Benefits	X	
10	..Travel	X	
10	..Training & Conferences	X	
10	..Contract Services	X	
10			
10	<b>Communications</b>		
10	..Contract Services	X	
10	..Subscriptions	X	
10			
10	<b>Personnel Services</b>		
10	..Recruitment/Staff Leave	X	
10	..Relocation Expense	X	
10	..Inservice Train'g/Awards	X	
11	..Training & Conferences	X	
12			
13	<b>Rent &amp; Services</b>		
14	..Victoria	X	
15	..SaltSpring		X
16	..Gabriola		X
17	..Denman		X
18	..Gambier		X
19	..Galiano		X
10	..Renovations	X	If applicable to Victoria office
12	..Other		X
12			
12	<b>Office Operations</b>		
12	..Telephone	X	
12	..Stationary/Supplies	X	
12	..Equipment leases	X	
12	..Equipment Maint.	X	
12	..Courier/Delivery	X	
19	..Postage	X	
19	..Insurance - Property	X	
13			
13	<b>Computer Services</b>		
13	..Hardware & Software	X	
14	..Technical Support	X	
15	..Training	X	
16	..Internet Services	X	
17			
18	<b>Capital Equipment</b>		
14	..Equipment	X	
0			



November 14, 2012

via email: [msmith@islandstrust.bc.ca](mailto:msmith@islandstrust.bc.ca)

Islands Trust Executive Committee  
200-1627 Fort Street  
Victoria, BC V8R 1H8  
ATTENTION: Marie Smith, Executive Coordinator

**SUBJECT: Islands Trust Municipal Tax Requisition Calculation – Proposed changes to Policy 7.2vi**

Dear Marie:

Further to the correspondence from Islands Trust Council Chair Sheila Malcolmson (dated Oct. 3, 2012) requesting comment on the (above-captioned) proposed policy changes, I am pleased to advise that Bowen Island Municipal Council passed the following resolution at their November 13, 2012 Special Council meeting:

**It was Moved and Seconded:**

*WHEREAS Council met with the Islands Trust Executive on September 10, 2012 and discussed the amount that was being requisitioned from Bowen Island Municipality by the Islands Trust, the services and benefits that Bowen Island Municipality receives from the Islands Trust and proposed amended policy 7.2.vi and;*

*WHEREAS Council has received and reviewed the letter from Chair Malcolmson dated October 3, 2012 and;*

*WHEREAS Council has reviewed the draft of policy 7.2.vi enclosed with the letter from Chair Malcolmson and;*

*WHEREAS the full amount of the provincial government grant funding has since 2000 been allocated 100% to the calculation of the municipal pool; therefore*

*Be it resolved that Council;*

- *advise the Islands Trust that the draft policy should be amended to allocate the full amount of the provincial grant funding to the municipal pool, and;*
- *request the Islands Trust to review the expenses contained in Trust Council, Executive Committee and Trust Area Services budgets to ensure that expenses related to Local Trust Committees are not included in the calculation of the municipal pool, and;*
- *request that section 3.2 of the draft policy be amended in the second to last line after "Island Municipality Treasurer" to read: "...submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year."*

Please do not hesitate to contact me directly if you require anything further.

Sincerely,



Lisa Wrinch  
Deputy Corporate Officer

cc: Karen Blow, CFO, Bowen Island Municipality



200-1627 Fort Street, Victoria BC, BC V8R 1H8  
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Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

July 6, 2010

File Number: SCI Report 2010

Ministry of Community and Rural Development  
Local Government Infrastructure and Finance Division  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Dear Ministry of Community and Rural Development:

**Re: Strategic Community Investment Fund Agreement Report – June 2010**

The intended use, performance targets and progress to date regarding the Strategic Community Investment Fund are described below.

**Regional District Portion of the SCI Funds**

Intended Use	Performance Targets	Progress made to first reporting period (by June 30, 2010)
Use funding to support Islands Trust administration.	100% of the RD SCI Funds are used to support Islands Trust administration over the term of the SCI Agreement.	<ul style="list-style-type: none"><li>100% of the RD SCI Funds received to date were used to maintain Islands Trust administration services levels at those of previous years.</li></ul>

Please contact me if you have any questions.

Yours truly,

Craig Elder, CMA  
Director, Administrative Services  
Phone: 250-405-5150  
Email: [celder@islandstrust.bc.ca](mailto:celder@islandstrust.bc.ca)

## BRIEFING

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**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Financial Planning Committee

**Date:** November 22, 2012

**SUBJECT: FINANCIAL FORECAST FOR MARCH 31, 2013 YEAR-END**

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### DESCRIPTION OF ISSUE:

The fiscal year ending March 31, 2013 was budgeted to be break-even which included an Appropriation from Surplus of \$276,202 to fund operations. The year-end financial results for March 31, 2013 have been forecasted based on actual activity to September 30, 2012 plus estimates to the end of the fiscal year.

Based on the forecast results to March 31, 2013 the Appropriation from Surplus is now forecasted to be \$59,900. The reasons for the \$216,296 in savings are outlined below.

### BACKGROUND:

Revenue and expenditure items that contribute to a forecast Surplus include:

Revenue factors:

- Interest income is forecast to be \$20,000 over budget due to higher than expected returns from investments with the Municipal Finance Authority (MFA).
- Other income from general sources and grant funding are forecast to be over budget by \$5,000.
- Overall, the revenue forecast is \$25,000 higher than budget

Expenditure categories that are forecast to be under budget include:

- Salaries and benefits are forecast to be under budget by \$140,177 due to:
  - Administrative staff salaries underspent by \$42,000 due to an allowance for short-term illness and injury backfill that is not anticipated to be used.
  - Vacancies in Local Planning Service (LPS) positions for planners and support staff due to delays in replacing staff in vacated positions. Also, staff hired into vacancies typically start at lower salary levels than budgeted for those positions.
- Local Planning Services projects for Official Community Plan and *Riparian Areas Regulation* projects are forecast to be underspent by \$58,000
- Travel expenses across the organization are forecast to be under budget by \$15,000.
- A number of other expense categories have variances +/- \$5,000 and the net impact is a forecast under-expenditure of \$15,000.

The above items are offset by expenditure categories that are forecast to be over budget, which include:

- Overall legal costs are forecast to be \$10,000 over budget, with savings in bylaw litigation offset by higher than anticipated costs for litigation defense.

- Meeting Expenses are forecast to be \$10,000 over budget due to higher than anticipated costs for Trust Council meetings.
- Statutory Notices are forecast to be \$10,000 over budget due to the unpredictability of when applications will advance and require public hearings.
- Greenshore project spending is forecast to be \$8,000 over budget due to matching expenditures required under the grant that were not included in the budget.

The summary above is not meant to be a mathematical explanation of the increase in Contribution to Surplus. The forecast document attached has a detailed account of the variances.

### **Conclusions**

Based on the forecast results, the March 31, 2013 Appropriation from Surplus is now forecasted to be \$59,900 instead of the \$276,202 that was budgeted to achieve a break-even result, an overall savings of \$216,296.

### **ATTACHMENT(S):**

- Financial forecast detail for 2012/13 fiscal year

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**AVAILABLE OPTIONS:** Receive for information

**FOLLOW-UP:** N/A

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**Prepared By:** Nancy Roggers, Finance Officer

**Reviewed By/Date:** Director of Administrative Services - November 2012  
Executive Committee – November 20, 2012



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Linda Adams, Chief Administrative Officer

<b>Islands Trust</b>					
<b>2012/13 FORECAST</b>					
For The 6 Periods Ending September 30, 2012					
		<b>2012/13</b>	<b>Sept 30, 2012</b>	<b>FORECAST TO</b>	<b>Forecast</b>
		<b>Annual</b>	<b>YTD</b>	<b>MARCH 31, 2013</b>	<b>Higher (Lower)</b>
<b>Acct #</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>		<b>Than Budget</b>
<b>Revenue:</b>					
40000	Fees & Sales "Maps & Bylaws"	0	216		
40100	Fees & Sales "Copies & Research"	0	347		
40200	Fees & Sales "Bd of Variance"	0	990		
40300	Fees & Sales "Development Permits"	110,000	12,817		
40310	Fees & Sales "TUP SUP & Misc Permits"	0	6,457		
40400	Fees & Sales "Zoning Amend."	0	3,940		
40500	Fees & Sales "ALC Application"	0	600		
40600	Fees & Sales "Strata Coversion"	0	1,100		
40700	Fees & Sales "Subdivision"	0	17,290		
		110,000	43,757	110,000	0
45000	Provincial Grant	186,998	153,060	186,998	0
46000	Property Tax Levy General	5,929,198	5,929,199	5,929,198	0
46100	Property Tax Levy Bowen	165,374	165,374	165,374	0
47000	Appropriation from Surplus	276,202	0	59,906	(216,296)
48000	Interest Income	70,000	55,125	90,000	20,000
49000	Other Income "General"	0	1,900		-
49001	Grant income	94,700	25,763	99,600	4,900
49005	Other Income "NAPTEP ITF Cost Recover"	0	175		0
<b>Total Revenue</b>		<b>6,832,472</b>	<b>6,374,353</b>	<b>6,641,076</b>	<b>(191,396)</b>
<b>Expenses</b>					
50500	Admin Cost Recovery	-1,402,226	-698,370	0	1,402,226
50700	Admin Support Services	1,402,226	698,370	0	(1,402,226)
50900	Amortization Expense	55,000	32,572	65,000	10,000
50950	Applications sponsored by Exec Committee	5,000	0	5,000	-
51000	Audit	35,000	-1,625	30,000	(5,000)
51500	Bank Charges & Interest	3,500	1,881	3,500	-
52500	Board of Variance	1,500	747	1,500	-
53500	Carbon Offset Purchases	3,000	0	3,000	-
54000	Committee Expense FPC	4,500	2,176	8,000	3,500
54100	Committee Expense LPC	4,500	1,688	4,500	-
54200	Committee Expense TPC	4,500	1,934	4,500	-
54500	Communications	33,000	10,776	33,000	-
55100	Non H/W & S/W OVER \$150	60,500	10,743	45,500	(15,000)
55105	Computer H/W & S/W renewal of support &	0	12,556	15,000	15,000
55200	Computer "Internet Charges"	63,900	31,568	63,900	-
55300	Computer "Organizational Training"	3,000	0	3,000	-
55400	Computer "Non Capital H/W & S/W UNDE	12,000	4,568	12,000	-
55500	Computer Tech Support	45,000	35,479	45,000	(0)
55600	Computer "Trustee Hardware & Internet"	3,500	2,152	3,500	-
56000	Contingency	25,000	4,418	25,000	-
56500	Contract Services	80,000	41,944	80,000	-
57050	Elections "By Elections"	7,000	0	7,000	-
58000	Equipment Leases Supplies & Maintenance	31,500	11,328	30,000	(1,500)
60000	Insurance	95,000	46,992	95,000	-
61100	ITF "Board Honoraria"	8,000	3,400	8,000	-
61200	ITF "Board Meeting Expense"	11,000	6,703	11,000	-
61210	ITF "Board Training & Conferences"	3,000	1,499	3,000	-
61300	ITF "Property Management"	54,000	28,432	54,000	-
61500	ITF "Covenants & Acquisitions"	18,000	11,315	18,000	-
62000	Land Title Registrations	3,000	1,137	3,000	-
63000	Legal "General"	41,000	25,826	41,000	-
63100	Legal "Bylaw Enforcement Litigation"	238,000	78,431	200,000	(38,000)
63200	Legal "Litigation Defence"	27,000	34,253	75,000	48,000
64000	Legislative Updates	500	108	500	-
65000	LTC Trustee Expenses	16,050	6,926	16,000	(50)

