Islands Trust

Islands Trust Council

Decision and Information Items Agenda

Date: Tuesday, September 11 - Wednesday, September 12, 2012

Time: September 11, 2012 - 1:05 pm - 4:35 pm

September 12, 2012 - 4:00 pm to 5:30 pm

7.4 Disposition of Delegations and Town Hall Requests - Consent

8. NEW BUSINESS

9. ADJOURNMENT

ISLANDS TRUST COUNCIL

RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-03-2012

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

"That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be adopted.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Peter Luckham	June 28, 2012	In Favour
Jeanine Dodds	June 28, 2012	In Favour
Susan Morrison	June 28, 2012	In Favour
Peter Grove	June 28, 2012	In Favour
Brian Crumblehulme	June 28, 2012	In Favour
Sheila Malcolmson	June 28, 2012	In Favour
George Grams	June 28, 2012	In Favour
Tony Law	June 28, 2012	In Favour
Alex Allen	June 28, 2012	In Favour
Paul Brent	June 28, 2012	In Favour
Jan Hagedorn	June 28, 2012	In Favour
Peter Johnston	June 28, 2012	In Favour
Louise Decario	June 28, 2012	In Favour
Mike Jones	June 28, 2012	In Favour
Sandy Pottle	June 28, 2012	In Favour
Liz Montague	June 28, 2012	In Favour
Laura Busheikin	June 29, 2012	In Favour
David Graham	June 29, 2012	In Favour
Kate-Louise Stamford	June 30, 2012	In Favour
Gary Steeves	June 30, 2012	In Favour
Sue French	July 4, 2012	In Favour
Ken Hancock	July 6, 2012	In Favour
Andrew Stone	July 6, 2012	In Favour
Gisele Rudischer	July 6, 2012	In Favour

TRUSTEES VOTE NOT AVAILABLE

Wolfgang Duntz

Pam Janszen

FINAL VOTE COUNT 24 IN FAVOUR

OPPOSED

RECEIVED BY ISLANDS TRUST SECRETARY THIS 11TH DAY OF JULY , 2012.

SECRETARY'S SIGNATURE

RECORDER'S SIGNATURE

Minutes of Islands Trust Council Meeting
June 11-13, 2012
Pender Islands, 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 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 Jeanine Dodds, Mayne Gary Steeves, North Pender George Grams, Salt Spring Peter Grove, Salt Spring Paul Brent, Saturna Mike Jones, South Pender Liz Montague, South Pender Sue French, Thetis
Regrets:	Gisele Rudischer, Gabriola Pam Janszen, Saturna
Staff:	Linda Adams, Chief Administrative Officer Lisa Gordon, Director, Trust Area Services David Marlor, Director, Local Planning Services Cindy Shelest, Director, Administrative Services Marie Smith, Executive Coordinator (Recorder) Carmen Thiel, Manager, Legislative Services

TUESDAY, JUNE 12, 2012

Call to Order/Notice of New Items

The meeting was called to order at 10:05 a.m.

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.

1. FIRST NATIONS RELATIONS SESSION

Bob Joseph with Indigenous Corporate Training, provided a training session for Trust Council members with information and action about ways to explore options for strengthening relations with First Nations. A copy of the "Draft - Islands Trust First Nations Consultation Strategy Phase 1: Laying the Groundwork", produced by the Islands Trust First Nations working group was provided for reference.

2. LOCAL PLANNING SESSION

Team meetings were held with trustees and senior planning staff to review regional issues of the respective Northern, Southern and Salt Spring planning teams.

3. STRATEGIC PLANNING SESSION

Chief Administrative Officer Linda Adams provided a brief review of Council's Strategic Planning process, in order for trustees to identify the relative priority of potential strategic objectives for the 2011-2014 term and to develop a draft list of potential objectives and strategies for the purpose of soliciting public comment.

> Resolution TC 122/12
>
> It was Moved and Seconded:
>
> That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(b),(g) and (i) of the Community Charter in order to distribute documents related to personal information about an identifiable individual who is being considered for an award or honour, litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege; and staff be invited to attend the meeting.

CARRIED

The meeting closed to the public at 5:03 p.m.
The meeting reopened to the public and recessed at 5:08 p.m.

<u>WEDNESDAY, JUNE 13, 2012</u>

The meeting reconvened at 8:20 a.m.

CLOSED SESSION

<u>Resolution TC 123/12</u>

It was Moved and Seconded:

That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(b), (c),(g) and (i) of the Community Charter in order to consider matters related to: personal information about an identifiable individual who is being considered for an award or honour, 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, 3, 4 and 5 of the meeting.

CARRIED

The meeting closed to the public at 8:21 a.m.
The meeting reopened to the public and recessed at 10:03 a.m.

The meeting reconvened at 10:33 a.m.

DECISION AND INFORMATION ITEMS

1. <u>GENERAL</u>

1. Resolutions Without Meeting: 01-2012 & 02-2012

The following Resolutions Without Meeting were provided for information, both carried on April 28, 2012:

RWM 01-2012: "That Islands Trust Council Bylaw No. 146, cited as "Islands Trust Financial Plan Bylaw, 2012/2013" be adopted.

RWM 02-2012: "That Islands Trust Council Bylaw No. 147, cited as "Revenue Anticipation Borrowing Bylaw, 2012- 2013" be adopted.

2. March 2012 Trust Council Meeting - Draft Minutes

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

3. Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1. Director of Local Planning Services Report

Provided for information.

2.2. Local Planning Committee Report

By General Consent, the Local Planning Committee Report was endorsed as presented. The top work program priorities as of May 2012 were: 1) Encouraging Green Technologies; 2) Development Application Fee Analysis; and 3) Development Permit Monitoring.

2.3. Integrated Watershed and Shoreline Mapping Project

This project provides broad shoreline classifications for the 12 major islands in the Islands Trust Area and supports the Strategic Plan goal to advance the stewardship of coastal areas and marine shore lands. Funding for the public outreach portion is through a grant from the Real Estate Foundation.

Resolution TC 124/12

It was Moved and Seconded:

That the Islands Trust Council direct staff to assign one planner as project manager for the second portion of the Shoreline Mapping project, establish a Working Group made up of the project manager, two planners from other regional offices and two or more trustees.

CARRIED

Resolution TC 125/12

It was Moved and Seconded:

That the Islands Trust Council direct the Shoreline Mapping Working Group, in accordance with the attached Terms of Reference: to explore partnering on public outreach with other groups where appropriate, and to focus public outreach to Local Trust Committees that currently have shoreline work as a top priority work program item and to include other Local Trust Committees only if requested by those Local Trust Committees; and to develop and implement a strategy that integrates these maps with the information provided on Trust Area Property Information System (TAPIS) into day-to-day operations.

CARRIED

Resolution TC 126/12

It was Moved and Seconded:

That the Islands Trust Council direct the Director of Local Planning Services to communicate the options for public outreach for the Integrated Watershed and Shoreline Mapping Project to the local trust committees.

CARRIED

2.4. Encouraging Green Technology in the Trust Area

The report *Encouraging Green Technology in the Islands Trust Area: Domestic Small Scale Wind Energy* provides information on domestic wind energy and presents a tool kit of ideas that is designed to assist local trust committees and Bowen Island Municipality when developing land use regulations to accommodate domestic wind power.

Resolution TC 127/12

It was Moved and Seconded:

That the Islands Trust Council forward the report entitled "Encouraging Green Technology in the Islands Trust Area: Domestic Small Scale Wind Energy" to local trust committees and Bowen Island Municipality.

IN FAVOUR – 22
OPPOSED – 2
(Allen-Hornby; Morrison-Lasqueti)
CARRIED

Some trustees expressed concern with the title of the report and suggested changing the reference to 'encouraging green technology' specifically for small scale wind energy.

Resolution TC 128/12

It was Moved and Seconded:

To amend the report title to "A Review of Alternative Power Technology in the Islands Trust Area: Domestic Small Scale Wind Energy".

IN FAVOUR - 11
OPPOSED - 13
MOTION FAILS

Resolution TC 129/12

It was Moved and Seconded:

To amend the report title to "Encouraging Green Technology in the Islands Trust Area: Part 1 - Domestic Small Scale Wind Energy".

Following further discussion, it was suggested to table the motion in order to allow staff to come back with a suggested title change.

Resolution TC 130/12

It was Moved and Seconded:

To Table the Motion.

CARRIED

2.5. Local Planning Services Three Year Plan Briefing

A report was presented by staff for information, which 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.

2.6. 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

2.7. 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 and a Bylaw Enforcement Best Practices Guide and Process Flowchart, for information.

The meeting recessed at 12:05 p.m.
The meeting reconvened at 1:32 p.m.

5. DELEGATION AND TOWN HALL

Trustee Paul Brent, Chair of the Trust Programs Committee, announced the recipients of the 2012 Community Stewardship Awards:

Individual Awards:

- Stuart Watson, Gambier Island, for his work with the Gambier Fire Equipment Group and Langdale Access Group
- Margot Venton, North Pender Island, for working to protect the Southern Resident Killer Whale
- Anne Macey, Salt Spring Island, for supporting agriculture and food security

Group Awards:

- Gabriola Island Health Care Foundation, Society and Auxiliary for building the Gabriola Island Urgent Care Medical Clinic
- Hornby Quilters Group for 36 years of fundraising
- Saturna Ecological Education Centre for building an Ecological School

Climate Change Award:

- Dr. Donald Marshall, Bowen Island, for initiatives to reduce, reuse and recycle.

Enduring Achievement Award:

- Peter Karsten, Denman Island, for conservation programs and projects.

5.1 Denman Island Marine Stewardship Committee

Pat McLaughlin, Chair of the Denman Island Marine Stewardship Committee provided an update to Council members about the Committee's concerns with the impact of the shellfish industry on the marine environment surrounding Denman Island.

5.2 Ramona deGraaf

Ramona deGraaf provided Council members with information with respect to issues about forage fish habitat protection in the Trust Area.

5.3 Tom Varzeliotis, Salt Spring Island

Tom Varzeliotis did not attend the meeting; his written submission entitled "Weaselling Website Weaving" was provided for information.

5.4 Michael Sketch, North Pender Island

Michael Sketch addressed Council members regarding the Trust Policy Statement and provided a written submission entitled "A different approach to Islands Trust Confederation policy; a fresh look at the Trust Policy Statement" for information.

5.5 Margot Venton, Pender Island

Margot Venton made a presentation to Council members about her concerns with the impacts an oil spill could have on the southern resident killer whales.

Council recognized Ms. Venton as a recipient of a 2012 community stewardship award for her work with resident orca protection.

6. SAN JUAN COUNTY LIAISON

Members of Islands Trust Council and the San Juan County Council exchanged information and discussed mutual areas of interest, including the Green Shores for Homes program, aquaculture, First Nations relations, derelict vessels, marine safety/oil spill prevention and response and derelict vessels.

Guests from San Juan County included Lovel Pratt, Liaison to Islands Trust and Councilor for South San Juan Island, and Jamie Stephens, Council Vice Chair and Councilor for Lopez/Shaw Islands.

3. EXECUTIVE

3.5. Trust Council Indemnification Bylaw No. 145

Following Trust Council's November 2011 request, this bylaw was developed to ensure that trustees, staff and volunteers are indemnified to the full extent permitted by the *Local Government Act.*

Resolution TC 131/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a first time.

CARRIED

Resolution TC 132/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a second time.

CARRIED

Resolution TC 133/12

It was Moved and Seconded:

That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a third time

CARRIED

3.6. Islands Trust Current Strategic Plan

The current Islands Trust Strategic Plan, adopted September 2009 and updated May 2012 was provided for information.

3.7. Islands Trust Draft Strategic Objectives

Following initial input from trustees, Council committees, the Trust Fund Board and Bowen Island Municipal Council, the Executive Committee has developed a draft list of potential objectives and strategies that it believes Council could consider as priorities for the 2011-14 term.

Resolution TC 134/12

It was Moved and Seconded:

That the Islands Trust Council approve the draft *Islands Trust Strategic Plan – Potential Objectives and Strategies for 2011-2014* for the purposes of soliciting public comment.

CARRIED

Resolution TC 135/12

It was Moved and Seconded:

That the Islands Trust Council request the Executive Committee to facilitate public consultation regarding the draft *Islands Trust Strategic Plan – Potential Objectives and Strategies for 2011-2014* and forward all public input for the consideration of Council committees in August 2012 and Trust Council in September 2012.

CARRIED

Resolution TC 136/12

It was Moved and Seconded:

That the Islands Trust Council request the Executive Committee to consult with Council committees, the Trust Fund Board and Bowen Island Municipality and to prepare recommendations regarding a strategic plan including more details regarding potential strategies, actions, timeframes, resource needs and performance measures related to each proposed objective, for the consideration of Trust Council in September 2012.

CARRIED

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 May 2012 were: 1) First Draft of 2013/14 Budget; 2) 2011/12 Year End and Audit; and 3) Policy on Carbon Neutrality in conjunction with the Trust Programs Committee.

4.3. March 31, 2012 Audited Financial Statement and Report

Resolution TC 137/12

It was Moved and Seconded:

That the Islands Trust Council approve the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets, and the Statement of Cash Flows, for the fiscal year ended March 31, 2012.

CARRIED

7. SUMMARY/UPDATES

7.1. Trustee Updates

7.1.1. BC Ferries Update

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

7.1.2. First Nations

Verbal update provided by Trustee Peter Luckham.

7.1.3. Gulf Islands National Park Reserve

Alternate Islands Trust representative on the GINPR Advisory Committee Trustee Crumblehulme advised that the first meeting of the Committee is scheduled for later in June.

7.1.4 Association of Vancouver Island Coastal Communities Executive

AVICC Executive Member at Large Gary Steeves advised about the role of the AVICC Executive and will provide regular updates to Council on its activities.

The meeting recessed at 5:20 p.m.

THURSDAY, JUNE 14, 2012

The meeting reconvened at 8:03 a.m.

5. TRUST AREA SERVICES

5.1. Director of Trust Area Services Report

Provided for information.

5.2. Trust Programs Committee Report

By General Consent, the Trust Programs Committee Report was endorsed as presented. The top work program priorities as of May 2012 were: 1) Policy Statement; 2) Advocacy; and 3) First Nations.

5.3. Trust Fund Board Report

Trustee Tony Law, Chair of the Trust Fund Board highlighted the Board's accomplishments as of May 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.

5.4. Natural Area Protection Tax Exemption Certification Application

Resolution TC 138/12

It was Moved and Seconded:

That the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption Certificate for a portion of the land described as “Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974” PID 001000-395-081, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the NAPTEP program.

CARRIED

5.5. Tanker Traffic Expansion

Resolution TC 139/12

It was Moved and Seconded:

That the Islands Trust Council oppose in principle oil pipeline projects that lead to the expansion of oil export by barge and tanker from Canada’s west coast due to concern about the risk of oil spills that could irrevocably damage coastal environments, economies, and communities.

This resolution would establish a clear position against such expansion of oil shipments and would result in Executive Committee involvement in the upcoming public consultation regarding expansion of the proposed Trans-Mountain pipeline.

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

Resolution TC 140/12

It was Moved and Seconded:

That Islands Trust Council request the Executive Committee to represent the Islands Trust legislated Object during Kinder Morgan public engagement processes related to the proposed Trans Mountain Pipeline expansion.

CARRIED

Resolution TC 141/12

It was Moved and Seconded:

That the Islands Trust Council encourage the federal Minister of Natural Resources to support the phasing out of crude oil export from Canada’s West Coast by tanker and barge as part of an ambitious Canadian renewable energy strategy.

Resolution TC 142/12

It was Moved and Seconded:

Amend the motion as follows:

That the Islands Trust Council encourage the federal Minister of Natural Resources to support the phasing out of crude oil export from Canada's West Coast by tanker and barge as part of a national energy strategy.

On the Amendment - **CARRIED**
On the Amended Motion - **CARRIED**

Resolution TC 143/12

It was Moved and Seconded:

That the Islands Trust Council authorize the Chair to speak to the Enbridge Northern Gateway Project Joint Review Panel to outline the Islands Trust Council's past shipping safety advocacy actions and outcomes .

IN FAVOUR – 20
OPPOSED - 4
(Busheikin-Denman; Allen-Hornby; Law-Hornby; Dodds-Mayne)
CARRIED

5.6. National Marine Conservation Area Briefing

A briefing was provided for information about the current status of the proposed National Marine Conservation Area Reserve.

5.7. 2011-2012 Annual Report

Resolution TC 144/12

It was Moved and Seconded:

That the Islands Trust Council approve the 2011-2012 Annual Report for submission to the Minister of Community, Sport and Cultural Development.

CARRIED

5.8. Islands Trust Policy Statement Options

These options have been recommended by the Trust Programs Committee and the Executive Committee for implementing existing policies regarding the Trust Policy Statement, following Council's decision in March 2012 to not to engage in a comprehensive program to review and update the Trust Policy Statement.

Resolution TC 145/12

It was Moved and Seconded:

That the Islands Trust Council endorse the addition of the following strategy "increase transparency about how the Islands Trust Policy Statement is used" under Objective 4.2 "Enhance community engagement and participation" in the public consultation draft of the Strategic Plan.

CARRIED

Resolution TC 146/12

It was Moved and Seconded:

That the Islands Trust Council direct the Trust Programs Committee to review Trust Council policies 1.2.i (amendment), 1.3.i (implementation) and 1.3.ii (topic review) and recommend amendments to Trust Council (per recommendation #7 in the 2011 Policy Statement Assessment Task Force final report) and to consider addressing Council Policy 1.3.i as a priority.

CARRIED

5.9. Legislative Monitoring Chart

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

5.10. Draft Advocacy Policy Briefing

A Briefing outlining the need for a dedicated policy related to advocacy was provided for information.

5.11. 2012 Community Stewardship Awards Program Briefing

A briefing about the 2012 Community Stewardship Awards Program, including nominee profiles was provided for information.

6. CORRESPONDENCE

6.1. Gulf Islands Alliance re: Trust Policy Statement (May 31/12)

A letter from Gulf Islands Alliance (GIA) Vice Chair Misty McDuffee was provided for information, stating the GIA Board's support to encourage Islands Trust Council to strengthen the Trust Policy Statement to further the object of the *Islands Trust Act*.

6.2. Ivan Bulic re Proposed Cuts to Coast Guard (June 4, 2012)

A letter from Ivan Bulic was provided for consideration, asking Trust Council to write to federal Fisheries and Oceans Minister Keith Ashfield requesting that he reconsider his decision to close the Canadian Coast Guard communication centres in Vancouver and Comox and the Kitsilano Coast Guard station in Vancouver, for reasons of public safety.

Resolution TC 147/12

It was Moved and Seconded:

That the Islands Trust Council write to Minister responsible for the Coast Guard requesting reinstatement of services provided by Vancouver and Comox Coast Guard Radio and the Kitsilano Search and Rescue stations in Vancouver.

CARRIED

3. EXECUTIVE

1.1 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 May 2012 were: 1) Policy; 2) Strategic Planning; and 3) Organizational Effectiveness.

3.3 Trust Council Plan for Continuous Learning 2011-2014

Provided for information.

3.4 Islands Trust Council Minutes Guidelines

These new guidelines would provide clear guidance to the staff and contractors who prepare the hundreds of meeting minutes for the 16 corporate bodies of the Islands Trust. Consistent guidelines, based in current legislation are intended to improve cost effectiveness and ensure a high standard of organizational minute taking.

Resolution TC 148/12

It was Moved and Seconded:

That the Islands Trust Council adopt new Policy 6.13 - Islands Trust Minutes Guidelines.

CARRIED

Resolution TC 149/12

It was Moved and Seconded:

That the Islands Trust Council rescind Policy 2.2.v - Islands Trust Council Minutes Guidelines and Policy 4.1.vii - Local Trust Committee Minutes Guidelines.

CARRIED

3.8. Campaign Financial Disclosures Unfiled Statements Briefing

Provided for information.

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 September 2012 Islands Trust Council meeting to be held on Bowen 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.

8. NEW BUSINESS

No items.

2. LOCAL PLANNING

2.4. Encouraging Green Technology in the Trust Area

Resolution TC 150/12

It was Moved and Seconded:

That the Islands Trust Council request staff to amend the title of the report regarding domestic small scale wind technologies to "Renewable Energy Technology in the Trust Area: Topic 1 – Domestic Small Scale Wind Energy" before further circulating it.

CARRIED

Resolution TC 151/12

It was Moved and Seconded:

That the Islands Trust Council make the report entitled "Renewable Energy Technology in the Trust Area: Topic 1 – Domestic Small Scale Wind Energy"" available to the public by posting on the Islands Trust website.

CARRIED

Resolution TC 152/12

It was Moved and Seconded:

That the Islands Trust Council continue to include on the Local Planning Committee work program the development of model green technology definitions and regulations for other remaining technologies (e.g. tidal, solar, geothermal/hydrothermal exchange, micro hydro, rainwater capture/storage structures).

CARRIED

9. ADJOURNMENT AND NEXT MEETING

The meeting adjourned at 10:50 am.

Next meeting: September 11-13, 2012 on Bowen Island.

Chair, Islands Trust Council	Executive Coordinator and Recorder

Islands Trust Council
Follow up Action List

Updated: Aug 28/12

Codes

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

LA–Linda Adams; LG–Lisa Gordon; DM–David Marlor
CS-Cindy Shelest; MD–Miles Drew; CF–Clare Frater
MS–Marie Smith; JE–Jennifer Eliason; CT-Carmen Thiel
JC – Jas Chonk; ME-Marnie Eggen

MEETING/Item * Next TC Agenda ▲ to Bowen Island Municipality	Action By/To	Target/ Status
Previous Meetings		
Riparian Areas Regulation		
LTCs to consider amending their respective Land Use Bylaws	LTCs w/Planners	Ongoing
Status report to Council until completed	LPC (DM) to TC	Ongoing
Crown Land Acquisition		
Submit applications pending approval from First Nations	TFB (LG)	Ongoing
Ministry of Transportation (MoT) Protocol and Letter of Understanding (LOU)		
Staff meeting with MoT on LOU implementation; report via LPC	LPC (DM)	2012
Bylaw Notice Dispute Adjudication System		
Prepare Bylaw Notice Enforcement Bylaws and assoc. policies	LPS/LTCs (DM/MD)	In Progress
Pleasure Craft Sewage Prevention		
Letter to Transport Canada	(LG/CF)	Pending
Integrated Shoreline/Watershed Protection Approach		
Public outreach on shoreline mapping	(DM)	Sept
Final report	LPC (DM) to TC	Dec
Green Shores for Homes Project		
Monitoring and creating draft credit system	LPC (DM)	Ongoing
Islands Trust Fund 2011-2015 Regional Conservation Plan		
Draft proposed updates to Policy 3.3.ii	(LG/DM)	Pending
Food Security		
Develop internal policies and procedures re procurement	(CS)	2012
Review food security topics in existing protocols and in protocol devt process	(LA)	2012
Develop recommendations for further work	LPC (DM)	2012
Prepare report re: model bylaws	LPC (DM)	2012
Conservation Covenant and Development Permit Management		
Develop options for monitoring of development permits	LPC (DM)	2012
NAPTEP Certificate HO-NAP-2011.1, 2011.2, 2011.3, 2011.4		
Issue certificate subject to survey, covenant and baseline report	(LG/JE)	2012
Records Management Bylaw		
Implement revised records management procedures	(CT)	Ongoing

Development Application Fee Review		
***** Develop model Local Trust Committee Fees Bylaw	LPC (DM) to TC	(on agenda)
* Develop draft amendments to Policy 5.6.i	LPC (DM) to TC	(on agenda)
Council Committee System Policy Review		
Place topic on Executive Committee agenda for further direction	(MS)	2012
Riparian Areas Regulation Briefing		
Add Bowen Island Municipality and consider grant availability	(DM)	2012
Carbon Neutral Operations Policy		
* Develop carbon neutral operations policy	FPC/TPC (CS) to TC	Dec
Public Accountability		
Recommendation re: Auditor General for Local Governments	FPC (CS)	2012
Report re: Public Accountability	FPC (CS)	2012
NAPTEP NP-2011.3		
Issue certificate subject to covenant, etc	(LG/JE)	Pending
Oil Spill Response Session		
* Coordinate Trust Council session for September meeting	(LG/CF) to TC	Done
Response to BC Ferry Commissioner		
Draft letter to Minister of Transportation	(LG/CF)	2012
<u>June 2012 Meeting</u>		
Integrated Watershed and Shoreline Mapping		
Establish working group and assign project manager	(DM/CJ)	2012
Explore public outreach options as determined by LTCs	(DM/CJ)	2012
Develop and implement strategy to integrate maps into TAPIS & operations	(DM/CJ)	2012
Domestic Small Scale Energy report		
Forward retitled report to LTCs and BIM and post on website	(DM/ME)	Done
Develop further reports on green technology	(DM/ME)	2012
Trust Council Indemnification Bylaw		
Circulate RWM re 4th reading	(LA/JC)	Done
Post and circulate bylaw, once adopted	(LA/JC)	Done
Islands Trust Council Minutes Guidelines		
Circulate policy	(CT/JC)	Done
Draft Strategic Plan		
Implement public consultation program	(LA/LG)	Done
NAPTEP Certificate – Morton Property, Salt Spring Island		
Issue certificate subject to covenant, etc.	(LG/JE)	Pending
Tanker Traffic Expansion		
Communications regarding oil spill concerns	(LG/CF)	2012
Letter to federal Minister of Natural Resources re crude oil export	(LG/CF)	2012
2011-2012 Annual Report		
Submit to minister, circulate and post to website	(LG/LS)	Sept
Legislative Monitoring Chart		
Post to new website	(LG/CF)	2012
Coast Guard Services		
Draft Chair letter to minister	(LG/CF)	Done

Community Stewardship Awards Policy

Place on TPC agenda to review policy and make recommendations	(LG/CF)	Done

Followup Letters

Acknowledge Delegates	(LG)	Done

Next Trust Council

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

Islands Trust

DIRECTOR OF LOCAL PLANNING SERVICES
2012-2013 FIRST QUARTER REPORT

Date**:** Aug 2012

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Management of the Local Planning Services (LPS) Unit including personnel and financial management: • Undertook monthly meetings with Regional Planning Managers (RPMs) and Coordinators • Completed various managerial projects • Completed recruitment to fill vacancies • Organised Professional Development day for September 2012 – on Island Planner roles and responsibilities • Begin process to determine LPS budget requirements for 2013/14 fiscal year • Worked with RPMs to improve First Nations liaison and improved methods of consultation for Local Trust Committee bylaw referrals, participate in cooperation with Trust Area Services • Working with Bylaw Enforcement Manager to develop resource allocation guidelines and best practices for bylaw enforcement.	**Management of the Local Planning Services (LPS) Unit including personnel and financial management:** • Continue monthly meetings with Regional Planning Managers (RPMs) and Coordinators • Update LPS three-year term plan based on feedback and plan to submit quarterly to LPC and TC • Undertake various managerial projects • Work with RPMs and coordinators to implement programs based on approved budgets • Continue process to determine Local Planning Services budget requirements for 2013/14 fiscal year • Continue to support RPMs and coordinators as necessary • Hold monthly LPS management meetings • Continue working with Bylaw Enforcement Manager to develop resource allocation guidelines and best practices for bylaw enforcement.
Planning support to LTCs: • Third meeting of the Local Planning Committee (Aug) • Continued to work with RPMs and Legislative Services Manager to continue review of LPS Corporate Services • Continued work with Bylaw Enforcement on adjudication system and implementation of system in all local trust areas • Worked with RPMs on various issues related to planning coordination and establishment of Local Trust Committee work programs	**Planning support to LTCs:** • Continue to work with RPMs on providing planning services to local trust committees • Work with RPMs to continue to review and improve service delivery and resource allocation • Develop budget process for 2012/13 submissions • Revise budget process to improve system for local trust committee submissions • Work with directors to provide support to regional offices and to Island Planners
Comprehensive community planning initiatives including the Preparation and review OCPs and Land Use Bylaws, and the undertaking of special projects: • 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 • Participated in one-day Green Shores for Homes workshop with the technical committee and steering committee to begin developing credits and incentives • Worked with RPMs to complete Local Trust Committee work programs	**Comprehensive community planning initiatives including the Preparation and review OCPs and Land Use Bylaws, and the undertaking of special projects:** • Integrated shoreline mapping – public process continues • Continue to work with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project • Continue to worked with Trust Area Services on improving communications and public engagement and First Nations strategy • Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
	• Work with bylaw enforcement office to deliver on development of policies for Executive Committee and local trust committees
Processing of applications for land use changes, in accordance with the statutory responsibilities of LTCs: • Worked with Bylaw Enforcement manager on improving operations of Bylaw Enforcement office • Worked with regional planning managers to develop consistent approaches in regional offices • Worked with Legislative Services Manager to develop consistent approaches in regional offices • Worked with regional planning managers on contentious issues and to continue to review and improve service delivery and resource allocation	**Processing of applications for land use changes, in accordance with the statutory responsibilities of LTCs:** • Continue to work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices • Continue to develop quarterly legal session updates for staff (next in March/April 2012) • Continue work on improving minute taking and agenda preparation system • Work with regional planning managers to continue to review and improve service delivery and resource allocation • Implementation of procedures for use of new website (delayed) • Continue to work with Bylaw Enforcement manager on improving operations of Bylaw Enforcement office • Work with staff to implement new meeting management software into LPS beginning with LPC in August and LTCs in the fall. • Work with staff to implement Sharepoint in LPS with aim to have staff using it by end of the fiscal year.
Trust Council, the Executive Committee, the Local Planning Committee and the Financial Planning Committee: • Attended and reported to Executive Committee meetings • Worked with management on implementation on new meeting management software with roll-out expected for Council committees over the summer of 2012. • Drafted RFD for Quality Management for consideration by LPC (delayed)	**Trust Council, the Executive Committee, the Local Planning Committee and the Financial Planning Committee:** • Work with staff to complete priorities of Local Planning Committee • Work with staff to complete items from Executive Committee Follow-up Action List • On-going orientation and development program for trustees • Continue orientation for new council • LPC meeting Sep 2012 – meeting agenda preparation, briefing updates • Attend and report to Executive Committee • Report to Executive Committee on identified procedural issues and recommended solutions • Continue to work with Ministry of Transportation and Infrastructure to review Letter of Agreement • RFD to LPC on Green technologies and development permit monitoring.

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Liaison with staff of island municipalities, regional districts, improvement districts and provincial agencies: • Attended Green Shores for Homes steering committee meetings	**Liaison with staff of island municipalities, regional districts, improvement districts and provincial agencies:** • Green Shores for Homes steering committee – continuation • Meet with Bowen Council and staff (September) • Arrange third meeting with Ministry of Transportation and Infrastructure to follow-up on discussion held in March 2012 (September 2012) • Work with Islands Trust Fund staff on incorporation of implementation of Regional Conservation Plan into Local Planning Services three-year work plan (fall) • Continue to work on First Nations liaison and improved methods of consultation for Local Planning Committee bylaw referrals
Support for the Chief Administrative Officer, and liaising with other Directors: • Participated in management meetings • Worked with Trust Area Services on improving communications and public engagement • Worked with Administrative Services on improving communications between offices and units	**Support for the Chief Administrative Officer, and liaising with other Directors:** • Project managing eScribe and Share[point implementation for Islands Trust • Participate in management meetings • Continue working with Trust Area Services to develop standards for cooperative tasks

David Marlor, MCIP
Director of Local Planning Services

2.2

LOCAL PLANNING COMMITTEE REPORT

To: Islands Trust Council

Date: Aug 15, 2012

WORK PROGRAM

1. ENCOURAGING GREEN TECHNOLOGIES

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 PERMIT MONITORING

Current – Building on existing experience, staff is currently sharing information on means for monitoring issued development permits. Report to LPC in November 2012.