<b>Islands Trust</b>					
<b>2012/13 FORECAST</b>					
For The 6 Periods Ending September 30, 2012					
		<b>2012/13</b>	<b>Sept 30, 2012</b>	<b>FORECAST TO</b>	<b>Forecast</b>
		<b>Annual</b>	<b>YTD</b>	<b>MARCH 31, 2013</b>	<b>Higher (Lower)</b>
<b>Acct #</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>		<b>Than Budget</b>
65050	LTC "Executive Expense on LTC's"	25,000	8,799	25,000	-
65200	LTC Local Exp LTC Meeting Expenses	41,700	18,360	41,700	-
65210	LTC Local Exp APC Meeting Expenses	8,440	3,329	8,440	-
65220	LTC Local Exp Communications	8,700	2,174	8,700	-
65230	LTC Local Exp Special Projects	24,450	11,757	24,450	-
65240	LTC Local Exp Miscellaneous	6,060	0	1,500	(4,560)
66100	Mapping " BCAA Updates"	1,000	0	1,000	-
66200	Mapping " GIS Software & Consulting"	70,000	23,487	70,000	-
66300	Mapping " Sales Inventory"	2,000	122	300	(1,700)
67000	Meeting Expense	85,300	49,752	95,000	9,700
67500	Memberships	15,500	2,414	15,500	-
68100	Notices Statutory & Non Statutory	11,998	14,178	22,000	10,002
69000	Office Rent	360,900	180,136	360,900	-
69005	Office Services	39,200	18,729	39,200	-
69100	Office Non Capital Furniture & Equipment	10,000	5,129	10,000	-
69250	Office Non Capital Furniture & Equipment	1,500	148	1,500	-
69500	Office Renovations	10,000	0	10,000	-
70000	Postage & Courier	20,300	8,436	18,000	(2,300)
72001	Project Projects funded by grants	60,000	0	60,000	-
73001-590-4010	Project Grant Project Green Shores Funde	30,700	14,300	38,700	8,000
73001-150-8004	TAS Ongoing Programs	10,000	0	10,000	-
73001-150-8010	Senior Video	0	8,988	8,988	8,988
73001-150	ESCRIBE (8002) - budget moved to amtzn	10,000	0	0	(10,000)
73001-210-6001	Bowen Island NAPTEP	3,000	0	0	(3,000)
73001-210-6002	Planned Giving Outreach	2,000	0	2,000	-
73001-540-5001	TAPIS Improvements	15,000	0	10,000	(5,000)
73001-830-8006	Paperless Meetings- Trustee laptops	5,000	3,892	5,000	-
73001-820-8001	Records Management	19,000	23,003	21,803	2,803
73001 - VARIOUS	ALL LPS PROJECTS	210,500	14,435	151,900	(58,600)
74000	Recruitment	5,000	1,073	10,000	5,000
74900	Safety	5,000	2,408	5,000	-
75100	Sal & Ben "Salaries Admin Staff"	1,498,878	736,127	1,445,825	(53,053)
75101	CTO Taken	0	-3,854	-7,709	(7,709)
75102	CTO Earned	0	9,236	18,471	18,471
75110	Sal & Ben "Benefits Admin Staff"	335,782	169,251	335,241	(541)
76100	Sal & Ben "Salaries Planners & RPM's"	1,134,723	536,174	1,061,816	(72,907)
76101	CTO Taken	0	-16,450	-32,901	(32,901)
76102	CTO Earned	0	22,018	44,036	44,036
76110	Sal & Ben "Benefits Planners & RPM's"	256,817	123,442	244,450	(12,367)
77100	Sal & Ben "Salaries Planning Support Staf	357,122	172,351	342,212	(14,910)
77101	CTO Taken	0	-1,438	-2,876	(2,876)
77102	CTO Earned	0	2,529	5,057	5,057
77110	Sal & Ben "Benefits Planning Support Staf	82,138	39,289	77,995	(4,143)
78100	Sal & Ben "Salaries Bylaw"	191,574	90,579	179,380	(12,194)
78101	CTO Taken	0	-4,806	-9,613	(9,613)
78102	CTO Earned	0	7,832	15,664	15,664
78110	Sal & Ben "Benefits Bylaw"	42,484	21,295	42,291	(193)
79000	Stationary & Supplies	25,000	9,237	20,000	(5,000)
79500	Subscriptions	3,200	2,148	3,200	-
80100	Telephone "Lease"	45,500	19,652	40,000	(5,500)
80200	Telephone "Toll Charges"	3,500	1,402	3,500	-
80300	Telephone "Cell Phones"	22,900	10,294	22,900	-
80400	Telephone "Web Conferencing"	1,500	0	0	(1,500)
81100	Training "Organization Wide"	8,000	1,506	8,000	-
81200	Staff Meetings & Recognition	9,300	8,465	9,300	-
81210	Educational Re Imbursement	7,000	2,550	7,000	-
81300	Training & Conferences	54,850	28,092	54,850	-
81305	Travel for Training	34,400	16,155	34,400	-



<b>Islands Trust</b>					
<b>2012/13 FORECAST</b>					
For The 6 Periods Ending September 30, 2012					
		2012/13	Sept 30, 2012	FORECAST TO MARCH 31, 2013	Forecast
		Annual	YTD		Higher (Lower)
Acct #	Description	Budget	Actual		Than Budget
82300	Travel	85,500	33,982	70,000	(15,500)
84100	Trustee Remuneration	362,469	187,247	362,469	-
84110	Trustee Remuneration "CPP Expense"	11,000	3,002	11,000	-
84120	Trustee Remuneration Health/Dental Bene	80,001	23,972	80,001	-
84130	Trustee Remuneration MSP Benefits	0	13,321	0	-
84140	Trustee Remuneration Pay In Lieu of Bene	0	2,000	0	-
84500	Trustee Remuneration "Executive on LTC"	66,136	33,068	66,135	(1)
<b>Total Expenses</b>		6,832,472	3,164,644	6,641,076	(191,396)
<b>Surplus (Deficit)</b>		-0	3,209,603	0	0



## DIRECTOR OF TRUST AREA SERVICES 2012-2013 THIRD QUARTER REPORT

Date: November 15, 2012

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<b>1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u></b> <ul style="list-style-type: none"> <li>Sent 8 letters to delegates and presenters at September Trust Council</li> <li>Delivered legislative monitoring chart to December Trust Council</li> <li>See advocacy achievements below</li> <li>See strategic plan achievements below</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for Island Studies Conference</li> <li>Complete Protected Area Indicator Report</li> <li>Purchase custom reports of Trust Area Census data</li> <li>Plan for Census-based indicator reports</li> <li>Launch and promote 2013 Community Stewardship Awards program</li> <li>Collect water education materials from island groups</li> </ul>
<b>2. <u>AGENCY LIAISON and ADVOCACY</u></b> <ul style="list-style-type: none"> <li>Drafted Chair letters regarding BC Shellfish Growers Environmental Code of Practice, Kinder Morgan consultations, Dep't of Peace, Raven Coal Mine, Coast Guard Cuts, Smart Meters, National Energy Strategy</li> <li>Drafted LTC Chair letter re Annapolis sinking</li> <li>Researched pleasure craft sewage issues</li> <li>Managed referral from BC Hydro re: Wood pole test and treat programs on Gabriola and Thetis LTAs.</li> <li>Updated webpage re BC Ferries advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Implement new Advocacy Policy</li> <li>Ongoing tracking of legislative and major policy / program changes in all levels of government</li> <li>Finalize First Nations relations strategy</li> <li>Continue implementing marine advocacy program</li> <li>Update memorandum of understanding with the BC agency responsible for Crown Lands</li> <li>Prepare BC Hydro Wood pole test and treat briefings and maps for Salt Spring</li> <li>Prepare submission re BC Ferries to MOTI</li> </ul>
<b>3. <u>ISLANDS TRUST FUND</u></b> <ul style="list-style-type: none"> <li>Delivered Five-Year Plan and legislative change request to Minister</li> <li>Launched new website</li> <li>Presented NAPTEP options to Bowen Island Municipal Council</li> </ul>	<ul style="list-style-type: none"> <li>Review Crown land acquisition program</li> <li>Work with TFB and Executive Committee to advance TFB request for legislative change</li> <li>Prepare session for Island Studies Conference</li> </ul>
<b>4. <u>COMMUNICATIONS</u></b> <ul style="list-style-type: none"> <li>Issued 6 news releases</li> <li>Distributed 2011-2012 annual report</li> <li>Draft RFD with options for video project with remaining \$10,000</li> <li>Revised web standards and guidelines</li> <li>Feedback to Salt Spring staff re press release, ads and video script for Riparian Area Regs</li> </ul>	<ul style="list-style-type: none"> <li>Resolve issues with new website, create webposting guidelines, coordinate content migration, write new pages and launch. Continuous improvement as time allows.</li> <li>Implement high priority items on EC's 2012-2013 communications work plan, including options for implementing TPC strategic plan components</li> <li>Support Bylaw Enforcement communications and news releases</li> <li>Track communications policies to be updated</li> <li>Review film footage from Gulf Islands Film School</li> <li>Seek EC approval for film project next steps</li> </ul>



<p><b>5. <u>GRANTS ADMINISTRATION</u></b></p> <p><i>Grants in Progress:</i></p> <ul style="list-style-type: none"> <li>• Re-negotiated grant extensions and expenditures for the Green Shores program to August 31, 2013: Real Estate Foundation (\$30,700), Stewardship Centre of British Columbia (\$25,000).</li> <li>• Completed final report for Denman Agriculture Plan for Investment Agriculture Foundation (\$16,100)</li> <li>• Participated in Integrated Watershed and Shoreline Mapping Steering Committee. Coordinated with staff and contractors to plan workshop implementation aligned with funder budgets/commitments.</li> <li>• Updated grants database according to new Strategic Plan priorities.</li> </ul> <p><i>Identifying Opportunities:</i></p> <ul style="list-style-type: none"> <li>• Prepared second report on funding opportunities re: freshwater / watershed protection for Salt Spring.</li> <li>• Distributed grant information to trustees and staff</li> <li>• Responded to 7 requests for detailed grant information and liaised with funders and community groups to determine viability.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to forward information to Bowen on funding opportunities</li> <li>• Ongoing assistance to Green Shores program on workshop delivery to meet funder deadlines and expectations and/or negotiate changes.</li> <li>• Complete report to Pacific Climate Impacts Consortium for Greens Shores mapping funding. (\$40,000)</li> <li>• Develop content for new website re: outside funding &amp; community database.</li> <li>• Work with Admin to develop improved grants database and user interface</li> <li>• Monitor Revenue Canada for new registration process for qualified donees</li> </ul>
<p><b>6. <u>HUMAN RESOURCES</u></b></p> <ul style="list-style-type: none"> <li>• Work with management team on organizational improvements requested in staff survey</li> <li>• Oriented LPS staff on Advocacy Policy and other TAS programs at November LPS Pro D day and visit the Northern office</li> </ul>	<ul style="list-style-type: none"> <li>• Provide additional training for 17 staff in webposting</li> <li>• Complete performance reviews for 4 TAS staff.</li> <li>• Revise 3 TAS job descriptions to reflect Legislative Services Manager role and increased emphasis on electronic communications</li> </ul>

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<b>1. STRATEGIC PLANNING/ ADMINISTRATION</b>	
Submitted Islands Trust Fund Five-Year Plan 2013-2017 for approval by Minister of Community, Sport and Cultural Development (as required in the <i>Islands Trust Act</i> )	Improving nearshore mapping in partnership with other agencies and with collaboration from LPS to meet the goals and objectives of the Regional Conservation Plan
Submitted budget request to Trust Council	Review Opportunity Fund guidelines and land acquisition policies
<b>2. COVENANT AND PROPERTY ACQUISITIONS</b>	
Acquired 22 <sup>nd</sup> Nature Reserve (Denman), Valens Brook Nature Reserve	Working with landowners of four properties to implement conservation proposals approved by TFB (Galiano (2), Gabriola, Denman)
Registered 2 NAPTEP covenant (1 Hornby, 1 North Pender)	Negotiating covenant and easement for a proposed acquisition (Galiano)
Developed methodology to determine sustainable firewood allowance for covenant areas	Drafting four NAPTEP covenants (3 on Hornby, 1 on Salt Spring)
	Drafting covenants for 3 Gambier Island nature reserves and the Mt. Trematon Nature Reserve (Lasqueti) with conservancy partners
	Working with partners to assess feasibility of land acquisitions through purchase (Lasqueti and Thetis)
<b>3. PROPERTY AND COVENANT MANAGEMENT</b>	
Researched the implications of mineral titles on ITF nature reserves	Develop a species at risk monitoring program for ITF properties
Initiated the ecological monitoring program for the Mt. Trematon restoration project	Initiate an ecological monitoring plan for deer exclusion areas at Windthrow Covenant, Sidney Island (N. Pender)
Completed Phase 1 of the Lindsay Dickson Restoration Project – tree protection (Denman)	Implement restoration projects for Brigade Bay Bluffs and Long Bay Wetlands Nature Reserves (Gambier)
	Coordinate tree planting/protection projects for Elder Cedar (Gabriola) and Lindsay Dickson (Denman) Nature Reserves
<b>4. COMMUNICATIONS</b>	
Newly rebranded and redesigned website launched at: <a href="http://www.islandstrustfund.bc.ca">www.islandstrustfund.bc.ca</a> .	Continued edits and drafting of new content to ITF website (comments/suggestions)



Trustees encouraged to browse "I am a Local Government" section of site	<p>welcome)</p> <p>Initiate new online subscriber system for ITF website</p> <p>Advocacy for Southern Strait of Georgia NMCA (if approved by Board at November meeting)</p> <p>News Releases (other communications) about new protected properties:</p> <ul style="list-style-type: none"> <li>• Valens Brook Nature Reserve (Denman)</li> <li>• Myra Powers Covenant (Hornby)</li> <li>• Nighthawk Hill Covenant (N. Pender)</li> </ul> <p>Prepare and distribute the Heron (newsletter of the ITF)</p>
<b>5. FUNDRAISING AND CONSERVANCY SUPPORT</b>	
<p>With new website, launched streamlined online donation form and section on planned giving</p> <p>Sponsored island-based land trusts to attend Conservation Connection conference (Victoria)</p> <p>Opportunity Fund grants to Galiano Conservancy Association (\$7,000) and Thetis Island Nature Conservancy Society (Cowichan Land Trust) (\$1,500)</p> <p>Distributed calendar to sell on commission at a number of island businesses, island land trusts willing to sell calendars at events (with profit sharing arrangements)</p>	<p>Annual appeal for donations to Opportunity Fund</p> <p>Further develop Planned Giving program through development of brochures and tax-benefit information for donors</p>

*As of December 2012 the Trust Fund Board holds 22 properties and 66 covenants (of which 23 have NAPTEP certificates).*

## TRUST PROGRAMS COMMITTEE REPORT

To: Islands Trust Council

Updated: November 5, 2012

### WORK PROGRAM

#### **COMMUNITY ECONOMIC SUSTAINABILITY**

- Develop proposal for Trust Council session in December 2013

#### **ENCOURAGE UNDERSTANDING AND VOLUNTARY STEWARDSHIP OF WATER RESOURCES**

- Contact water conservation groups for existing materials and initiatives

### CONTINUING ITEMS

#### **INDICATOR PROGRAM**

- Finalize protected area indicator report and post to website
- Research further high-priority indicators, such as census and housing

#### **COMMUNITY STEWARDSHIP AWARDS**

- Deliver 2013 awards program (June 2013)

#### **LEGISLATIVE MONITORING**

- Monitor changes and report to Trust Council

#### **VACANT CROWN LAND PROFILES**

- Bowen Island, Gambier LTC, and Ballenas-Winchelsea Islands – on hold

Lisa Gordon  
Designate Staff

Paul Brent  
Chair





## LEGISLATIVE MONITORING CHART

This document is intended to advise Trust Council about past or proposed external regulatory changes that could directly affect Islands Trust operations, local trust committee/island municipality bylaws or regulations, or Strategic Plan projects. It includes:

- provincial and federal legislative changes (new and amended acts, statutes and/or associated regulations);
- court rulings;
- legislation under development with defined opportunities to provide input, and
- senior government policies and consultation processes, such as reviews, studies and plans.

It also tracks Trust Council's legislative change requests.

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

- Planned legislation –page 2
- Legislation in process – page 3
- Legislation in effect – pages 4-6
- Discussion / advocacy topics – pages 7-11
- Legislative change requests – pages 12 -13

PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
<p><b>Water Act modernization</b></p> <p><b>Water Act to be re-named "Water Sustainability Act"</b></p> <p><b>(Provincial)</b></p>	<p>The closing date for submissions was April 30, 2010.</p> <p>Bill to be introduced in 2013 legislature</p>	<p>The Ministry of Environment is updating the provincial <i>Water Act</i>. Brought into force over 100 years ago, the <i>Water Act</i> is the principle law for managing the diversion and use of provincial water resources. To facilitate input, the provincial government developed a discussion paper and organized a series of workshops across the province. The paper proposed options and solutions for discussion at these workshops whose primary objective is to share information, discuss principles for a new <i>Water Act</i> and explore proposals for change.</p> <p>This initiative flows from the Living Water Smart plan, released in 2008 to protect and conserve BC's water resources, which identifies the Gulf Islands as a priority area. In the plan, there are several actions of relevance to the Trust Area; key among these is a commitment to regulate groundwater use for single domestic wells in priority areas and large groundwater withdrawals by 2012.</p> <p>The <i>Water Act</i> changes will result in changes to the <i>Drinking Water Protection Act</i> and <i>Water Protection Act</i>.</p> <p>May 2010 Update Through conversation with provincial staff, staff have learned that the Province's engagement activities on <i>Water Act</i> modernization have shown widespread support for the regulation of groundwater in BC and the integration of groundwater and surface water resources.</p> <p>January 2011: BC released a Policy Proposal on its new Water Sustainability Act and invited feedback via the blog: <a href="http://www.livingwatersmart.ca">www.livingwatersmart.ca</a></p> <p>September 2011: Minister Lake stated at the 2011 UBCM Conference that changes to the <i>Water Act</i> need more consultation and a new white paper will be released in 2012. The Province stated a goal of introducing the new Water Sustainability Act in 2013.</p> <p><b>September 2012:</b> In response to an Islands Trust question at the UBCM Conference, Minister Lake said <i>Water Act</i> consultation has been extended; a white paper will be ready in spring 2013 and legislation is now planned for 2014.</p>	<p>On December 3, 2008, TAS and LPS Directors met with MOE staff.</p> <p>After consultation with several island water advocates, Islands Trust staff provided a submission on April 30, 2010.</p> <p>In February 2011, after consultation with trustees and other leaders in local water management, the Executive Committee submitted a response to the Policy Proposal.</p> <p>On June 22, 2012 TAS Director spoke with Ministry staff.</p>	

## LEGISLATION IN PROCESS

LEGISLATION IN PROCESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>Bill C-45 - A second Act to implement certain provisions of the budget tabled in Parliament on March 29, 2012 and other measures</b>	Second reading and referral to committee, October 30, 2012	<p>Proposed changes within this 443 page omnibus bill that directly affect the Trust Area include:</p> <ul style="list-style-type: none"> <li>• Changes to the Section 20 of the <i>Navigable Waters Protection Act</i> that allow the Minister to deem a vessel or thing abandoned after one month rather than two years</li> <li>• Changes to the <i>Jobs, Growth and Long-term Prosperity Act</i> that give holders of authorizations under section 35(2) of the <i>Fisheries Act</i> the ability to apply to the Minister for review of the authorization and for the Minister to confirm, amend or cancel the authorization. These changes could result in the Minister confirming, altering or cancelling existing requirements for project proponents to protect fish habitat or to compensate for altered, disrupted or destroyed fish habitat.</li> </ul>		

## LEGISLATION IN EFFECT

LEGISLATION IN EFFECT	STATUS	KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<b>Vessel Pollution and Dangerous Chemicals Regulations</b>  <b>(in force in 2012)</b>  <b>(Federal)</b>	Enters into full force in May 2012.	<p>The Vessel Pollution and Dangerous Chemicals Regulations replaces the Pleasure Craft Sewage Pollution Prevention Regulation.</p> <ul style="list-style-type: none"> <li>The regulations stipulate that: <ul style="list-style-type: none"> <li>All boats and ships with a toilet facility to be fitted with a marine sanitation device or holding tank.</li> <li>Sewage treated using a marine sanitation device must not be discharged closer than one nautical mile from the shoreline</li> <li>Raw, untreated sewage must not be discharged within three nautical miles of the shoreline.</li> <li>If the distance from shore to shore is less than six nautical miles and no pump-out service is available, raw sewage may be discharged into the deepest water.</li> </ul> </li> <li>The regulation prohibits discharge within the 'Designated Sewage Areas' (including: Montague Harbour (Galiano) and Pilot Bay, (Gabriola).</li> <li>Concerns raised by marine advocacy groups include: <ul style="list-style-type: none"> <li>Unless pump-out stations are available, boats travelling in narrow channels may discharge raw sewage less than 3 nautical miles from shore.</li> <li>There is currently no government plan or process to establish more sewage pump-out station infrastructure.</li> </ul> </li> </ul> <p>May 2012: From Trustee Ken Hancock: Eight of the 13 major island OCPs specifically mention the importance and desirability of providing pump-out facilities for recreational boaters, Bowen, Mayne, North and South Pender, Thetis, Lasqueti, Denman and Galiano. Gambier, Hornby and Lasqueti mention and support existing and increased no discharge zones. Gambier and Hornby support holding tanks for marine vessels. I was unable to find any reference on Gabriola apart from support for toilets at wharves and marinas. The issue is addressed in a variety of ways from advocating to DFO or the RD to local encouragement for establishment of on-island pump-out facilities in conjunction with marinas. The Salt Spring Island OCP includes a policy calling on marina rezonings to include a program to manage boat sewage, it also identifies two areas (harbours) that should be designated as no-discharge zones and asks marina operators to encourage good practices among boaters.</p>	<p>2009: TC recommended that LTCs establish OCP policy requiring marinas applying for rezoning or a development permit provide pump out facilities*</p> <p>2009:TC recommended that LTCs and BIM create OCP advocacy policy encouraging neighbouring local governments to require that marinas serving vessels travelling within the Trust Area install pump-out facilities when applying for rezoning or a development permit.*</p> <p>2009: TC requested that EC write to Transport Canada regarding this issue.</p> <p>Oct.16, 2012: EC directed staff to arrange a meeting with non-profit partners to discuss pleasure craft sewage advocacy ideas and next steps, and report back to the EC on the topics discussed</p>	<p>LTCs may consider related advocacy statements in their OCPs</p> <p>Staff forwarded recommendation to all Regional Planning Managers</p> <p>Chair letter is on the TC follow up action list</p> <p>.</p>



LEGISLATION IN EFFECT	STATUS	KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<b>Bill 27</b> <b>Local</b> <b>Government</b> <b>(Green</b> <b>Communities)</b> <b>Statutes</b> <b>Amendment</b> <b>Act</b>  <b>(2008-12)</b>  <b>(Provincial)</b>	In-effect as of October 1, 2008.	<ul style="list-style-type: none"> <li>Requires municipalities and Local Trust Committees to include GHG emission targets, policies, and actions in their OCPs by May 21<sup>st</sup> 2010</li> <li>Requires regional districts to include GHG emission targets, policies, and actions in their RGS by May 31<sup>st</sup> 2011</li> <li>Expands local government Development Permit Area and zoning variance authority to promote energy and water conservation, the reductions of GHGs, and encourage alternative transportation options for off-street parking.</li> <li>Expands Regional District's Development Cost Charges authority to exempt small, energy efficient development.</li> </ul>	Eighteen OCPs amended.  OCP to be amended: <ul style="list-style-type: none"> <li>Piers Island</li> </ul>	Further consideration of other planning tools.