Planned – Development permit monitoring system.

ON-GOING ITEMS

RIPARIAN AREA REGULATION (RAR) IMPLEMENTATION – Local Trust Committees working towards bringing all bylaws into compliance with the RAR. LPC is monitoring progress.

BYLAW DISPUTE ADJUDICATION SYSTEM – Development of adjudication bylaws for all remaining local trust areas is underway. LTCs are considering bylaws. LPC is monitoring progress.

INTEGRATED WATERSHED & SHORELINE STEWARDSHIP PROTECTION APPROACH – 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 – 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.

GREENHOUSE GAS EMISSION REDUCTION – Work to comply with Bill 27 completed, with the exception of Piers Island Bylaws (Salt Spring Local Trust Area), which is expected to begin in 2012. Further work is at the discretion of local trust committees. LPC is monitoring progress.

FOOD SECURITY – Status report provided quarterly to track work as per Trust Council resolutions. Further work on planning recommendations is subject to LPC work priorities and staff resources and Strategic Plan.

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

Local Planning Services

Three-Year Work Plan

December 2011 to November 2014

To: Islands Trust Council **Date: Aug 29, 2012**

PURPOSE

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

UPDATING AND REPORTING

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

STRATEGIC PLAN

Pursuant to the Islands Trust Strategic Plan adopted in September 2009 and updated on November 22, 2011, the following strategic plan items are relevant (please see the noted sections of the Strategic Plan for more details on specific actions and status):

To Identify and protect riparian areas	1.1.1	Implement Riparian Areas Regulation throughout the Trust Area
To improve the identification and protection of biodiversity, environmentally sensitive areas and significant natural sites, features and landforms	1.2.1	Continue improvements to mapping data (i.e. ecosystem maps)
	1.2.3	Protect sensitive and significant land through land use planning decisions
	1.2.4	Monitor and enforce LTC conservation covenants
	1.2.5	Improve protection and planning for “Executive” islands
To reduce greenhouse gas emissions	1.3.2	Provide information on community GHG emissions for each island
	1.3.4	Amend OCPs to include emission reduction targets, policies and actions
	1.3.5	Foster energy-efficient communities through land use planning decisions

	1.3.6	Foster energy-efficient communities through public education
To increase the sustainability and quality of freshwater resources	2.1.1	Include new policies and regulations as OCPs and LUBs are amended
To advance the stewardship of coastal areas and marine shore lands	2.3.1	Provide stewardship information about waterfront lands to community members
	2.3.2	Develop and implement new land use planning tools for shoreline and marine protection
To support socio-economic diversity of island communities	3.1.1	Support/restore socio-economic diversity through land use planning strategies about affordable/accessible/appropriate housing
	3.1.2	Support Local food Security
	3.1.3	Include new policies and regulations about food security in OCPs and LUBs as they are reviewed
To minimize the impact of climate change upon islands and communities	3.2.2	Develop climate change adaptation plan
	3.2.3	Integrate climate change adaptation into land use planning and regulatory decisions
To cultivate community engagement and participation in land use planning	3.3.1	Develop new tools and strategies to encourage community engagement in land use planning processes
To provide services on an increasingly effective basis	4.1.1	Develop cost effective bylaw enforcement tools
	4.1.8	Review of development application fee levels and cost recovery mechanisms

STAFF RESOURCES

The total resources available to Local Planning Services are listed below (FTE):

	Mapping	Bylaw Enforcement	Northern Office	Salt Spring Office	Southern Office
Regional Planning Manager			1	1	1
Island Planner			3	1	3
Planner 2			1	1	
Planner 1			1	2	0.6
Planning Clerk			1	0.8	1
Planning Secretary			1	1	1
Office Assistant			1	1	
Bylaw Enforcement Manager		1			
Bylaw Enforcement Officer		1.6			
BE Secretary		1**			
GIS Coordinator	1				
GIS Technician	1				
Totals	**2**	**3.6**	**9**	**7.8**	**6.6**

** This position is shared 60% bylaw enforcement, and 40% Director of Local Planning Services

LOCAL PLANNING COMMITTEE

Resources Allocation:

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

Local Planning Committee Top Priorities:

The Top Priorities of the Local Planning Committee are detailed in the ***Local Planning Committee Program Report***, Item 3.2 in the Council Agenda Package.

Local Planning Committee work program expectations:

The Local Planning Committee responds to referrals by Trust Council. As such, the work program is as approved by Trust Council and presented in the ***Local Planning Committee Program Report***, item 3.2 in the Council Agenda Package.

NORTHERN TEAM

Resources Allocation:

Chris Jackson, Regional Planning Manager, is responsible for the overall management of the Northern Team and Northern Office, and the management and delivery of the local trust committee work programs.

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

- Chloe Fox , Island Planner – Gabriola Island Local Trust Area – policy planning and major applications
- Sonja Zupanec, Island Planner – Gambier Island Local Trust Area and Hornby Island Local Trust Area – policy planning and major applications
- Courtney Simpson, Island Planner – Denman Island Local Trust Area and Thetis Island Local Trust Area – policy planning and major applications
- Linda Prowse, Planner 2 – policy planning for Lasqueti Island Local Trust Area, and general planning application processing and enquiries for all local trust areas served by the Northern Office
- Marnie Eggen, Planner 1 - general planning application processing and enquiries for all local trust areas served by the Northern Office

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

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

- Jacquie Hill, Legislative Clerk and Freedom of Information Protection of Privacy Officer
- Becky McErlean, Planning Secretary
- Theresa Vieau, Office Assistant

Local Trust Committee Top Priorities:

The top priorities for each local trust committee are detailed in the ***Priorities Chart***, item 7.2 in the Council Agenda Package.

LTC work program expectations:

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

2012/13 Fiscal Year

Denman

Project	**Strategic Plan Reference**	**2012/13**	**2013/14**	**2014/15**
Agriculture Plan		**X**		
Riparian Area Implementation	**1.1.1**	**X**		
OCP Review: Impacts of shellfish farming on natural environment and residential properties and of associated LUB regulations		**X**		
Mapping of streams and wetlands for RAR, and follow-up bylaw work	**1.1.1**		**P**	**P**
Review of OCP regarding impacts of shellfish farming on the natural environment and residential properties and of associated LUB regulations			**P**	**P**
Food Security Bylaw amendments	**3.1.3**		**P**	**P**
Development of Protected Area Network	**1.2.3**		**P**	**P**
Housekeeping Bylaw Amendments			**P**	**P**
Review of Wind Energy Regulations	**1.3.5**		**P**	**P**
Affordable Housing Strategy	**3.1.1**		**P**	**P**
Review of Floor Area regulations for dwellings			**P**	**P**
Regulations to promote greenhouse gas emissions reduction	**1.3.4**		**P**	**P**
Review of housing policies with respect to secondary cottages and suites.	**3.1.1**		**P**	**P**
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

Gabriola

Project	**Strategic Plan Reference**	**2012/13**	**2013/14**	**2014/15**
Exploring the use of alternate consultation methods for OCP Review Process - Gabriola Planning Area OCP Review, including Hazardous and Steep Slopes DPA, Riparian Area Regulation Implementation, update of build out map and report, rezoning of RDN parks and ITF nature reserves		**X**		
Development of Policies regarding cottage densities for density banking		**X**		
Snuneymuxw First Nation Protocol Agreement Implementation		**X**		
Gabriola Planning Area OCP Review, including Hazardous and Steep Slopes DPA, Riparian Area Regulation Implementation, update of build out map and report, rezoning of RDN parks and ITF nature reserves			**P**	**P**

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Development of Policies regarding cottage densities for density banking			**P**	**P**
Snuneymuxw First Nation Protocol Agreement Implementation			**P**	**P**
Development Approval Information Bylaw			**P**	**P**
Mudge and DeCourcy Island Greenhouse Gas Emission Inventories	**1.3.2**		**P**	**P**
DeCourcy Island Official Community Plan Review and APC appointments			**P**	**P**
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

Gambier

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Land Use Bylaw for SCRD Islands		**X**		
RAR Implementation	**1.1.1**	**X**		
Foreshore Protection/stewardship	**2.3.2**	**X**		
Development Approval Information Bylaw for DPAs		**X**		
Land Use Bylaw for SCRD Islands			**P**	**P**
Mapping and Bylaw work for RAR Implementation	**1.1.1**		**P**	**P**
Foreshore Protection/stewardship	**2.3.2**		**P**	**P**
Development Approval Information Bylaw			**P**	**P**
Trail Map Amendment for Keats Island OCP			**P**	**P**
Project Overview of Gambier Island Comprehensive Land Use Planning Project			**P**	**P**
Review of additional dwellings on Keats Island			**P**	**P**
Examine proactive approaches for GHG emission reductions through land use planning	**1.3.4**		**P**	**P**
Develop a sustainability checklist in consultation with SCRD			**P**	**P**
Food Security implementation into OCPs	**3.1.3**		**P**	**P**
Initiate dialogue with Squamish First Nation			**P**	**P**
Strategic Planning Review for Howe Sound			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

Hornby

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Vacation Home Rentals Review		**X**		
OCP and LUB Review		**X**		
RAR Implementation	**1.1.1**	**X**		
OCP and LUB Review			**P**	**P**

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Mapping and Bylaw amendments for RAR Implantation	**1.1.1**		**P**	**P**
Review of Development Procedures Bylaw			**P**	**P**
Continued relationship building with K'omoks First Nation			**P**	**P**
Facilitate GHG Emission reduction with community organizations	**1.3.4**		**P**	**P**
Develop communications strategy for OCP and LUB project			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

Lasqueti

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
RAR Implementation	**1.1.1**	**X**		
False Bylaw Parking and Master Plan		**X**		
Update OCP with intertidal zone policies using specific recommendations from Forage Fish workshops	**2.3.2**	**X**		
Mapping and bylaw work for RAR Implementation	**1.1.1**		**P**	**P**
Update OCP with intertidal zone policies using specific recommendations from Forage Fish workshops	**2.3.2**		**P**	**P**
Develop Protocol Agreement with Sliammon First Nation			**P**	**P**
Review of Lasqueti Crown Lands			**P**	**P**
Targeted Review/Update of OCP and LUB			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

Thetis

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Associated Islands OCP and LUB creation		**X**		
Shoreline DPA	**2.3.2**	**X**		
OCP amendment indicating RAR Compliance	**1.1.1**	**X**		
Associated Islands OCP and LUB creation			**P**	**P**
Shoreline DPA	**2.3.2**		**P**	**P**
Protocol Agreement and MOU with Penelakut First Nation			**P**	**P**
Joint Proactive enforcement with the CVRD			**P**	**P**
Revise Protocol Agreement with Lyackson First Nation			**P**	**P**
Development Approval Information Bylaw			**P**	**P**

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Housekeeping Amendments for LUB			**P**	**P**
Sustainability Guidelines for Thetis Island in collaboration with CVRD			**P**	**P**
Develop Protocol Agreement with CVRD			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

SALT SPRING

Resource Allocation:

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

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

- Justine Starke , Island Planner – policy planning and major applications
- Stefan Cermak , Planner 2 – policy planning and application processing
- Kristin Aasen, Planner 1 – enquiries and application processing
- Caitlin Brownrigg, Planner 1 – enquiries and application processing

The three administrative support staff assigned to the Salt Spring Office are Pauline Brazier, Planning Clerk, Claire Olivier, Planning Secretary, and Lisa Floritto, Administrative Support.

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

Local Trust Committee Top Priorities:

The top priorities for the Salt Spring Island Local Trust Committee are detailed in the ***Priorities Chart***, item 7.2 in the Council Agenda Package.

1. OCP Review: DPA4/RAR mapping
2. LUB Update: Secondary Suites
3. OCP Review:Watershed Management
4. Advisory Committee Terms of Reference and Bylaw Review
5. LUB Update: Remaining Industrial Task Force Recommendations

LTC work program expectations:

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

Project	**Strategic Plan Reference**	**2012/13**	**2013/14**	**2014/15**
LUB Update: Remaining Industrial Task Force Rec's		**X**		
LUB Update: Secondary Suites	3.1.1	**X**		
LUB Update: Affordable Housing	3.1.1	**X**		
LUB Update: Farm Workers Housing		**X**		
LUB Update: Technical Amendments	3.2.3	**X**		
OCP Review: DPA4/RAR mapping	1.1.1, 2.3.2	**X**		
OCP Review: watershed management	1.2.3, 2.1.1	**X**		
OCP Review: Subdivision for a Relative	3.1.2	**X**		
OCP/LUB Update on village planning	3.1.1	**X**		
Video Recording Pilot and Evaluation	3.3.1	**Completed**		
Advisory Committees Review T of Ref	4.1	**X**		
Community Engagement Pilot eg: septic on island, RAR, suites, villages, emerging issues	3.3.1	**X**		
Quality Management Procedures	4.1	**X**		
OCP Review: Hazard lands	1.1.1 2.3.2		**P**	**P**
OCP Review: Sensitive Ecosystem Management	1.1.1, 1.2.1, 1.2.3, 1.2.4		**P**	**P**
OCP Review: DPA 3 (Shorelines)	2.3.1, 2.3.2		**P**	**P**
OCP/LUB Update on heritage conserve.			**P**	**P**
OCP/LUB Update on raptor nest management			**P**	**P**
OCP/LUB : climate change adaptation	3.2.3		**P**	**P**
Bill 27 Piers Island OCP Update	3.2.2		**P**	**P**
LUB Update - cottages	3.1.1		**P**	**P**
Development Approval Information Bylaw	4.1		**P**	**P**
Soil Bylaw	4.1.8		**P**	**P**
Ganges Harbour Management Plan	1.2.3, 3.1.1 2.3.2, 3.1.1		**P**	**P**
Ganges Storm Water Management Plan	2.3.2		**P**	**P**
X = highest priorities - pending budget and timing **P =** planned – subject to budget and LTC direction				

SOUTHERN TEAM

Resources Allocation:

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

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

- Andrea Pickard , Island Planner – North Pender Island Local Trust Area and South Pender Island Local Trust Area – policy planning and major applications
- Gary Richardson, Island Planner – Mayne Island Trust Area and Saturna Island Trust Area – policy planning and major applications
- Kris Nichols, Island Planner (Acting) – Galiano Island Local Trust Area and the Ballenas/Winchelsea islands – policy planning and major applications
- VACANT, Planner 1 – general planning application processing and enquiries for all local trust areas served by the Southern Office

The two administrative support staff assigned to the Southern Office (Kathy Jones, Planning Clerk and Sharon Lloyd-deRosario, Planning Secretary) allocate their time proportionally to all local trust areas served by the Southern Office.

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

Local Trust Committee Top Priorities:

The top priorities for each local trust committee are detailed in the ***Priorities Chart***, item 7.2 in the Council Agenda Package.

LTC work program expectations:

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

Executive Islands (Ballenas – Winchelsea)

Project	**Strategic Plan Reference**	**2012/13**	**2013/14**	**2014/15**
Complete OCP/LUB		**X**		
Consider amending/adopting all necessary administrative bylaws		**X**		
Amend adopt all necessary administrative bylaws			**P**	
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

NOTE: Effective with the next report, the Executive Committee Acting as a Local Trust Committee will be attached to the Northern Region office.

Galiano

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Land Use Bylaw Update (Phase 1)	**2.1.1**	**X**		
Implement DPA: replace DAI bylaw, develop public communications tools, implementation administrative steps	**1.2.3, 2.3.2**	**X**	**P**	
Groundwater DPA Implementation	**2.1.1**	**P**	**P**	
LUB Update (Phase 2)			**P**	
Soil Removal and Deposit bylaw			**P**	**P**
STVR Review			**P**	
Amendments to F1 zoning			**P**	**P**
Associated Islands Parking issues			**P**	**P**
Heritage conservation review			**P**	**P**
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

Mayne

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Consider amendments to OCP/LUB to implement recommendations of Housing Options Task Force report		**X**	**P**	
Consider amendments to OCP/LUB to implement recommendations of Commercial Land Use Review Task Force report		**P**	**P**	
Implement Riparian Areas Regulation	**1.1.1**	**X**		
Climate Change adaption			P	
Agricultural building riparian setbacks			**P**	
Review LUB requirements for proof of water for boundary adjustment subdivisions			**P**	
Review Density provisions for larger lots			**P**	
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

North Pender

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Complete review and update of Associated Islands OCP and LUB pertaining to Sidney Island.		**X**		
Shoreline Development Review	2.3.1, 2.3.2	X	P	
Review and update subdivision servicing regulations		**X**	**P**	
Affordable housing implementation			**P**	
Climate adaptation and community resilience			**P**	
Various OCP policy implementation			**P**	**P**
Various LUB amendments			**P**	**P**
Geological hazard implementation			**P**	**P**
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

Saturna

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Amend zoning and OCP designations for community park lands		**X**		
Amend OCP to implement RAR	**1.1.1**	**X**		
Consider amendment to LUB for ocean loop geo-thermal		**X**	**P**	
Implement SEM, steep slope and raptor nest mapping			**P**	**P**
East point water conservation			**P**	**P**
Agricultural building watercourse setbacks			**P**	
National Park Lands OCP and LUB amendments			**P**	
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

South Pender

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
LUB review and update		**X**		
Shoreline protection	**2.3.1, 2.3.2**	**X**	**P**	
On-line survey (Completed)		**X**		
DAI Bylaw				**P**
Forest land zoning review			**P**	
Implement SEM mapping			**P**	**P**
Steep slope Mapping implementation			**P**	**P**
Raptor Nests protection implementation			**P**	**P**
Parks and recreation OCP amendments			**P**	
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

BYLAW ENFORCMENT

Resources Allocation:

The four bylaw enforcement staff members are allocated as follows:

- Miles Drew , Bylaw Enforcement Manager – management of the Bylaw Enforcement Office and programs and policy planning for Trust Council, Executive Committee and all local trust committees.
- Peter Phillips, Bylaw Enforcement Officer – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on the Northern region
- Geoff Kinnear, Bylaw Enforcement Officer – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on Salt Spring Island and Sother Region. Part time position three days per week.
- Stephanie Somers, Administrative Assistant – administrative support to the bylaw enforcement manager and officers-part time position.

In general, the Bylaw Enforcement staff allocates its time 30% for policy development and 70% for enquiries and enforcement investigation and compliance.

Bylaw Enforcement Priorities:

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

1 Bylaw Enforcement Notification bylaws (implementation in all 12 LTCs)

2. Foreshore strategic enforcement

3. Unconventional unlawful housing enforcement

Bylaw Enforcement Work Program Expectations:

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

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Bylaw Enforcement Notification bylaws (implementation in all 12 LTCs)	**4.1.1**	**X**		
Finish STVR project	**4.1.1.1**	**X**	**P**	
Unlawful Foreshore structures (via EC)	**4.1.1**	**X**	**P**	**P**
Unlawful dwellings (via EC)	**4.1.1**	**X**	**P**	**P**
Thetis Trust Area Unlawful structures on outer islands	**4.1.1**	**X**	**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

GIS DEPARTMENT (MAPPING)

Resources Allocation:

The two GIS staff members are allocated as follows:

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

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

GIS Department Priorities

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

1 TAPIS application renewal.

2 TAPIS custom reporting and workflow design and implementation.

3 Mapping web site development and implementation

GIS Department Work Program Expectations:

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

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
TAPIS application renewal	**N/A**	**X**		
TAPIS custom reporting		**X**	**P**	
Mapping web site development			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

ISLANDS TRUST
BRIEFING

To: Islands Trust Council **Date:** August 28, 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.

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).

Local Trust Area	Regulatory Bylaw No.	Comments	Compliance with RAR
Denman	OCP No. 185 LUB No. 186	DPAs in place protecting streams but not consistent with the RAR.	In Progress
Executive (Winchelsea/ Bellenas)	**n/a**	**No streams as defined by the Riparian Areas Regulation identified.**	**Yes**
Gabriola	OCP No. 166 (Gabriola) LUB No. 177 (Gabriola)	Three watersheds designated as RAR, mapping complete, bylaw drafting underway	In Progress
	OCP No. 227 (Mudge) LUB No. 228 (Mudge)	**No streams as defined by the Riparian Areas Regulation identified on Mudge Island.**	**Yes**
	OCP No. 16 (De Courcey) Zoning No. 44 (De Courcey)	**No streams as defined by the Riparian Areas Regulation on De Courcey Island.**	**Yes**
Galiano	**OCP No. 108 LUB No. 127**	**Adopted OCP amendments including RAR DPAs.**	**Yes**
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	Two watersheds designated as RAR. No protection consistent with RAR in place.	No
North Pender	**OCP No. 171 LUB No. 103**	**DPA in place for all RAR streams.**	**Yes**
	OCP No. 147 (Associated) LUB No. 148 (Associated)	**No streams as defined by the Riparian Areas Regulation.**	**Yes**
Saturna	OCP No. 70 LUB No. 78	One RAR designated watershed. Most of the watersheds are inside the National Park. No protection consistent with RAR in place.	In Progress

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
	OCP No. 51 (Piers) LUB No. 373 (Piers)	**No streams as defined by the Riparian Areas Regulation .**	**Yes**
	CRD Zoning 103 (Outer Islands)	One RAR Designated watershed. No protection consistent with RAR in place.	No
	Zoning 123 (Secretary, Wallace)	**No streams as defined by the Riparian Areas Regulation .**	**Yes**
South Pender	**OCP No. 91 LUB No. 107**	**No streams as defined by the Riparian Areas Regulation.**	**Yes**
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 (Valdez)	**No streams as defined by the Riparian Areas Regulation.**	**Yes**
	Zoning No. 13 (Ruxton)	**No streams as defined by the Riparian Areas Regulation.**	**Yes**

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, Local Planning Services

SUBMITTED BY: David Marlor, Director, Local Planning Services

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:
LPC Aug 15, 2012

ISLANDS TRUST
BRIEFING

To: Islands Trust Council **Date:** August 29, 2012

SUBJECT: GREEN SHORES FOR HOMES - STATUS UPDATE

DESCRIPTION OF ISSUE: To provide orientation and update to Local Planning Committee and Trust Council on the status of the Green Shores for Homes Program.

Islands Trust is a partner in a larger multi-year initiative led by the City of Seattle and San Juan County to develop a credit/incentive system for homes based on the Green Shores system. The timeline to develop a credit/incentive system is four years from 2009, with the project planned to be wrapped up in the 2013/14 fiscal year.

PROJECT UPDATE:

The City of Seattle and San Juan County are leading the Green Shores for Homes project and the Islands Trust is providing input into the process. Staff involvement includes the Director of Local Planning Services sitting on the Green Shores for Homes Steering Committee and the Northern Region Regional Planning Manager sitting on the Project Advisory Committee and providing the role of Project Manager for the Shoreline Mapping Project.

To date, the Project Steering Committee and Technical Committee have developed a draft credit rating system and incentive program. These documents are currently in review and undergoing edits. Once the credit rating system an incentive program is ready, it will be shared with Trust Council via a future briefing note.

Islands Trust has secured funding from three sources to fund this and the related Shoreline mapping program. Funding for the Green Shores for Homes portion of the project is secured as follows:

- $2,000 from Stewardship Centre for British Columbia (SCBC) for staff travel to attend Project Advisory Committee meetings in 2011/12; and
- $3,000 from SCBC for an undesignated person to travel to attend Technical Advisory Committee meetings in 2011/12.

Staff expects that a draft Green Shores for Homes credit/incentive system should be ready by the end of 2012 with potential for a pilot/test program (one in the San Juan Islands and another in the Islands Trust Area) in summer of 2013. The following table outlines the steps in the Green Shores for Homes program and the current status. Note that the timeline is dictated by Seattle and San Juan County.

Task	Fiscal	Islands Trust Milestone	Status	Original Budget Estimate	Revised Budget Estimate
Task 1 Delineate and characterize local case examples	2009/10	1.1 Pilot shoreline inventory (Thetis) 1.2 Develop informal material for Thetis location of: a. Sediment transport and related ecosystem b. Coastal energy system c. Distribution of shoreline types d. Home design and siting guidelines e. Design and management strategies 1.3 Categorize shoreline units for Thetis. Create one shore type classification document for Thetis 1.4 Evaluate shoreline categories to determine priority shoreline areas	**Done** **Done** **Done** **Done**	 $43,000 $10,000	 $43,000 $10,000
	2010/11	1.5 Replicate for 11 remaining major islands in the Trust Area	**Done**	$58,000	$58,000
	2011/12	**1.6 Conduct an educational outreach program on shoreline planning for 12 major islands**	**Underway Fall 2012 – on islands expressing interest only**	**$26,000**	**$26,000**
TASK 2: Develop Green Shores for Homes Credit System	**2010/11**	**2.1 Participate in convening of technical team and program advisory committee and steering committee**	**Done**	**$0**	**$0**
	2010/11 2011/12	**2.2 Participate in review, assess and report on existing programs and resources and create framework for developing Green Shores for Homes rating system**	**Underway**	**$5,156**	**$0**
	2011/12	2.3 Pilot Green Shores for Homes credit system	**DELAYED** – expected summer 2013 (2013/14)	$5,156	$5,156
	2011/12	2.4 Participate in cataloging design examples that demonstrate application of specific Green Shores for Homes credit system – create document or website that displays alternative shoreline development design examples	Pending	$5,156	$5,156
	2011/12	2.5 Engage Islands Trust property owners to assess barriers to green shorelines and publicize program (meetings)	**DELAYED** – expected Summer 2013 (2013/14)	$0	$0
Task 3: Develop	2010/11	3.1 Develop a spectrum of	**DELAYED** – this	$5,000	$5,000

Task	Fiscal	Islands Trust Milestone	Status	Original Budget Estimate	Revised Budget Estimate
localized incentives targeted to specific credit thresholds – input from local jurisdiction staff and input from stakeholders		incentives with partner jurisdictions to facilitate discussion and feedback with elected officials, homeowners and building professionals	may need to wait for draft ratings and discussion on approach for implementing in Islands Trust Area		
	2010/11	3.2 and 3.3: these milestones are not yet defined – action to be determined with partner jurisdiction.	NA	$10,000	?
Task 4: Outreach – credit assessor training, dissemination of incentive materials to target audiences	2012/13	4.1 Develop Green Shores for Homes trained assessor program – training course agenda, training guide and written exam for trained assessors in BC	Pending	$3,000	$3,000
	2012/13	4.2 Offer and evaluate Green Shores for Homes trained assessor training of local professionals and builders in Trust Area	Pending	$4,000	$4,000
	2013/14	4.3 Trans-boundary conference on shoreline mapping and Green Shores for Homes system	Pending	$10,000	$10,000
		4.4 Publicize credit and incentives system to homeowners and building professionals through workshops on each major island in the Trust Area and by print and web.	Pending	$26,000	$26,000

Staff Comments

While Green Shores for Homes focuses on a credit and incentive system, similar to Leadership in Energy and Environmental Design (LEED), the rating methodology and the shoreline classifications may also be used to encourage voluntary public stewardship or, where deemed necessary by a local trust committee, new regulations, such as development permit areas.

Green Shores for Homes Steering Committee has established a blog at www.greenshores.wordpress.com and will be posting blogs on this site about the program. The Steering Committee continues to meet every third Thursday of the month (by teleconference).

PREPARED BY: David Marlor, MCIP, Director of Local Planning Services

SUBMITTED BY: David Marlor, MCIP, Director of Local Planning Services

REVIEWED BY:

(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

August 28, 2012

OTHER REVIEW:

LPC August 15, 2012

ISLANDS TRUST
BRIEFING

To: Islands Trust Council **Date:** August 28, 2012

SUBJECT: **FOOD SECURITY GUIDE AND IMPLEMENTATION**

DESCRIPTION OF ISSUE: The purpose of this briefing is to provide Local Planning Committee with a status report on Food Security Implementation.

BACKGROUND: In December 2010, Trust Council received the report "Exploring Food Security in the Trust Area" and passed five resolutions on advancing food security. The following provides the resolution and resulting work undertaken or planned to be undertaken.

Trust Council Resolution (Action)	Status
That Islands Trust Council continue to include food security in the strategic plan and that "success" be measured by: a. how many protocols are revised or developed to include food security; and b. how many local trust committee Official Community Plans (OCPs) and Land Use Bylaws (LUBs) are amended to address food security.	Planning Staff has forwarded the resolution to relevant staff. **Salt Spring Island Local Trust Committee (LTC)** approved (April 2011) rezoning that provided amenity of a 63 acre farmland donation to the community; approved (Sept 2011) rezoning that permits food processing in light industrial zones; approved (July 2011) Temporary Use Permit for Mobile Abattoir, and gave third reading (June 2012) to rezoning that provides amenity of a newly constructed produce distribution / storage centre and 1.5 acre property donation to the community. **Gabriola LTC** approved "Commons" rezoning (January 2011) to *encourage involvement in community Agriculture*; Approved new OCP goal to *encourage local food systems and community food security* (September 2011) **Galiano LTC** proposed new OCP Agriculture Objectives, Policies, and Advocacy Policies to support local agriculture and food security (1st reading August 2011) **South Pender LTC** proposed OCP amendments that further support agriculture and food security (3rd reading July 2011) **Thetis LTC** approved new OCP Agriculture Objective that further supports sustainable agriculture (December 2011)

	* Additional 2011 LTC actions in support of food security (but not related to OCP/LUB amendments) are described in the Appendix on page 4.
That Islands Trust Council forward the report “Exploring Food Security in the Islands Trust Area” to the Islands Trust Fund Board, local trust committees and Bowen Island Municipality for consideration of the recommendations.	Staff has forwarded the report with a cover letter from the Islands Trust Council Chair by email to the Islands Trust Fund, local trust committees and Bowen Island Municipality.
That Islands Trust Council make the report “Exploring Food Security in the Islands Trust Area” available to the provincial agencies, regional districts, First Nations, interest groups and the general public by posting to the Islands Trust website and through a news release.	Staff has released a News release and has posted the report on the Islands Trust website.
That Islands Trust Council suggest that Trust Fund Board explore the feasibility of establishing a farm land trust.	A copy of the resolution has been forwarded to the Islands Trust Fund staff. The report has been provided to the Trust Fund Board. ITF staff will be providing a report on this topic to the Trust Fund Board at a future meeting.
That the Islands Trust Council instruct Staff to:	
a. report back on recommended further work required in gathering background and context information, including timelines, budgets requirements and First Nations interests	Planning Staff provided input into the Agricultural Land Commission review in fall of 2011. Staff has not completed any work on this resolution. Staff will provide a report and recommended further work at a future LPC meeting. The priority of Food Security on LPC work program will be addressed by LPC in February 2012 with recommendations to Trust Council on further work to be undertaken.
b. develop internal organisational policies and procedures regarding procurement that supports local food security	Planning Staff has forwarded the resolution to relevant staff. Staff is encouraging local foods in TC catering arrangements, and have been directed by Executive Committee (EC) to develop internal policies to guide all food catering purchases.
c. include provisions for food security and reflect the inter-disciplinary nature of food in our communities in the topic review inventory of the Islands Trust Policy Statement	Planning Staff has forwarded the resolution to relevant staff. Food security was included as a topic in *“Review and Amendment of the Islands Trust Policy Statement: A Preliminary Assessment, Final Report of the Islands Trust Policy Statement Assessment Task Force”* dated May 9, 2011, and the report was accepted by Trust Council in June.

d. report back on appropriate topic areas for the development of model bylaws to address food security issues	In 2011, Salt Spring Planning Staff developed a model agricultural – industrial bylaw based on recommendations of the 2008 Salt Spring Island Agricultural Plan. Proposed Bylaw 458 received approval of Executive Committee on July 3, 2012. Staff will provide a report and recommended further work at a future LPC Meeting. The priority of Food Security on LPC work program will be addressed by LPC in February 2012 with recommendations to Trust Council on further work to be undertaken.
e. include food security in any reviews of existing protocols and explore opportunities to develop new protocols around food security.	Planning Staff has forwarded the resolution to Trust Area Services staff. A Trust Council session with Agricultural Land Commission is being scheduled for winter of 2012.