LEGISLATION IN EFFECT	STATUS	KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<b>Freedom of Information and Protection of Privacy Amendment Act (2011)</b>  <b>(Provincial)</b>	Royal Assent Nov 14, 2011	<p>Resulted in a number of changes to the <i>Freedom of Information and Protection of Privacy Act</i> (the “Act”) summarized below:</p> <ul style="list-style-type: none"> <li>- increased ability to share data across public bodies for common/integrated programs;</li> <li>- proactive disclosure programs that require public bodies to disclose certain records;</li> <li>- increased oversight of Commissioner</li> <li>- permitted use of communication technology including social media</li> <li>- <i>new &amp; revised exclusions from the Act</i>: 1) excludes teaching materials or research information mostly related to schools and post-secondary institutions; 2) records that are available for purchase and 3) records of a service provider that don’t relate to its services as a public body;</li> <li>- <i>new and revised exceptions from the Act</i>: 1) records that must be published or released under an enactment; 2) information that will be published or released within 60 days; 3) length of time a person has been deceased is relevant factor in determining whether disclosure would be an unreasonable invasion of privacy; 4) if applicant could reasonably know who referee is, content of recommendation, evaluation or reference should be withheld; 5) public body must disclose summary of personal information supplied in confidence unless applicant could reasonably know identity of third party; 6) details of licence, permit, degree, diploma or certificate; 7) clarifies what is not an unreasonable invasion of a third person’s privacy re: discretionary financial benefits;</li> <li>- <i>new access through the Act</i>: 1) time extended up to 30 days for public bodies to respond to access request where applicant consents;</li> <li>- <i>changes</i>: 1) public body may collect personal information through observation at a public event that is voluntarily attended without providing advance notice; 2) may disclose personal information collected through observation; 3) enables engagement through use of social media sites, e.g. Facebook &amp; Twitter and may respond to communications where response requires disclosure of information outside of Canada, e.g. email; 4) adds consent as an authority for collection of personal information in limited circumstances; 5) provides that personal information is not collected when public body does nothing other than read it and deletes, destroys, returns or transfers the information; 6) authority to demand return of personal information to which inappropriate access was gained; and 7) gives citizens ability to prove their identity over the internet to access online services.</li> </ul> <p>In response to the changes, the Local Government Management Association of BC has produced an updated edition of their Freedom of Information and Protection of Privacy Act Toolkit for Local Government.</p>		Islands Trust staff will be provided with training at a December staff meeting.

## DISCUSSION / ADVOCACY TOPICS

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>BC Coastal Ferries Consultation and Engagement</b>	October 29 - Dec 21, 2012	<p>The Province of BC is seeking input from BC residents on identified 'considerations' to achieve \$26 million in savings to 2016 and on potential strategies to achieve the long-term vision of connected coastal communities in an affordable, efficient and sustainable manner.</p> <p>The consultation documents lack detail about potential savings resulting from service reductions and about the feasibility and cost implications of the 'considerations'.</p> <p>Small group meetings and public open houses will be on-going until December 8, 2012 and the feedback forms and written submissions will be accepted until December 21, 2012. Two webinars will be scheduled in December for people who are unable to attend a meeting.</p>	In Sept. 2011, among other recommendations, the Islands Trust Council suggested that the BC Ferry Commissioner identify, in consultation with Ferry Advisory Committees, communities and local governments, options for modifying service to increase efficiency while meeting the needs of ferry-dependent communities.	RFD to Trust Council in December 2012.

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>Electric car infrastructure funding</b>  <b>(2012)</b>  <b>(Provincial)</b>	Level 2 charging stations to be installed by March 31, 2012	<p>The Province of BC has announced a program to accelerate electric vehicle adoption in the Province. With an overall investment of \$2.7M, the Province is providing Level 2 charging station funding incentives to interested businesses, municipalities and organizations with a goal of installing 570 stations across BC by spring 2013. These charging stations would not be suitable for NZEV vehicles. The Capital Regional District, Metro Vancouver, and Regional District of Nanaimo received funding to plan and identify priority locations for charging stations.</p> <p>plan and identify priority locations.</p> <ul style="list-style-type: none"> <li>• In the Capital Region, it is anticipated there will be 74 stations installed through this program next spring including one on Salt Spring Island and three on Pender Island. The CRD is providing direct assistance to organizations who are planning to install stations, as well as identifying a future desired network of EV infrastructure (all charging levels), and undertaking technical analysis related to GHG avoidance.</li> <li>• In the Nanaimo Region, it is anticipated that there will be 12 stations. A station on Gabriola Island is being considered. (The City of Nanaimo is planning 10 stations).</li> <li>• In Metro Vancouver, it is anticipated that there will be 75-150 stations installed in 15 municipalities who have expressed interest. As of mid-October, there are no plans for a charging station on Bowen Island.</li> </ul> <p>More information on the funding program:  <a href="http://www.e3fleet.com/plugin_bc.html">http://www.e3fleet.com/plugin_bc.html</a> </p>		EC, LTCs or BIM could advocate to the Province of BC to have electric vehicle charging requirements added to the BC Building Code.

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>Solar Hot Water Ready for Single Family Homes</b>  <b>(2012)</b>  <b>(Provincial)</b>	<p>Due to strong interest, the opportunity for more local governments to sign on to the Regulation was extended to July 15, 2012.</p>	<p>On June 21, 2011, the Province of BC's Solar Hot Water Ready Regulation for single family homes came into force. The Solar Hot Water Ready requirement is a provincial regulation that communities can voluntarily choose to adopt. Local governments who 'opt-in' adopt a new building regulation requires all new single family homes in their communities to be built to accommodate future installation of a solar hot water system.</p> <p>Currently, the requirement only applies in the 36 local government jurisdictions that are listed on the regulation, including the Greater Vancouver Regional District and the Cowichan Valley Regional District. Staff has requested information on which additional regional districts have expressed an interest in being added to the regulation.</p>		<p>Those local trust committees whose regional district has opted-in to the new regulation may wish to amend bylaws with regard to building siting or orientation of roof surfaces to the sun.</p>

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>Proposed National Marine Conservation Area for the Southern Strait of Georgia</b>  <b>(2003-12)</b>  <b>(Provincial / Federal)</b>	Federal government consulting with First Nations on proposed boundary	<ul style="list-style-type: none"> <li>▪ Parks Canada in partnership with the Province of British Columbia is assessing the idea of creating a national marine conservation area (NMCA) in the Southern Strait of Georgia</li> <li>▪ The Islands Trust has engaged in the stakeholder consultation process and continues to stay in touch with federal staff on the issue.</li> <li>▪ In October 2011 Canada and BC announced proposed NMCA boundary for consultation.</li> <li>▪ First Nation consultation underway and local government consultation has now begun.</li> <li>▪ Local government consultation processes have been re-activated. A preliminary consultation meeting with local government was held in Sidney on May 24, 2012 and was attended by Vice Chairs Ken Hancock and Peter Luckham and CAO Linda Adams. Subsequent meetings occurred on Aug. 29 and Oct. 26, 2012 and were attended by many of the trustees and planning staff for the affected islands.</li> <li>▪ Islands Trust and Trust Fund Board representatives have also been involved in several meetings and open houses, in data-sharing exercises with Parks Canada and in meetings of an "NMCA Coalition" convened by the Canadian Parks and Wilderness Society and the Georgia Strait Alliance.</li> </ul>	<p>Dec. 2003 – Trust Council hosted a session on the NMCA by Parks Canada staff and passed a resolution requesting the Chair write to Parks Canada recommending that consideration be given to including the entire Islands Trust Area in the feasibility study.</p> <p>In 2010 Islands Trust submitted a successful resolution to UBCM regarding support for NMCA.</p> <p>EC raised the NMCA during Sept 2010 meeting with Minister Penner and during Jan 2011 meeting with Minister Coell.</p> <p>March 2012: Council delegated the Executive Committee to address the issue of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area.</p> <p>June 2012: Council received a briefing on implications of asking for broadening of study area.</p> <p>December 2012: RFD to Trust Council seeking reaffirmation of support for the NMCA.</p>	<p>Oct 16, 2012 EC directed staff to develop options for an Association of Vancouver Island Coastal Communities resolution in support of National Marine Conservation Area Reserve implementation.</p> <p>Staff and trustees will continue to work with islanders and partner agencies during the consultation process to represent the local interests of island communities and ecosystems to the decision makers about implications such as zoning, boundaries and buffers.</p>

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
<b>British Columbia Court of Appeal Decision on Neskonlith Indian Band v. The City of Salmon Arm et al., 2012 BCCA 379</b>  <b>(2011)</b>  <b>(Provincial)</b>	September 23, 2012	<p>Paraphrased from UBCM webpage Oct 10, 2012:</p> <p>On September 24, 2012, the British Columbia Court of Appeal dismissed the Neskonlith Indian Band's legal appeal arising from the April 4, 2012 verdict in the Neskonlith Indian Band v. City of Salmon Arm. The result concluded that local governments do not have a constitutional obligation to consult with First Nations with respect to the issuance of development permits. The outcome of the appeal provides direction for local governments and First Nations, as it clarifies obligations in relation to consultation and accommodation.</p> <p>A <a href="#">Client Bulletin</a> is available on the Young, Anderson website.</p>	In practice, Islands Trust has typically exceeded constitutional requirements for referrals and consultation.	<p>Staff do not recommend changes in Islands Trust practices based on this court decision.</p> <p>There is still an expectation by the Province that local governments will consult with First Nations as part of the bylaw development process.</p>



**ISLANDS TRUST REQUESTS FOR CHANGES TO ISLANDS TRUST LEGISLATION / REGULATION**

ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
1. Amendments to the <i>Islands Trust Act</i> to change the corporate structure of the Islands Trust Fund so that the current two legal entities, the Trust Fund Board and the Islands Trust Fund, would be replaced with one legal entity named Islands Trust Conservancy.	November, 2012	Letter to Hon. Bill Bennett, Minister of Community, Sport and Cultural Development	
2. Amendments to the <i>Islands Trust Act</i> that would cause four local trustees to be elected to sit on the Salt Spring Island Local Trust Committee.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum.  Turned down by Salt Spring Island LTA referendum November 15, 2008.
3. Amendments to the <i>Islands Trust Act</i> that would cause four local trustees from the Salt Spring Island Local Trust Area to sit as full voting members of the Islands Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	In a May 23, 2008 letter the Minister advised that she agreed with the Islands Trust Governance Review consultant's recommendations and found the rationale for increasing the size of the Islands Trust Council (ITC) by adding the two additional Salt Spring Island Trustees is "less" compelling than the request to increase the size of the Salt Spring Island Local Trust Committee.
4. Changes to the <i>Islands Trust Act</i> that would enable the Islands Trust Council to determine the size of its Executive Committee.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Never formally turned down
	June 2011	Raised during a meeting with the Hon. Ida Chong, Minister of Community Services	
5. The necessary changes to provincial / legislation and regulations to permit Islands Trust bodies to hold meetings through electronic or other communication facilities.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Achieved in 2009.

ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
<b>6. Changes to provincial/legislation and regulations be made, if necessary, to confirm that Islands Trust bodies may perform their duties and functions while outside of the Islands Trust Area.</b>	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Later turned out to be a non-issue.
<b>7. Natural Area Protection Tax Exemption Program (NAPTEP) – extension to Bowen Island Municipality</b>	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved June 2010.
<b>8. Electronic meetings</b>	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2009.
<b>9. Bylaw dispute adjudication system</b>	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2011.
<b>10. Trust Fund Board corporate status and name change</b>	June 2011	Name change raised during a meeting with the Hon. Ida Chong, Minister of Community Services	Advised by Minister to explore other solutions first to determine if can resolve challenges in other ways. Trust Fund Board has asked Trust Council Chair to seek this change in writing.
	After June 2011	Staff met with Ministry staff	

## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of:** December 4-6, 2012

**From:** Trust Programs Committee

**Date:** November 22, 2012

**SUBJECT:** PROPOSED NATIONAL MARINE CONSERVATION AREA RESERVE

### RECOMMENDATIONS:

1. That the Islands Trust Council reaffirm its support for a National Marine Conservation Area Reserve in the Southern Strait of Georgia, and affirms its support for enacting the entire perimeter (or larger) as currently proposed .
2. That the Islands Trust Council recommend that local trust committee zoning be used by Parks Canada as the basis for defining the zoning in the National Marine Conservation Area Reserve Interim Management Plan.
3. That the Islands Trust Council propose that the Islands Trust be included in a joint management approach to the National Marine Conservation Area Reserve.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** The Islands Trust has indicated its support for a national marine conservation area in the southern Strait of Georgia for almost a decade. After several years of study, a formal consultation process is now underway focused on a specific boundary. While federal and provincial agencies are aware of Trust Council's support in principle, it would be useful to reconfirm that support, now that more details are available about the extent of the proposed boundaries. Before provincial decision-makers consider next steps in the establishment of a national marine conservation area, they would benefit from a renewed indication of support by affected local governments.