ATTACHMENT(S):
NO

AVAILABLE OPTIONS:
n/a

FOLLOW-UP:
n/a

PREPARED BY: David Marlor, DLPS; Robert Kojima, RPM; Leah Hartley, RPM, Chris Jackson, RPM

SUBMITTED BY: David Marlor, DLPS

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:
LPC August 15, 2012

Appendix:
More detail on LTC actions to support food security:

Salt Spring Island LTC wrote to Agricultural Land Commission regarding policy issues concerning farmworker housing (August 2011) and ALC has agreed to meet with Salt Spring trustees in Fall of 2012.

Gabriola LTC is establishing an Agricultural Advisory Commission (June).

Denman LTC is undertaking the development of an Agricultural Farm Plan (2011).

Hornby LTC adopted OCP amendments to include policies that a) support reviewing land use regulations to provide for community gardens and community food processing and storage facilities in appropriate locations b) encourage residents to pursue the establishment of such gardens and facilities, d) encourage local food production and e) support exploring with the community options for creating a Farm Plan (August 2010)

Galiano LTC has proposed detailed OCP amendments (first reading August 2011):

Agriculture Objectives

- to increase local food security by encouraging local production of agricultural and horticultural products that could be sold directly to the public.

- to increase public awareness of agriculture and farming.

Agriculture Policies

The LTC shall consider amending the LUB to permit community gardens and farmers markets in all appropriate zones.

Agricultural Advocacy Policies

- The local trust committee will support efforts to increase local food security, including:

  i) development of a comprehensive food security strategy;

  ii) creation of an Area Farm Plan;

  iii) promotion of sustainable and organic farming;

  iv) increased food processing, slaughtering and storage facilities in the

  community;

  v) the establishment of co-operatives and farm alliances;

  vi) implementation of community supported agriculture;

  vii) efforts to promote locally grown food;

  viii) promotion of composting and seed saving.

- BC Ferry Services should be requested to discuss the impact of fares on the transport of locally grown produce with the Ferry Advisory Committee.

Climate Action Salt Spring

SAVING THE PLANET — ONE MEAL AT A TIME

Did you know that it takes more fossil fuel to produce a year's worth of food for one person than it takes to run a car for a year? Large amounts of energy are used to manufacture fertilizers, to operate farm machinery, and to transport, process and store food. Processed food and intensive livestock operations have especially high carbon footprints.

The good news: we can reduce the environmental impact of our diet, reducing our greenhouse gas emissions from food by as much as 75%, by changing our grocery purchases.

Use these ideas every time you shop, for a healthier diet for you and your family, as well as the planet:

1. **Avoid junk food and highly processed and over-packaged food.**
   Items like candy, soft drinks, snack food, frozen dinners and desserts, even fruit juices, take huge amounts of fossil-fuel energy to produce.
2. **Eat lower on the food chain—buy from the organic bulk food aisles.**
   The less food has been processed, the less energy is consumed. Buying in bulk minimizes energy-intensive packaging. Choose organic items because organic farms use a third less energy per unit of production than conventional chemical farming, and store more carbon in the soil. Organic flour, rice, nuts, and beans are good staples.
3. **Buy local and regional organic food.**
   Much of our imported food travels several thousand kilometres. The closer to home our food is grown, the less fossil fuel is used for transportation. Organic food takes less energy to produce, so the very best choice is fresh, local organic. If you can't tell where the food was grown, ask your grocer.
4. **Avoid factory-farmed meat and animal products.**
   Livestock, especially beef cattle, raised in conventional confinement and feedlots produce more greenhouse gases globally than the world's transportation sector. Better choices are local organic or grass-fed meat, poultry and dairy products.
5. **Plan vegetarian meals.**
   Animal products have a higher carbon footprint than other foods (except highly processed food), so substitute vegetarian dishes for some meat and dairy meals. There are lots of great vegetarian cookbooks and online recipes.

EAT LOCAL / EAT ORGANIC
Fresh from the Farm
Every Tuesday and Saturday throughout the growing season Salt Spring farmers sell their homegrown, and mostly organic, food directly to the public. Shopping at the market is a great way to support local farmers. Ask a farmer for a copy of Salt Spring Island's Local Organic Food Guide—the brochure includes a map with island farm stands, another good way to purchase direct from local farmers.

Grow Your Own
As we all start eating more local food, we'll need to start growing more food here, too. There's never been a better time to start — or expand — your garden.

Need help? Transition Salt Spring www.transitionsaltspring.ning.com is coordinating a number of projects to help islanders grow more food. Join Linda Gilkeson's email list — info@lindagilkeson.ca — and receive timely tips specifically for Salt Spring gardens. The Incredible Edibles group of the Salt Spring Garden Club and Island Natural Growers both welcome backyard growers. For contact info, see the Lions Club telephone directory.

Reducing greenhouse gas emissions from food is a priority for the Salt Spring Climate Action Council. For more ideas, and information about Salt Spring's Climate Action Plan, see:

www.climateactionsaltspring.ca

ISLANDS TRUST
BRIEFING

Date: August 23, 2012

TO: Islands Trust Council – September 2012

SUBJECT: **BYLAW ENFORCEMENT INVESTIGATIONS REPORT**

DESCRIPTION OF ISSUE: A report to summarize 2012 bylaw enforcement investigations activity up to August 21, 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	Sept 7 2011	Nov 9 2011	Feb 7 2012	May 7 2012	Aug 21 2012
Miles Drew	South	87	71	41	36	37
Geoff Kinnear	South	22	26	44	50	55
Peter Philips	South	0	0	0	0	2
Sub Total	**South**	**109**	**97**	**85**	**86**	**94**
Miles Drew	Salt Spring	66	73	75	63	74
Geoff Kinnear	Salt Spring	36	22	19	22	35
Peter Phillips	Salt Spring	1	0	0	0	0
Sub Total	**Salt Spring**	**103**	**95**	**94**	**85**	**109**
Miles Drew	North	15	15	15	16	14
Peter Phillips	North	61	69	66	74	71
Geoff Kinnear	North	0	0	0	0	2
Sub Total	**North**	**76**	**84**	**81**	**90**	**87**
Total		**288**	**276**	**259**	**261**	**290**

Table of Active Files by Local Trust Area and Violation Type

Local Trust Area	Density	Dev. Permit	Home Occu-pation	Land Use	Siting	Soil	STVR	Unenclosed Vehicle	Unlawful Dwelling	Totals
Denman		2	2	4	1		5		2	**16**
Gabriola		1	2	13	3		4		8	**31**
Galiano		1	1	4	8		4	2	7	**27**
Gambier				7	4		1		1	**13**
Hornby		1	2	2	3		2		5	**15**
Lasqueti									1	**1**
Mayne				4	3		2		2	**11**
North Pender		1	3	12	10		16	3	2	**47**
Saturna					5		1		1	**7**
South Pender				1	1					**2**
Salt Spring		8	3	23	5	1	47	1	21	**109**
Thetis				4	4				3	**11**
Totals	**0**	**14**	**13**	**74**	**47**	**1**	**82**	**6**	**53**	**290**

Table of New and Closed Files by Officer and Trust Area

Assigned To	Region	New Files 2012	Closed Files 2012
Miles Drew	South	13	30
	Salt Spring	16	20
	North	3	2
Geoff Kinnear	South	17	7
	Salt Spring	21	7
Peter Phillips	North	25	30
Total New and Closed		**95**	**96**

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.

Follow-up work on the STVR enforcement work on Mayne confirms that the number of STVRs has been substantially reduced. However, recent inspections on North Pender led to discovery of several previously unknown STVRs. New enforcement action will be taken against them. Overall the numbers are much reduced from several years ago.

The results of a legal action against a large STVR operator are still not known but if successful it may drastically reduce the number of files on Salt Spring.

Bylaw Enforcement staff are following up on all remaining STVR operators. And some Local Trust Committees are considering making minor adjustments to Land Use Bylaws to permit STVRs where there are two lawful dwellings on a property and the operator of the STVR resides in one.

Reports will be made to the relevant local trust committee on necessary next steps. The goal is to eliminate the perception that operating STVRs in an overtly commercial manner is “OK”. This project may need to be continued indefinitely but will be reduced in scope to a routine bylaw enforcement procedure.

Bylaw Enforcement Notice and Adjudication System

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

To date no Bylaw Violation Notices have been issued in any Local Trust Area. However, 12 warning notices have been issued with deadlines for compliance before Bylaw Violation Notices are issued. Bylaw enforcement officers report that the BEN system is producing results already. Of the 12 warning notices issued one resulted in immediate compliance without further enforcement actions and five have resulted in compliance agreements. We also suspect three more may be in compliance and will be inspected shortly.

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 EXECUTIVE COMMITTEE:** August 28, 2012
SUBMITTED BY:	Miles Drew, Bylaw Enforcement Manager	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:** Director, Local Planning Services

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						
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
✓ = Aprroved
* = To be reviewed later

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 29, 2012

To: Trust Council **Target Decision Date:** September 11,2012

SUBJECT: **MODEL FEE BYLAW AMENDMENTS**

RECOMMENDATION:

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.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: These proposed resolutions relate to an strategy in Trust Council's Strategic Plan for 2088-2011 to 'review development application fee levels and cost recovery mechanisms'. Should Trust Council endorse a new model fee bylaw, each local trust committee could then determine whether it wished to amend its fee bylaw in accordance with the recommendations.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
To implement this recommendation, Local Planning Services staff time would be required to draft recommended bylaws and take them through the adoption process for each local trust committee. There is no legislative requirement for a public hearing during development of administrative bylaws such as a fee bylaw.

If a bylaw was adopted in accordance with the proposed model, Local Planning Services staff time would be required on an on-going basis to estimate direct costs of complex applications.

FINANCIAL:
Improve cost recovery from application processing, especially for rezoning and temporary use permit applications. If all local trust committees adopt a new fees bylaw that follows the proposed model, an increased proportion of planning staff time would be financed by application fees, rather than from general tax revenues.

POLICY:
Enacts direction from Trust Council to revise the fee structure to improve relationship between actual costs and fees for application processing.

IMPLEMENTATION/COMMUNICATIONS:
Provide Trust Council recommendations and a model fee bylaw to local trust committees via the Local Planning Services unit. Monitor on a semi-annual basis the relationship between application costs and fees, and provide reports to Local Planning Committee. Local trust committees would need to undertake annual adjustment of estimated direct costs to keep them close to actual costs. Staff time will be required to prepare communication material for each local trust committee.

Housekeeping amendment to Executive Committee's Application Fee Sponsorship Request Policies may be required.

OTHER:

<u>BACKGROUND</u>

REPORT/DOCUMENT:
At the September 2011 Trust Council, Staff received a report from the Fee Task Force recommending adjustments to the local trust committee fee bylaws to recover more of the actual cost of processing applications. The report recommended taking a new approach to assessing fees for rezoning application and temporary use permit applications by separating the staff costs and the direct costs associated with public meetings and public hearings. A copy of the report is attached as Attachment A.

At the September meeting, Trust Council passed the following resolutions:

> *"That the Islands Trust request staff to develop a model Local Trust Committee Fees Bylaw that incorporates the recommendations in Appendix A 'Fee Task Force Proposed Approach to Model Local Trust Committees Fees Bylaw" dated August 18, 2011, except that the deposit for cost recovery for rezoning applications and temporary use permit applications be based on the staff estimate for external costs to process the application plus 50% contingency."*
>
> *"That the Islands Trust Council request staff to develop draft amendments to Trust Council Policy 5.6.i – Application Processing Services that would make the policy consistent with the proposed approach to application fees."*

Attachment B is a new model Fee Bylaw that incorporates the amendments as directed by Trust Council resolution.

Attachment C is a revised Policy 5.6.i that incorporates the amendments as directed by Trust Council resolution.

The Fee Task Force recommended that all local trust committees that have not done so be encouraged to adopt Development Approval Information (DAI) bylaws.

KEY ISSUE(S)/CONCEPT(S):

- Improve cost recovery for application processing
- Removes obligation for LTC to consider extraordinary processing fees in advance of deliberating on the merits of the application. Extraordinary processing fees would still apply under the policy for covering the cost of consultants or legal services as directed by the Local Trust Committee.

RELEVANT POLICY:
Policy 5.6.i

DESIRED OUTCOME:
Updated fee bylaws for all local trust committees.

RESPONSE OPTIONS

Recommended: As above.

Alternative:

1. Adjust fees in accordance with policy 5.6.i
2. Retain existing model fee bylaw and do not encourage local trust committees to amend individual fees bylaws
3. Develop a different model fee bylaw for local trust committee consideration.

PREPARED BY: David Marlor, DLPS

SUBMITTED BY: Local Planning Committee

REVIEWED BY: ____________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:
LPC August 15, 2012

Attachment A

APPLICATION FEES TASK FORCE PROPOSED APPROACH TO MODEL LOCAL TRUST COMMITTEE FEES BYLAW – August 18, 2011

Background

To assist the Applications Fees Task Force, Staff undertook a review of the estimated average actual costs of processing applications over the past three years (January 1, 2009 to June 30, 2011) to determine the extent to which fees charged by local trust committees (LTCs) cover these costs. This review involved a high-level review of time tracking data over a three-year period and the number of applications received during that time period. This analysis developed the estimated average time per file from receipt of the application to final decision and follow-up.

An average cost of $50 per hour for planners, and $36 per hour for support staff was calculated based on average salary and benefits, plus $6 per hour for overhead costs for office space (ie. Rent, phones, utilities, etc). These rates were used to convert the hours recorded into dollar values, based on an estimate that 80% of hours went to planners and 20% went to support staff. Other external costs (called “hard costs” below) such as meeting room rental, minute and note taking, advertising, legal review, mailing expenses and other such costs were estimated.

In the tables below, “staff” costs and “hard costs” are listed for each application type. “Model” fee is the fee recommended by Trust Council and “low” fee is the lowest fee currently being charged by at least one local trust committee (LTC).

In regard to the “hard costs” noted below, the dollar amounts are estimates on a trust-wide basis. Further research is required to establish more accurate hard costs for each LTC and application type. For example, advertising costs in newspapers vary considerably for different LTCs.

Analysis and Recommendations:

<u>Rezoning Applications</u>:

Average Costs per application			**Current Fees per application**	
Staff:	$5,792		Low Fee:	$1,000
Hard:	$5,530		Model Fee:	$5,500
Total:	$11,122			

Model (Trust Council Recommended) fee generally covers 50% of an average rezoning. Lower fees, such as the $1,000 in the table above, are usually for a specific type of application, in this case affordable housing.

Recommendation:

The Fee Task Force recommends that LTCs adopt a basic application fee of $1,000 to cover the cost of the preliminary report and consideration by the LTC (steps 2 to 4 below); and that the costs of steps 5 to 9 below, be covered through a recovery from the applicant of actual costs required to process the application, plus an additional application fee of $2,500 related to planner time required to complete the process.

The cost recovery amount for steps 5 through 9 could vary considerably from one LTC to another based on different costs for advertising, meeting halls, etc. Even within a LTC, costs could vary depending on the complexity of the application. Applicants would be provided copies of all invoices that contributed to the cost of processing the application, and recovery would be limited to “hard costs”, not costs for planner time.

The process for undertaking a rezoning application is generally as follows (from the published rezoning application guide):

1. Pre-application – as this is typically before an application is made, no fee is charged. This stage involves advice to assist the applicant in making a better and more complete application.

Steps 2 through 4 would be covered by the "basic application fee" of $1,000

2. Application – the applicant submits application and staff undertakes necessary work to process, create a file and forward to the planner.

3. Preliminary evaluation and Staff Report – for all rezoning applications, staff will evaluate the application and provide a staff report to the LTC with recommendations on whether or not to proceed with the application, and recommendations on the process to undertake if the LTC decides to proceed. Staff also uses this stage to advise the applicant if there is missing information, or if it is likely that more information will assist the process. On islands with development approval bylaws (DAI), staff would also advise the applicant of any requirements under the DAI bylaw.

4. First Consideration by LTC – the LTC provides direction to staff on the application.

Steps 5 through 9 would be covered on a "cost recovery basis", **plus an additional application fee of $2,500 related to planner time required to complete the process.**

5. Subsequent Reports and final staff Report – this is where application processing costs begin to differ significantly between applications. The actual work depends on the complexity of the application and the direction provided by the LTC. There is more certainty in this stage for islands with DAI bylaws as that bylaw sets out the process for determining reports that must be provided to process the application. In some situations, additional requirements by the LTC after Step 4 can add to the complexity and costs of processing an application. Given the lack of clarity inherent in this stage, it is not possible to determine the costs in advance.

6. Public Consultation and Referrals – agency referrals are largely known in terms of costs; however, public consultation may range from one to several meetings and may result in none to many pieces of correspondence that must be managed.

7. Additional Information – similar to step 5, the actual requirements will be unknown at the outset.

8. Further consideration by the LTC – the need for this step is unknown at the outset and there may be a need for more than one review.

9. First Reading and Beyond – while the process is established by legislation, there is a potential for a wide range of costs depending on the size of the advertisement required, whether or not a mail out and hand delivery is required and how many properties such delivery must go to, the newspaper in which the advertisement must be placed and the length of the public hearing.

A possible alternative to the recovery of actual costs, is to establish an LTC-specific public hearing fee for an average public hearing. This would take into account local advertising costs and meeting costs. This approach would probably cost more for some smaller public hearings and less for larger and potentially more contentious public hearings.

Deposits for Cost Recovery

The fee bylaw should also be amended to indicate that, in addition to the specified fees:

- for a rezoning application that *is consistent with the Official Community Plan policies, a deposit of $5,000* shall be provided and the cost for processing the application under steps 5 to 9 be applied to that deposit;
- for a rezoning application that *is not consistent with the Official Community Plan policies, a deposit of $8,000* shall be provided and cost of processing the application under steps 5 to 9 be applied to that deposit.

The fee bylaw should also indicate that after final decision by the LTC, any remaining funds would be returned to the applicant, and that, if the cost of processing is expected to exceed the deposit, a further deposit would be required.

INFORMATION NOTE: *The RFD recommends a deposit based on 150% of the staff estimate of external costs and not the $5000 and $8000 deposits as suggested here by the Task Force.*

Development Permit Applications:

Average Costs per Application			**Current Fees per Application**	
Staff:	$1,682		Low Fee:	$200
Hard:	$330		Model Fee:	$1,100
Total:	$2,012			

Model (Trust Council Recommended) fee generally covers 55% of an average development permit. Lower fees, such as the $200 in the table above, are usually for an environmental protection development permit.

Because these applications are often related to environmental protection or protection of development from hazardous conditions, a higher fee may be a disincentive for applicants coming forward.

Recommendation:

The Fee Task Force recommends that no changes be made to the development permit application fee.

Development Variance Permit Applications:

Average Costs per application			**Current Fees per application**	
Staff:	$1,004		Low Fee:	$572
Hard:	$830		Model Fee:	$935
Total:	$1,834			

Model (Trust Council Recommended) fee generally covers 51% of an average development variance permit.

The fee should be equal to the recommended fee for Board of Variance applications; since the types of land use decisions are similar between the two application types, cost of the application would not affect the decision of which type of application would be applied for.

Recommendation:

The Fee Task Force recommends that the model fee be raised to $1,800 to cover all costs.

Siting and Use Permit Applications (SUPs):

Average Costs per application			**Current Fees per application**	
Staff:	$251		Low Fee:	$176
Hard:	$0		Model Fee:	$200
Total:	$251			

Model (Trust Council Recommended) fee generally covers 80% of an average siting and use permit. These permits are only used on Denman and Hornby islands.

Recommendation:

The Fee Task Force recommends that the fees be increased to $250 to recover the average cost of processing.

Temporary Use Permits (TUPs):

Average Costs per application			**Current Fees per application**	
Staff:	$1,395		Low Fee:	$440
Hard:	$2,830		Model Fee:	$1,100
Total:	$4,225			

Model (Trust Council Recommended) fee generally covers 26% of an average temporary use permit.

Recommendation:

A Temporary Use Permit is a temporary rezoning and therefore, Steps 1 to 8 of the rezoning process generally apply (and are reflected in Steps 1 to 7 of the temporary use permit application guide). Given that many of the complexities of a rezoning also apply, a similar approach to applications should be applied to the temporary use permit application.

Given the above, The Fee Task Force recommends that Trust Council adopt:

- a basic application fee of $1000 to cover the cost of the preliminary report and consideration by the LTC (steps 2 and 3 of the rezoning process), and;
- cover the costs of steps 4 to 7 of the temporary use permit application process through a recovery from the applicant of actual costs required to process the application, plus an additional application fee of $500 related to the planner time required to complete the process.

The fee bylaw should also be amended to indicate that, in addition to the specified fees:

- a deposit of $5,000 shall be provided and the cost for processing temporary use permit under steps 5 to 9 (see Rezoning section) be applied to that deposit;
- the Fee bylaw should also indicate that after final decision by the LTC, any remaining funds would be returned to the applicant. If the cost of processing is expected to exceed the deposit, a further deposit would be required.

INFORMATION NOTE: *The RFD recommends a deposit based on 150% of the staff estimate of external costs and not the $5000 deposit as suggested here by the Task Force.*

Subdivision Referrals:

Average Costs per application			**Current Fees per application**	
Staff:	$1,428		Low Fee:	$825(+100)
Hard:	$130		Model Fee:	$1,100(+110)
Total:	$1,558			

Subdivision fees are assessed based on a basic fee plus a fee for the number of new lots created by the subdivision. In the table above, the number in parentheses indicates the additional dollars per lot; the numbers shown next to "low fee" represents the lowest fee for both of these numbers and they are not necessarily taken together – this is intended to show the lowest basic fee and the lowest per lot fee. For this reason, it is not possible to determine cost recovery using the numbers in the table above. The chart below shows the fee charged for some of the more common types of subdivisions in the trust area:

One new Lot	$1,100+$110 = $1,210
Two new Lots	$1,100+$220 = $1,320
Three new Lots	$1,100+$330 = $1,430
Four new Lots	$1,100+$440 = $1,540
Five new Lots	$1,100+$550 = $1,650

A subdivision application that creates four new lots or more will cover the average cost of processing an application. A subdivision application that creates three or less lots will not cover the average cost of processing an application. This may be acceptable as a subdivision with smaller number of lots is likely to require less staff time for processing than one with many lots.

Recommendation:

The Fee Task Force recommends that no changes be made to subdivision referral fees.

Board of Variance Applications:

Average Costs per application			**Current Fees per application**	
Staff:	$1,888		Low Fee:	$800
Hard:	$800		Model Fee:	$990
Total:	$2,688			

Model (Trust Council Recommended) fee generally covers 37% of an average board of variance application

The fee should be equal to the recommended fee for Development Variance Permit applications; since the types of land use decisions are similar between the two application types, cost of the application would not affect the decision of which type of application would be applied for.

Recommendation:

The Fee Task Force recommends that the fee for board of variance applications be increased to $1,800.

Development Approval Information Bylaws

Development Approval Information (DAI) bylaws provide certainty to the applicant by defining the information and reports required for each application type, along with the required qualifications of those preparing the required reports. For an example of a DAI, see the Islands Trust website under North Pender Administrative Bylaws, Bylaw 134 http://www.islandstrust.bc.ca/ltc/np/bylawsadmn.cfm)

Without a DAI bylaw, the LTC can request information from an applicant to help it decide on an application, but the applicant might not provide the information in a useful or easy to understand form, may not meet acceptable methodology requirements, or might just refuse to provide the information. Any of these unsatisfactory outcomes delay the approval process and frustrate applicants.

DAI bylaws can be written with specific requirements in them. This approach is useful for those applications where a similar report is required for every application, such as a development permit area where the report requirements are in response to the guidelines. In other situations, the DAI bylaw can be written to allow staff to determine what needs to be reported on and the methodology, and provide those requirements to the applicant. This is useful in situations where each application will have a different set of circumstances or different reporting requirements, such as a rezoning application or a temporary use permit application.

The DAI bylaw would allow staff to require a revision in a situation where a report is not provided correctly or information is missing; however the bylaw must limit how many times an applicant can be asked to provide new information, after which staff will make recommendations based on the information provided.

From a fee assessment point of view, a DAI bylaw provides certainty early in the process on the types of reports and information that an applicant will be required to provide during the processing of the application and reduces the timeline for processing by providing all reporting and information requests up front.

Recommendation:
Given the discussion above, The Fee Task Force recommends that all LTCs that have not yet done so be encouraged to adopt development approval information bylaws.

DRAFT

_____ ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. ______

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 931 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections and Section 11.4 of the *Liquor Control and Licensing Act* provides that a local government may, by bylaw, impose fees on an applicant for a license under that Act;

NOW THEREFORE the ______ Island Local Trust Committee, being the trust committee having jurisdiction in respect of the _______ Island local trust area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Citation

1.1 This bylaw may be cited as the "______ Island Local Trust Committee Fees Bylaw No. ___, _______".

2. Interpretation

2.1 In this bylaw:

"Applicant" means:

2.1.1 the person authorized under the _______ Island Trust Committee Procedures Bylaw No. ____, ______ to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 26 or Part 27 of the *Local Government Act*;

2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;

2.1.3 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;

2.1.4 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;

2.1.5 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 22 of the *Local Government Act*; or

2.1.6 an applicant to a board of variance established under Part 26 of the *Local Government Act*.

"Application Fee" means the monetary amount payable to the "Islands Trust under this bylaw.

"Estimated Direct Costs" means the Islands Trust's itemized estimate of its actual disbursements associated with an application including newspaper advertising, notifications including Land Title Office notices, rental of premises for meetings or hearings, recording or preparation of minutes of meetings or hearings, staff travel, and the engagement of specialized consultants to provide advice to the Islands Trust with respect to the application.

"Islands Trust" means the Director of Local Planning Services or the Director of Local Planning Services authorized representative.

DRAFT

3. Application Fees

3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to the Islands Trust the Application Fees specified in Column 2 of Table 1 or the relevant Application Fee in the amount shown in Column 2 of Table 2, Table 3 or Table 4.

TABLE 1 – Bylaw Amendments		
Column 1		**Column 2**
1.	Official Community Plan Amendment, Land Use Bylaw Amendment, Zoning Bylaw Amendment, Subdivision Bylaw Amendment, Land Use Contract Amendment, Strata Conversion, covenant modification or housing agreement modification requiring public hearing, or any combination thereof **Initial Application Fee**	**$1,000**
2.	Official Community Plan Amendment, Land Use Bylaw Amendment, Zoning Bylaw Amendment, Subdivision Bylaw Amendment, Land Use Contract Amendment, Strata Conversion, covenant modification or housing agreement modification requiring public hearing, or any combination thereof **Subsequent Application Fee**	**$2,500 + Estimated Direct Costs**

TABLE 2 – Permits		
Column 1		**Column 2**
1.	Development permit	$1,100
2.	Development permit amendment	$165
3.	Development permit in combination with a companion application for a separate development variance permit	**$1,800**
4.	Development variance permit	**$1,800**
5.	Heritage alteration permit	$1,100
6.	Temporary Use Permit **Initial Application Fee**	**$1,000**
7.	Temporary Use Permit **Subsequent Application Fee**	**$500 + Estimated Direct Costs**
8.	Temporary Use Permit **renewal**	$200
9	Soil Deposit and Removal Permit non commercial	$220
10.	Soil Deposit and Removal Permit commercial	$550
11.	Siting and Use Permit	**$250**

DRAFT

TABLE 3 – Subdivision Referrals		
Column 1		**Column 2**
1.	Application for subdivision review	$1,100
2.	Application for subdivision review - every additional parcel that would be created by the proposed subdivision	$110
3.	Application for subdivision review - parcel line adjustments only, creating no additional parcels	$330

TABLE 4 – Other Applications		
Column 1		**Column 2**
1.	Board of Variance	**$1,800**
2.	Strata Conversion	$1,100
3.	Liquor Control and Licensing Act	$825

3.3 An administration fee in the amount of $110.00 being a portion of the Initial Application Fee referred to in Table 1 is not refundable.

3.4 An administration fee in the amount of $55.00 being a portion of the fee referred to in Table 2, Table 3 and Table 4 is not refundable.

3.5 If an application is withdrawn before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee less the non-refundable portion.

4. Refund of Subsequent Application Fee

4.1 The Islands Trust must refund the Subsequent Application Fee to the applicant if their application is rejected by the Local Trust Committee upon its first consideration of the application.

5. Estimated Direct Costs

5.1 The Islands Trust shall advise an applicant in writing of the Estimated Direct Costs for the applicant's application, at the time it imposes a Subsequent Application Fee under this bylaw.

5.2 Tariff of Estimated Direct Costs:

	Item	**Cost**
5.2.1	Newspaper notice publication for a Community Information Meeting (cost per publication)	
5.2.2	Newspaper notice publications for a Public Hearing or consideration of Temporary Use Permit (cost per two publications)	
5.2.3	Delivery notice for a Public Hearing or consideration of Temporary Use Permit	

DRAFT

5.2.4	Hall rental for a community information meeting or a Public Hearing (per meeting)	
5.2.5	Minute taker fees for a community information meeting or Public Hearing (per meeting)	
5.2.6	Land title registration fees for notice of permits or housing agreements, or registration of covenants	
5.2.7	Staff travel costs to attend a Community information meeting or Public Hearing (per meeting) that is not part of a regular Local Trust Committee meeting.	
5.2.8	Preparation of a covenant	
5.2.9	Registration of a Covenant at the Land Title Office	
5.2.10	Registration of notice of a Permit or Housing Agreement at the Land Title Office	

5.3 The Estimated Direct Costs may be adjusted by the Islands Trust in presenting the itemised estimate if the actual costs to the Islands Trust has changed since the tariff was adopted.

5.4 The Island Trust shall refund to the applicant, once the processing of an application has been completed, any amount paid in respect of Estimated Direct Costs that exceeds its actual direct costs.

5.5 If the amount paid in respect of Estimated Direct Costs is less than the Islands Trust's actual direct costs, the Applicant shall pay the deficiency forthwith upon receipt of the Islands Trust's account in that regard. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the deficiency has been paid.

6. Severability

6.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

7. **Repeal**

7.1 ____________ Island Local Trust Committee Fees Bylaw No. ____, ______", is repealed upon adoption of this bylaw.

7.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME this day of , .

READ A SECOND TIME this day of , .

READ A THIRD TIME this day of , .

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST
this day of , .