The proposed resolution would not conflict with more detailed adjustment to the precise boundary locations as the study proceeds. Involvement in a joint management approach could require a significant ongoing commitment of trustee and/or staff time, and may have implications for future staffing levels and/or expense budgets. This could be balanced by reduction in the time and resources currently spent to manage marine zoning in the Trust Area. If implemented, Islands Trust participation in governance and management of a National Marine Conservation Area Reserve would provide an avenue for locally-elected officials to continue to influence decisions.

### IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** Trust Area Staff capacity exists to support the first two recommendations, both of which are supported by Trust Council's 2011-2014 Strategic Plan. These resolutions are only intended to convey support at a general level and are not the end of the discussion about details, especially at the local level. Staff and trustees from the affected local trust areas (all but Hornby, Denman, Lasqueti, Gambier and Executive (Ballenas/Winchelsea)) may work with islanders and partner agencies during the consultation process to represent the local interests

of island communities and ecosystems to the decision makers about detailed zoning, boundaries and buffers. There is a significant but unknown amount of work still needed in the years ahead to maintain momentum towards the enactment of the NMCAR legislation, to protect the interests of island communities and ecosystems in the final legislation, and to define meaningful roles for local government in the ongoing governance of the NMCAR.

**FINANCIAL:** None

**POLICY:** None

**IMPLEMENTATION/COMMUNICATIONS:**

- TAS staff would relay news of renewed support to provincial and federal staff.
- The Chair would relay news of renewed support to Trust Area MLAs and MPs, as well as to the Ministers responsible for the project.
- Executive Committee will consider whether it wishes to communicate with First Nations on this issue.
- TAS staff would work with Executive Committee and AVICC staff to craft a resolution suitable for debate at the April 2013 AVICC convention and the 2013 UBCM convention, and may explore the suitability of sponsoring an AVICC workshop on the NMCAR (proposals due Dec. 14).
- Local trust committees (except Lasqueti, Hornby, Denman, Gambier and Executive (Ballenas-Winchelsea)) are encouraged to give specific input (ideally by resolution) about more precise NMCAR boundary definition in environmentally sensitive areas and/or exclusions of high use areas such as docks and sewage outfalls. *(CAO comment: Those LTCs that wish to solicit public comment or make detailed assessments before providing more specific input regarding NMCAR boundary definition would need to make this a work program priority with assigned planner resources.)*

**BACKGROUND**

The concept of marine protection for the Southern Strait of Georgia was first proposed in the late 1960s. By 1995, Canada and British Columbia, under the terms of the Pacific Marine Heritage Legacy (PMHL), had agreed to undertake a study to assess the feasibility of establishing a National Marine Conservation Area Reserve (NMCAR) in the southern Strait of Georgia.

NMCAs, designated by Parks Canada under the federal *Canada National Marine Conservation Areas Act*, are marine areas managed for sustainable use and containing smaller zones of high protection. They include the seabed, the water above it and any species which occur there. NMCAs are established to represent a unique marine region and to demonstrate how protection and conservation practices can be harmonized with resource use in marine ecosystems for their long term sustainability. An NMCA Reserve is just like an NMCA, except that it is subject to a claim, or claims, by Aboriginal people that the federal government has accepted for negotiation.

In December 2003, Trust Council asked the Chair to write to Parks Canada recommending that consideration be given to including the entire Islands Trust Area in a feasibility study for a national marine conservation area. The Islands Trust has been involved in consultations on the proposed NMCA reserve since 2005.

In 2010, the Islands Trust Executive Committee successfully sponsored resolutions supportive of the NMCA at the Association of Vancouver Island and Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM). Also at UBCM, the Islands Trust Executive Committee convened a meeting between the Minister of the Environment and other supportive local governments, encouraging creation of the NMCA.

On October 13, 2011 the Governments of Canada and British Columbia announced a proposed boundary for a national marine conservation area reserve in the Southern Strait of Georgia that closely matches the boundaries suggested in the Islands Trust's resolution endorsed by the Union of British Columbia Municipalities in 2010. The proposed feasibility study area (see map attached) now extends to the southern tip of Gabriola Island, as had been advocated by the Gabriola LTC in 2005.

In the current term of office, a consultation meeting with local government was held in Sidney on May 24, 2012 and was attended by Vice Chairs Ken Hancock and Peter Luckham and CAO Linda Adams. Subsequent meetings occurred on Aug. 29 and Oct. 26, 2012 and were attended by many of the trustees and planning staff for the affected islands.

For almost ten years Islands Trust and Trust Fund Board representatives have been involved in meetings and open houses, in data-sharing exercises with Parks Canada and in meetings of an "NMCA Coalition" convened by the Canadian Parks and Wilderness Society and the Georgia Strait Alliance.

Within the NMCA governance model, local government has a number of mechanisms to affect decision-making. Exactly how local government will be involved in governance will be part of the consultations still to come. Serving on "Area Advisory Committees" is one of the ways local government can be involved in ongoing governance. Entering into formal agreements is another way. The federal Minister may enter into agreements with other federal and provincial ministers and agencies, local and aboriginal governments, and other persons and other organizations for carrying out the purposes of the *National Marine Conservation Area Act*.

The *National Marine Conservation Area Act* requires that Parks Canada consult and involve coastal communities about the composition of advisory committees and about the interim management plan, including policy, zoning and regulations, prior to establishing new marine conservation areas. Within five years of establishing a new marine conservation area, Parks Canada must continue to consult with affected coastal communities in the creation of a management plan for the marine conservation area. The management plan is to include a long-term ecological vision for the marine conservation area and provision for ecosystem protection, human use, zoning, public awareness and performance evaluation.

Because local trust committee zoning over the foreshore and marine zones originated in public consultation and statutory review, and because the Islands Trust mandate is compatible with that of the NMCA Act, staff recommend that Parks Canada adopt existing Islands Trust zoning in the NMCAR as the basis for its initial management plan. This would have the benefit of increased public certainty and reduced costs for Parks Canada.

**REPORT/DOCUMENT:** Attached.

- 1) Islands Trust-sponsored resolution to UBCM – 2010
- 2) Possible implications of transferring foreshore zoning from LTCs to the federal government (Parks Canada)
- 3) Map of feasibility consultation area
- 4) Draft advocacy letter (endorsed by Trust Fund Board)
- 5) Link to slides from Oct 26 Parks Canada workshop for local governments  
[www.islandstrust.bc.ca/poi/pdf/oct262012parkscanadapresentation.pdf](http://www.islandstrust.bc.ca/poi/pdf/oct262012parkscanadapresentation.pdf)
- 6) Link to Southern Strait of Georgia NMCA feasibility study:  
[www.pc.gc.ca/eng/progs/amnc-nmca/dgs-ssg/index.aspx](http://www.pc.gc.ca/eng/progs/amnc-nmca/dgs-ssg/index.aspx)
- 7) Link to background on the National Marine Conservation Area program:  
<http://www.pc.gc.ca/eng/progs/amnc-nmca/pr-sp/index.aspx>
- 8) Link to National Marine Conservation Area Act:  
<http://laws-lois.justice.gc.ca/eng/acts/C-7.3/index.html>

- 9) Link to Memorandum of Agreement between BC and Canada regarding the establishment of the Gulf Islands National Park Reserve (provided as an example of the level of detail that might be required with a NMCAR)  
<http://www.islandstrust.bc.ca/tc/pdf/orgagrmay92003nationalpark.pdf>

**KEY ISSUE(S)/CONCEPT(S):** The sustainability of ecosystems and communities in the Islands Trust Area.

**RELEVANT POLICY:** As Trust Council's advocacy program has demonstrated, the provincial and federal regulatory regime currently responsible for protecting the Salish Sea is fragmented, poorly staffed and poorly funded. Issues such as oil spills, derelict vessels and fishery management continue to challenge all levels of government. National Marine Conservation Area legislation is expected to provide a coordinated and relatively well funded governance model, better suited to achieving the goals of the Islands Trust Policy Statement and the 2011-2014 Strategic Plan.

### **Strategic Plan – Strategy 2.3**

Participate in planning for National Marine Conservation Area Reserve

2.3.1 Advocate for implementation of the NMCA reserve

2.3.2 Participate in NMCA workshops and consultation opportunities

2.3.3 Respond to NMCA implementation steps with complementary activities, as required

### **Policy Statement:**

3.1.9 Trust Council encourages actions and programs of other government agencies which: place priority on the side of protection for Trust Area ecosystems when judgment must be exercised, protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.

3.4.2 It is Trust Council's policy that marine areas be protected and coastal zone management principles be defined in consultation with agents of the government of British Columbia, the government of Canada, Crown corporations, municipalities, regional districts, non-government organizations, property owners and occupiers.

3.4.6 Trust Council encourages the Provincial and Federal governments to develop existing and new programs such as "harvest refugia", which protect and enhance the populations of native marine species of the Trust Area.

**Advocacy Policy 6.10.iii**, Section F.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."

**UBCM/AVICC Membership and Resolutions Policy 6.12.ii**, Section 4.5: "All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions are consistent with the Islands Trust Policy Statement and with the jurisdiction of the Islands Trust."

**DESIRED OUTCOME:** Assuring provincial and federal decision-makers that there is local government support for a national marine conservation area reserve in the Islands Trust Area.

## **RESPONSE OPTIONS**

**Recommended:** As above.

**Alternatives:**

*(Executive Committee Alternative to Recommendation #1)* That the Islands Trust Council reaffirm its support, *in principle*, for a National Marine Conservation Area Reserve in the Southern Strait of Georgia, and affirm its support for enacting the entire perimeter *of the area* (or larger) as currently proposed .

*(Executive Committee Alternative to Recommendation #3)* That the Islands Trust Council request staff advice on the benefits and implications of local trust committees being included in a joint governance and management approach to the National Marine Conservation Area Reserve.

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**Prepared By:** Lisa Gordon, Director of Trust Area Services

**Reviewed By/Date:** Trust Programs Committee – November 5, 2012  
Executive Committee – November 20, 2012



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Linda Adams, Chief Administrative Officer



## Attachments

### **1. 2010 AVICC/UBCM Resolution from Islands Trust, endorsed at both conventions**

#### **Southern Strait of Georgia National Marine Conservation Area Reserve**

WHEREAS the Southern Strait of Georgia in British Columbia is an ecologically, economically, and culturally rich area that contains the critical habitat of the endangered southern resident orca and is being harmed by a variety of human activities; and

WHEREAS the Government of British Columbia and Parks Canada agreed in 1995 under the Pacific Marine Heritage Legacy to undertake a study to assess the feasibility of protecting and managing this area as a National Marine Conservation Area Reserve (NMCAR) under the *Canada National Marine Conservation Areas Act*, and have been engaged in the feasibility study since 2004;

THEREFORE BE IT RESOLVED that the UBCM supports the establishment of a large, ecologically zoned NMCAR in the Southern Strait of Georgia from the proposed southern end of Haro Strait, up to and including, Gabriola Passage, and urge immediate action from the provincial and federal governments to proceed on this initiative while respecting First Nations interests in the area.