ADOPTED this day of ,

______________________ ______________________
Chairperson Deputy Secretary

5.6.i. Policy

APPLICATION PROCESSING SERVICES

Trust Council: March 13, 1993
Amended: June 13, 2002; June 10, 2004, September __ 2012

A: PURPOSE:

1. This policy is intended to distinguish services along a continuum from property tax subsidy to applicant cost responsibility. It provides the parameters for application processing services by which service levels can be distinguished as a basis for preparing the Fees Bylaw and Schedule.

B: REFERENCES:

1. *Local Government Act*: S.931

2. Trust Council Model Fees Bylaw

C: DEFINITIONS:

1. APPLICATION PROCESSING SERVICES include:

1.1. **Amendments** to an Official Community Plan, Zoning Bylaw, Subdivision Bylaw or Land Use Bylaw.

1.2. **Requests** for Development, Development Variance, or Commercial/ Industrial Temporary Use Permits, Soil Removal and Deposit Permits, Board of Variance, and Liquor Licensing Permits and Siting & Use Permits.

1.3. **Comments** on applications referred from other agencies.

2. SERVICE LEVELS are defined as follows:

2.1. **Information Service** providing an information service to applicants and the general public at no cost, as a public service, and funded by property taxation revenues.

2.2. **Processing Service** providing a specific service to applicants as a direct response to an application and primarily funded by an established fees paid by an applicant.

2.3. **Extraordinary Processing Service** providing a planning review related service to an applicant beyond the standard processing service with funding provided by the applicant or through a cost recovery agreement.

D: POLICY:

1. SERVICE LEVEL - DETAILS

1.1. Information Service – No Fee Required

i. The service level below indicates the information services which will be provided to an applicant as a public service:

1) information on application process requirements including a meeting with staff

2) assistance to complete an application

3) determination of applicable fees

4) identification of potential issues to be addressed

ii. **Funding Basis:** These services are funded 100% by property tax revenues.

1.2. Processing Service – Application Fee Required

i. The service levels below indicate specific services that will be provided to an applicant who has paid an application processing fee:

1) comprehensive staff assessment

2) staff referral to other agencies, advisory planning commissions, and analysis of their comments

3) discussions between planners and applicant throughout process as required

4) bylaw or resolution drafting including review for compatibility with Trust object and policies and the relevant Official Community Plan

5) community information meeting with planning staff present

6) notification of public hearing including cost of notification

7) conducting of the public hearing with staff present

8) staff report with recommendation for LTC approval consideration

9) processing bylaws through Executive Committee for approval consideration, if necessary

10) forwarding to Minister of Community, Aboriginal and Women's Services for approval consideration, if necessary

11) adoption of all bylaws or issuing of permits as required.

ii. **Funding Basis:** For Rezoning applications and Temporary Use Permit applications, these services are funded primarily through fees as per a local trust committee's Fees Bylaw. The fees will be based on average processing costs as per Section 931 of the *Local Government Act*. Actual costs of processing an application may be less or greater than the established fee for that application. These costs are calculated as the product of staff labour costs X processing time (including Planner, and administrative support positions), adding to this other direct costs such as mapping expenses, then multiplying the total by a factor which incorporates the indirect costs such as general administration and overhead.

Advertising, meeting hall rental, minute taking, permit notice and covenant registration, and other such costs for public meetings and public hearings are to be estimated by staff for each application based on a tariff established in the fee bylaw, with a deposit representing 100% of the estimated cost being provided by the applicant. If the actual amount is less than the deposit, the remainder will be refunded at the end of the process; if the actual amount is greater than the deposit then the Islands Trust will invoice the applicant for the difference. Local Trust Committee fee bylaws will include language to require that any outstanding fee be paid prior to registration of a permit or adoption of a bylaw.

For all other applications, these services are funded primarily through fees as per a local trust committee's Fees Bylaw. The fees will be based on average processing costs as per Section 931 of the *Local Government Act*. Actual costs of processing an application may be less or greater than the established fee for that application. These costs are calculated as the product of staff labour costs X processing time (including Planner, and administrative support positions), adding to this other direct costs such as mapping expenses, registration fees, travel expenses and advertising, then multiplying the total by a factor which incorporates the indirect costs such as general administration and overhead.

iii. **Fee Adjustments:** A local trust committee may enact variances to Trust Council's Model Fee Schedule of up to 20% when adopting a local trust committee fees bylaw. The following criteria must be considered when evaluating a fee variance:

- the level of community benefit offered by the type of application
- availability of LTC approved design guidelines for projects requiring development permits
- an amendment to an approved application occurring within 6 months of the approval date

Variance to a fees bylaw must be adopted by bylaw amendment. All local trust committee fees bylaws and fees bylaw amendments must be approved by the Executive Committee before adoption by a local trust committee. Executive Committee may consider requests for adjustments greater than 20%. Fee variances must be adopted by December 31 annually and can only be implemented on April 1 of the following year and following Trust Council's budget approval.

1.3. Extraordinary Processing Service – Cost Recovery Agreement Required

i. The service activities below indicate services beyond the scope of a general processing service and the required fees and require that additional fees be paid on the basis of a cost recovery agreement between the Islands Trust and an applicant:

1) covenant development

2) continuous dedicated staffing

3) technical assessments or studies as required by the local trust committee

4) retaining special technical assistance required by the local trust committee

6) legal counsel services required for the application

7) process agreement negotiation

8) other resources and/or services required by the local trust committee to process the application

9) accelerated timeframe to process the application

ii. **Funding Basis:** These additional services are funded by an applicant via a cost recovery agreement <u>in addition to</u> any applicable fee established in the fee bylaw.

ISLANDS TRUST
REQUEST FOR DECISION

Date: July 18, 2012

To: Islands Trust Council **Target Decision Date:** September 13, 2012

SUBJECT: **ISLANDS TRUST COUNCIL BYLAW NO. 148 - GALIANO ISLAND LOCAL TRUST AREA DEVELOPMENT APPROVAL INFORMATION BYLAW**

RECOMMENDATIONS:

1. **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.**

2. **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.**

3. **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.**

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

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The adoption of a new Development Approval Information Bylaw for the Galiano Island Local Trust Area will provide greater certainty for development permit applicants and the LTC with respect to impact information. Staff would be authorized under the bylaw to exercise a degree of discretion in establishing the level of impact information required for each application and the adequacy of submitted professional reports.

FINANCIAL: costs of providing information would be borne by applicants. Staff currently review reports as a routine part of application processing.

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

IMPLEMENTATION/COMMUNICATIONS: It is anticipated that fourth reading and adoption will be done by a Resolution Without Meeting procedure. Staff anticipate establishing criteria and guidelines for the exercise of discretion with respect to the reports required for each application, and the review and assessment of submitted reports. It is expected that communications will be undertaken to inform professionals of the requirements associated with the bylaw.

BACKGROUND

The Galiano Island Local Trust Committee (LTC) has identified amendment of its Development Approval Information (DAI) Bylaw as a Top Priority item on its Work Program as part of its DPA implementation.

A DAI bylaw is the statutory mechanism allowing local governments to require applicants to provide information on the anticipated impact of a proposed activity or development. Traditional mechanisms for obtaining information from applicants – requirements written into DPA guidelines or ad hoc requests – are not consistent with the legislation; the correct and sole means for an LTC to obtain an impact assessment report is through authorization in a DAI bylaw.

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

Section 920.01 of the Local Government Act permits, within an OCP, the specification of areas or circumstances within which development approval information can be required. The Galiano Island OCP includes these specification requirements for development permit areas, temporary use permit designations and certain rezoning applications. Section 920.1 requires the enactment of a bylaw to establish the procedures and policies of the local government as to what impact information is to be provided (a DAI bylaw) and specifies that information may only be required for a zoning amendment, a development permit application, or a temporary use permit application. Trust Council adopted Bylaw No. 58 in 1999 to establish a DAI Bylaw for Galiano, this proposed bylaw would replace the current DAI with an updated version that includes specific information requirements for each development permit area currently designated in the OCP.

Section 29(3.1) of the Islands Trust Act establishes that despite the granting of other Part 26 powers to local trust committees, Trust Council must adopt any DAI Bylaw for a Local Trust Area. This means that while any one DAI bylaw is developed for an LTC and would only apply within that Local Trust Area, it must be read and adopted by Trust Council.

The adoption of a new DAI bylaw for Galiano is being recommended principally as a means to effectively implement new development permit areas (DPA) for protection of the natural environment and hazardous lands which were established with the extensive amendment of the

Galiano OCP in November of 2011. Staff provided a report to the LTC in July of 2012, outlining the issues associated with a DAI bylaw, the unique procedural mechanisms required for adopting or amending such bylaws under the Islands Trust Act, and staff options and recommendations with respect to the specific content of a new DAI bylaw for Galiano. The following resolution was adopted by the LTC at the meeting of July 9, 2012:

It was Moved and Seconded as follows:

1. THAT the Galiano Island Local Trust Committee gives notice to Trust Council that it intends to forward a new Development Approval Information Bylaw for Trust Council's consideration at the regularly scheduled September 2012 Trust Council meeting for the purpose of allowing the Local Trust Committee to obtain information on the anticipated impacts of development permit applications.

2. THAT the Galiano Island Local Trust Committee directs staff to prepare a draft Development Approval Information Bylaw, consistent with the version attached to the staff report dated June 27, 2012, and intended to replace current DAI Bylaw No. 58, 1999.

3. THAT the Galiano Island Local Trust Committee directs staff to prepare an RFD for submission to the Executive Committee.

CARRIED

KEY ISSUE(S)/CONCEPT(S):

The draft DAI bylaw would take two approaches to the provision of information for relevant applications:

1. For development permit applications where the planner determines that impact information is required, the bylaw establishes that the applicant provide a report directly and lays out the content requirements of the reports for each type of DP. This is the approach taken in the North Pender DAI bylaw and has proved effective in ensuring provision of professional reports assessing the impacts of proposed developments in a timely, consistent and complete manner.

2. For more complex and discretionary rezoning and TUP applications, the terms of reference procedure set out in the model DAI bylaw would continue to be used. This sets up a two step process, where staff initially determines that impact information is required and provides terms of reference specific to the circumstances of the application. The applicant provides the impact information as set out in the scope of the terms of reference. It is anticipated that this procedure would be used for significant rezoning applications and Temporary Use Permit applications that could have significant impacts. The draft Galiano DAI would establish that the planner, rather than the applicant, provide the draft Terms of Reference, which reflects current and actual practice.

RELEVANT POLICY:

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

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

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

E.4.1: The number of properties and/or the size of the area to be affected by this bylaw:

> The DAI bylaw would, upon adoption, apply to any property within the area subject to the Galiano Island Official Community plan upon submission of the relevant application.

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

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

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

DESIRED OUTCOME: that Trust Council give three readings to draft bylaw No. 148, and as there must be at least one day between the third reading and the adoption of a bylaw, the proposed bylaw be brought back to Trust Council for reconsideration and final adoption. As a Trust Council bylaw, no approval by Executive Committee is required. However, the policy specifies that a proposed DAI bylaw must be submitted to the Executive Committee for inclusion in the Trust Council binder package no later than 4 weeks prior to the date of the Trust Council quarterly meeting, and that Executive Committee ensure that all materials specified in this policy are included and may return the request for further information.

RESPONSE OPTIONS

Recommended: That Islands Trust Council Bylaw No. 148, cited as “Galiano Island Local Trust Area Development Approval Information Bylaw No. 1148, 2012" be given First, Second and Third Readings.

Alternative: That Islands Trust Council Bylaw No. 148, “Galiano Island Local Trust Area Development Approval Information Bylaw No. 148, 2012" be returned to the Galiano Island Local Trust Committee for changes, with reasons for the changes cited.

PREPARED BY:	Robert Kojima, Regional Planning Manager	**REVIEWED BY EXECUTIVE COMMITTEE:**	
SUBMITTED BY:	Galiano Island Local Trust Committee	July 24, 2012	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**	

ISLANDS TRUST COUNCIL
BYLAW NO. 148, 2012

****

A bylaw to establish procedures and policies for requiring development approval information for the Galiano Island Local Trust Area

****

WHEREAS the Galiano Island Local Trust Committee, pursuant to s.920.01 of the *Local Government Act*, has specified in an official community plan areas and circumstances for which development approval information may be required;

The Islands Trust Council, pursuant to s.920.1 of the *Local Government Act* and s.29(3.1) of the Islands Trust Act, enacts as follows:

PART I TITLE

1. This Bylaw may be cited for all purposes as "Galiano Island Local Trust Committee Development Approval Information Bylaw No. 148, 2012".

PART II PURPOSE

2. The purpose of this bylaw is to allow the Local Trust Committee to obtain information on the anticipated impact of proposed activities or development on the community.

PART III APPLICATION OF BYLAW

3. The requirements of this Bylaw apply to:

(a) applicants for amendments to a bylaw of the Galiano Island Local Trust Committee enacted under s.903 of the *Local Government Act*;

(b) applicants for a development permit; and

(c) applicants for a temporary use permit,

if the activity or development that is the subject of the application is in an area specified for the provision of development approval information in Galiano Island Official Community Plan Bylaw No. 108 or is an activity or development for which development approval information is otherwise required by that Bylaw.

4. The requirements of this Bylaw do not apply to any application for an activity or development that is a reviewable project under the Environmental Assessment Act.

5. Where development approval information is to be provided, the information shall be provided by the applicant, at the applicant's cost, in the form of a report prepared by the appropriate professional as set out in this bylaw.

PART IV PROCEDURE

6. The official assigned from time to time to provide planning services to the Galiano Island Local Trust Committee is the official for the purposes of this Bylaw.

7. Within 30 days of receipt of an application an official shall determine whether and to what extent development approval information will be required in accordance with this bylaw and shall communicate the requirement to the applicant in writing.

8. An official may determine that all or part of the required development approval information must be provided for each application, either in a report described in Sections 15 through 20 in the case of development permit applications described in those sections, or pursuant to terms of reference that establish the scope of the required impact information for applications described in Section 23.

9. An applicant may request reconsideration by the Local Trust Committee of a decision of an official under this Bylaw within 30 days of the date on which the decision is mailed faxed or emailed to them.

10. A request for reconsideration must be delivered in writing to the Planning Clerk and must set out the grounds on which the applicant considers the requirement is inappropriate and what, if any, requirement the applicant considers the Local Trust Committee ought to substitute.

11. The Planning Clerk must place each request for reconsideration on the agenda of the next meeting of the Local Trust Committee following the date on which the request for reconsideration was delivered, provided the request is received at least 10 days prior to that meeting..

12. The Planning Clerk must notify the applicant and any other person who the Planning Clerk reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.

13. At the meeting, the Local Trust Committee may either confirm the requirement or decision of the official or substitute its own requirement or decision.

PART V S. 920 (DEVELOPMENT PERMIT) APPLICATION REQUIREMENTS

14. For Development Permit applications specified in sections 15 through 20 of this bylaw, the applicant shall provide, as part of the development permit application, all or part of a report in the specified form as determined by the official.

15. For an application for a permit in respect of a development permit area designated under s. 919.1(1)(a) of the *Local Government Act* for protection of **Riparian Areas**, the report shall contain the following information:

    a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the proposed development and associated features, the development permit area boundary, existing buildings and structures, roads and driveways, topographic features, the locations of the top of bank, high water mark, SPEA widths, the width of any zones of sensitivity, and measures to maintain the integrity of the SPEAs. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

    b. A site inventory providing a description and evaluation of the riparian values, including species of fish that frequent the waterbody, and riparian features and habitat present.

c. A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the watercourse, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.

d. An assessment of the nature and extent of the impact of the proposed development. For a stream: the results of the riparian assessment, using a detailed or simple assessment as indicated in the Riparian Areas Regulation, and establishing the Streamside Protection and Enhancement Area (SPEA) width for the subject parcel. For other watercourses: an assessment of anticipated impacts on riparian habitat and features, the watercourse, and site hydrology. The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development.

e. For a stream: a description of all measures that will be taken to maintain and protect the SPEA from development, including, where appropriate, assessment and treatment of danger trees, windthrow, slope stability, tree protection during construction, encroachment and sediment and erosion control. For other watercourses: recommended measures to limit, mitigate and manage the impacts of the proposed development on riparian habit and features, the watercourse, and site hydrology.

f. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

g. Recommended actions to restore or enhance riparian functions or habitat that have been degraded prior to development or that would be impacted by the proposed development.

h. For a stream, professional certification by the Qualified Environmental Professional(s) preparing the report that he or she is qualified to carry out the assessment, that the assessment methods have been followed, and provides his or her professional opinion that:
   i. If the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or
   ii. If the streamside protection and enhancement areas identified in the report are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.

16. For an application for a permit in respect of a development permit area designated under s. 919.1(1)(a) of the *Local Government Act* for protection of **Shoreline and Marine areas**, the report shall contain the following information:

a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the proposed development and associated features, natural boundary of the sea, the landward development permit area boundary, existing buildings and structures, roads and driveways, topographic features, and significant features identified in the site inventory. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

b. A site inventory, providing information on existing plant communities, marine and terrestrial habitats, current on-site and adjacent land uses, slope stability, erosional processes, hydrology, topography and marine sediment transport. This baseline assessment may require the involvement of several suitably qualified professionals.

c. A description of the proposed development detailing construction (e.g. buildings, dock, ramp, road or driveway, etc), cut and fill, blasting, vegetation clearing, alteration to hydrological systems, alterations affecting the marine foreshore, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.

d. An assessment of the nature and extent of the impact of the proposed development, in particular anticipated impacts on identified site conditions, including but not limited to marine and terrestrial habitat, site hydrology, marine sediment transport, and public access to and along the foreshore. The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area. The assessment should also include identification of potential impacts on adjacent sites and proximate sensitive areas.

e. Recommended measures to limit, mitigate and manage the impacts of the proposed development on terrestrial and marine habitats, as well as geomorphic, hydrological and coastal processes. The report should describe mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.

f. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

g. Recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development.

17. For an application for a permit in respect of a development permit area designated under s. 919.1(1)(a) of the *Local Government Act* for protection of the natural environment, its ecosystem and biological diversity for the purpose of requiring development permits for **Cutting and Removal of Trees,** the report shall contain the following information:

a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the area of the proposed cutting or removal of trees, current buildings and structures, roads and driveways, topographic features, and significant features identified in the site inventory. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

b. A site inventory, providing information on existing, pre-development timber species and quantities, current on-site and adjacent land uses, slope stability, erosional processes, hydrology and topography.

c. A description of the proposed work, detailing volume, rate, and species of timber to be harvested. An evaluation of the sustainability of the proposed rate of harvest, based on the principle that the cutting rate over any ten-year or greater period should not exceed 75% of the cumulative annual growth in the stand for that same period. The report should also identify alternative development options.

d. An unqualified statement by a professional hydrogeologist stating that the proposed timber harvesting will not adversely impact aquifer(s), existing wells, or surface water bodies in terms of water quality and quantity. Where such a statement cannot categorically be made, the report should include specific recommendations on well and aquifer protection measures which would result in the requirement being met.

e. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

18. For an application for a permit in respect of a development permit area designated under s. 919.1(1)(a) of the *Local Government Act* for protection of the natural environment, its ecosystem and biological diversity for the purpose of requiring development permits for **Elevated Groundwater Catchment Areas,** the report shall consist of a hydrogeological assessment report containing the following information:

a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the proposed development and associated features, the development permit area boundary, existing buildings and structures, roads and driveways, topographic features, and significant features identified in the site inventory. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

b. A map showing the ownership and locations of all currently used water wells, springs and surface water features within a minimum radius of 1 km from the development site.

c. A site inventory, providing information on existing pre-development conditions, current on-site and adjacent land uses, slope stability, erosional processes, hydrology, surface water bodies, and topography.

d. A background analysis that includes the following known information on the site:

- A description of the hydrogeological system and setting, including the type of aquifer, aquifer boundaries, local surficial and bedrock geology, physical hydrogeology, local surface water features, estimated recharge area and conditions and climate;
- A conceptual model of groundwater occurrence and groundwater-surface interaction;
- A description of existing users within 1.0 km of the development site;
- A preliminary pre-development water budget;
- Water quality, including characterization of natural groundwater quality, potability, as well as possibility of contamination;
- Methodology and, if applicable, uncertainties and limitations of the report.

e. A description of the proposed work, detailing construction, cut and fill, blasting, road, driveway or utility line construction, vegetation clearing, water supply requirements, alteration to hydrological systems, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.

f. An impact assessment consisting of:

- Cumulative effects analysis;
- Impact to existing groundwater users, identification of the potential groundwater protection issues in the area and risk of saline intrustion;
- Impact to surface water where applicable;
- Other potential impact implications.

g. Conclusions and recommendations consisting of:
- A summary of results and impact assessment;
- An unqualified statement that the proposed development will not adversely impact aquifer(s), existing wells, or surface water bodies in terms of water quality and quantity; or
- where such a statement cannot categorically be made, specific recommendations on well and aquifer protection measures which would result in the requirement being met.

h. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

19. For an application for a permit in respect of a development permit area designated under s. 919.1(1)(a) of the *Local Government Act* for protection of the natural environment, its ecosystem and biological diversity for the purpose of requiring development permits for **Sensitive Ecosystems**, the report shall contain the following information:

a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the proposed development and associated features, the development permit area boundary, existing buildings and structures, roads and driveways, topographic features and significant features identified in the site inventory and conservation evaluation. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

b. A site inventory, commenting on the ecosystem classification, and based on current best practices, such as the Resources Information Standards Committee Standards for Describing Terrestrial Ecosystems in the Field, providing information on the existing plant communities, aquatic and terrestrial habitats, sensitive ecosystems, nesting trees, the presence of rare species and rare plant communities, current on-site and adjacent land uses, slope stability, erosional processes, hydrology and topography.

c. A site background analysis that includes the following known information on the site:

- A check for observed species and ecosystems at risk;
- A description of the context of the site including the use of adjacent lands and proximity to protected areas;

- A check for the presence of raptor and heron nests;
- A check for the presence of fish-bearing water courses.

d. A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.

e. An assessment of the nature and extent of the impact of the proposed development, in particular anticipated impacts on identified environmentally valuable features, including but not limited to sensitive ecosystems, rare plant communities, rare species habitat, and site hydrology. The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area. The assessment should also include identification of potential impacts on adjacent sites and proximate sensitive areas.

f. Recommended measures to limit, mitigate and manage the impacts of the proposed development on environmentally valuable features. The report should describe mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.

g. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

h. Recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development.

20. For an application for a permit within a development permit area designated under s. 919.1(1)(b) of the *Local Government Act* for protection of development from **Steep Slope Hazard Areas**, the report shall contain the following information:

a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the topographic features and showing natural slope contours in 1 to 5 metre contour intervals, significant natural features, current and proposed buildings and structures, roads and driveways, proposed site grading and post development contours. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.

b. An assessment of potential geotechnical hazards that may affect the subject site and neighbouring properties. This should include a summary of the method of hazard analysis and the level of field work.

c. A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the marine foreshore, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.

d. An assessment of whether the proposed development would result in an acceptable probability of a geotechnical hazard, accompanied by supporting rationale.

e. Where an unacceptable level of hazard is identified, recommendations for measures to reduce hazards on the subject site and neighbouring properties.

f. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.

21. Development Approval Information required in sections 15 through 20 must be prepared by a professional or professionals, with qualifications specified in the table below, and in good standing with his/her professional organization within British Columbia, acting within his/her area of expertise, and with demonstrated and pertinent experience and/or training; except that the official may approve the involvement of a person having different qualifications if demonstrated, relevant, experience and qualifications are in the official's opinion suitable for the preparation of the information being provided in relation to a particular development permit application:

TYPE OF INFORMATION	CONSULTING PROFESSIONAL
Riparian Areas	Qualified Environmental Professional
Shoreline and Marine	Geotechnical/hydrological and marine considerations: • Geotechnical Engineer (P. Eng.) or Professional Geoscientist (P. Geo.) Biological / environmental considerations: • Registered Professional Biologist (R.P. Bio.)
Tree Cutting and Removal	Registered Professional Forester (R.P.F.), Professional Hydrogeologist (P.Geo.)
Elevated Groundwater Catchment Areas	Professional Hydrogeologist (P.Geo)
Sensitive Ecosystem	Registered Professional Biologist (R.P. Bio.)
Geological Hazard	Geotechnical Engineer (P. Eng.) or Professional Geoscientist (P. Geo.)

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

PART VI TERMS OF REFERENCE

23. Within 30 days of the receipt of an application for the following:

a. amendments to a bylaw of the Galiano Island Local Trust Committee enacted under s.903 of the *Local Government Act*,

b. a temporary use permit,

the official shall provide to the applicant written Terms of Reference for the preparation of information on the impact of the activity or development that is the subject of the application.

24. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Terms of Reference must include those matters in the scope of the information that is to be prepared:

a. the natural environment of the area affected, including sensitive ecosystems and the habitat of rare or threatened species, including surrounding habitats impacted by the development activity ;

b. hazards, including geological, flood, stormwater, and wildfire hazards;

c. greenhouse gas emissions, anticipated energy usage, and carbon emissions;

d. groundwater resources;

e. local infrastructure, including highways, ferry, water supply and sewage systems, fire protection systems, solid waste disposal and recycling facilities, utilities, local parking facilities and any other affected public infrastructure;

f. local and off-island public or community facilities;

g. local and off-island commercial services and employment opportunities;

h. affordable and seniors housing needs;

i. agricultural reserve lands and agricultural and forestry uses in the vicinity of the development;

j. cultural heritage resources including resources of historical, cultural, archaeological, paleontological or architectural significance whether on land or underwater; and

k. aesthetic values including the visual appearance of the development from adjacent properties, public lands, or the sea, and the effect of any artificial lighting proposed.

25. In addition to any matter listed in s.22, the official may include in the Terms of Reference any other matter on which the official considers information ought to be provided to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.

26. The Terms of Reference must address any particular information requirements that are identified in or arise from any applicable guidelines in an official community plan, and in all cases must address any particular information requirements specified for such an application in any development application procedures bylaw of the Local Trust Committee.

27. In addition to any other requirements the Terms of Reference may require the person preparing the impact information to provide information on the relationship between the proposed activity or development and

a. the object of the Islands Trust set out in the Islands Trust Act;

b. the Islands Trust Policy Statement;

c. the Islands Trust Fund Plan; and

d. in the case of a proposed zoning amendment, the official community plan of the Local Trust Committee.

28. The Terms of Reference may specify that the impact information will be prepared by a person having professional expertise in the matters included in the Terms of Reference, and may include information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information.

29. The Terms of Reference must specify the date by which and the form and the number of copies in which the impact information will be provided.

PART VII PREPARATION OF DEVELOPMENT APPROVAL INFORMATION

30. The applicant must prepare the impact information in accordance with the accepted Terms of Reference and within the time specified in the Terms of Reference must provide it to the Local Trust Committee, at the applicant's expense.

31. For every matter within the scope of s.22 that is included in the Terms of Reference, the applicant must

a. identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact;

b. identify and describe the potential and likely impacts of the activity or development including any cumulative effects when combined with other projects proposed or under development;

c. evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated; and

d. make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided,

all in accordance with generally accepted impact assessment methodology.

32. If the Terms of Reference specify professional expertise in the preparation of impact information, prior to authorizing the preparation of the information by any person the applicant must deliver to the official information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.

33. Within 10 business days of receipt of the information, the official must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the official must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth business day, the official is deemed to have accepted the proposed person.

34. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference, but a requirement for further information may be imposed once only.

PART VIII INDEPENDENT REVIEW

35. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the official may require the applicant to provide such a review of the information including the methodology used in its preparation.

36. The official may specify that the independent review be conducted by a member of the relevant professional association, and may specify terms of reference for the review.

37. The applicant must arrange for the independent review to be conducted and submitted in writing to the local trust committee, at the applicant's expense and within the time specified by the official.

PART IX PROPRIETARY RIGHTS IN INFORMATION

38. The information that is provided to the Local Trust Committee pursuant to this Bylaw is required by the Local Trust Committee in the exercise of its powers under the Local Government Act and the Islands Trust Act. Every report or other document provided to the Local Trust Committee pursuant to this Bylaw must accordingly contain an express grant of permission to the Local Trust Committee to use and reproduce the information contained in the report or other document for non-commercial purposes.

PART XI TRANSITION

39. Islands Trust Council Bylaw No.58, 1998 cited as the "Galiano Island Local Trust Committee Impact Assessment Bylaw No. 58, 1998" is repealed.

READ A FIRST TIME this	day of	, 2012.
READ A SECOND TIME this	day of	, 2012.
READ A THIRD TIME this	day of	, 2012.
ADOPTED this	day of	, 2012.

Chair

Secretary

U:\LOCAL TRUST COMMITTEES\Galiano\Projects\2012 DPA Implementation\DAI amendments\DAI bylaw - NEW.doc

ISLANDS TRUST COUNCIL
BYLAW NO. 58, 1998

****
A bylaw to establish procedures and policies for requiring development approval information for the Galiano Island Local Trust Area
****

WHEREAS the Galiano Island Local Trust Committee, pursuant to s.879.1 of the *Municipal Act*, has specified in an official community plan areas and circumstances for which development approval information may be required;

The Islands Trust Council, pursuant to s.920.1 of the *Municipal Act* and s.29(3.1) of the Islands Trust Act, enacts as follows:

PART I TITLE

1. This Bylaw may be cited for all purposes as "Galiano Island Local Trust Committee Impact Assessment Bylaw No. 58, 1998".

PART IIAPPLICATION OF BYLAW

2. The requirements of this Bylaw apply to

   (a) applicants for amendments to a bylaw of the Galiano Island Local Trust Committee enacted under s.903 of the *Municipal Act*;

   (b) applicants for a development permit; and

   (c) applicants for a temporary industrial or commercial use permit,

   if the activity or development that is the subject of the application is in an area specified for the provision of development approval information in Galiano Island Official Community Plan Bylaw No. 108 or is an activity or development for which development approval information is otherwise required by that Bylaw.

3. The requirements of this Bylaw do not apply to any application for an activity or development that is a reviewable project under the Environmental Assessment Act.

PART III PROCEDURE

4. The official assigned from time to time to provide staff services to the Galiano Island Local Trust Committee is the official for the purposes of this Bylaw.

5. An applicant may request reconsideration by the Local Trust Committee of a decision of an official under this Bylaw within 30 days of the date on which the decision is mailed or faxed to them.

6. A request for reconsideration must be delivered in writing to the Secretary and must set out the grounds on which the applicant considers the requirement is inappropriate and what, if any, requirement the applicant considers the Local Trust Committee ought to substitute.

7. The Secretary must place each request for reconsideration on the agenda of a meeting of the Local Trust Committee to be held not earlier than 2 weeks from the date on which the request for reconsideration was delivered.

8. The Secretary must notify the applicant and any other person who the Secretary reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.

9. If the meeting at which the reconsideration will occur is a meeting held by teleconference, the Secretary must so advise the applicant and other persons notified under s.8, and the notification must specify that any representations the applicant or other person wishes to make must be in writing and received by the Secretary not less than one clear business day prior to the day on which the meeting is to be held.

10. At the meeting, the Local Trust Committee may either confirm the requirement or decision of the official or substitute its own requirement or decision.

PART IV TERMS OF REFERENCE

11. Upon the request of an official and within the time specified in the request, an applicant described in s.2 must provide to the official written Terms of Reference for the preparation of information on the impact of the activity or development that is the subject of the application.

12. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Terms of Reference must include those matters in the scope of the information that is to be prepared:

    (a) the natural environment of the area affected including adjacent marine areas, surface drainage and groundwater, ecosystems and biological diversity, with particular emphasis on areas of unusual environmental sensitivity and any rare plant or animal species;

    (b) local highways, ferry facilities including off-island parking areas, water supply and sewage disposal systems including wells and ground sewage absorption systems, fire protection systems, municipal solid waste disposal and recycling facilities, utilities, local parking facilities and any other affected public infrastructure;

    (c) local and off-island school facilities; local, regional and provincial parks; hospitals and other health care services; local transportation services including public transit and water taxis;

    (d) local and off-island commercial services and employment opportunities, but the question of market demand for the activity or development need not be dealt with when the application is for a development permit;

    (e) agricultural and forest reserve lands and agricultural and forestry uses in the vicinity of the development;

    (f) cultural heritage resources including resources of historical, archaeological, paleontological or architectural significance whether on land or underwater; and

    (g) aesthetic values including the appearance of the development from off the island and the effect of any artificial lighting proposed.

13. In addition to any matter listed in s.12, the applicant may include in the Terms of Reference any matter on which the applicant considers information ought to be provided

to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.

14. In the case of an application for a development permit or temporary use permit, the Terms of Reference must address any particular information requirements that are identified in or arise from any applicable guidelines in an official community plan, and in all cases must address any particular information requirements specified for such an application in any development application procedures bylaw of the Local Trust Committee.

15. In addition to any other requirements the Terms of Reference may require the person preparing the impact information to provide information on the relationship between the proposed activity or development and

    (a) the object of the Islands Trust set out in the Islands Trust Act;

    (b) the Islands Trust Policy Statement; and

    (c) in the case of a proposed zoning amendment, the official community plan of the Local Trust Committee.

16. The Terms of Reference may specify that the impact information will be prepared by a person having professional expertise in the matters included in the Terms of Reference, and may include information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information.

17. The Terms of Reference must specify the date by which and the form and the number of copies in which the impact information will be provided.

18. Within 10 business days of receipt of the Terms of Reference the official must indicate in writing to the applicant that

    (a) the Terms of Reference submitted by the applicant are acceptable;

    (b) the Terms of Reference submitted by the applicant are acceptable if additional matters specified by the official and within the scope of s.12 of this Bylaw are included;

    (c) the Terms of Reference submitted by the applicant are acceptable if a person other than one who has been proposed by the applicant in the Terms of Reference, whose selection has been approved in writing by the official, prepares the impact information; or

    (d) the Terms of Reference are unacceptable and must be replaced by the applicant.

19. For the purposes of s.22(b), when accepting Terms of Reference the official may advise the applicant of other projects proposed or under development in the area that may be affected by the applicant's proposed activity or development.

20. If the official does not provide advice pursuant to s.18 by the end of the tenth business day the official is deemed to have accepted the proposed Terms of Reference.

PART V PREPARATION OF DEVELOPMENT APPROVAL INFORMATION

21. Upon receipt of notice accepting the Terms of Reference or where the Terms of Reference have been deemed to be accepted, the applicant must prepare the impact

information in accordance with the accepted Terms of Reference and within the time specified in the Terms of Reference must provide it to the Local Trust Committee, at the applicant's expense.

22. For every matter within the scope of s.12 that is included in the Terms of Reference, the applicant must

    (a) identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact;

    (b) identify and describe the potential and likely impacts of the activity or development including any cumulative effects when combined with other projects proposed or under development;

    (c) evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated; and

    (d) make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided,

    all in accordance with generally accepted impact assessment methodology.

23. If Terms of Reference approved under s.18 specify professional expertise in the preparation of impact information, prior to authorizing the preparation of the information by any person the applicant must deliver to the official information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.

24. Within 10 business days of receipt of the information, the official must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the official must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth business day, the official is deemed to have accepted the proposed person.

25. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference, but a requirement for further information may be imposed once only.

PART VI INDEPENDENT REVIEW

26. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the official may require the applicant to provide such a review of the information including the methodology used in its preparation.

27. The official may specify that the independent review be conducted by a member of the faculty of a university or college, a member of the Planning Institute of B.C., a member of the Architectural Institute of B.C., a member of the Association of Professional Engineers and Geoscientists of B.C., or a Registered Professional Forester, and may specify terms of reference for the review.

28. The applicant must arrange for the independent review to be conducted and submitted in writing to the local trust committee, at the applicant's expense and within the time specified by the official.

PART VI PROPRIETARY RIGHTS IN INFORMATION

29. The information that is provided to the Local Trust Committee pursuant to this Bylaw is required by the Local Trust Committee in the exercise of its powers under the *Municipal Act* and the Islands Trust Act. Every report or other document provided to the Local Trust Committee pursuant to this Bylaw must accordingly contain an express grant of permission to the Local Trust Committee to use and reproduce the information contained in the report or other document for non-commercial purposes.

READ A FIRST TIME this	18th	day of	September	, 1998.
READ A SECOND TIME this	18th	day of	September	, 1998.
READ A THIRD TIME this	18th	day of	September	, 1998.
ADOPTED this	16th	day of	October	, 1998.

______________________________ ______________________________

Chair Secretary

W:\EXEC\COUNCIL\BYLAWS\blitc58.dai.doc

3.1

CHIEF ADMINISTRATIVE OFFICER
2012-2013 SECOND QUARTER REPORT

Date: August 28, 2012

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER

1. <u>TRUST COUNCIL & TRUSTEES</u>
• Supervise all decisions and briefings to Trust Council
• Supervise implementation of Trust Council decisions
• Supervise quarterly meeting preparation
    o Council sessions – strategic planning, refresher on admin fairness and ethical conduct, meeting with Bowen Island Municipality
• Strategic planning – public consultation, council committee and staff input, develop draft strategic plan
• Advice to trustees re standards of conduct, fairness and legislative matters
• Briefing to FPC re public accountability principles
	• Supervise implementation of Council decisions
	• Supervise quarterly meeting preparation
	    o RFDs and briefings
	    o Council sessions – ALC and FOIPPA
	• Strategic planning – further development of activities and costing of potential activities for budget preparations
	• Develop recommendations re LTC Expense Fund

2. <u>EXECUTIVE COMMITTEE</u> • Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Advice to SSILTC re options for coordinated watershed management (re *Islands Trust Act*) • Litigation defence management (2 active files) • Liaison with Ombudsperson office (no current complaints) • Administrative Fairness Complaints (two new complaint this quarter – investigations in process)	• Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Advice to SSILTC re options for coordinated watershed management (re *Islands Trust Act*) • Potential liaison re SSI restructure study (subject to decision by Minister of Community, Sport and Cultural Development) • Litigation defence management (2 active files on-going) • Recommendations re exempt staff compensation framework • Recommendations re succession strategy
3. <u>EXECUTIVE SERVICES UNIT</u> • Unit budget management • Staff performance reviews	• Unit budget management • Develop unit budget request • Staff performance planning
4. <u>EXTERNAL LIAISON</u> • Ministry of Community, Sport and Cultural Development re Islands Trust issues • Preparations for UBCM • Bowen Island Municipality – EC annual meeting (Sept) • National Marine Conservation Area consultation	• Ministry of Community, Sport and Cultural Development re Islands Trust issues • Update provincial protocol agreement re Crown lands • National Marine Conservation Area consultation
5. <u>MANAGEMENT TEAM</u> • Bi-weekly coordination meetings • Management/supervisor meeting • Development of strategic plan re staff engagement • Orientation and probationary period concluded – Director of Administrative Services	• Bi-weekly coordination meetings • Increased frequency of staff 'leadership' group meetings to improve communication/collaboration • Training focus: collaborative workplace/leadership • Management team coordination to align with Trust Council's strategic priorities

EXECUTIVE COMMITTEE REPORT

To: Islands Trust Council

Updated: August 28, 2012

WORK PROGRAM (*Top Three Priorities*)

1. POLICY

Current

- Preparation of RFD re advocacy (LG)
- Preparation of recommendations regarding Policy Statement implementation (LG)

Planned

- Follow-up re Trust Council decision regarding Policy Statement implementation (LG)

2. STRATEGIC PLANNING

Current

- Input from Council committees, Trust Fund Board and Bowen Island Municipality (LA)
- Public input (LA/LG)
- Trust Council session regarding strategic planning (LA)
- Develop draft of Strategic Plan (LA/DM/LG/CT)

Planned

- Further identification of strategic activities and cost implications

3. ORGANIZATIONAL EFFECTIVENESS

Current

- Trust Council preparations (LA/MS)
- Refresher re standards of conduct and administrative fairness (LA)
- Options for SSI watershed management (LA)
- Annual meeting with Bowen Island Municipality (LA)
- Attendance at Union of BC Municipalities (LA)

Planned

- Recommendations re amendments to policy re Local Expense Fund (LA/CS/DM)
- CAO – Emergency Succession Plan (LA)
- Policy re exempt staff compensation (LA/CS)
- Review of Islands Trust policies and inventory of potential amendments (LA/CT)
- Develop and implement regular maintenance schedule for Policy Manual and Procedures Manual (LA/CT)

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

Sessions

- Strategic Planning
- Bowen Island Municipality joint meeting with Trust Council
- Standards of Conduct and Administrative Fairness
- Oil Spill response
- Incamera session

Decision Items

- Strategic Plan
- Advocacy Policy

Information Items

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

PROVINCIAL LIAISON UPDATE

Completed

- Nil

Current

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

Planned

- Introductory meeting with Minister of Community, Sport and Cultural Development

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?)

2012-08-30

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2012	Sept (Bowen)	Strategic Planning Oil Spill Response	Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice Best practices in public engagement	Bowen Island Municipality
	Dec (Salt Spring)	~~Working with the Policy Statement~~ Advocacy Policy Workshop	Freedom of Information and Protection of Privacy	Good Planning Practice	Working with the Islands Trust Fund Introduction to the Agricultural Land Commission
2013	Mar	Annual Budget Session		Good Planning Practice	Using social media
	June			Good Planning Practice	San Juan County
	Sept		Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice	
	Dec (Victoria)			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					
Year		**Trust Wide and Administrative Topics**	**Legal and Governance Topics**	**Planning How-To**	**Working With Others**
2012	*June (Penders)*	*Strategic Planning*	*Intro to Indemnification*		*First Nations* *San Juan County*
	Mar (Gabriola)	*Annual Budget Session* *Initial Strategic Planning Session*	*Standards of Conduct and Indemnification*	*Community Planning 101 (for new trustees)*	
2011	*Dec (Victoria)*	*Orientation to Trust Area Services* *Orientation to Administrative and Financial Services* *Orientation to budget and budget process*	*'Staying out of Trouble' Session*	*Orientation to Local Planning Services*	*Making Fair Decisions* *Islands Trust Human Resources*

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

- *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
- Succession Planning and Staff Retention
- Soil Removal
- Advocacy and Media Relations
- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)

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

4.1

DIRECTOR, ADMINISTRATIVE SERVICES
2012-2013 SECOND QUARTER REPORT

Date: August 28, 2012

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Trust Council, Executive Committee, Financial Planning Committee ▪ Completed First Quarter Results ▪ Completed Allocated Financial Statements ▪ Completed first Draft of Whistleblower Policy and reviewed with Management Team ▪ August 22, 2012 FPC Meeting ▪ Distributed 2013/14 Budget Timelines, Assumptions & Principles and distributed materials to Director LPS for LTC consideration ▪ Completed Draft of Policy 7.2.vi. Municipal Tax Requisition Calculation for EC and FPC review	**Trust Council, Executive Committee, Financial Planning Committee** ▪ Complete first draft of 2013/14 for FPC Review October 31, 2012 ▪ FPC Meetings October 31 and November 14 ▪ Review LTC Budget Process as requested by FPC in August ▪ Review Purchasing Policy process as requested by FPC in August ▪ Complete review of Whistleblower Policy ▪ Complete process review for Policy 7.2.vi. Municipal Tax Requisition Calculation including review with Bowen Island Council ▪ Complete Draft revision of Policy 7.2.v. Restructure Study Cost Allocations for December Trust Council
Administrative Unit Supervision ▪ Completed Annual Staff Reviews ▪ Desk Manuals for Finance Coordinator and HR Coordinator completed ▪ Admin Team travelled to Salt Spring to meet with Area staff ▪ Held bi-weekly administration services team meetings including presentations by staff from Trust Fund, By-law and Mapping	**Administrative Unit Supervision** ▪ Full-day meeting scheduled with Finance Coordinator and HR Coordinator to review processes and team responsibilities ▪ Review Finance and HR Local Area Network (LAN) files ▪ Implement Sharepoint for Admin Team use ▪ Continue with regular visits to Gabriola and Salt Spring
Human Resources and Payroll ▪ All Staff Meeting June 20, 2012 ▪ Completed several hiring processes related to Staff turnover ▪ Developed Leadership Development Plan for consideration of Management Team ▪ Followed up with Public Service Agency on several outstanding issues including new service contract, employee access issues, ID requirements, and Criminal Record cheques ▪ Assisted Regional Planning Manager with planning admin staffing review on Salt Spring Island	**Human Resources and Payroll** ▪ All Staff Meeting September 19, 2012 ▪ Complete review of Performance Review and Development Process by November 2012 ▪ Provide training to staff on Collaboration ▪ Ensure smooth transition of Employee Recognition Program from Trust Area Services to Human Resources

<table>
<tr><th>ACTIVITIES COMPLETED SINCE LAST REPORT</th><th>NEXT QUARTER ACTIVITIES</th></tr>
<tr><td>Information Systems

▪ Continued to support implementation of eSCRIBE meeting management software (including ensuring all Trustees have laptop)
▪ Installed wireless hubs at Gabriola and Salt Spring Island offices
▪ Initiated and held first meeting of Information Systems Advisory Group
▪ Worked to ensure smooth transition of eSCRIBE and Sharepoint project management to Director of Local Planning Services
▪ Met with Telus reps to discuss outstanding issues including phone system failure in June</td><td>Information Systems

▪ Support organizational records management project system requirements for email storage
▪ Develop file naming requirements
▪ Complete procurement of laptops for those Trustees requiring one to enable use of meeting management software
▪ Continue to support implementation of Sharepoint</td></tr>
<tr><td>Financial Management

▪ Implemented a new financial reporting and information tool for managers and trained managers on its use
▪ Received 2012 Tax Requisition and invested with Municipal Finance Authority
▪ Attended Trust Fund Board July meeting with auditors to review 2011/12 Audited Financial Statements</td><td>Financial Management

▪ 2011/12 Forecast
▪ Complete 2011/12 Financial Information Act reporting by September 30</td></tr>
<tr><td>Risk/Safety/Contract Management

▪ Completed new Safety Manual and reviewed with OSH Committee and Management Team.
▪ Held monthly meetings of the OSH Committee
▪ Fire drills at all offices</td><td>Risk/Safety/Contract Management

▪ Review new Safety Manual with Staff at September All Staff Meeting
▪ Review template for Service Contracts and other procurement policy forms to ensure Conflict of Interest provisions are sufficient</td></tr>
<tr><td>Facilities Management

▪ Water filtration system at Northern Office installed by landlord and functioning
▪ Completed new contract for Pender Island office</td><td>Facilities Management

▪ No plans at this time</td></tr>
<tr><td>Carbon Neutral Operations

▪ Implemented SMARTtool (Provincial Government tool) for carbon inventory tracking
▪ Staff trained on SMARTtool and began inputting data for 2011 and 2012
▪ Held first meeting of Sustainability Advisory Group within Islands Trust</td><td>Carbon Neutral Operations

▪ Complete review of carbon offset options
▪ Complete Carbon Inventory for 2011 and 2012
▪ Completed draft of Carbon Neutral Policy to December Trust Council.</td></tr>
</table>

FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council **Date:** August 28, 2012

WORK PROGRAM

1. First draft of the 2013/14 Budget

Current
- Reviewed budget assumptions and principles at FPC meeting August 22, 2012

Planned
- Review Draft Assumptions and Principles at Trust Council in September
- Review first drafts with FPC at October 31 and November 14 meetings
- Prepare first 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.

Planned
- Complete the carbon inventory for 2011 and 2012
- 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.

Planned
- Discuss with Provincial Services Agency
- Circulate for staff input
- First draft to November 14, 2012 FPC meeting

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

Planned
- Complete further revisions requested by Executive Committee and return the draft to Executive Committee in the fall of 2012

- 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

Planned

- Review with Executive Committee August 28, 2012
- Review with Bowen Island Municipality at the Joint Meeting on September 10, 2012
- 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 third 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 August 22, 2012. The next meeting is proposed to be held October 31, 2012. The committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 28, 2012

To: Trust Council **Target Decision Date:** September 12, 2012

SUBJECT: JUNE 30, 2012 QUARTERLY FINANCIAL REPORT

RECOMMENDATION: That Islands Trust Council approve the June 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 June 30, 2012 attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position (June 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 three months (first quarter) of operations is 25% of the annual budget. The revenue and expense areas that vary significantly from the 25% benchmark include:

REVENUE

- Interest income is below budget expectations however will increase in the second quarter as the property tax requisition was received in August and was invested with the Municipal Finance Authority.
- Fees and Sales are typically lower in the first quarter, although it is difficult to say if this trend will continue through the fiscal year.
- The majority of 2012/13 funds for the provincial grant was received in the first quarter
- The general property tax requisition and the Bowen Island property tax requisition will be received in the second quarter

EXPENSES

Council Expenses

- Trust Council expenses are higher than budget due to the timing of expenses for training provided to Trust Council and Executive members in the first quarter and slightly higher than anticipated council committee expenses due to the location of committee members.
- 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 and Mapping Services expenditures are lower than budget, mainly due to the timing of expenditures for program items which are expected to occur later in the year

Trust Fund

- Operations expenses are higher than budget due to the timing of covenant monitoring and property management expenditures.

Administration

- 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 or software for the project.

FINANCIAL PROJECTIONS TO March 31, 2013 FISCAL YEAR-END

Overall, expenditures are reasonably on target. It is difficult to predict year-end results after the first quarter. It is reasonable to expect that Islands Trust will be able to achieve the break-even financial result that was budgeted.

A detailed forecast of the 2012/13 year-end results will be conducted in the fall for presentation to FPC and to December Trust Council. This will provide sufficient time to take any corrective action that may provide necessary.

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

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

RESPONSE OPTIONS

Recommended: Approve the June 30, 2012 Quarterly Financial Report.

Alternative:

PREPARED BY: Cindy Shelest
Director of Administrative Services

SUBMITTED BY: Financial Planning Committee

REVIEWED BY: ______________________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:
FPC – August 22, 2012

Islands Trust
Statement of Net Financial Position

	June 30 2012	March 31 2012
Financial Assets		
Cash & Short-term Investments	1,980,487	3,494,644
Accounts Receivable	50,161	105,855
Due from TFB	-	(397)
	2,030,647	3,600,103
Liabilities		
Wages & benefits payable	1,024,860	943,605
Accounts payable & accrued liabilities	170,321	268,682
Development Application Deposits	67,966	67,966
Deferred Revenue	78,538	87,997
Employee Benefit Obligations	114,717	116,576
Capital Lease Obligations	44,724	50,714
Cost Recovery Deposits	22,072	29,902
	1,523,196	1,565,441
Net financial assets	**507,451**	**2,034,661**
Non-Financial Assets:		
Tangible Capital Assets	166,217	135,158
Prepaid Expenses	84,396	30,835
Total Non-Financial Assets	**250,613**	**165,993**
Accumulated Surplus	**758,064**	**2,200,654**

Islands Trust

Consolidated Statement of Revenue and Expenditure

For The 3 Months Ending June 30, 2012

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:					
	Fees & Sales	17,492	22,819	110,000	21%
	Provincial Grant	101,565	153,060	186,998	82%
	Property Tax Levy General	0	0	5,929,198	0%
	Property Tax Levy Bowen	0	0	165,374	0%
	Appropriation from Surplus	0	0	276,202	0%
	Interest Income	21,638	12,525	70,000	18%
	Other Revenues	27,841	12,594	94,700	13%
Total Revenue		168,536	200,998	6,832,472	3%
Expenses					
Council					
	Trust Council	55,084	68,797	246,700	28%
	Executive Committee	26,580	23,006	93,536	25%
	Council Committees	4,215	3,663	13,500	27%
	Trust Area Services	98,965	90,865	500,256	18%
	General Admin Allocation - 16%	65,450	59,151	224,356	26%
Total Council Expenses		250,294	245,481	1,078,348	23%
Local Planning Services					
	Local Trust Committees	220,373	232,123	886,568	26%
	Planning Staff	489,799	514,606	2,116,812	24%
	LPS Facilities & Programs	134,085	99,490	572,660	17%
	Mapping Services	76,764	42,048	241,174	17%
	Bylaw Enforcement	65,237	67,159	263,898	25%

General Admin Allocation - 74%	261,798	273,571	1,037,647	26%
Total Local Planning Services Expenses	1,248,056	1,228,996	5,118,759	26%
Trust Fund				
Board	6,489	5,607	22,000	25%
Administration	93,417	103,799	401,141	26%
Operations	12,456	22,735	72,000	32%
General Admin Allocation - 10%	36,361	36,969	140,223	26%
Total Trust Fund Expenses	148,722	169,110	635,364	27%
General Admin				
CAO Office	86,184	90,934	336,659	27%
Financial, HR and Admin Services	172,281	191,077	714,968	27%
Personnel Recruiting	3,369	206	5,000	4%
Office Operations	56,640	54,596	220,600	25%
Computer/Furniture & Equipment	31,566	16,818	70,000	24%
Amortization Expense	13,567	16,060	55,000	29%
General Admin Recovery	(363,608)	(369,691)	(1,402,226)	26%
Total General Admin Expenses	0	0	1	0%
Total Expenses	1,647,072	1,643,588	6,832,472	24%
Surplus (Deficit) to date	(1,478,536)	(1,442,590)	(0)	
Accumulated Surplus, beginning of the year	**1,903,985**	**2,200,656**		
Accumulated Surplus, end of the period	**425,449**	**758,066**		

ISLANDS TRUST BRIEFING

To: Trust Council **Date:** August 28, 2012

SUBJECT: **MARCH 31, 2012 YEAR-END FINANCIAL STATEMENTS ALLOCATED TO LOCAL TRUST COMMITTEES**

DESCRIPTION OF ISSUE: To make Trust Council aware of the method used to produce the March 31, 2012 year-end Financial Statements allocated to Local Trust Committees.

BACKGROUND: A Resource Allocation process was applied to the 2011/12 revenue and expenditures.

The process involves three major steps:

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

Planning staff have recorded their work activities in the time collection system from April 1/11 to March 31/12. The time data is used in this process to develop allocation percentages for costs that were originally coded to the Planning Office locations (eg. salaries & benefits, travel and training). In the few cases where time collection data was incomplete, estimates were used to make sure the time data was complete.
The following steps are taken for two employee groups (Planning Staff and Planning Support Staff) in each of the three Planning Offices (Victoria, Salt Spring, Gabriola):

A. Determining the percentage of time spent on travel, organization-wide training or meetings, and time spent on Trust Council activities. This percentage of the employee group time is considered Non-Island-Specific.

B. Determining the percentage of time spent directly working for specific Local Trust Committees. These percentages for an employee group are also applied to "administrative time".
- These percentages are applied to Salaries & Benefits and Training costs so the costs are allocated to LTCs
- The allocated financial statement indicates if a cost line for a Planning Office has been allocated by the Planner Ratio or the Support Ratio.
Islands Trust Briefing Page 2

C. The Office Ratio is developed by combining the hours for all staff in each Planning Office that was spent directly on LTC activities.
- The allocated financial statement indicates if a cost line for a Planning Office has been allocated by the "office ratio"
Note: time collection for Bylaw staff was incomplete and estimates were used to apply the "bylaw ratio" to all costs, except travel, for Bylaw staff.
These percentages are summarized on the first attachment.

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

Non-Island-Specific Costs and Revenues are those that are not coded directly to an LTC, a Planning Office, or Bylaw Enforcement. Also, some Planner/Support/Bylaw salary and benefit costs, along with all travel costs, are considered Non-Island-Specific.
The second attachment (Non-Island-Specific Revenue & Cost Details) shows the amounts that make up the net Non-Island-Specific (Shortfall) of $2,994,493.

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

The third attachment (All Revenue and Expenses Allocated to LTCs) shows columns for Non-Island-Specific costs, columns for the Planning Offices and Bylaw Enforcement, a column to show how Planning/Bylaw Costs were allocated, and the columns for each LTC. For each LTC, the revenue amounts are shown as well as the costs. Depending on which cost line is examined, the LTC costs may contain direct LTC costs (eg. Trustee Remuneration – GL 84100), costs allocated from the Planning Offices (eg. Training & Conferences "Planning Support" – GL 81500) or a combination (eg. Contract Services – GL 56500).

Near the bottom of the sheet, the net (Shortfall) from Non-Island-Specific Costs are allocated to LTCs based on the assessed values of each LTC in relation to the total assessed value for the Islands Trust. For the first year, the Executive Islands are part of the LTC columns. They were not added at the beginning of the year, which is why costs are shown but no property tax revenue is shown for the Executive Islands.

Conclusions

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

There is a subtotal line at the bottom of the sheet titled "Surplus (Shortfall) before Allocation of Non-Island-Specific Costs and Revenues". This line subtracts LTC Costs (direct and allocated from Planning offices) from LTC Revenue (mainly fees and property taxes). All of the LTCs except the Executive Islands are in a Net Surplus state on this line, meaning LTC revenues exceeded LTC costs.

The next line down is titled "Net Non-Island-Specific Costs Allocated to LTCs based on a % of Assessed Value". This line uses the percentage near the top of the sheet that is above the LTC name to distribute the total Non-Island-Specific Costs (Shortfall) of $2,994,493. The percentage for each LTC is the portion of the total Net Converted Assessed values for Islands Trust in 2011.

The bottom total for each LTC on the sheet is titled "Final Net Surplus (Shortfall)". This line is calculated by subtracting the allocated Non-Island-Specific (Shortfall) from the subtotal line "Surplus (Shortfall) before Allocation of Non-Island-Specific Costs and Revenues".
If the result is positive, it means that the total direct and allocated revenues for the LTC exceed the total direct and allocated costs for the LTC.
If the result is in brackets (negative), it means that the total direct and allocated revenues for the LTC are less than the total direct and allocated costs for the LTC.

Details on Selected General Ledger Accounts

Other Income "General" (GL 49000)
• Hornby – $25,500 was received from a court award of costs in a legal case

Other Income "Grant Income for Projects" (GL 49001)
• Denman – $10,115 of grant funding was received for the Denman farm plan

Contracted Services (GL 56500)
• For all LTCs the Contracted Services were for contractor backfill for vacant Planning positions. The LTC amounts were allocated from the Planning Offices or Bylaw contractor costs.

ATTACHMENT(S):
- Attachment 1 – 2011-12 Office and Salary Ratios
- Attachment 2 - Non-Island-Specific Revenue & Cost Details
- Attachment 3 - March 31, 2012 Income Statement Allocated to LTCs

---

AVAILABLE OPTIONS: N/A

FOLLOW-UP: N/A

PREPARED BY: Cindy Shelest
Director, Administrative Services

SUBMITTED BY: Financial Planning Committee

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:
FPC August 22, 2012

Islands Trust
Allocated Income Statement
For the Year Ended March 31, 2012

Allocation Percentages for Planning Offices - determined from Timesheet data collected April 1/10 to March 31/11
(Planning Office Ratios)

	Non-Island Specific	Executive	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis	Total
Victoria Planners Ratio	14.6%	2.3%		5.9%	29.2%				11.0%	21.2%		8.5%	7.3%		100.0%
Victoria Support Ratio	0.7%				34.6%				16.0%	20.2%		15.0%	13.5%		100.0%
Victoria Office Ratio		1.0%		3.0%	34.0%				15.0%	23.0%		13.0%	11.0%		100.0%
Salt Spring Planners Ratio	6.7%										93.3%				100.0%
Salt Spring Support Ratio	6.4%										93.6%				100.0%
Salt Spring Office Ratio											100.0%				100.0%
Northern Planners Ratio	13.8%		19.6%	25.3%		13.5%	11.4%	6.2%						10.2%	100.0%
Northern Support Ratio	5.5%		21.4%	23.3%		18.5%	21.0%							10.3%	100.0%
Northern Office Ratio			22.0%	27.0%		18.0%	18.0%	4.0%						11.0%	100.0%
Bylaw Ratio	15.0%		8.0%	10.0%	3.0%	9.0%	8.0%	2.0%	5.0%	12.0%	22.0%	2.0%	1.0%	3.0%	100.0%
- estimated															

Islands Trust

Income Statement - By Location
For The Year Ending March 31, 2012
- Actual -

NON-ISLAND-SPECIFIC REVENUE & COST DETAILS

Acct #	Description	Total Isl. Trust YTD Actual	100 Council	110 Executive	150 TAS	210 ITF	220 ITF Recovery	540 Mapping	590 Director LPS	675 Exec on LTC	810 Victoria Office	820 Management	830 Fin/HR/IS	999 Trust-wide	Non-Island Specific Costs from Pln Offices & Bylaw	TOTAL Non-Island Specific Costs & Revenues
Revenue:																
40000	Fees & Sales "Maps & Bylaws"	399	-	-	-	-	-	-	-	-	-	-	-	-		-
40100	Fees & Sales "Copies & Research"	694	-	-	-	-	-	-	-	-	-	-	-	-		-
40200	Fees & Sales "Bd of Variance"	1,980	-	-	-	-	-	-	-	-	-	-	-	-		-
40300	Fees & Sales "Development Permits	28,178	-	-	-	-	-	-	-	-	-	-	-	-		-
40310	Fees & Sales "TUP SUP & Misc Permits"	12,177	-	-	-	-	-	-	-	-	-	-	-	-		-
40400	Fees & Sales "Zoning Amend."	41,715	-	-	-	-	-	-	-	-	-	-	-	-		-
40500	Fees & Sales "ALC Application"	3,300	-	-	-	-	-	-	-	-	-	-	-	-		-
40700	Fees & Sales "Subdivision"	36,960	-	-	-	-	-	-	-	-	-	-	-	-		-
		125,004														
45000	Provincial Grant	349,524	-	-	-	-	-	-	-	-	-	-	-	349,524		349,524
46000	Property Tax Levy General	5,870,356	-	-	-	-	-	-	-	-	-	-	-	-		-
46100	Property Tax Levy Bowen	220,880	-	-	-	-	-	-	-	-	-	-	-	220,880		220,880
47000	Appropriation from Surplus	-	-	-	-	-	-	-	-	-	-	-	-	-		-
48000	Interest Income	94,623	-	-	-	-	-	-	-	-	-	-	-	94,623		94,623
49000	Other Income "General"	37,850	-	-	16	-	-	11,110	-	-	-	222	-	238		11,586
49001	Other Income Grant income for projects	66,382	-	-	6,548	3,936	-	-	45,782	-	-	-	-	-		56,267
49005	Other Income "NAPTEP ITF Cost Recovery"	3,284	-	-	-	-	3,284	-	-	-	-	-	-	-		3,284
Total Revenue		6,768,302	-	-	6,564	3,936	3,284	11,110	45,782	-	-	222	-	665,265		736,164
Expenses																
50500	Admin Cost Recovery	- 1,426,142	-	-	-	-	-	-	-	-	-	-	(1,426,142)	-	-	(1,426,142)
50700	Admin Support Services	1,426,142	256,706	-	-	142,614	-	-	1,026,822	-	-	-	-	-	-	1,426,142
50900	Amortization Expense	54,889	-	-	-	-	-	-	-	-	-	-	54,889	-	-	54,889
50950	Applications sponsored by Exec Committee	10,985	-	10,985	-	-	-	-	-	-	-	-	-	-	-	10,985
51000	Audit	31,484	-	-	-	-	-	-	-	-	-	-	31,484	-	-	31,484
51500	Bank Charges & Interest	3,568	-	-	-	-	-	-	-	-	-	-	3,568	-	-	3,568
52500	Board of Variance	809	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54000	Committee Expense FPC	11,066	11,066	-	-	-	-	-	-	-	-	-	-	-	-	11,066
54100	Committee Expense LPC	5,041	5,041	-	-	-	-	-	-	-	-	-	-	-	-	5,041
54200	Committee Expense TPC	2,125	2,125	-	-	-	-	-	-	-	-	-	-	-	-	2,125
54500	Communications	21,357	-	-	8,360	12,997	-	-	-	-	-	-	-	-	-	21,357
55100	Computer H/W & S/W OVER $150	64,263	-	-	-	-	-	-	-	-	-	-	64,263	-	-	64,263
55105	Computer H/W & S/W support & maintenanc	6,189	-	-	-	-	-	-	-	-	-	-	6,189	-	-	6,189
55200	Computer "Internet Charges"	63,420	-	-	-	382	-	-	-	-	-	514	39,300	-	108	40,304
55300	Computer "Organizational Training"	2,807	-	-	-	-	-	-	-	-	-	-	2,807	-	-	2,807
55400	Computer H/W & S/W UNDER $150"	13,884	-	-	-	-	-	-	-	-	-	-	13,884	-	-	13,884
55500	Computer Technical Support	56,311	-	-	-	-	-	-	-	-	-	-	56,311	-	-	56,311
55600	Computer "Trustee Hardware & Internet"	4,990	269	-	-	-	-	-	-	-	-	-	-	-	-	269
56000	Contingency	3,000	-	-	-	3,000	-	-	-	-	-	-	-	-	-	3,000
56500	Contract Services	126,256	-	-	-	-	-	-	46,821	-	-	-	40,504	-	-	87,324
57000	Elections "General"	122,742	122,742	-	-	-	-	-	-	-	-	-	-	-	-	122,742
57050	Elections "By Elections"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58000	Equipment Leases Supplies & Maintenance	29,883	-	-	-	-	-	1,671	-	-	13,566	-	-	-	-	15,237
60000	Insurance	93,619	61,476	-	-	-	-	-	-	-	-	-	32,143	-	-	93,619
61100	ITF "Board Honoraria"	7,000	-	-	-	7,000	-	-	-	-	-	-	-	-	-	7,000
61200	ITF "Board Meeting Expense"	10,617	-	-	-	10,617	-	-	-	-	-	-	-	-	-	10,617
61210	ITF "Board Training & Conferences"	1,945	-	-	-	1,945	-	-	-	-	-	-	-	-	-	1,945