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## 2. Possible implications of transferring foreshore zoning from LTCs to Parks Canada: (from David Marlor, Director, Local Planning Service, October 2012)

*Executive Committee comment: The following outline illustrates the possible consequences of a complete transfer of the seabed from the province to the federal government within an NMCAR. However, discussions to date indicate there may be opportunities for local governments, including LTCs, to retain some governance and management functions within an NMCAR. These details will be determined through further discussions and development of the NMCAR proposal.*

Current status of foreshore zoning in the Trust Area:

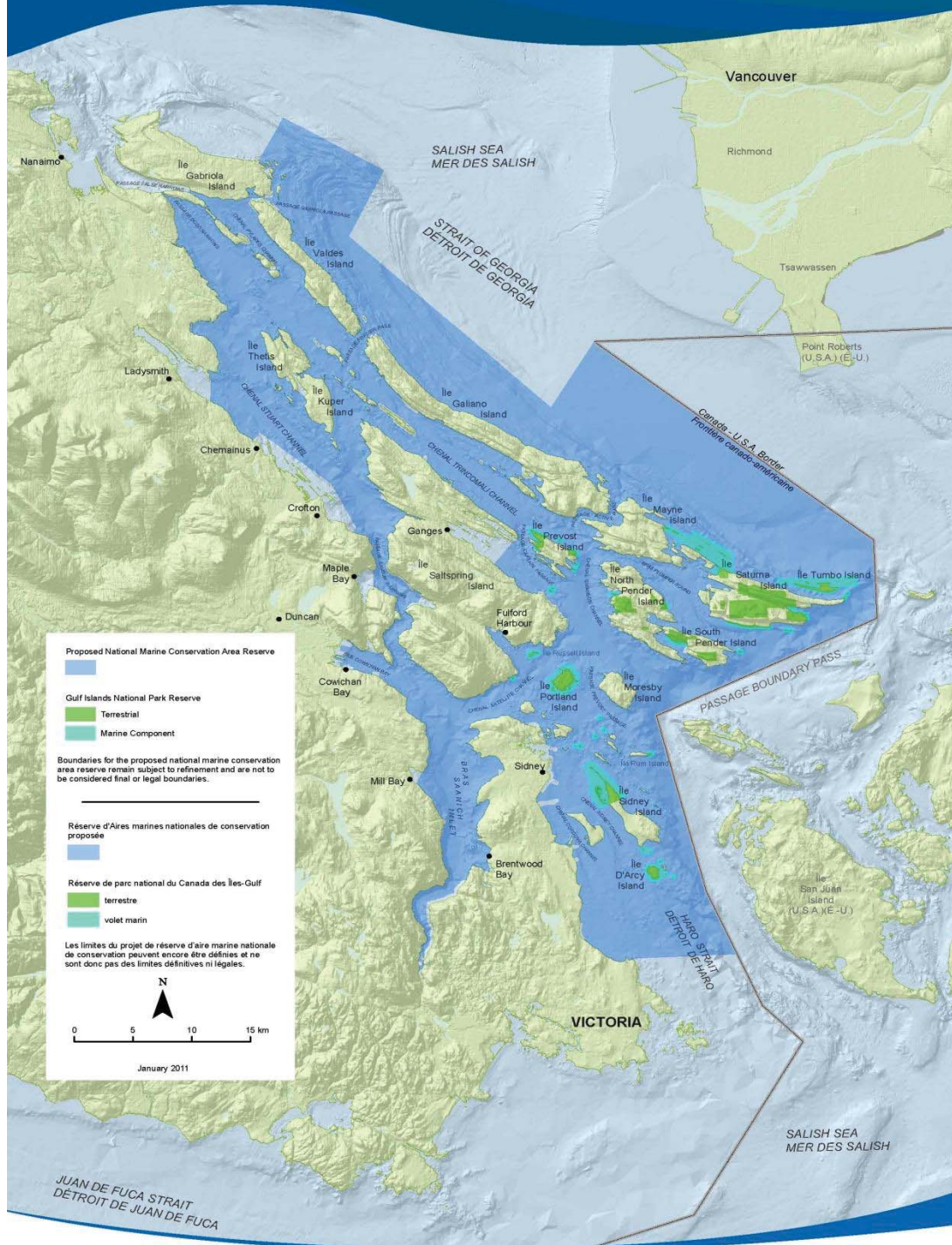
- LTCs currently zone the surface of the water and can control uses, density, height, size, etc - same as on land.
- Zoning has no effect on Provincial or Federal agencies or their contractors
- BC's *Land Act* gives the Province the power to issue tenures or licenses of occupation (e.g. docks, shellfish tenures, breakwaters, marinas). Tenure holders are required to comply with the local zoning regulations.

Possible zoning regime under an NMCAR (assuming no provisions for joint local governance are negotiated):

- Parks Canada would provide enforcement of its regulations below the natural boundary of the sea within the NMCAR.
- Many high traffic areas (e.g. harbours, ferry docks, etc.) are excluded from the NMCAR boundary proposal. LTCs would retain zoning regulation in these areas and bylaw enforcement ability in exclusion areas.
- Leases and Licences in NMCARs would have to be for uses that did not compromise the structure and function of ecosystems.
- LTCs would no longer zone below the natural boundary of the sea in the areas not excluded from the NMCAR
- LTCs would no longer regulate docks or the use of the surface of the water in the areas not excluded from the NMCAR.
- LTCs would no longer control shoreline stabilisation or other works below the natural boundary in areas not excluded from the NMCAR, but would retain responsibility for such structures above the natural boundary.
- Possibly, a reduced workload for staff if there were no referrals for licenses of occupation (unless local trust committees enter a referral relationship with Parks Canada) or for rezonings and permits in the water zones.
- OCPs and LUBs would need to be amended to reflect the NMCAR as was done with the Gulf Islands National Park Reserve.

**Boundary Concept for a  
National Marine Conservation Area Reserve  
in the Southern Strait of Georgia**

**Concept de limites pour une  
réserve d'aire marine nationale de conservation  
dans la région sud du détroit de Georgia**





Logos are shown here to display what the letter will look like, they do not represent orgs who have necessarily signed on.

**DRAFT – not sent as of Nov 22, 2012**

Honourable Peter Kent  
Minister of the Environment  
Government of Canada

Honourable Terry Lake  
Minister of Environment  
Government of BC

## **RE: Southern Strait of Georgia National Marine Conservation Area (NMCA)**

Dear Ministers

We are writing to you to express our strong support for the proposed National Marine Conservation Area (NMCA) in the Southern Strait of Georgia; to encourage your governments to move forward as quickly as possible to secure protection for this important marine ecosystem; and to highlight four key recommendations our groups have identified to strengthen the effectiveness of the NMCA.

We greatly appreciate the renewed commitment your governments have demonstrated to the NMCA over the past year, including the considerable effort Parks Canada is making to consult with local governments, First Nations and other stakeholders. We encourage you to continue this good work with the goal of completing and releasing the feasibility study expeditiously, and moving to the next phase of establishment.

The Strait of Georgia is considered among the most productive of the world's marine ecosystems. Residents of the Gulf Islands, Vancouver Island, and the BC mainland enjoy the spiritual, recreational, economic, and tourism benefits of living next to this rich ocean environment. The Southern Strait of Georgia draws thousands of Canadian and international visitors who recognize this area as one of the world's finest destinations for scuba diving, whale watching, sea kayaking and coastal cruising.



The health of the Southern Strait of Georgia marine ecosystem is critically important to the survival of thousands of aquatic species. These species contribute to the integrity of many complex food webs, and are the foundation for the health and livelihoods of millions of British Columbians. As mentioned in the 2011 announcement, the NMCA will not only protect this vital marine ecosystem, it will ensure its continued use occurs in an ecologically sustainable manner.

Support for the Southern Strait of Georgia NMCA is strong and continues to grow, as recognition grows of the significant ecological and economic benefits that will flow from its establishment. In addition to the local enthusiasm for the NMCA, citizens throughout BC and across Canada support protection for this incredible marine environment.

As your two governments complete the consultation phase of the NMCA feasibility study, we offer the following four key recommendations for your consideration (see Appendix for rationale):

- Designate and implement the entire NMCA at once, rather than phasing it in over many years;
- Extend the NMCA boundary up to the high tide line and include important near-shore ocean habitats (e.g. marine areas adjacent to provincial parks and high tenure areas that are currently excluded in the proposed boundary);
- Include a network of core fully protected areas as required by the NMCA legislation; and
- Adjust the boundary by adding the large rectangular area NE of Galiano and Valdes Islands back into the NMCA;

For over 40 years, the Southern Strait of Georgia has been recognized as an area of national significance that will make an important contribution to a B.C. and Canada-wide network of marine protected areas. Your continued commitment to establishing an NMCA in this area shows true leadership, and as supporters of the public interest in marine conservation, we look forward to celebrating more announcements of progress in the near future.

Sincerely,



**Canadian Parks and Wilderness Society**  
Sabine Jessen

**Gulf Islands Alliance**  
Dave Steen

**Shaw Ocean Discovery Center**  
Angus Matthews

**Georgia Straight Alliance**  
Christianne Wilhelmson

**BC Nature**  
Anne Murray

**Pender Islands Conservancy**  
Sara Steil

**Salt Spring Island Conservancy**  
Christine Torgimson

**Sea Change Society**  
Nikki Wright

**World Wildlife Fund**  
Linda Nowlan

**Saanich Inlet Protection Society**  
Frances Pugh

**Islands Trust Fund**  
Tony Law

**Raincoast Conservation Foundation**  
Chris Genovali

**Galiano Conservation Association**  
Ken Millard

**Living Oceans Society**  
Kim Wright

**Sierra Club BC**  
Colin Campbell

**Mayne Island Conservancy**  
Michael Dunn

**Pacific Whale Watchers  
Association**  
Somebody here?

**Residents and Owners Association  
of Galiano**  
Harry Lipetz

**Thetis Island Conservancy?**  
Somebody here?

**BC tourism?**  
Somebody here?

**Sea Kayak Association of BC?**  
Somebody here?

**David Suzuki Foundation**  
Bill Wareham

**Watershed Watch?**  
Craig Orr?

**\*\*Other associations? Please suggest!\*\***

CC: Hon. Christy Clark, Premier of British Columbia  
Hon. Adrian Dix, BC Opposition Leader  
Hon. Rob Fleming, BC Opposition Environment Critic  
Elizabeth May, MP Gulf Islands  
James Lunney, MP Nanaimo-Alberni  
Jean Crowder, MP Nanaimo-Cowichan  
Murray Coell, MLA Saanich North and the Islands  
Doug Routley, MLA Nanaimo-North Cowichan  
Bill Routley, MLA Cowichan Valley  
Lana Popham, MLA Saanich South  
Alan Latourelle, CEO Parks Canada

## **Appendix: Rationale for NMCA recommendations**

### **1. Designate and implement the entire NMCA at once, rather than phasing it in over many years.**

Parks Canada and the Province of BC have proposed that the NMCA be “phased in” – starting with one small area and expanding it in future years. This means that many significant ecological areas would not receive any protection for years. The NMCA needs to be fully implemented in the whole area to ensure protection of this important ecosystem.

### **2. Extend the NMCA boundary up to the high tide line and include important near-shore ocean habitats (e.g. marine areas adjacent to provincial parks and high tenure areas that are currently excluded in the proposed boundary).**

The proposed boundary currently excludes marine areas adjacent to provincial parks and areas of high tenure concentration. Many of these intertidal zones are critical marine habitat and need to be protected within the NMCA before they are further degraded. Including these near-shore areas, particularly those right next to provincial parks, within the NMCA is the best way to guarantee the seascape is managed as an integrated whole.

### **3. Include a network of core fully protected areas as required by the NMCA legislation.**

Fully protected core areas are widely recognized as the most effective way to achieve a wide range of conservation benefits. These areas act as nurseries to increase the number of fish; they prevent habitat damage and allow depleted species to recover; they allow a diversity of life to flourish; and they serve as excellent natural sites for education and recreation.

### **4. Adjust the boundary to add the large rectangular area NE of Galiano and Valdes Islands back into the NMCA boundary.**

Excluding the large rectangular area of ocean off Galiano and Valdes Islands means important ecological areas will be missed and appropriate zoning will be more difficult. One straight boundary line along the eastern boundary of the NMCA will also facilitate marine navigation within and around the NMCA.