Islands Trust

NON-ISLAND-SPECIFIC REVENUE & COST DETAILS

Income Statement - By Location
For The Year Ending March 31, 2012
- Actual -

Acct #	Description	Total Isl. Trust YTD Actual	100 Council	110 Executive	150 TAS	210 ITF	220 ITF Recovery	540 Mapping	590 Director LPS	675 Exec on LTC	810 Victoria Office	820 Management	830 Fin/HR/IS	999 Trust-wide	Non-Island Specific Costs from Pln Offices & Bylaw	TOTAL Non-Island Specific Costs & Revenues
61300	ITF "Property Management"	63,291	-	-	-	63,291	-	-	-	-	-	-	-	-	-	63,291
61500	ITF "Covenants & Acquisitions"	12,270	-	-	-	12,270	-	-	-	-	-	-	-	-	-	12,270
62000	Land Title Registrations	2,382	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63000	Legal "General"	51,734	3,787	-	-	10,704	-	-	1,292	-	-	-	-	-	-	15,783
63100	Legal "Bylaw Enforcement Litigation"	169,218	-	-	-	-	-	-	-	-	-	-	-	-	456	456
63200	Legal "Litigation Defence"	74,879	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64000	Legislative Updates	1,006	-	-	1,006	-	-	-	-	-	-	-	-	-	-	1,006
65000	LTC "Trustee Expenses"	7,442	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65050	LTC "Executive Expense on LTC's"	16,613	-	-	-	-	-	-	-	16,613	-	-	-	-	-	16,613
65200	LTC Local Exp LTC Meeting Expenses	33,550	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65210	LTC Local Exp APC Meeting Expenses	8,205	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65220	LTC Local Exp Communications	4,358	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65230	LTC Local Exp Special Projects	18,430	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65240	LTC Local Exp Miscellaneous	310	-	-	-	-	-	-	-	-	-	-	-	-	-	-
66100	Mapping " BCAA Updates"	1,175	-	-	-	-	-	1,175	-	-	-	-	-	-	-	1,175
66200	Mapping " GIS Software & Consulting"	86,143	-	-	-	-	-	86,143	-	-	-	-	-	-	-	86,143
66300	Mapping " Sales Inventory"	1,103	-	-	-	-	-	1,103	-	-	-	-	-	-	-	1,103
67000	Meeting Expense	100,650	74,636	11,747	60	10	-	-	12,413	-	-	214	-	-	165	99,245
67500	Memberships	14,235	1,835	-	309	-	-	-	589	-	-	4,214	1,595	-	-	8,541
68100	Notices Statutory & Non Statutory	12,774	-	-	-	-	-	-	-	-	-	-	-	-	-	-
69000	Office Rent	382,653	-	-	-	-	-	-	-	-	137,790	-	-	-	-	137,790
69100	Office Furn & Equip OVER $150	9,913	-	-	-	-	-	-	-	-	-	-	9,913	-	-	9,913
69250	Office Furn & Equip UNDER $150	694	-	-	-	-	-	-	-	-	-	-	694	-	-	694
69500	Office	6,185	-	-	-	-	-	-	-	-	-	-	4,462	-	-	4,462
70000	Postage & Courier	18,205	-	-	-	-	-	-	-	-	11,038	-	-	-	-	11,038
72000	Project "Contingency"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72001	Project Projects funded by grants	11,541	-	-	5,922	3,980	-	-	1,640	-	-	-	-	-	-	11,541
72020	Project Grant Green Shores Funded by PCI(	38,336	-	-	-	-	-	-	38,336	-	-	-	-	-	-	38,336
72021	Project Grant Green Shores Funded by SCB	5,806	-	-	-	-	-	-	5,806	-	-	-	-	-	-	5,806
72022	Project Grant Green Shores Funded by Real	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72023	Project Grant Project Nat'l Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72300	Project	79,614	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72301	Project LUB update	7,740	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72310	Project Associated Islands OCP/LUB update	5,216	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72350	Project Ganges storm water/harbour mngmt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72351	Project SSI DAI Bylaw	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73000	Program "General"	6,252	-	-	6,252	-	-	-	-	-	-	-	-	-	-	6,252
73001	Program - Current Year	64,874	-	-	10,718	-	-	17,871	-	-	-	-	3,315	-	-	31,904
73024	Program Website re design	53,929	-	-	53,929	-	-	-	-	-	-	-	-	-	-	53,929
73025	Program SSI Affordable Housing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73026	Program SSI Climate Change Mitigation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73027	Program SSI Monitor & enforce convenants	400	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73028	Program SSI SEM Implementation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73029	Program Saturna RAR DPA Amendments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73030	Program Saturna Water Protection DPA	4,913	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73031	Program Galiano Water Study Phase 2	10,005	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73032	Program MS Office 2010 S/W & Training	17,662	-	-	-	-	-	-	-	-	-	-	17,662	-	-	17,662
73108	Strat Plan Records Management	45,654	-	-	-	-	-	-	-	-	-	45,654	-	-	-	45,654
74000	Recruitment	12,599	-	-	-	-	-	-	-	-	-	-	12,599	-	-	12,599

Islands Trust

Income Statement - By Location
For The Year Ending March 31, 2012
- Actual -

NON-ISLAND-SPECIFIC REVENUE & COST DETAILS

Acct #	Description	Total Isl. Trust YTD Actual	100 Council	110 Executive	150 TAS	210 ITF	220 ITF Recovery	540 Mapping	590 Director LPS	675 Exec on LTC	810 Victoria Office	820 Management	830 Fin/HR/IS	999 Trust-wide	Non-Island Specific Costs from Pln Offices & Bylaw	TOTAL Non-Island Specific Costs & Revenues
74900	Safety	3,844	-	-	-	-	-	-	-	-	-	-	3,844	-	-	3,844
75100	Sal & Ben "Salaries Admin Staff"	1,437,582	-	-	268,715	297,186	-	117,591	146,162	-	-	231,692	376,236	-	-	1,437,582
75101	CTO Taken	- 17,545	-	-	- 2,024	- 4,900	-	- 2,693	-	-	-	-	- 7,929	-	-	(17,545)
75102	CTO Earned	27,517	-	-	2,507	6,041	-	1,666	-	-	-	-	17,303	-	-	27,517
75110	Sal & Ben "Benefits Admin Staff"	329,359	-	-	59,883	66,871	-	26,575	36,506	-	-	52,252	87,272	-	-	329,359
76100	Sal & Ben "Salaries Planners & RPM's"	1,048,358	-	-	-	-	-	-	-	-	-	-	-	-	125,159	125,159
76101	CTO Taken	- 34,562	-	-	-	-	-	-	-	-	-	-	-	-	- 4,627	(4,627)
76102	CTO Earned	43,746	-	-	-	-	-	-	-	-	-	-	-	-	5,901	5,901
76110	Sal & Ben "Benefits Planners & RPM's"	235,368	-	-	-	-	-	-	-	-	-	-	-	-	28,227	28,227
77100	Sal & Ben "Salaries Planning Support Staff"	318,281	-	-	-	-	-	-	-	-	-	-	-	-	14,548	14,548
77101	CTO Taken	- 5,871	-	-	-	-	-	-	-	-	-	-	-	-	- 318	(318)
77102	CTO Earned	6,260	-	-	-	-	-	-	-	-	-	-	-	-	340	340
77110	Sal & Ben "Benefits Planning Support Staff"	88,569	-	-	-	-	-	-	-	-	-	-	-	-	4,031	4,031
78100	Sal & Ben "Salaries Bylaw"	171,625	-	-	-	-	-	-	-	-	-	-	-	-	25,744	25,744
78101	CTO Taken	- 7,515	-	-	-	-	-	-	-	-	-	-	-	-	- 1,127	(1,127)
78102	CTO Earned	12,388	-	-	-	-	-	-	-	-	-	-	-	-	1,858	1,858
78110	Sal & Ben "Benefits Bylaw"	39,412	-	-	-	-	-	-	-	-	-	-	-	-	5,912	5,912
79000	Stationary & Supplies	21,781	-	-	-	-	-	-	-	-	12,008	-	-	-	-	12,008
79500	Subscriptions	3,848	-	-	2,663	-	-	-	1,185	-	-	-	-	-	-	3,848
80100	Telephone "Lease"	39,642	-	-	-	-	-	-	-	-	6,171	-	-	-	-	6,171
80200	Telephone "Toll Charges"	2,692	-	-	214	-	-	-	565	-	390	36	232	-	-	1,436
80300	Telephone "Cell Phones"	22,414	-	3,150	1,248	764	-	964	673	-	-	1,977	1,387	-	355	10,519
80400	Telephone "Web Conferencing"	1,496	-	-	-	-	-	-	-	-	-	-	1,496	-	-	1,496
81100	Training "Organization Wide"	3,002	-	-	-	-	-	-	-	-	-	-	3,002	-	-	3,002
81200	Staff &	10,116	-	-	144	53	-	-	-	-	-	249	8,566	-	-	9,011
81210	Educational Re Imbursement	3,921	-	-	-	-	-	-	-	-	-	-	3,921	-	-	3,921
81300	Training & Conferences	11,954	-	-	971	3,369	-	1,967	473	-	-	3,609	1,566	-	-	11,954
81305	Travel for Training	10,722	-	-	3,387	993	-	1,400	861	-	-	3,803	277	-	-	10,722
81400	Training & Conferences "Planners/RPM's"	14,758	-	-	-	-	-	-	-	-	-	-	-	-	1,694	1,694
81405	Travel for Training Planners/RPM	7,531	-	-	-	-	-	-	-	-	-	-	-	-	798	798
81500	Training & Conferences "Planning Support"	6,079	-	-	-	-	-	-	-	-	-	-	-	-	335	335
81505	Travel for Training Planning Support	3,846	-	-	-	-	-	-	-	-	-	-	-	-	225	225
81600	Training & Conferences "Bylaw"	1,391	-	-	-	-	-	-	-	-	-	-	-	-	209	209
81605	Travel for Training Bylaw	901	-	-	-	-	-	-	-	-	-	-	-	-	135	135
81700	Training & Conferences Trustees & Executiv	18,958	5,974	9,440	-	-	-	-	-	-	-	-	-	-	-	15,414
81705	Travel for Training Trustees & Executive	7,720	1,186	6,534	-	-	-	-	-	-	-	-	-	-	-	7,720
82300	Travel	18,141	-	-	529	5,237	-	232	3,930	-	-	3,884	4,328	-	-	18,141
82400	Travel "Planners/RPM's"	29,887	-	-	-	-	-	-	-	-	-	-	-	-	29,887	29,887
82500	Travel "Planning Support"	2,130	-	-	-	-	-	-	-	-	-	-	-	-	2,130	2,130
82600	Travel "Bylaw"	19,604	-	-	-	-	-	-	-	-	-	-	-	-	19,604	19,604
84100	Trustee Remuneration	294,810	81,492	60,980	-	-	-	-	-	-	-	-	-	-	-	142,471
84110	Trustee Remuneration "CPP Expense"	11,193	11,193	-	-	-	-	-	-	-	-	-	-	-	-	11,193
84120	Trustee Remuneration Health/Dental Benefit	11,986	-	-	-	-	-	-	-	-	-	-	-	-	-	-
84130	Trustee Remuneration MSP Benefits	6,449	-	-	-	-	-	-	-	-	-	-	-	-	-	-
84140	Trustee Remuneration Pay In Lieu of Benefit	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
84500	Trustee Remuneration "Executive on LTC's"	60,980	-	-	-	-	-	-	-	60,980	-	-	-	-	-	60,980
Total Expenses		6,555,979	639,526	102,835	424,793	644,424	-	255,664	1,324,075	77,593	180,962	348,097	- 529,059	-	261,746	3,730,656
											Net (Shortfall) from Non-Island Specific Revenues & Costs					(2,994,493)

118

	Islands Trust										**All Revenue and Expenses Allocated to Local Trust Committees**												
	Income Statement - By Location																						
	For The Year Ending March 31, 2012																						
	- Actual -	Total		TOTAL							Assessment Ratio												
		Isl. Trust	Non-Island	Non-Island							0.1%	3.9%	13.5%	6.6%	6.7%	5.1%	1.6%	6.8%	11.2%	37.6%	2.9%	1.7%	2.3%
		YTD	Specific Costs from	Specific Costs	510	520	530	Allocation	580	Allocation	610	615	620	625	630	635	640	645	650	655	660	665	670
Acct #	Description	Actual	Pln Offices & Bylaw	& Revenues	Victoria Office	SSI Office	Gabriola Office	Method	Bylaw	Method	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
Revenue:																							
40000	Fees & Sales "Maps & Bylaws"	399		-	-	-	-		-		-	-	96	-	5	-	20	7	5	191	75	-	-
40100	Fees & Sales "Copies & Research"	694		-	-	-	-		-		-	-	175	-	-	59	-	-	71	389	-	-	-
40200	Fees & Sales "Bd of Variance"	1,980		-	-	-	-		-		-	-	-	-	-	-	-	-	1,980	-	-	-	-
40300	Fees & Sales "Development Permits	28,178		-	-	-	-		-		-	2,035	2,400	4,050	2,288	1,500	-	715	7,105	5,940	-	2,145	-
40310	Fees & Sales "TUP SUP & Misc Permits"	12,177		-	-	-	-		-		-	4,400	900	1,100	-	2,262	770	2,360	165	220	-	-	-
40400	Fees & Sales "Zoning Amend."	41,715		-	-	-	-		-		-	4,000	-	9,900	5,170	-	-	-	8,800	8,345	5,500	-	-
40500	Fees & Sales "ALC Application"	3,300		-	-	-	-		-		-	600	600	300	-	300	-	-	-	1,200	-	300	-
40700	Fees & Sales "Subdivision"	36,960		-	-	-	-		-		-	1,210	1,900	-	1,870	3,630	110	330	990	24,310	1,210	1,400	-
		125,004									-	12,245	6,071	15,350	9,333	7,751	900	3,412	19,116	40,595	6,785	3,845	-
45000	Provincial Grant	349,524		349,524	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
46000	Property Tax Levy General	5,870,356		-	-	-	-		-		5,870	229,628	793,901	386,376	393,045	298,211	94,963	400,470	657,623	2,204,380	172,982	97,374	135,532
46100	Property Tax Levy Bowen	220,880		220,880	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
47000	Appropriation from Surplus	-		-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
48000	Interest Income	94,623		94,623	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
49000	Other Income "General"	37,850		11,586	-	-	-		-		-	-	-	-	-	25,500	5	-		759	-	-	-
49001	Other Income Grant income for projects	66,382		56,267	-	-	-		-		-	10,115	-	-	-	-	-	-	-	-	-	-	-
49005	Other Income "NAPTEP ITF Cost Recovery"	3,284		3,284	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue		6,768,302		736,164	-	-	-		-		5,870	251,989	799,972	401,726	402,378	331,462	95,868	403,882	676,739	2,245,734	179,767	101,219	135,532
Expenses																							
50500	Admin Cost Recovery	- 1,426,142	-	(1,426,142)	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
50700	Admin Support Services	1,426,142	-	1,426,142	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
50900	Amortization Expense	54,889	-	54,889	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
50950	Applications sponsored by Exec Committee	10,985	-	10,985	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
51000	Audit	31,484	-	31,484	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
51500	Bank Charges & Interest	3,568	-	3,568	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
52500	Board of Variance	809	-	-	-	-	-		-		-	-	-	89	-	-	-	258	284	-	89	89	-
54000	Committee Expense FPC	11,066	-	11,066	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
54100	Committee Expense LPC	5,041	-	5,041	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
54200	Committee Expense TPC	2,125	-	2,125	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
54500	Communications	21,357	-	21,357	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55100	Computer H/W & S/W OVER $150	64,263	-	64,263	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55105	Computer H/W & S/W support & maintenanc	6,189	-	6,189	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55200	Computer "Internet Charges"	63,420	108	40,304	2,031	8,628	9,915	*office ratio*	722	*bylaw ratio*	20	2,239	2,810	1,944	1,850	1,843	411	341	1,249	8,787	279	231	1,112
55300	Computer "Organizational Training"	2,807	-	2,807	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55400	Computer H/W & S/W UNDER $150"	13,884	-	13,884	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55500	Computer Technical Support	56,311	-	56,311	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
55600	Computer "Trustee Hardware & Internet"	4,990	-	269	-	-	-		-		60	542	440	181	844	415	170	110	272	329	914	266	177
56000	Contingency	3,000	-	3,000	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
56500	Contract Services	126,256	-	87,324	20,299	18,632	-	*office ratio*	-		203	-	609	6,902	-	-	-	3,045	4,669	18,632	2,639	2,233	-
57000	Elections "General"	122,742	-	122,742	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
57050	Elections "By Elections"	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
58000	Equipment Leases Supplies & Maintenance	29,883	-	15,237	-	6,738	7,908	*office ratio*	-		-	1,740	2,135	-	1,423	1,423	316	-	-	6,738	-	-	870
60000	Insurance	93,619	-	93,619	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
61100	ITF "Board Honoraria"	7,000	-	7,000	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
61200	ITF "Board Meeting Expense"	10,617	-	10,617	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
61210	ITF "Board Training & Conferences"	1,945	-	1,945	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
61300	ITF "Property Management"	63,291	-	63,291	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
61500	ITF "Covenants & Acquisitions"	12,270	-	12,270	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
62000	Land Title Registrations	2,382	-	-	780	-	-	*office ratio*	-		8	95	123	438	190	48	-	212	607	404	125	133	-
63000	Legal "General"	51,734	-	15,783	-	-	-		-		-	1,401	5,287	1,329	465	2,556	-	9,611	1,479	13,542	-	-	281
63100	Legal "Bylaw Enforcement Litigation"	169,218	456	456	-	-	-		3,038	*bylaw ratio*	-	5,095	304	91	99,536	276	61	266	7,263	55,689	61	30	91
63200	Legal "Litigation Defence"	74,879	-	-	-	-	-		-		-	16,446	-	-	5,257	866	-	-	-	52,311	-	-	-
64000	Legislative Updates	1,006	-	1,006	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
65000	LTC "Trustee Expenses"	7,442	-	-	-	-	-		-		-	289	210	518	2,647	1,049	55	-	720	1,553	99	187	116
65050	LTC "Executive Expense on LTC's"	16,613	-	16,613	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
65200	LTC Local Exp LTC Meeting Expenses	33,550	-	-	-	-	-		-		-	2,542	3,412	3,531	3,441	3,013	494	2,078	3,565	6,754	1,404	1,608	1,708
65210	LTC Local Exp APC Meeting Expenses	8,205	-	-	-	-	-		-		-	974	975	156	419	-	224	1,055	803	2,388	247	[illegible]	423
65220	LTC Local Exp Communications	4,358	-	-	-	-	-		-		-	331	514	806	-	389	245	400	-	826	643	204	-
65230	LTC Local Exp Special Projects	18,430	-	-	-	-	-		-		-	247	600	-	100	462	1,344	829	717	13,630	-	500	-
65240	LTC Local Exp Miscellaneous	310	-	-	-	-	-		-		-	-	225	85	-	-	-	-	-	-	-	-	-

	Islands Trust										**All Revenue and Expenses Allocated to Local Trust Committees**												
	Income Statement - By Location																						
	For The Year Ending March 31, 2012																						
	- Actual -	Total		TOTAL							Assessment Ratio												
		Isl. Trust	Non-Island	Non-Island							0.1%	3.9%	13.5%	6.6%	6.7%	5.1%	1.6%	6.8%	11.2%	37.6%	2.9%	1.7%	2.3%
		YTD	Specific Costs from	Specific Costs	510	520	530	Allocation	580	Allocation	610	615	620	625	630	635	640	645	650	655	660	665	670
Acct #	Description	Actual	Pln Offices & Bylaw	& Revenues	Victoria Office	SSI Office	Gabriola Office	Method	Bylaw	Method	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
66100	Mapping " BCAA Updates"	1,175	-	1,175	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
66200	Mapping " GIS Software & Consulting"	86,143	-	86,143	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
66300	Mapping " Sales Inventory"	1,103	-	1,103	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
67000	Meeting Expense	100,650	165	99,245	-	305	162	*office ratio*	1,103	*bylaw ratio*	-	124	154	33	129	117	29	55	132	548	22	11	51
67500	Memberships	14,235	-	8,541	1,150	1,915	2,629	*office ratio*	-		12	578	744	391	473	473	105	173	265	1,915	150	127	289
68100	Notices Statutory & Non Statutory	12,774	-	-	-	-	-		-		-	1,236	595	2,048	-	954	-	699	692	4,979	1,135	430	7
69000	Office Rent	382,653	-	137,790	119,291	56,665	54,039	*office ratio*	-		1,193	12,369	18,169	45,960	9,727	9,727	2,162	17,894	36,423	56,665	15,508	13,122	5,944
69100	Office Furn & Equip OVER $150	9,913	-	9,913	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
69250	Office Furn & Equip UNDER $150	694	-	694	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
69500	Office	6,185	-	4,462	-	1,538	184	*office ratio*	-		-	41	50	-	33	33	7	-	-	1,538	-	-	20
70000	Postage & Courier	18,205	-	11,038	-	1,051	6,117	*office ratio*	-		-	1,346	1,651	-	1,101	1,101	245	-	-	1,051	-	-	673
72000	Project "Contingency"	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72001	Project Projects funded by grants	11,541	-	11,541	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72020	Project Grant Green Shores Funded by PCI(	38,336	-	38,336	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72021	Project Grant Green Shores Funded by SCB	5,806	-	5,806	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72022	Project Grant Green Shores Funded by Rea	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72023	Project Grant Project Nat'l Park	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72300	Project	79,614	-	-	-	-	-		-		2,691	7,943	6,015	10,786	-	4,706	-	-	-	36,398	-	3,200	7,876
72301	Project LUB update	7,740	-	-	-	-	-		-		-	-	-	5,118	-	-	-	-	-	2,623	-	-	-
72310	Project Associated Islands OCP/LUB update	5,216	-	-	-	-	-		-		-	-	-	-	5,216	-	-	-	-	-	-	-	-
72350	Project Ganges storm water/harbour mngmt	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
72351	Project SSI DAI Bylaw	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73000	Program "General"	6,252	-	6,252	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73001	Program - Current Year	64,874	-	31,904	-	-	4,258		-		-	29,347	-	-	-	3,624	-	-	-	-	-	-	-
73024	Program Website re design	53,929	-	53,929	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73025	Program SSI Affordable Housing	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73026	Program SSI Climate Change Mitigation	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73027	Program SSI Monitor & enforce convenants	400	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	400	-	-	-
73028	Program SSI SEM Implementation	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73029	Program Saturna RAR DPA Amendments	-	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73030	Program Saturna Water Protection DPA	4,913	-	-	-	-	-		-		-	-	-	-	-	-	-	-	-	-	4,913	-	-
73031	Program Galiano Water Study Phase 2	10,005	-	-	-	-	-		-		-	-	-	10,005	-	-	-	-	-	-	-	-	-
73032	Program MS Office 2010 S/W & Training	17,662	-	17,662	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
73108	Strat Plan Records Management	45,654	-	45,654	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
74000	Recruitment	12,599	-	12,599	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
74900	Safety	3,844	-	3,844	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
75100	Sal & Ben "Salaries Admin Staff"	1,437,582	-	1,437,582	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
75101	CTO Taken	- 17,545	-	(17,545)	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
75102	CTO Earned	27,517	-	27,517	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
75110	Sal & Ben "Benefits Admin Staff"	329,359	-	329,359	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
76100	Sal & Ben "Salaries Planners & RPM's"	1,048,358	125,159	125,159	297,975	308,429	441,954	*planner ratio*	-		6,853	86,623	129,395	87,009	59,664	50,383	27,401	32,777	63,171	287,764	25,328	21,752	45,079
76101	CTO Taken	- 34,562	- 4,627	(4,627)	- 15,660	- 3,774	(15,129)	*planner ratio*	-		(360)	(2,965)	(4,751)	(4,573)	(2,042)	(1,725)	(938)	(1,723)	(3,320)	(3,521)	(1,331)	(1,143)	(1,543)
76102	CTO Earned	43,746	5,901	5,901	19,430	4,102	20,213	*planner ratio*	-		447	3,962	6,260	5,674	2,729	2,304	1,253	2,137	4,119	3,828	1,652	1,418	2,062
76110	Sal & Ben "Benefits Planners & RPM's"	235,368	28,227	28,227	66,633	67,425	101,310	*planner ratio*	-		1,533	19,857	29,563	19,457	13,677	11,549	6,281	7,330	14,126	62,907	5,664	4,864	10,334
77100	Sal & Ben "Salaries Planning Support Staff"	318,281	14,548	14,548	82,970	113,880	121,432	*support ratio*	-		-	25,986	28,294	28,708	22,465	25,501	-	13,275	16,760	106,591	12,445	11,201	12,507
77101	CTO Taken	- 5,871	- 318	(318)	- 689	- 3,139	(2,043)	*support ratio*	-		-	(437)	(476)	(238)	(378)	(429)	-	(110)	(139)	(2,938)	(103)	(93)	(210)
77102	CTO Earned	6,260	340	340	638	2,870	2,752	*support ratio*	-		-	589	641	221	509	578	-	102	129	2,686	96	86	284
77110	Sal & Ben "Benefits Planning Support Staff"	88,569	4,031	4,031	23,272	30,699	34,598	*support ratio*	-		-	7,404	8,061	8,052	6,401	7,265	-	3,724	4,701	28,734	3,491	3,142	3,564
78100	Sal & Ben "Salaries Bylaw"	171,625	25,744	25,744	-	-	-		171,625	*bylaw ratio*	-	13,730	17,162	5,149	15,446	13,730	3,432	8,581	20,595	37,757	3,432	1,716	5,149
78101	CTO Taken	- 7,515	- 1,127	(1,127)	-	-	-		(7,515)	*bylaw ratio*	-	(601)	(752)	(225)	(676)	(601)	(150)	(376)	(902)	(1,653)	(150)	(75)	(225)
78102	CTO Earned	12,388	1,858	1,858	-	-	-		12,388	*bylaw ratio*	-	991	1,239	372	1,115	991	248	619	1,487	2,725	248	124	372
78110	Sal & Ben "Benefits Bylaw"	39,412	5,912	5,912	-	-	-		39,412	*bylaw ratio*	-	3,153	3,941	1,182	3,547	3,153	788	1,971	4,729	8,671	788	394	1,182
79000	Stationary & Supplies	21,781	-	12,008	-	3,139	6,634	*office ratio*	-		-	1,459	1,791	-	1,194	1,194	265	-	-	3,139	-	-	730
79500	Subscriptions	3,848	-	3,848	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
80100	Telephone "Lease"	39,642	-	6,171	5,927	13,735	10,708	*office ratio*	-		59	3,277	3,069	3,075	1,927	1,927	428	889	2,484	13,735	770	652	1,178
80200	Telephone "Toll Charges"	2,692	-	1,436	390	316	474	*office ratio*	-		4	123	140	139	85	85	19	59	140	316	51	43	52
80300	Telephone "Cell Phones"	22,414	355	10,519	3,390	1,836	4,657	*office ratio*	2,367	*bylaw ratio*	34	1,214	1,596	1,223	1,051	1,028	234	627	1,064	2,357	488	397	583
80400	Telephone "Web Conferencing"	1,496	-	1,496	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
81100	Training "Organization Wide"	3,002	-	3,002	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
81200	Staff Meetings & Staff Recognition	10,116	-	9,011	280	293	532	*office ratio*	-		3	117	152	95	96	96	21	42	64	293	36	[illegible]	59
81210	Educational Re Imbursement	3,921	-	3,921	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
81300	Training & Conferences	11,954	-	11,954	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-
81305	Travel for Training	10,722	-	10,722	-	-	-		-		-	-	-	-	-	-	-	-	-	-	-	-	-