## REQUEST FOR DECISION

**To:** Trust Council

**For the Meeting of:** December 5, 2012

**From:** Executive Committee

**Date:** November 26, 2012

**SUBJECT: SUBMISSION TO BC COASTAL FERRIES CONSULTATION AND  
ENGAGEMENT FALL 2012 PROCESS**

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### RECOMMENDATIONS:

That the Islands Trust Council endorse the following principles, to inform the Chair's December 21 submission to the BC Coastal Ferries Consultation and Engagement process:

1. Ferries are lifelines for coastal communities and businesses; as highways are in the rest of the province. Businesses and families invested on the islands based on an expectation that the Province would sustain ferry services. Provincial government support for coastal ferry service is not a subsidy or a privilege. In a coastal province, affordable ferry service is as much of a necessity as affordable public transit or affordable highway systems.
2. Ever-increasing fares are hurting our residents and reducing ridership. Fares have risen dramatically over the last six years and are imposing significant hardship on ferry dependent communities. The Province should immediately provide sufficient funding to significantly reduce fares on the minor routes as island communities have been hard hit by substantial cumulative fare increases.
3. Islanders acknowledge the budget challenges facing the provincial government and are willing to help find innovative solutions. But, they are telling us that the current consultation framework and lack of information prevents them from contributing meaningfully on coastal ferry governance and service issues.
4. British Columbia's prosperity depends on an integrated, accessible, and affordable transportation system that efficiently links all communities and businesses - whether separated by land or water.
5. Increasing island property taxes to help fund BC Ferries is unjustifiable in light of the fact that ferry users' fares already cover 85% of ferry operating costs; a much higher rate of fare box recovery than other BC transit systems.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** The maintenance of healthy island communities and economies is recognized in the Islands Trust Policy Statement, as is the need for public consultation regarding transportation services. The impact of ever-increasing ferry fares has been of significant concern for several years. The Islands Trust Executive Committee and individual trustees, sitting on Ferry Advisory Committees, have been very active in advocating on behalf of island communities in regards to the impacts of ferry fares. The province's current consultation initiative offers an opportunity for the Islands Trust to advocate on behalf of islanders for sustainable, affordable and appropriate ferry service.

## **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Trust Council's strategic plan includes advocacy about sustainable, affordable and appropriate ferry service. So far, staff has collectively invested over a week in this project and estimate another week is required to develop the submission, circulate drafts for review and implement the communications plan. There may be additional staff time (including the CAO's time) to research more detailed positions and / or to seek support from contractors or other partners.

If Executive Committee decides to proceed with an opinion editorial by the Chair about the submission and the consultation process, a further 1 to 2 days of staff time (including the CAO's) may be required. In addition up to a week of the Chair's time is required to finalize these documents and respond to media interviews.

To participate at the recommended level in the BC Coastal Ferries Consultation and Engagement process by December 21, 2012, other projects assigned to Trust Area Services staff would be delayed until at least January. The most significant projects that would be delayed include:

- Website launch
- Video project
- Advocacy and Chair correspondence on other topics

**FINANCIAL:** Executive Committee has allocated up to \$5,000 from its communications budget in case the services of a contractor are needed to support BC Ferries advocacy work to March 31, 2013.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** If Trust Council supports the recommendations, staff would draft a letter for the Chair's signature, using the key messages outlined above (or amended by Trust Council) and the Policy Statement policy 5.3.2 which states that it is *Trust Council's policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands.*

Staff will continue to provide research support to back up any request Trust Council may wish to make for a significant reduction in fares.

The letter will be sent to [coastalferriesengagement@gov.bc.ca](mailto:coastalferriesengagement@gov.bc.ca) by December 21, 2012. Copies of the letter will be sent to:

Minister of Transportation and Infrastructure  
BC Ferries Commissioner  
BC Ferries President and CEO  
Islands Trust Area MLAs  
Bowen Island Municipality  
FACC c/o Trustee Law  
Coastal Regional District Chairs

Staff would also develop a news release for the Executive Committee sponsorship regarding Trust Council's submission and will consider submitting an opinion editorial by the Chair to a major BC newspaper as part of the provincial budget process. The news release will be posted on the website and announced on the Islands Trust's Twitter account.

Staff will continue to monitor media related to the consultation and circulate relevant articles to trustees.



## **BACKGROUND**

The Islands Trust Council has demonstrated an on-going commitment to advocating on behalf of islanders in regards to the coastal ferry service. Since 2005, it has been actively concerned about the socio-economic harm to island communities caused by increasing ferry fares (see attached for history of Islands Trust Council resolutions).

On October 29, 2012, the Hon. Mary Polak, Minister of Transportation and Infrastructure, announced a public consultation and engagement process on the future of coastal ferry service in British Columbia to run until December 21, 2012. The consultation process is in response to a recent review by the independent BC ferry commissioner.

In September 2011, the Islands Trust Council hosted the BC ferry commissioner, Gordon Macatee and put forward the following recommendations:

- Short term
  - Recommend a significant increase in the provincial contribution, to enable drastic and immediate fare cuts and fare freezes.
  - Keep subsequent increases at a level consistent with the Consumer Price Index, possibly by amending the Coastal Ferry Act to lock in the proportion of costs that the province will contribute.
- Long term
  - Recommend changes to the Coastal Ferry Act that will align the coastal ferry service with the three priorities of the new provincial agenda:
    - *Families, open government and jobs*
  - Recommend changes to the Coastal Ferry Act that will include the coastal ferry service within the purposes of the Ministry of Transportation and Infrastructure, as defined in its 2011/12 – 2013/14 Service Plan:
    - *“...innovative, forward-thinking transportation strategies that move people and goods safely, and fuel our provincial economy. Improvement of vital infrastructure is a key goal, along with enhancing the competitiveness of BC’s transportation industries, reducing greenhouse gases and providing BC with a safe and reliable highway system.”*
  - Recommend changes to the Coastal Ferry Act that recognize BC Ferries as an essential part of the public infrastructure, similar to provincial highways.
  - Develop a long term strategy for BC Ferries’ service to the minor routes that considers the socio-economic impact of ferry fares and schedules and the sustainability of the ferry service itself.
  - Identify, in consultation with Ferry Advisory Committees, communities and local governments, options for modifying service to increase efficiency while meeting the needs of ferry-dependent communities.

The Commissioner submitted his report to the Province in January 2012. The review made a number of key recommendations to address a new direction for coastal ferry services, including:

1. future price cap increases should be held to the rate of inflation;
2. capacity utilization of the ferry fleet should be improved;
3. the commissioner should have more explicit authority to hold the operator accountable, and a new authority to conduct performance audits;
4. there should be more oversight on capital plans and acquisitions;
5. the Province should consider an increase in financial support for the ferry system and should further consider cushioning at least a portion of fuel price volatility, as is presently done on the northern routes;

6. municipal and regional governments should have the ability to play a role in keeping fares affordable and increasing ridership;
7. BC Ferries should place a high priority on upgrading its reservation and point-of-sale systems; and:
8. the commissioner should have additional tools for when setting price caps to better consider the interests of ferry users and taxpayers.

In the section on inflation-based price caps, the report stated: "The overwhelming issue which came up at every public meeting and in virtually every written submission during this review has been that of the affordability of fares. Over the first eight years that the Act has been in place, fares on all routes have gone up significantly.

Route Group Price Cap Increase 2003 – 2011

- Majors 47%
- Langdale 73%
- Northern 78%
- Minors 80%
- Provincial CPI 14%."

In 2005, families living in the Islands Trust Area earned 16% less than BC's median family income.

On May 9, 2012, the government announced that:

- It will increase its contribution to BC Ferries by \$79.5 million through to 2016
- BC Ferries will need to find efficiencies.
- There will be significant adjustments to service levels, and discussions with communities about trade-offs among service adjustments, fare increases and potential community contributions.
- Government will seek public input to develop strategies to support a vision for connecting coastal communities.
- Future investments will look at providing greater interoperability of ferries between routes, reducing operating costs by implementing new technologies, such as LNG-fuelled and cable ferries, and allowing for alternative methods to connect coastal communities, such as passenger-only ferries and other service improvements.

On May 31, 2012, the Province passed the *Coastal Ferry Amendment Act, 2012*

The amendments were introduced in response to the recommendations contained in January's report from the independent BC Ferry Commissioner.

The Province said the principles of the Act were amended to ensure that the primary role of the BC Ferry Commissioner is to balance the interests of ferry users, the interests of taxpayers and the financial sustainability of ferry operators.

The Province said the amendments will provide the Ferry Commissioner with additional tools and discretion to ensure the sustainability of the ferry system. In particular, the Ferry Commissioner now has greater discretion when setting price caps and may cross subsidize between routes; approve major capital expenditures; conduct routine performance reviews; request ferry operators to prepare plans, review policies, conduct public consultations; and use measures, other than fare increases, to respond to extraordinary situations.

On October 1, 2012, the British Columbia Ferry Commission announced that the final price cap for all route groups for the remaining three years of the third performance term for BC Ferries would be:

- April 1, 2013 – 4.1 per cent;
- April 1, 2014 – 4.0 per cent; and
- April 1, 2015 – 3.9 per cent.

These price caps were set based on an expectation that BC Ferries would find more than \$54 million in efficiencies, including service level adjustments.

On October 29, 2012, the Ministry of Transportation and Infrastructure launched a province-wide consultation and engagement program, seeking input into two issues outlined as follows:

- “1. Immediate Challenge: The Ministry of Transportation and Infrastructure, working with BC Ferries, has identified considerations to achieve \$26 million in savings to 2016. The first part of this consultation and engagement seeks feedback on the considerations.*
- 2. Long-Term Vision: The second part of this consultation and engagement invites feedback on what elements should be pursued to connect coastal communities in an affordable, efficient and sustainable manner in the long-term.”*

The consultation periods ends on December 21, 2012. Executive Committee has discussed this project over several meetings and decided on November 20, 2012 on the following goals for this project:

1. To influence the (current and future) provincial government’s policies and decisions about BC Ferries
2. To promote the Islands Trust position regarding BC Ferries to islanders, elected officials (MLAs, Electoral Area Directors), other coastal community local governments and British Columbians in general.
3. To sustain the Islands Trust’s influence on this topic beyond the consultation deadline of December 21, 2012 leading up to the May 2013 provincial election and beyond.
4. To demonstrate Islands Trust leadership on this topic to constituents.

The consultation program announced October 29 also seeks input on bridges as an alternative to ferry service; this is a topic that Trust Council already has policy guidance on, through the Islands Trust Policy Statement and several Official Community Plans.

#### **REPORT/DOCUMENT:**

1. Trust Council resolutions on ferries 2005-2011
2. Islands Trust BC Ferries Advocacy webpage:  
<http://www.islandstrust.bc.ca/poi/bcferriesinfo.cfm>
3. Further information is available at <http://coastalferriesengagement.ca/> and at the Ferry Advisory Committee Chairs’ webpage at: <http://facchairs.wordpress.com/>

**KEY ISSUE(S)/CONCEPT(S):** Preservation and protection of diverse island communities.

#### **RELEVANT POLICY:**

From the Policy Statement 5.3.1:

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

From the Policy Statement 5.3.2:

*It is Trust Council’s policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands.*

Advocacy Policy

Communications Policy

Islands Trust Council — Strategic Plan 2011-2014

Policy Statement Goal C: Sustain Island Character and Healthy Communities

Objective: Enhance community economic sustainability and security

Strategy 4.2: Advocate for sustainable, affordable and appropriate ferry service

**DESIRED OUTCOME:** Sustainable, affordable and appropriate ferry services that support healthy island economies and diverse communities.

## **RESPONSE OPTIONS**

**Recommended:** As above

**Alternatives:**

1. Trust Council may wish to suggest changes to the key messages, which will directly inform the submission's tone and content.
2. Do not make a submission to the Ministry of Transportation and Infrastructure.

**Prepared By:** Lisa Gordon, Director, Trust Area Services  
Clare Frater, Policy Analyst  
Laura Stringer, Communications Specialist

**Reviewed By/Date:** Executive Committee – November 20, 2012  
by RWM November 26, 2012



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Linda Adams, Chief Administrative Officer

### Trust Council Resolutions re BC Ferries (2005-2011)

| Meeting Date | Resolution Name                                                                         | Resolution Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 2011    | Letter to BC Transportation Minister re BC Ferries Fares                                | <i>That the Islands Trust Council request the Chair to send a letter to Transportation and Infrastructure Minister Lekstrom advocating for provincial support to stabilize BC Ferries fares on minor routes, incorporating the principles outlined below.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2009 UBCM    | Islands Trust sponsored resolution on A Minor Routes Strategy for Coastal Ferry Service | <i>WHEREAS the transportation services provided by BC Ferries on minor routes along the south coast are as essential for ferry dependent communities as the provincial road network is for other communities, and are an integral element of provincial tourism goals, yet have been subject to fare increases of as much as 120% over the last five years; AND WHEREAS the British Columbia Ferry Advisory Committee Chairs have, through extensive research and analysis, proposed a minor routes strategy that supports the sustainability of island economies and the coastal ferry service: THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the British Columbia Ministry of Transportation and Infrastructure work with coastal communities and BC Ferries to develop a strategy for the minor southern coastal ferry routes, as proposed by the Ferry Advisory Committee Chairs.</i> |
| Sept. 2007   | BC Ferries                                                                              | <i>That Islands Trust Council request the Chair to write to Transportation Minister Kevin Falcon expressing Trust Council's profound disappointment in the Minister's decision to not <u>adjust government funding to BC Ferries to keep ferry fare increases to tolerable levels, which will result in substantial socio-economic harm to our ferry-dependent communities, residents and local businesses.</u></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Sept. 2006   | BC Ferries – Discussion Paper                                                           | <i>That the Islands Trust Council <u>endorse the general principles in Trustee Brian Hollingshead's Discussion Paper regarding BC Ferries dated August 20, 2006 and request the Executive Committee to use it as a basis for a formal position document and advocacy plan.</u></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| June 2006    | Community Awareness of BC Ferries Issues                                                | <i>That the Islands Trust Council request the Executive Committee to write a letter of concern to the Minister of Transportation requesting that the <u>Province assume a reasonable share of the forthcoming ferry fuel surcharge.</u></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| March 2006   | Ferry Service Fee                                                                       | <i>That Islands Trust Council request the Chair to send a letter to the Minister of Transportation, Kevin Falcon, advising him of Islands Trust Policy Statement 5.3.1 and that Trust Council <u>expects that the service fee paid by the Province for ferry service to the islands would be at least the same percentage operating costs as it is under the present base contract and that services level not be reduced and that copies of the letter be sent to the Premier, all Trust Area MLAs, Carol Taylor, Minister of Finance, Martin Crilly, BC Ferry Commissioner, David Hahn, President of BC Ferries, Trustees and posted on the Islands Trust website.</u></i>                                                                                                                                                                                                                                          |
| Dec. 2005    | Fuel Tax Surcharge                                                                      | <i>That Islands Trust Council request the Executive Committee to approach the Ministry of Transportation to consider options <u>to partially offset any fuel surcharge approved for the BC Ferries minor routes, such as seeking an increase in the government-contributed 'service fee'.</u></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| June 2005    | BC Ferries Fee Surcharge                                                                | <i>That Islands Trust Council request the Executive Committee to write to the BC Ferry Commissioner with the following request:<br/>1. <u>That the Commissioner approve only enough to match proportion of fares versus service fee on minor routes; and</u><br/>2. <u>That the surcharge for overheight commercial vehicles be redistributed over the rest of fare-paying public and provincial service fee, as:</u><br/>➤ They pay disproportionate fees already<br/>➤ The extra costs load directly back on island residents – not visitors, weekenders, etc.<br/>➤ They are already being severely hit by fuel prices.<br/><i>That Islands Trust Council appoint Trustee Brian Hollingshead as its representative to present its position to the BC Ferry Commissioner re the proposed Fuel Tax Surcharge.</i></i>                                                                                                |
| March 2005   | BC Ferries Communications Program                                                       | <i>That the Islands Trust Council request the Executive Committee to ensure that its <u>regular annual meetings with the British Columbia Ferry Services Inc. (BC Ferries) management and Board members, the Ministry of Transportation and the Ferry Commissioner is held in preparation for the next performance term of the Coastal Ferry Service Contract and are used to discuss the maintenance of adequate service fees and service levels for ferry routes serving the islands in the Trust Area and to address other issues related to ferry service in the Trust Area.</u></i>                                                                                                                                                                                                                                                                                                                              |

## Gulf Islands Alliance

P.O. Box 795 Ganges, BC V8K 2W3  
[www.gulfislandsalliance.ca](http://www.gulfislandsalliance.ca)

November 19, 2012

Islands Trust  
200 - 1627 Fort St  
Victoria, BC  
V8R 1H8

Re: Islands Trust position on oil tanker and barge traffic in Salish Sea

Dear Madame Chair and Trustees,

The Gulf Islands Alliance (GIA) commends the Islands Trust Council on its strong opposition to the development and expansion of oil pipelines to Canada's west coast and its call for the phasing out of crude oil exports by tankers. The risk of a large oil spill(s), especially in the Trust Area/Salish Sea, far outweighs any possible economic gain.

The precious ecology, species, habitats, cultural features, recreational opportunities, along with the many individuals, communities, and local economies that depend on these features, would suffer greatly from such a catastrophe. With a lack of information and a dubious record of government action and precaution on marine protection, GIA also fears that much of the dollar cost from cleaning up chronic, small and large oil spills will be downloaded to local people and governments.

For that reason, and to highlight these costs so that other governments and the public are more informed before making decisions on this issue, GIA requests Council to ask senior governments to assess the actual costs associated with oil spills, including an economic evaluation -if it can be quantified- on the loss of 'natural' services from damaged and destroyed ecology. Estimates of these type of costs from the 1989 Exxon Valdez Oil Spill in Alaska exceeded four billion dollars, and some of these features have still not recovered.

Thank you again for your strong stand on this issue.

Sincerely,

David Steen  
Chair,  
Gulf Islands Alliance





Nov 14/12

| Islands Trust Council Goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Executive Committee (LA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Trust Fund Board (JE)                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ecosystem Preservation and Protection...<br>Stewardship of Island Resources...<br>Sustain Island Character and Healthy Communities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1. Advocacy Initiatives<br>2. Strategic Planning<br>3. Organizational Effectiveness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1. Strategic Planning/Administration<br>2. Covenant and Property Acquisitions<br>3. Property and Covenant Management<br>4. Communications<br>5. Fundraising                                                                                                                                                                                                                                            |
| Financial Planning Committee (CS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Local Planning Committee (DM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Trust Programs Committee (LG)                                                                                                                                                                                                                                                                                                                                                                          |
| 1. First draft of 2013/14 Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1. Renewable Energy Technologies in the Trust Area<br>2. Development of Water Quality and Quantity Took Kit<br>3. Develop Mechanism for Proactive Bylaw Enforcement of Illegal structures on the foreshore.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1. Community Economic Sustainability<br>2. Encourage Understanding and Voluntary Stewardship of Water Resources                                                                                                                                                                                                                                                                                        |
| Southern Team (RK)<br>Galiano, Mayne, N. Pender, S Pender, Saturna                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Northern Team (CS Acting RPM)<br>Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Salt Spring Team (LH)<br>Salt Spring                                                                                                                                                                                                                                                                                                                                                                   |
| <p>LTC Planning Priorities</p> <ul style="list-style-type: none"> <li><b>Galiano (KN)</b> - LUB update; DPA Implementation (RK); and Ground Water protection DPA review.</li> <li><b>Mayne</b> – Housing options (GR); Proof of potable water for Boundary adjustments (GR); and RAR Implementation (GR).</li> <li><b>North Pender (AP)</b> – Associated Islands bylaw update (OCP and LUB) (AP); Shoreline Development Review (RK); Pedestrian and Bicycle Route OCP designation (AP)</li> <li><b>Saturna</b> – Community Park Zoning (GR); Provincial Riparian Areas Regulation (GR); and Ocean Loop Geo-exchange (RK).</li> <li><b>South Pender (AP)</b>– LUB Update and Review (AP); Shoreline Protection (AP);</li> </ul> | <p>LTC Planning Priorities</p> <ul style="list-style-type: none"> <li><b>Ballenas-Winchelsea (EC as LTC):</b> Devt of OCP and LUB Bylaws; Development of Administrative Bylaws</li> <li><b>Denman (CS):</b> Review of policies and regulations re impacts of shellfish farming; RAR implementation; Secondary cottages and suites in residential designation.</li> <li><b>Gabriola (CF):</b> Integrated Watershed and Shoreline Mapping Workshop; Gabriola OCP Review; DAI Bylaw; Snuneymuxw FN Protocol Agreement Implementation</li> <li><b>Gambier (SZ):</b> LUB for SCRD Islands; RAR implementation; Foreshore protection &amp; stewardship;</li> <li><b>Hornby (SZ):</b> Vacation Home Rental Regulations; OCP and LUB Review; RAR implementation</li> <li><b>Lasqueti (LP):</b> RAR implementation; False Bay Parking &amp; Master Plan; Integrated Watershed and Shoreline Mapping Workshop</li> <li><b>Thetis (CS):</b> Associated Islands OCP and LUB Creation; RAR implementation; Shoreline DPA</li> </ul> | <p>LTC Planning Priorities</p> <ul style="list-style-type: none"> <li><b>OCP Review - DPA4/RAR Mapping (SC)</b></li> <li><b>Land Use Bylaw - Secondary Suites (JS)</b></li> <li><b>OCP Review: Watershed Management (JS)</b></li> <li><b>Advisory Committees Terms of Reference and Bylaw Review (JS)</b></li> <li><b>Land Use Bylaw Update: Industrial Task Force recommendations (SC)</b></li> </ul> |

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; KK – Kris Nichols  
 Northern Team : CS – Courtney Simpson; CF – Chloe Fox; LP – Linda Prowse; ME – Marnie Eggen; SZ - Sonja Zupanec  
 Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; JS – Justine Starke







## Islands Trust Council 2013 Quarterly Meetings Schedule

Nov 20/12

### ***Resolution:***

That the Islands Trust Council establish the following meeting schedule for 2013:

- March 5-7, 2013 - Thetis Island
- June 11-13, 2013 - Mayne Island
- September 10-12, 2013 – Lasqueti Island
- December 3-5, 2013 – Victoria (or Gabriola? Or ?)

### **March 5-7, 2013 (Thetis)**

- 2013/14 Budget
- Introduction to the Islands Trust Fund

### **June 11-13, 2013 (Mayne)**

- Working with San Juan County

### **September 10-12, 2013 (Lasqueti)**

- Refresher on Standards of Conduct and Administrative Fairness

### **December 3-5, 2013 (Victoria or Gabriola or?)**

- Introduction to 2014-2015 Budget
- Good Planning Practice



**DRAFT**

7.4

## March 2013 Islands Trust Council Agenda Program

Meeting Location: Community Hall, Thetis Island

Nov14/12

|             | Tuesday, March 5                                                                                                                                                                                                                                                                                                                            | Wednesday, March 6                                                                                                                                                                                                                                                                                                    | Thursday, March 7                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>A.M.</b> | <p><i>Chemanius to Thetis Ferry:</i></p> <p><i>Dep. Chemanius 12:45, arv Thetis, 1:20 pm</i></p>                                                                                                                                                                                                                                            | <p>8:30 – 9:30 <b>*Closed Meeting**</b></p> <p>9:30 – 10:30 <b>Decision and Information Items</b></p> <p>10:30 – 11:00 Break</p> <p>11:00 – 12:00 <b>Working with the Islands Trust Fund</b></p>                                                                                                                      | <p>8:30 – 10:00 <b>Decision and Information Items</b></p> <p>10:00 – 10:30 Break</p> <p>10:30 – 12:00 <b>Trustee Roundtable</b></p> |
| <b>P.M.</b> | <p>1:45 <b>Call to Order/Notice of New Items</b></p> <p>1:50 – 3:30 <b>Decision and Information Items</b></p> <p>3:30 – 4:00 Break</p> <p>4:00 – 5:30 <b>2013/14 Budget Overview</b></p> <ul style="list-style-type: none"> <li>• Revenue &amp; Expenses</li> <li>• Salaries and Staffing</li> <li>• Strategic Plan Implications</li> </ul> | <p>12:00 – 1:30 Lunch and Island Visit</p> <p>1:30 – 3:00 <b>Delegations &amp; Town Hall</b></p> <p>3:00 – 3:30 Break</p> <p>3:30 – 4:30 <b>2013/14 Budget Discussion</b></p> <ul style="list-style-type: none"> <li>• Budget Debate and Approval</li> </ul> <p>4:30 – 5:30 <b>Decision and Information Items</b></p> | <p>12:00 Meeting Adjourned</p> <p><i>Ferry to Chemanius:</i></p> <p><i>Dep. Thetis 1:20 pm; arv Chemanius 2:00 pm</i></p>           |
|             |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                       |                                                                                                                                     |

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

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