Islands Trust

Income Statement - By Location

For The Year Ending March 31, 2012

- Actual -

Acct #	Description	Total Isl. Trust YTD Actual	Non-Island Specific Costs from Pln Offices & Bylaw	TOTAL Non-Island Specific Costs & Revenues	510 Victoria Office	520 SSI Office	530 Gabriola Office	Allocation Method	580 Bylaw	Allocation Method
81400	Training & Conferences "Planners/RPM's"	14,758	1,694	1,694	4,313	5,315	5,129	*planner ratio*	-	
81405	Travel for Training Planners/RPM	7,531	798	798	1,526	3,574	2,431	*planner ratio*	-	
81500	Training & Conferences "Planning Support"	6,079	335	335	650	3,485	1,944	*support ratio*	-	
81505	Travel for Training Planning Support	3,846	225	225	-	1,471	2,375	*support ratio*	-	
81600	Training & Conferences "Bylaw"	1,391	209	209	-	-	-		1,391	*bylaw ratio*
81605	Travel for Training Bylaw	901	135	135	-	-	-		901	*bylaw ratio*
81700	Training & Conferences Trustees & Executiv	18,958	-	15,414	1,204	420	1,921	*office ratio*	-	
81705	Travel for Training Trustees & Executive	7,720	-	7,720	-	-	-		-	
82300	Travel	18,141	-	18,141	-	-	-		-	
82400	Travel "Planners/RPM's"	29,887	29,887	29,887	11,294	2,593	16,001	*non-island-spe*	-	
82500	Travel "Planning Support"	2,130	2,130	2,130	4	1,346	780	*non-island-spe*	-	
82600	Travel "Bylaw"	19,604	19,604	19,604	-	-	-		19,604	*non-island-spec*
84100	Trustee Remuneration	294,810	-	142,471	-	-	-		-	
84110	Trustee Remuneration "CPP Expense"	11,193	-	11,193	-	-	-		-	
84120	Trustee Remuneration Health/Dental Benefi	11,986	-	-	-	-	-		-	
84130	Trustee Remuneration MSP Benefits	6,449	-	-	-	-	-		-	
84140	Trustee Remuneration Pay In Lieu of Benefi	1,000	-	-	-	-	-		-	
84500	Trustee Remuneration "Executive on LTC's"	60,980	-	60,980	-	-	-		-	
Total Expenses		6,555,979	261,746	3,730,656	647,099	653,489	843,885		245,037	
	Surplus (Shorfall) before allocation of Non-Island-Specific Costs and Revenues									
					Distribution of Non-Island-Specific Costs by Assessment %					
	Net (Shortfall) from Non-Island Specific Revenues & Costs			(2,994,493)					Total	(2,994,493)
	Final Net Surplus (Shortfall)									
									Total Net Surplus (Shortfall)	$ 212,223

All Revenue and Expenses Allocated to Local Trust Committees

Acct #	Assessment Ratio 0.1% 610 Exec Isl.	3.9% 615 Denman	13.5% 620 Gabriola	6.6% 625 Galiano	6.7% 630 Gambier	5.1% 635 Hornby	1.6% 640 Lasqueti	6.8% 645 Mayne	11.2% 650 N. Pender	37.6% 655 Salt Spring	2.9% 660 Saturna	1.7% 665 S. Pender	2.3% 670 Thetis
81400	99	1,005	1,552	1,259	692	585	318	474	914	4,959	367	315	523
81405	35	477	705	446	328	277	151	168	324	3,334	130	111	248
81500	-	416	453	225	360	408	-	104	131	3,262	98	88	200
81505	-	508	553	-	439	499	-	-	-	1,377	-	-	245
81600	-	111	139	42	125	111	28	70	167	306	28	14	42
81605	-	72	90	27	81	72	18	45	108	198	18	9	27
81700	12	423	555	409	346	346	77	181	277	420	156	132	211
81705	-	-	-	-	-	-	-	-	-	-	-	-	-
82300	-	-	-	-	-	-	-	-	-	-	-	-	-
82400	-	-	-	-	-	-	-	-	-	-	-	-	-
82500	-	-	-	-	-	-	-	-	-	-	-	-	-
82600	-	-	-	-	-	-	-	-	-	-	-	-	-
84100	-	10,267	18,787	11,434	10,554	10,778	8,963	11,273	13,601	29,528	9,197	8,857	9,100
84110	-	-	-	-	-	-	-	-	-	-	-	-	-
84120	-	618	618	618	1,235	871	618	1,235	1,235	1,235	1,235	1,235	1,235
84130	-	-	348	348	768	425	348	696	696	696	696	696	732
84140	-	250	250	250	-	-	250	-	-	-	-	-	-
84500	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	12,905	263,552	294,399	260,786	274,589	164,477	55,921	121,194	205,802	886,408	93,056	78,879	113,356
Surplus (Shorfall) before allocation of Non-Island-Specific Costs and Revenues	(7,035)	(11,563)	505,574	140,940	127,789	166,985	39,947	282,689	470,938	1,359,325	86,711	22,341	22,176
Distribution of Non-Island-Specific Costs by Assessment %	(2,994)	(117,134)	(404,972)	(197,092)	(200,494)	(152,119)	(48,441)	(204,281)	(335,456)	(1,124,554)	(88,239)	(49,671)	(69,135)
Final Net Surplus (Shortfall)	(10,029)	(128,698)	100,601	(56,152)	(72,705)	14,866	(8,494)	78,407	135,481	234,771	(1,527)	(27,330)	(46,960)

121

ISLANDS TRUST
BRIEFING

To: Trust Council **Date: August 28, 2012**

SUBJECT: 2011/12 TRUSTEE REMUNERATION AND EXPENSE REPORT – RELEASE OF INFORMATION UNDER FINANCIAL INFORMATION ACT GUIDELINES

DESCRIPTION OF ISSUE: The attached report outlines the remuneration and expenses paid to Trustees in the 2011/12 fiscal year in the course of carrying out their duties for the Islands Trust. Annual filing of this report with the Ministry is a requirement of the Community Charter and conducted under the Financial Information Act guidelines.

BACKGROUND:

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

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

Expenses paid to Trustees include the following types of expenses:

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

ATTACHMENT(S): Schedule of Remuneration and Expenses for the period April 1, 2011 to March 31, 2012

AVAILABLE OPTIONS:

FOLLOW-UP:

PREPARED BY:	Nancy Roggers, Finance Officer	**REVIEWED BY EXECUTIVE COMMITTEE:**
SUBMITTED BY:	Cindy Shelest, Director of Administrative Services	August 28, 2012
REVIEWED BY:	______________________ **(Chief Administrative Officer)**	**OTHER REVIEW:** FPC – August 22, 2012

Islands Trust

SCHEDULE OF TRUSTEE REMUNERATION & EXPENSES APRIL 1, 2011 - MARCH 31, 2012

LAST NAME	FIRST NAME	POSITION	TOTAL REMUNERATION	TOTAL EXPENSES
CURRENT TERM TRUSTEES 2011 TO 2014				
Allen	Alexander	Trustee	$3,237.69	$791.90
Atha	Dereck	TFB	$1,050.00	$466.35
Brent	Paul	Trustee	$2,750.47	$592.00
Busheikin	Laura	Trustee	$3,162.85	$597.33
Crumblehulme	Brian	Trustee	$3,485.11	$233.00
Decario	Louise	Trustee	$8,922.53	$1,011.43
Dodds	Jeanine	Trustee	$8,775.44	$888.68
Duntz	Wolfgang	Trustee	$1,015.06	$550.45
French	Sue	Trustee	$7,742.69	$453.69
Glover	Julia	TFB	$300.00	$670.34
Graham	David	Trustee	$18,392.55	$3,773.17
Grams	George	Trustee	$8,974.97	$1,984.37
Grant	Robert	TFB	$1,050.00	$492.33
Grove	Peter	Trustee	$8,974.97	$467.24
Hagedorn	Jan	Trustee	$8,415.73	$3,703.28
Hancock	Ken	Trustee/Vice Chair	$13,978.86	$2,654.67
Janszen	Pamela	Trustee	$2,750.47	$840.26
Johnston	Peter	Trustee	$2,691.81	$1,054.90
Jones	Michael	Trustee	$2,580.77	$494.75
Law	Tony	Trustee/TFB Chair	$9,028.02	$4,330.72
Luckham	Peter	Trustee/TFB/Vice Chair	$36,739.05	$6,719.77
Malcolmson	Sheila	Trustee/Chair	$48,422.42	$9,558.70
Montague	Elizabeth	Trustee	$2,580.77	$683.34
Morrison	Susan	Trustee/TFB	$8,166.12	$5,827.38
Pottle	Sandy	Trustee	$9,172.60	$690.45
Rudischer	Gisele	Trustee	$5,837.55	$288.80
Stamford	Kate-Louise	Trustee	$3,125.40	$1,014.46
Steeves	Gary	Trustee/Vice Chair	$28,769.85	$6,363.69
Stone	Andrew	Trustee	$1,015.06	$581.95
PREVIOUS TERM TRUSTEES 2008 TO 2011				
Bell	Louise	Trustee/TFB/Vice Chair	$24,681.39	$13,406.25
Clegg	Joyce	Trustee	$5,290.33	$7,101.37
Dunn	Michael	TFB	$750.00	$222.85

Ehring	George	Trustee	$8,865.42	$0.00
Ferens	Deborah	Trustee	$6,964.52	$777.12
Gobby	Jen	Trustee	$4,924.32	$385.36
Greer	David	Trustee	$4,924.32	$417.70
Hunt	Fred	Trustee	$5,290.33	$2,461.77
Johnstone	Dian	Trustee	$4,924.32	$606.89
Masselink	Derek	Trustee	$5,839.30	$876.37
Morse	Alison	Trustee	$2,111.23	$1,361.47
Neff	Beverley	Trustee	$4,924.32	$857.02
Poole	Nerys	Trustee/TFB	$2,861.23	$2,822.89
Scholefield	Wendy	Trustee	$4,924.32	$943.19
Shew	Colin	Trustee	$5,290.33	$0.00
Torgrimson	Christine	Trustee/Chair TFB	$10,115.42	$2,081.49
TOTAL 2011/12			**$353,674.49**	**$90,019.65**
TOTAL 2010/11			$326,757.22	$86,971.68

Note: Trustee expenses are paid in accordance with Islands Trust expenditure policies and provincial government travel guidelines. The amount of expenses incurred reflects the number of activities a Trustee is involved in (e.g.: Executive Committee Member, Executive Chairs of Local Trust Committee, Committee involvement such as Financial Planning Committee, Local Planning Committee and Trust Planning Committee) and the distance traveled to attend Islands Trust activities. Remuneration is higher this year due to an increase in the remuneration rate in January, 2012. Expenses are higher this year due to variations in year to year travel patterns.

Islands Trust

ISLANDS TRUST BRIEFING

To: Trust Council **Date:** August 28, 2012

SUBJECT: **PUBLIC ACCOUNTABILITY PRINCIPLES**

DESCRIPTION OF ISSUE: An update regarding the Financial Planning Committee's examination of the principles of public accountability.

BACKGROUND:

- At its meeting on December 2011, Trust Council passed the following resolution:
    - ***That the Islands Trust Council direct the Financial Planning Committee to examine and report to Council on the necessary steps to implement the principles of public accountability and to make recommendations with regard to financial oversight by the new auditor general for local government.***

- At its meeting of May 28, 2012, the Financial Planning Committee received background information about the *Auditor General for Local Government Act* and discussed some aspects of public accountability. It passed the following resolution:
    - ***That the Financial Planning Committee direct staff to prepare an inventory of existing Islands Trust public accountability practices and arrange for a briefing on the principles of public accountability by a recognized authority.***

- At is meeting of August 22, 2012, the Financial Planning Committee received the attached briefing regarding public accountability principles and practices and passed the following resolution:
    - ***That the Financial Planning Committee forward to Trust Council the public accountability briefing and advise Trust Council that the Islands Trust current level of accountability is acceptable at this time.***

ATTACHMENT(S):

1. Briefing to FPC dated August 15, 2012 re: Public Accountability Principles and Practices

AVAILABLE OPTIONS:

1. Review briefing and take no further action at this time.
2. Review briefing and request FPC to undertake further work regarding public accountability and the *Auditor General for Local Government Act.*

FOLLOW-UP: To be determined by Trust Council

PREPARED BY:	Linda Adams Chief Administrative Officer	**REVIEWED BY EXECUTIVE COMMITTEE:**	August 28, 2012
SUBMITTED BY:	Financial Planning Committee		
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**	C. Shelest – Director of Admin Services

ISLANDS TRUST
BRIEFING

DATE: August 15, 2012

TOPIC: **PUBLIC ACCOUNTABILITY PRINCIPLES AND PRACTICES**

DIRECTED TO: Financial Planning Committee

CONFIDENTIAL: NO

DESCRIPTION OF ISSUE:
An inventory of some of the existing public accountability practices at the Islands Trust.

BACKGROUND:
At its meeting on December 2011, Trust Council passed the following resolution:

> *That the Islands Trust Council direct the Financial Planning Committee to examine and report to Council on the necessary steps to implement the principles of public accountability and to make recommendations with regard to financial oversight by the new auditor general for local government.*

At its meeting of May 28, 2012, the Financial Planning Committee (FPC) received some background information about the *Auditor General for Local Government Act* and discussed some aspects of public accountability. It passed the following resolution:

> *That the FPC direct staff to prepare an inventory of existing Islands Trust public accountability practices and arrange for a briefing on the principles of public accountability by a recognized authority.*

This briefing, with attached tables, is intended to provide an inventory of some existing Islands Trust public accountability practices, as requested. The inventory is not exhaustive, but provides examples of current accountability practices at the Islands Trust.

Staff have also searched to find a 'recognized authority' on public accountability principles to provide a briefing to the FPC. Initially, an invitation was extended to Henry McCandless, mentioned at the FPC's May 28 meeting. Unfortunately, Mr. McCandless is no longer resident in British Columbia. When contacted, he indicated he was unavailable to attend an FPC meeting. While is does not contain information specific to local government, his website about public accountability is available at http://www.centreforpublicaccountability.org/

Staff also contacted the Ministry of Community, Sport and Cultural Development, the Local Government Management Association and other local government staff to get recommendations regarding an appropriate authority. To date, several other recommended individuals have been contacted, but none were available to provide a briefing at the FPC's August 22 meeting. It does not appear that any of those contacted would provide such a briefing without compensation. One of the recommended contacts, a former staff person with the BC Auditor General, indicated that the topic -- 'principles of public accountability' -- was very broad. She recommended that the topic be more closely defined to ensure that the briefing met FPC's needs and expectations.

Principles of Public Accountability
Various organizations have identified principles of public accountability as they apply to local government. The province of BC provides an outline of the broad accountability framework for BC local governments, available here: http://tinyurl.com/7lc5a4j. The provincial webpage focuses on accountability practices that are required through provincial legislation, and also mentions some voluntary practices. Examples include election administration, ethical conduct requirements, open meetings, annual reports, financial disclosure and the requirements of the *Freedom of Information and Protection of Privacy Act*. Most parts of the BC statutory framework are relevant to the work of Islands Trust bodies and apply through the *Islands Trust Act* and *Regulation* or other provincial legislation. For example, the *Islands Trust Act* and *Regulation* apply much of Part 4 of the *Community Charter* to Islands Trust bodies. Part 4 outlines requirements related to public participation and council accountability: http://tinyurl.com/cnwfomh. The *Islands Trust Act* and *Regulation* also apply accountability practices from the *Local Government Act* to Islands Trust bodies (e.g. in regards to elections and meeting procedures).

Developing an Inventory of Islands Trust Public Accountability Practices
In order to efficiently organize an inventory of Islands Trust practices related to public accountability principles, staff searched for relevant local government frameworks on the CivicInfo and Muniscope websites. While no BC models were identified in this way, some examples from the broader Canadian context were found. One of the most recent is the City of Calgary's 2011 Transparency and Accountability Policy, available for review here: http://www.calgary.ca/CA/city-clerks/Documents/Council-policy-library/CC039-Transp-Account-Policy.pdf . Also of interest (and identified at the May 22 meeting of the Financial Planning Committee) is the City of Ottawa's 2007 Accountability and Transparency Policy, available for review here: http://tinyurl.com/bog42xl.

Because it provided the most comprehensive and recent example identified after a brief search, the City of Calgary's policy was used as the initial framework to inventory Islands Trust accountability practices. In its policy, the City of Calgary's accountability practices are organized into the following categories:

- Financial accountability, oversight and reporting
- Reporting of Council expenses
- Performance Measurement and Reporting
- Open Government: Committee and Council Meetings
- Access to Council Records and Decisions
- Public Engagement

Table 1 (attached) provides an inventory based on the Calgary framework and categories (see pages 3-5 of the Calgary policy). In addition, Table 2 inventories some aspects of accountability and transparency principles that are not directly addressed in the Calgary framework, but are addressed in other models (e.g. Province of BC website, City of Ottawa policy). The additional categories covered are:

- Direct accountability to electorate
- Ethical and accountable operations
- Administrative fairness in decision-making
- Access to third party for fairness complaints

While Tables 1 and 2 do not provide exhaustive inventories, they are intended to give members of the Financial Planning Committee an introduction to public accountability principles and a summary of the ways these principles are currently implemented at the Islands Trust. Also included are some comments and examples of improvements that could be considered, some of which would be subject to reallocation or addition of staff and other resources.

ATTACHMENT(S): YES –
Table 1 -- Inventory of Some Public Accountability Practices
(*based on the framework* in the City of Calgary's 2011 Transparency and Accountability Policy)
Table 2 -- Inventory of Some Public Accountability Practices
(*in addition to those in the framework* of the City of Calgary's 2011 Transparency and Accountability Policy)

AVAILABLE OPTIONS:
To respond to Trust Council's resolution, the FPC could consider one or more of the following options:

- Review and discuss the attached inventories at one of more meetings of the Financial Planning Committee.
- Develop a more focused request for a briefing by an authority in public accountability topics.
- Request staff to provide a more comprehensive inventory of public accountability practices at the Islands Trust and a more complete discussion of areas for improvement.
- Develop a comprehensive strategy (likely through an independent contractor) to improve the Islands Trust's implementation of the principles of public accountability and identify the relative priority of this work on the FPC work program.
    - Use of an independent contractor would give a more objective analysis and strategy, but would require funding in a future budget.
    - A strategy could include an assessment of any additional resources necessary for implementation.
- Recommend to Trust Council, local trust committees and the Trust Fund Board that they make some specific minor changes in policy, procedures or practices (to be identified by the Financial Planning Committee in a report to Trust Council) to improve the Islands Trust's level of public accountability and identify the relative priority and funding requirements for this work.
- Recommend to Trust Council that it request the Financial Planning Committee to develop a policy regarding public accountability and identify the relative priority of this work.
- Advise Trust Council that the Islands Trust's current level of public accountability (including planned and on-going improvements) is acceptable at this time.
    - FPC could provide Trust Council with a briefing based on Tables 1 and 2.
- Develop a different response to Trust Council's resolution.
- Make recommendations to Trust Council regarding the Auditor General for Local Government (*see briefing from May 22, 2012 meeting agenda package for potential options*).

FOLLOW-UP:
To be determined by the Financial Planning Committee

PREPARED BY:	Linda Adams Chief Administrative Officer	**REVIEWED BY EXECUTIVE COMMITTEE:**	n/a
SUBMITTED BY:	Linda Adams Chief Administrative Officer		
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**	Cindy Shelest, Director of Administrative Services Carmen Thiel, Legislative Services Manager

Table 1
Inventory of Some Public Accountability Practices at the IslandsTrust
(based on the framework in the City of Calgary's 2011 Transparency and Accountability Policy)

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
Financial Accountability, Oversight and Reporting	*The City will ensure financial oversight, governance of financial assets, and demonstrate effective stewardship of public funds through the following practices:* - *Comprehensive annual financial statements* - *Implementing, reviewing and maintaining a suite of Council Policies that ensure sound financial governance and accountability* - *Implementing, reviewing and maintaining a suite of financial Administration Policies that ensure sound financial governance and accountability* - *Quarterly and annual reports to Council and citizens on department business plans and budgets*	*Islands Trust Act:* - s. 14 (Budget) - s. 18 (Audit) - s. 19 (Annual report) TC Policy 4.1.viii - LTC Local Expense Account TC Policy 4.1.xiii – re sponsorship or initiation of development application TC Policy Section 6.5 (Financial Management) TC Policy 6.10.i – Annual Report	Budget is developed in open meetings of the FPC and Trust Council. LTCs discuss budget needs in open meetings. Agenda packages and minutes posted to website. Public input into budget development is invited annually. All financial policies are posted to Islands Trust website. Strategic planning process linked to annual budget development. Annual and quarterly financial statements received in open meetings of Trust Council. Annual reports and audited statements posted on website. Annual report submitted to minister. Long range financial plan adopted annually. Annual audit conducted for Trust Council and TFB. Budget control and adjustment policy and procedure in place. Purchasing procedures in place (i.e. BC Bid) to	TC Policy 4.1.viii amendments in development to clarify appropriate use of LTC funds. TC Policy 7.2.iii – Trustee Travel guidelines to be updated. TC Policy 6.5.ii – Budget Control and Adjustment could be amended to make budget adjustments more transparent. Purchasing policy and procedures could be updated. Individual unit budgets are not currently reported on a quarterly basis, except in aggregate. Additional accountability measures for recipients of

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
			delegate procurement to staff, guide procurement practices and avoid political influence. Regular accounts of LTC expense budgets are included in open meeting agenda packages that are posted to website. Regular staff training in procurement best practices and procedures. Director of Administrative Services job description and hiring process requires accounting certification and regular criminal record checks. Financial staff have job descriptions with accountabilities for financial matters and annual performance reviews to discuss progress, areas for improvement and training needs. Grants administrator position and policy in place to secure available grants and ensure accountability in their administration.	LTC Expense Funds could be developed.
Reporting of Council Expenses	*City Council is committed to transparency and accountability in reporting Ward expenses related to salaries of assistants, communications, business expenses, travel courses and seminars.* *In accordance with Council direction, the Office of the Aldermen shall post updated Ward Expense Reports on a quarterly basis on The City's website.* *Publishing the Mayor's Office expenses on a quarterly basis on The City's website.*	*Community Charter* requires annual disclosure of contracts, trustee remuneration and expenses *Financial Disclosures Act* requires trustees to file statements at nomination and annually while in office.	Remuneration and expenses of trustees and senior staff are disclosed annually in open meeting. Agenda packages are posted to website. Trustees fill out annual Financial Disclosures that are available for viewing upon request.	Further breakdowns of trustee and senior staff expenses could be developed and posted on the Islands Trust website. A special section of the website could be created to disclose such expenses. Trustees' annual financial disclosure forms could be posted to the Islands Trust website.
Performance Measurement and Reporting	*The City of Calgary is dedicated to producing performance information that measures how the City is doing all areas over which it has responsibility, from financial reporting to service delivery,*		Trust Council strategic plan is adopted every 3 years, including objectives, budget, success measures and status. Quarterly reports to review progress are made in open meeting and posted on website.	Policy Statement Implementation policy is under review to consider how tracking of implementation is undertaken and reported.

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
	including: - *Quarterly and annual reports to Council and citizens on department business plans and budgets*	*Islands Trust Act* s. 19 requires preparation and filing of an annual report with the minister Trust Council policies: TC Policy 1.3.i – Policy Statement Implementation TC Policy 2.1.iii – Governance Principles TC Policy 6.2. I – Priority setting/review guidelines TC Policy 6.7.i – Work Program, Follow-up Action Lists and Priority Charts TC Policy 6.11.i - Trustee/Staff Responsibility Guidelines	Trust Council receives the following additional quarterly reports in open meeting: - Follow up Action List (status of decision implementation) - Council Committee and TFB reports - Senior staff reports - Priorities Chart - Financial Statements Work programs are developed for all Islands Trust bodies to allocate available resources to priority objectives, received in open meeting and posted on website. Follow-Up Action Lists provided in open meeting for all Islands Trust bodies to track and report action on decisions. Also posted on website as part of agenda packages. LTCs also receive various other reports, including status of application processing, special projects, etc. TFB receives regular Follow Up Action Lists and various other reports regarding implementation of work programs. Interested members of the public can subscribe to alerts that notify them when agendas and minutes are posted to website.	Islands Trust bodies could decide to add or re-allocate resources to devote additional time and focus to the development of additional performance measurement tools, such as LTC strategic plans, unit service plans, organizational performance indicators, measurements and reports.
	- *Use of benchmarking, performance measures and best practices information to improve service effectiveness and efficiency and communicate to citizens the cost and value of services they receive for their tax dollars*	The following Trust Council policies are examples of those that require regular reporting and measurement regarding specific topic areas: 1.3.i – Policy Statement Implementation 2.1.x – Administration of NAPTEP 5.3.v – LTC Conservation Covenants 5.5.i – Bylaw Enforcement 6.2.i – Priority Setting/Review Guidelines	Trust Council's 'Measuring our Progress' report series provided some benchmarking regarding various indicators. Trust Programs Committee is developing a revised indicator program to identify and measure various factors relevant to Islands Trust operations. The Annual Report and other regular reports to Council provide information about specific performance measures in accordance with Trust Council's policies.	Unlike Ontario, BC has not adopted benchmarks to measure and compare local government performance. Trust Council could add or reallocate resources to the identification of benchmarks, performance measures and collection of related data. Additional resources could be

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
		6.5.i -- General Revenue Fund Surplus Policy 6.5.ii – Budget Control and Adjustment Authority 6.7.i – Work Program, Follow-Up Actions Lists and Priorities Chart 7.1.ii – Handling of Administrative Fairness Complaints	Trust Council has undertaken occasional third-party reviews of different areas of service delivery in order to identify best practices, improve service effectiveness and efficiency. Recent examples included reviews of local planning services, legislative services, application fees, and bylaw enforcement services All staff have annual performance evaluations to discuss progress, areas for improvement and training needs.	allocated to communicating with citizens about the cost and value of services received. LTCs could devote planning staff time to identification of objectives and performance measures and preparation of additional progress reports.
	- *Developing strategies and processes to measure and report on the Corporation's response to service requests from citizens through the 3-1-1 Customer Service Request (CSR) system*	None	No current system to measure and report on response to citizen service requests. Some staff training regarding Customer Service has been funded by Council. Management team is discussing targets for response to service requests. Such targets would be subject to the work program initiatives of Islands Trust bodies. Administrative Fairness Complaint system is in place to address significant citizen complaints.	Trust Council could develop specific targets for responding to citizen service requests and could add or reallocate resources to meet such targets. (Would require LTC agreement regarding priorities for use of planner time.)
	- *Providing The City's annual report to Calgarians*	*Islands Trust Act* s 19 ITC Policy 6.10.i – Annual Report Policy	Annual report is received in open meetings of Trust Council and filed with the minister as required by legislation. Further distribution is in accordance with Policy 6.10.i, including posting to the Islands Trust website.	Develop a news release to accompany the annual report. Amend Policy 6.10.i and dedicate funds to broader distribution of the Annual Report.
Open Government: Committee and Council Meetings	*'The conduct of Council and Committee meetings shall be governed by the City of Calgary Procedure Bylaw 44M2006 as amended, which complies with the relevant provisions of the Municipal Government Act*	*Community Charter* Div. 3 – Open Meetings *Local Government Act* (re meeting procedure bylaws) Trust Council, TFB and LTC meeting procedures bylaws	All bodies of the Islands Trust have meeting procedures bylaws that comply with the *Local Government Act* and *Community Charter*	

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
	The Procedure Bylaw, as amended ensures that all meetings are open to the public, as required under the Municipal Government Act…except where it is appropriate and permitted to consider a matter in a closed meeting.	*Community Charter* Div. 3 – Open Meetings Trust Council and LTC meeting procedures bylaws TC Policy 2.1.iii – Governance Principles TC Policy 4.1.i LTC Chair Guidelines TC Policy 4.1.vi – LTC Guidelines for making decisions	Meetings of Islands Trust bodies are held in open, unless properly closed for the purposes listed in s. 90 or 91 of the *Community Charter*. Purpose for closing is included in resolution and minutes. Trustees receive regular orientation regarding open meetings and guidelines to follow to ensure business is carried out in public and that open meeting rules are not violated. LTC Chairs receive specific training regarding open meeting requirements. Islands Trust staff receive training regarding open meeting requirements. Procedures have recently been amended to improve consistency regarding 'rise and report' of incamera decisions.	Some local governments now have a program to review *incamera* minutes and to release those that no longer need to be kept *incamera*. Trust Council could develop a policy and resource a program to encourage Trust bodies to review and release *incamera* minutes. Trust Council could develop guidelines regarding trustee participation in electronic or online discussions that are not available to the public or accessible through FOIPPA requests.
	Council and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in the FIPP Act.	*Community Charter* *Local Government Act* *Freedom of Information and Protection of Privacy Act*	As above	As above
	Citizens shall be provided with a range of opportunities to participate in Committee meetings and Council Public Hearings	*Local Government Act* requires consultation in regards to OCPs, specifies procedures for public hearings and requires that applicants be heard at Advisory Planning Commission meetings.	Most Islands Trust bodies significantly exceed legislated requirements by allowing for public delegation and town hall periods for the purposes of public participation. Public hearings are held as required by the *Local Government Act*. While waiver of public hearings is permitted in some cases, it is rarely used. Most LTCs also hold Community Information Meetings to inform and hear from the public about specific topics.	Trust Council could add or reallocate resources and time to encourage greater public participation in its own decision-making processes Public participation periods could be more formally recognized in Council and LTC procedure bylaws.
	In accordance with Council's 'Recordings of Legislative Meetings Policy', video recordings of Regular Council and Standing Policy Committee meetings	No legislative requirement to videotape meetings	SSILTC is currently videotaping meetings and posting to the Internet, as a pilot project.	Use of videotaping could be expanded.

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
	shall be made available to the public on the Internet for a period of three years from the date of the meetings			
Access to Council Records and Decisions	*'All Council, Standing Policy Committee and Special Committee Agendas shall be posted online on the City of Calgary's website for the public to access once published and are available for citizens to access at any time by searching the Council record.*	No legislative requirement to circulate agendas in advance of meetings or to post them online	Agendas for most Islands Trust bodies are posted on the Islands Trust website. New website and meeting management software will enhance public access to meeting agendas and minutes. Many Islands Trust documents are available on the Islands Trust website. Improvements to navigation and search functions are underway.	Meeting times, agendas and minutes of advisory groups could also be published on website, if resources were made available to support this. Council committee agenda packages could also be published on website. May require additional communications planning.
	All reports and documents considered by Council and Committee shall be made available to the public at the meeting at which they are considered, except where a report or document is held confidential under the FOIP Act.	With the exception of public hearing binders which must be available in advance and at a public hearing, there is no legislative requirement to make agenda packages available to public in advance of meetings or to post them online	Public notice of all meetings is published in accordance with relevant legislation. Meeting times, agenda packages and minutes are available on the Islands Trust website for most Islands Trust bodies and hardcopies are usually available at meetings. Meeting procedure bylaws specify how members of the public will be notified of their ability to participate in electronic meetings. Improvements to minute taking standards are on-going. Resolutions without meeting are reported in open meeting. Most Trust Council and Council Committee decisions are accompanied by 'Request for Decision' (RFD) documents that outline the implications of decisions before they are considered. Legislative Services Manager and Deputy Clerks have job descriptions that include their responsibilities for adhering to the relevant sections of the *Local*	Requirements for notice of special meetings could be amended to ensure broader public notification. (Could affect the flexibility/responsiveness of special meetings) Practices or procedure bylaws could be changed to ensure that written reports are available in advance of more LTC decision topics (would reduce flexibility in adding new business items). Availability of agenda packages (on-line, hard copy) could be recognized in procedure bylaws.

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
			Government Act. Performance and areas for on-going improvement is discussed in annual reviews. Annual training about best practices through attendance at the Clerks and Corporate Officers conference and other opportunities. Quarterly team meetings to address procedures.	
	All reports and documents not falling into the confidential category under the FOIP Act shall be released to the public	*Freedom of Information and Protection of Privacy Act (FOIPPA)* TC Policies 7.6.i and 7.6.ii (FOIPP policies and procedures) LTC and TFB FOIPPA bylaws and policies	The Islands Trust is subject to the provincial *Freedom of Information and Protection of Privacy Act (FOIPPA).* Four specially-trained staff respond to public information requests (in addition to other duties). Number of *FOIPPA* requests processed in recent years: 2009:15; 2010:28; 2011: 20; 2012:16 Islands Trust website contains information and an on-line application form to facilitate public requests for information. Islands Trust staff receive orientation and on-going training about how to receive and properly refer information requests. A list of 'routinely-released information' has been developed in accordance with best practices to outline information available to the public without a *FOIPPA* request Legislative Services Manager and Deputy Clerks have job descriptions that include their responsibilities for adhering to the relevant sections of the *Freedom of Information and Protection of Privacy Act.* Performance and areas for on-going improvement is discussed in annual reviews. Annual training about best practices through attendance at the Clerks and Corporate Officers conference and other opportunities. Quarterly team meetings to address procedures. Trustees receive orientation regarding the *FOIPP Act* each term. (introduced Dec 2011, in-depth orientation scheduled for Dec 2012)	Some organizations are placing *FOIPPA* requests and responses on their website. However, others feel this could reduce the willingness of members of the public to make such requests. The updated website will make the *FOIPPA* request form easier to find and make routine posting of documents easier for all staff. Guidelines for trustee and LTC websites could be developed to ensure materials posted on them are available through *FOIPPA* requests. While response times and user fees for FOIPPA requests currently meet provincial requirements, additional or re-allocated staff and other resources for *FOIPPA* requests could speed response times, reduce user fees and/or enable more proactive release of documents.

Public Accountability Principle	City of Calgary Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
			Those dissatisfied with Islands Trust responses to information requests may appeal to the provincial Information and Privacy Commissioner.	
	All Committee and Council minutes shall be made available to the public once confirmed by Council, except any specific portions that are held confidential under the FOIP Act	*Local Government Act* Minutes must be kept safe and made available to the public upon request TC Policy 6.13 - Minutes Guidelines	Minutes of all open meetings of Islands Trust bodies are posted on the Islands Trust website after adoption. New minutes guidelines will lead to publishing of draft minutes, with appropriate disclaimers. Trust Council has just amended its minutes-guidelines and implementation through staff and contractor training is underway	
	Agenda cover pages for in-camera meetings shall be made public containing as much information as possible on the items for discussion without revealing confidential or personal information	NA	Outlines of Trust Council in-camera agenda topics is included in the public agenda package. Incamera agendas of other trust bodies are often, (but not routinely) made public	Trust Council could adopt a policy or procedure regarding public release of incamera agendas.
	The policies adopted by Council shall be posted in the Council Public Library on the City of Calgary's website and be made available to the public.	NA	All Trust Council policies are available on the Islands Trust website.	
Public Engagement	*Wherever possible, the City shall engage citizens and provide opportunities for citizens to participate in and provide feedback on City programs and services and clarify their priorities about how tax dollars should be spent*		Annual citizen input into the budgeting process is solicited through a news release, advertisements in local media, town hall sessions and public delegations. Citizen input into Trust Council's strategic planning stage has been solicited during the initial planning stage. Local trust committees regularly solicit public input in a variety of ways, including public meetings, advertisements and surveys.	Trust Council could add or reallocate resources to expand opportunities for citizen input into the budgeting process through additional surveys, on-line engagement and advertising. Trust Council could adopt a policy and budget to support enhanced public consultation in advance of its decisions. Local Trust Committees could re-allocate resources or request new ones to expand opportunities for citizen input.

Islands Trust

Table 2

Inventory of Some Public Accountability Practices at the Islands Trust

(<u>in addition</u> to those within the framework of the City of Calgary's 2011 Transparency and Accountability Policy)

Public Accountability Principle	British Columbia or City of Ottawa Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current Practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
Direct accountability to the electorate	(BC) *Local elections provide the democratic framework around which elected officials are ultimately held accountable for their decisions and actions*	*Local Government Act*	Elections are held every three years in accordance with requirements of the *Local Government Act.* Trustees must disclose campaign finances or be disqualified from office. Campaign financing disclosures are posted on Islands Trust website. Non-disclosure reported in open meeting and to Inspector of Municipalities. Trust Council has adopted best practice guidelines for the election period, which are reviewed with trustees and staff before each election.	Accountability of third parties participating as campaign organizers in the election process could be improved by the province. (May be addressed by anticipated changes to provincial legislation)
Operations conducted in an ethical and accountable manner	*(Ottawa) Internal Accountability and Ethical Conduct* - *Code of Conduct for city employees* - *Code of Conduct for advisory committee members* - *Hiring and Employment of Family Members Policy* - *Responsible Computing Policy* - *Election Related Resources Policy* - *Workplace Harassment Policy*	*Community Charter* TC Policy 2.1.i – Statutory Rules of Conduct TC Policy 2.1.ii – Standards of Conduct TC Policy 2.1.iii – Governance Principles TC Policy 2. Public Service Agency human resource policies and standards	**<u>Trustees:</u>** Trustees must make an oath of office regarding ethical conduct. Trustees must comply with rules of ethical conduct specified in the *Community Charter*. Electors or the Islands Trust can petition court for disqualification from office if unethical behavior is alleged. Trustees receive on-going orientation and advice regarding ethical conduct. Trustees have access to free legal advice re ethical conduct questions.	Advisory groups could receive training in ethical conduct. While a 'whistleblower' policy is in place through the Public Service Agency, a policy specific to the Islands Trust is in development.

Public Accountability Principle	British Columbia or City of Ottawa Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current Practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
			Trustees must disclose contracts with the Islands Trust in open meeting – must be reported in minutes. **<u>Staff:</u>** Islands Trust processes for hiring and performance evaluation follow standard local government structures and procedures to maintain a separation from political influence. Islands Trust hiring procedures must be based on merit. BC Merit Commissioner conducts random audits, all of which have been successfully passed. Islands Trust hiring procedures screen for specific ethical values. Employees in some classifications must have regular criminal record checks. All staff must adhere to a variety of ethical conduct rules specified by the Public Service Agency and make an oath of employment regarding ethical conduct. All staff take mandatory training regarding workplace harassment. Annual performance evaluation of all staff (based on merit and defined competencies) is undertaken to discuss progress and areas for improvement, training needs, etc. Islands Trust professional staff must comply with ethical standards through professional organizations and take regular training in regards to this. **<u>Contractors:</u>** Islands Trust standard contract language addresses ethical conduct.	

Public Accountability Principle	British Columbia or City of Ottawa Policy/Procedure/Practice	Examples of relevant BC legislation, Islands Trust bylaws, policies and documents	Examples of Current Practices	Comments and examples of potential improvements (some improvements would be subject to new or re-allocated staff and/or resources)
			General : Islands Trust policies regarding ethical conduct posted on website.	
Administrative Fairness in Decision-Making	n/a	TC Policy 5.4.ii – Procedural Fairness in Rezonings TC Policy 7.1.i – Administrative Fairness TC Policy 7.1.ii – Handling of Administrative Fairness Complaints	Trustees and staff provided with orientation and on-going training regarding principles of administrative fairness Administrative fairness principles and complaint handling procedures posted on website	Administrative Fairness policies could be updated and potentially stream-lined Additional policies could be developed to address fairness in other types of application processes
Access to third party for fairness complaints	*Ombudsperson Act*	TC Policy 7.1.v – *Ombudsman Referrals*	Decisions and actions of Islands Trust bodies are subject to review by the BC Ombudsperson. Trust Council policy indicates that persons making fairness complaints must be advised of their ability to complain to the Ombudsperson. A checklist is used to monitor compliance with this policy. Procedures are in place to ensure prompt response and cooperation regarding enquiries and investigations of the Ombudsperson's Office. Trustees are provided with a brief orientation regarding the Ombudsperson. Some staff receive training regarding the Ombudsperson at professional development conferences. No complaints against the Islands Trust have been substantiated in the past decade (possibly longer – would require a review of archived files to confirm)	Further trustee and staff training about administrative fairness and the role of the Ombudsperson's Office could be conducted. Regular Ombudsperson reports received by the Executive Committee could go on Council meeting agenda

ISLANDS TRUST
BRIEFING

To: **TRUST COUNCIL** **Date: August 28, 2012**

SUBJECT: **DRAFT ASSUMPTIONS AND PRINCIPLES FOR 2013/14 BUDGET PROCESS**

DESCRIPTION OF ISSUE: Each year, budget assumptions and principles are developed for the next year's budget. The assumptions and principles provide the underlying basis for developing many of the individual revenue and expense budget lines.

BACKGROUND: Policy 6.3.i Budget Process Policy, section C.2.d states "Budget Principles and Assumptions shall be addressed in December of each year". However, the issues are introduced in September to inform Trustees of the preliminary, draft assumptions and principles that staff and the Financial Planning Committee will use in developing the first draft of the 2013/14 budget.

In some cases the assumptions are well-defined and unlikely to change during the budget development process. Other assumptions are less certain at this point, and will likely be amended during the budget development process.

ATTACHMENT(S): Draft Assumptions and Principles for the 2013/14 Budget Process.

AVAILABLE OPTIONS: This is an opportunity for Trust Council members to advise Financial Planning Committee, during the early stages of budget deliberations, of any changes recommended to the Draft Assumptions and Principles.

FOLLOW-UP: In an iterative process, as more information becomes available, the budget assumptions will be updated and brought forward again to December 2012 Trust Council.

PREPARED BY: Cindy Shelest,
Director of Administrative Services

SUBMITTED BY: Cindy Shelest,
Director of Administrative Services

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

OTHER REVIEW:
FPC – August 22, 2012

ISLANDS TRUST
2013/2014 FINANCIAL PLAN
ASSUMPTIONS AND PRINCIPLES – *DRAFT August 22, 2012*

A. Inflation

<u>Assumption/Principle</u>

- General growth in the Consumer Price Index (CPI) will be in the range of 1% - 2% in 2013/14.

<u>Status</u>

- The Victoria CPI grew by 1.4% between June 2011 and May 2012.

B. Non-market Growth in Property Taxes

<u>Assumption/Principle</u>

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

<u>Status</u>

- A report from BC Assessment on non-market growth will be received in December 2012 for the Southern Gulf Islands and Salt Spring. This report will be used to estimate the non-market growth for the Islands Trust as a whole since the assessment value of the area is approximately 65% of the total for Islands Trust.

C. Alternate Funding Through Grants

<u>Assumption/Principle</u>

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

<u>Status</u>

- Similar to the 2012/13 approved budget, the draft 2013/14 budget will include $60,000 in contingent grant revenue, to allow for grant revenue that has not yet been identified. This amount is offset by an equal expense budget for contingent grant expenses. The result is no net effect on the bottom line.

D. Staffing Levels

<u>Assumption/Principle</u>

- Current staffing levels are appropriate to carry out the existing level of services and functions provided by the Islands Trust.
- Decreased staffing levels would result in a reduced level of services or functions.
- New functions or services may require either additional staffing or the deletion of some existing functions or service levels.

<u>Status</u>

- As of August 2012 it is too early to determine what new or modified positions may be proposed during the budget process.

E. Staffing Costs

<u>Assumption/Principle</u>

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

<u>Status</u>

- The current BCGEU agreement expired March 31, 2012 and a new agreement has not been reached. The BCGEU has issued strike notice and the outcome is unknown at this time.
- The approved budget for 2012/13 assumes a 1% salary increase for both BCGEU and excluded staff. Provisions for 2013/14 will be reviewed as more information becomes available or progress is made on contract negotiations.
- Both BCGEU contract employees and excluded employees are also eligible for “step” increases as they progress in their positions. A review of eligibility will be undertaken and estimates provided within the budget.

F. Office facilities

Assumption/Principle

- The Islands Trust maintains office facilities in Victoria, and on Salt Spring and Gabriola islands.
- The Islands Trust will continue to lease office space for trustees on Denman, Galiano and North Pender, subject to trustee needs, and subject to Policy 7.4.iv (On-Island Trustee Offices).
- No further increase in space requirements is anticipated at this time.

Status

- The Victoria office lease term expires in September 2016.
- The Gabriola office lease term expires in November 2015.
- The Salt Spring office lease term expires in February 2015.

G. Accumulated Surplus

Assumption/Principle

- Trust Council's policy 6.5.i, section D.6, recommends a minimum level of Accumulated Surplus as "three months of expenses net of three months of revenue, excluding revenue from property taxes or the provincial grant". No increase in the Accumulated Surplus is required at this time.
- FPC will review the recommended amount of Accumulated Surplus that should be maintained.

Status

- Based on the current draft of the 2012/13 budget, the Accumulated Surplus balance would be $1.8 million at March 31, 2013.
- Islands Trust has not had to borrow funds in the last five years to fund operations prior to receiving the annual property tax funds in August.

H. Local Planning Services

Assumption/Principle

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

- OCP and Project budgets over the long-term will be distributed between LTCs based on their relative percentage of assessed value, per the resource allocation model.

Status

- LPC is considering recommendations to Trust Council regarding development application fees.
- All offices are fully staffed, with some minor fluctuations due to normal levels of turnover, leaves and workload variations.

I. Provincial Funding

Assumption/Principle

- The provincial grant will be $85,184 for fiscal year 2013/14.

Status

- On March 13, 2012 Islands Trust entered into a multi-year agreement with the province based on the Strategic Community Investment Fund proposed grants. The early years (2011/12 and 2012/13) were significantly higher than the years 2013/14 and 2014/15.
- As a result Islands Trust will receive $85,184 in fiscal year 2013/14 for provincial funding.

J. Planner Resource Allocation

Assumption/Principle

- The current work program system which allocates planner time to LTCs will be maintained.
- Resources will continue to be fairly evenly distributed between the three planning regions (North, South, Salt Spring)

Status

- Maintaining accurate and complete planner time records continues to be a challenge due to an older, unwieldy software package which requires significant staff resources to enter information into and to maintain. Options are under review and may require additional staff and/or financial resources.

K. LTC Program and Strategic Plan Budget items in 2013/14 Draft Budget

<u>Assumption/Principle</u>

- The Strategic Plan provides a framework to guide the overall direction of activities for the Islands Trust, to focus finite resources, and to achieve efficiencies where there are common LTC projects.
- Early in the budget cycle (i.e. July-Sept) LTCs propose budget items on the basis of local priorities.
- Management evaluates initial LTC budget proposals against a number of criteria including: Is it a Provincial requirement?; Does it directly support the Strategic Plan?; Is it a continuation of a current OCP/LUB program?; and Does it support recently adopted OCP Policies? Management then prepares a draft budget for FPC discussion and consideration in November.
- FPC considers the draft budget prepared by management and evaluates all budget proposals, including those from LTCs, before recommending a draft budget to Trust Council in December.
- Trust Council provides FPC with direction regarding a further draft of the budget, to be released for public consultation in January and February.
- Following receipt of public comment and further recommendations from FPC, Trust Council makes the final decision on the overall budget and the individual components.
- LTCs have the option of requesting a Special Tax Requisition to raise funds for approved activities within their Local Trust Area that were not approved within the general Trust Council budget (see Trust Council Policy 6.3.ii).

<u>Status</u>

- LTC's work plans for the 2013/14 term are under review as part of the budget process. Planning staff are working with each LTC to outline non-discretionary work program items and to identify staff capacity to engage in new or different discretionary projects.

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 28, 2012

To: Trust Council **Target Decision Date:** September 12, 2012

SUBJECT: TIMELINE FOR 2013/14 BUDGET PROCESS

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

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

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: None

BACKGROUND

REPORT/DOCUMENT:

1. Proposed timeline for the 2013/14 Budget Process
2. Policy 6.3.ii Special Property Tax Requisition

KEY ISSUE(S)/CONCEPT(S):

Budget Process 6.3.i, Section C.2.c) states that “A budget process timetable shall be presented for approval by Trust Council in September of each year.” The proposed timeline attached was reviewed by the Financial Planning Committee of August 22, 2012.

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

In particular there is a defined process for raising Special Tax Requisitions for individual Local Trust areas that require LTC actions at specific times. One step in the process is a motion at the January LTC meeting to pass a resolution requesting a special tax requisition to fund “additional operations”. This resolution could be conditional, so that a specific “additional operation” could be funded by special tax requisition if it is not approved in the overall Trust Council budget. In this way, an LTC can ensure that an activity occurs in the next fiscal year, while providing for optional methods of funding the activity. Also, the “conditional” special tax requisition resolution can be made at any LTC meeting prior to January.

RELEVANT POLICY:

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

DESIRED OUTCOME:

That Trust Council approve the proposed timeline for the 2013/14 budget process.

RESPONSE OPTIONS

Recommended: Approve the proposed timeline for the 2013/14 budget process.

Alternative:

Amend the proposed timeline for the 2013/14 budget process.

PREPARED BY: Cindy Shelest
Director of Administrative Services

SUBMITTED BY: ____________________

REVIEWED BY: ____________________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:

ISLANDS TRUST

TIMELINE FOR 2013/14 BUDGET PROCESS

Date	Activity
Fri July 6/12	Budget sheets for LTCs distributed to Director LPS and RPMs
July/Aug/Sept	Planners to put Budget topic on first available LTC agenda LTCs and Trustees discuss 2013/14 budget requests and work programs with Planning Staff
Wed Aug 22/12	**FPC reviews draft budget principles**
Tues Aug 28/12	Budget documents distributed to all Managers for development of departmental budgets. Managers review requests with Staff for input and feedback into the budget process.
Fri Sept 28/12	All LTC budget requests forwarded to the Director LPS. Director LPS discusses budget requests with Grants Administrator to review for available grants/funding.
Wed Oct 10/12	**All budget requests forwarded to Director, Admin Services**
Mon Oct 22/12	Management finalizes budget recommendation to FPC
Tues Oct 23/12	Draft Budget & Program List submitted to FPC
Wed Oct 31/12	**FPC reviews and discusses first draft of the Budget**
Nov 1 - 13/12	Staff make revisions to draft budget as directed by FPC
Wed Nov 14/12	**FPC approves the Draft Budget and budget principles to be submitted to December Trust Council**
	Note: the following timeline assumes there is no change to procedures for Special Tax Requisitions, and no local funding required for "non-basic planning services" or other local financial items.
Nov/Dec 2012	- continued research and planning to improve estimates for proposed operational changes - Planning staff develop "additional operations" budget proposals on behalf of LTCs to go to December Trust Council; preparation for potential local tax requisitions for individual LTCs (see policy 6.3.ii Special Property Tax Requisition)
Fri Nov 23/12	Draft Budget distributed to Trust Council Trustees
Wed Dec 5/12	**- Trust Council endorses budget principles and preliminary budget after debate** - Budget debate includes consideration of "additional operations" budgets from LTCs - Trust Council approves public consultation process
January 2013	- Consultation with Bowen Island and Trust Fund Board - Further refinement of 2013/14 Base Budget and discretionary spending requests - Public consultation on proposed budget conducted - LTCs who want to fund "additional operations" from special tax requisition pass a resolution to do so
February 2013	- LTCs proposing a special tax requisition hold public consultation meetings - Executive and FPC review of Proposed Budget and Program List - FPC recommendations on Property Tax Requistion and Bowen Island Municipality Tax Levy and LTC special tax requisitions - review public suggestions/comments regarding the budget
March 2013	- Trust Council approval of Base Budget and Program List, along with approval of bylaw for Property Tax Requisition, Bowen Municipality Tax Levy and LTC special tax requisitions - forward Budget Bylaw to the Minister - Budget information and news release prepared

DIRECTOR OF TRUST AREA SERVICES
2012-2013 FIRST QUARTER REPORT

Islands Trust

Date: August, 2012

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u> • Concluded 2012 Community Stewardship Awards program and prepared 2013 materials • Delivered draft protected areas indicator charts to TPC • See advocacy achievements below • See strategic plan achievements below	• Prepare additional indicator program reports, including interpreting Trust Area Census data • Review Trust Council policies 1.2.i (amendment), 1.3.i (implementation) and 1.3.ii (topic review) • Develop amendments to policies 1.2.i, 1.3.i and/or 1.3.ii to recommend to Trust Council
2. <u>AGENCY LIAISON and ADVOCACY</u> • Finalized draft policy on advocacy for September Trust Council • Ascertained status of proposed changes to BC's Water Act. • Drafted Chair letters regarding national energy strategy, Coast Guard cuts and Council's tanker opposition • Researched pleasure craft sewage issues • Drafted Executive Committee positions on UBCM 2012 resolutions • Prepared presentation about TAS services for Bowen Council	• Implement new Advocacy Policy (if approved) • Ongoing tracking of legislative and major policy / program changes in all levels of government • Complete First Nations relations strategy • Develop flow chart on developing protocol agreements with First Nations • Continue implementing marine advocacy program • Update memorandum of understanding with the BC agency responsible for Crown Lands • Write letter to BC Ferries re protocol • Prepare BC Hydro Wood pole test and treat briefings and maps for Salt Spring, Gabriola and Thetis LTCs. • Support development of Executive Committee's report on the UBCM 2012 Convention
3. <u>ISLANDS TRUST FUND</u> • Delivered Five-Year Plan to September Trust Council	• Complete and launch new website • Review Crown land acquisition program • Work with TFB and Executive Committee to advance TFB request for legislative change • Work on expanding NAPTEP to Bowen, Bowyer & Passage Islands • Deliver five-year plan to Minister
4. <u>COMMUNICATIONS</u> • Sought public input on strategic plan using innovative tools and reported to all Council Committees and Trust Council • Sent 4 letters to Trust Council delegates • Issued 7 news releases • Delivered 2011-2012 Annual Report to Minister	• Resolve issues with new website, create webposting guidelines, coordinate content migration, write new pages and launch. Continuous improvement as time allows. • Seek EC approval for 2012-2013 communications work plan and implement high priority items • Support Bylaw Enforcement communications and news releases • Identify options for video project with remaining $10,000

5. <u>GRANTS ADMINISTRATION</u> *Grants in Progress:* • Negotiated extensions for grants supporting the Green Shores program: Real Estate Foundation ($30,700), Stewardship Centre of British Columbia ($25,000). Provided interim report & request for budget variance to accommodate additional mapping to SCBC and requested next instalment. • Second request for budget reallocation to BC Agriculture Investment Foundation for Denman Agriculture Area Plan per LTC decision. ($16,100) • Submitted Solar BC grant quarterly report; continued liaison with community partner, Lasqueti Solar Community. ($5,000) • Received subsidy from Province of BC for VeloVillage conference registration ($1,000) for one staff. *Identifying Opportunities*: • Prepared report on funding opportunities freshwater / watershed protection for Salt Spring. • Distributed grant information to trustees	• Re-visit grant program priorities and opportunities once new Strategic Plan is in place. Research new areas. • Continue to forward information to Bowen on funding opportunities outside IT's scope, e.g. infrastructure, recreation. • Participate in new Integrated Watershed and Shoreline Mapping Steering Committee to ensure compliance with funders' expectations or negotiate approval for changes. • Complete report to Pacific Climate Impacts Consortium for Greens Shores mapping funding. ($40,000) • Final report to Investment Agriculture Foundation for Denman Agricultural Area Plan ($16,100) • Develop content for new website re: outside funding & community database. • Work with Admin to develop improved grants database and user interface • Monitor Revenue Canada for new registration process for Qualified Donees
6. <u>HUMAN RESOURCES</u> • Trained and provided support for 17 staff in webposting	• Provide additional training for 17 staff in webposting • Complete performance reviews for 4 TAS staff. • Revise 3 TAS job descriptions to reflect Legislative Services Manager role and increased emphasis on electronic communications

ISLANDS TRUST FUND

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
2nd Quarter 2012-2013

September 2012

ACCOMPLISHMENTS	CURRENT	PLANNED
1. STRATEGIC PLANNING/ ADMINISTRATION		
Drafted Islands Trust Fund Five-Year Plan 2013-2017 and sent for review by LTCs and BIM, and endorsement from Trust Council Completed half-day facilitated strategic planning session with staff and board Developed TFB potential activities and measures of success for the Islands Trust Strategic Plan Approved TFB 2011/2012 Audited Financial Statements Reviewed and provided comment on Galiano Bylaws 235 & 236	Seeking approval in principle from Bowen Island Municipality to proceed with request to Metro Vancouver to expand NAPTEP Improving nearshore mapping in partnership with other agencies and with collaboration from LPS to meet the goals and objectives of the Regional Conservation Plan Working with Executive Committee to draft letter seeking legislative change enabling TFB name change and other operational needs.	Seek approval for Islands Trust Fund Five-Year Plan 2013-2017 from Minister of Community, Sport and Cultural Development (as required in the *Islands Trust Act*) Develop business case for funding land acquisition Develop policy for NAPTEP certificate amendments for lands where the NAPTEP conservation area is expanding Develop report for Metro Vancouver to support request to expand NAPTEP to Bowen, Bowyer and Passage Review Crown land acquisition program and develop strategy based on RCP biodiversity priorities
2. COVENANT AND PROPERTY ACQUISITIONS		
Completed baseline inventory reports for Mount Trematon Nature Reserve (Lasqueti), Mount Artaban Nature Reserve (Gambier), Brigade Bay Bluffs (Gambier) and Long Bay Wetland (Gambier) Developed a method to assess biodiversity values of voluntary land and covenant donations Registered conservation covenant over the Elder Cedar Nature Reserve (Gabriola) Revised Baseline Report Guidelines	Facilitating private donation of 22nd nature reserve (Denman) Working with landowners of four properties to implement conservation proposals approved by TFB Drafting six NAPTEP covenants (4 on Hornby, 1 on North Pender, 1 on Salt Spring) Drafting covenants for 3 Gambier Island nature reserves with conservancy partners Developing methodology to determine sustainable firewood allowance for covenant areas	Update conservation covenant template Develop FAQ for conservation covenant co-holders

5.2

ACCOMPLISHMENTS	CURRENT	PLANNED
3. PROPERTY AND COVENANT MANAGEMENT		
Annual monitoring of all ITF nature reserves and covenants completed Repaired landscaping at Ruby Alton Nature Reserve (Salt Spring) after installing wetland septic system Investigated archaeological sites at Horton Bayviary Nature Reserve (Mayne) Installed nature reserve boundary/no ATV signage at Fairy Fen Nature Reserve (Bowen)	Developing the ecological monitoring program for the Mt. Trematon (Lasqueti) restoration project Researching the implications of mineral titles on ITF nature reserves Developing a species at risk monitoring program for ITF properties Addressing issues identified in ITF property monitoring reports	Coordinate tree planting/protection projects for Elder Cedar (Gabriola) and Lindsay Dickson Nature Reserves (Denman) Develop a fire management plan for ITF properties Implement restoration projects for Brigade Bay Bluffs and Long Bay Wetlands Nature Reserves (Gambier) Develop ecological monitoring plan for deer exclusion areas at Windthrow Covenant, Sidney Island (N. Pender)
4. COMMUNICATIONS		
Organized and hosted celebration of the John Osland Nature Reserve (Lasqueti) on July 16th; over 50 people attended	Rewriting content for the new ITF website Implementing new logo into ITF communication materials	Launch new Islands Trust Fund website Prepare communications regarding new nature reserve on Denman Island In collaboration with local partners, initiate landowner education program in a high biodiversity value neighbourhood as per the Regional Conservation Plan
5. FUNDRAISING AND CONSERVANCY SUPPORT		
Met with and assisted the new Thetis Island Nature Conservancy in planning future acquisition and covenant opportunities	Streamlining and improving online donation form for new website.	Revise policies and procedures regarding partnerships with island conservancies Prepare funding proposals to support the implementation of the 2011-2015 Regional Conservation Plan Develop monthly donor program and planned giving brochure/package Review, consolidate, and revise policies relevant to fundraising activities

As of September 2012 the Trust Fund Board holds 21 properties and 63 covenants (of which 20 have NAPTEP certificates).

Financial Statements of

THE ISLANDS TRUST FUND

Year ended March 31, 2012

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

Telephone (250) 480-3500
Fax (250) 480-3539
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

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

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Basis for Qualified Opinion

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

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of The Islands Trust Fund as at March 31, 2012, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

KPMG LLP

Chartered Accountants

July 26, 2012
Victoria, Canada

THE ISLANDS TRUST FUND

Statement of Financial Position

March 31, 2012, with comparative information for 2011

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2012 Total	2011 Total
Assets:						
Current assets:						
Cash	$ 42,025	$ 82,106	$ -	$ -	$ 124,131	$ 127,991
Short-term investments	-	176,602	-	88,000	264,602	239,470
Inventory of fundraising items	2,558	-	-	-	2,558	2,708
	44,583	258,708	-	88,000	391,291	370,169
Land (notes 2 and 4)	-	-	7,690,903	3,594,000	11,284,903	10,394,903
	44,583	258,708	7,690,903	3,682,000	11,676,194	10,765,072
Liabilities:						
Accounts payable	-	29,880	-	-	29,880	14,740
	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314	$ 10,750,332
Fund Balances						
Unrestricted	$ 44,583	$ -	$ -	$ -	$ 44,583	$ 43,117
Investment in land (note 2)	-	-	7,690,903	-	7,690,903	6,800,903
Internally restricted (note 3)	-	16,052	-	-	16,052	15,980
Externally restricted (note 3)	-	212,776	-	-	212,776	208,332
Restricted for endowment purposes (note 4)	-	-	-	3,682,000	3,682,000	3,682,000
	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314	$ 10,750,332

See accompanying notes to financial statements.

Approved by the Trust Fund Board:

Tony Law Board member

Board member

THE ISLANDS TRUST FUND

Statement of Operations and Changes in Fund Balances

Year ended March 31, 2012, with comparative information for 2011

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2012 Total	2011 Total
Revenue:						
Donations:						
Cash	$ 6,760	$ 23,485	$ -	$ -	$ 30,245	$ 129,603
Land	-	-	890,000	-	890,000	1,817,000
Grants	-	-	-	-	-	2,840
Rental income	-	9,950	-	-	9,950	7,525
Investment income	198	6,206	-	-	6,404	6,300
Sale of fundraising items	295	-	-	-	295	435
	7,253	39,641	890,000	-	936,894	1,963,703
Expenses:						
Repairs and maintenance - Alton property	-	35,125	-	-	35,125	21,998
Cost of sales of fundraising items	150	-	-	-	150	240
Bank charges	39	-	-	-	39	66
Donations to conservancy groups	5,598	-	-	-	5,598	10,102
	5,787	35,125	-	-	40,912	32,406
Excess of revenue over expenses	1,466	4,516	890,000	-	895,982	1,931,297
Fund balances, beginning of year	43,117	224,312	6,800,903	3,682,000	10,750,332	8,819,035
Fund balances, end of year (notes 2, 3 and 4)	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646314	$ 10,750,332

See accompanying notes to financial statements.

THE ISLANDS TRUST FUND

Statement of Cash Flows

Year ended March 31, 2012, with comparative information for 2011

	2012	2011
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	$ 895,982	$ 1,931,297
Item not involving cash:		
Donation of land	(890,000)	(1,817,000)
Changes in non-cash operating working capital:		
Receivables	-	1,102
Inventory of fundraising items	150	240
Accounts payable	15,140	14,740
	21,272	130,379
Investing activities:		
Increase in short-term investments	(25,132)	(108,103)
Increase (decrease) in cash	(3,860)	22,276
Cash, beginning of year	127,991	105,715
Cash, end of year	$ 124,131	$ 127,991

See accompanying notes to financial statements.

The Islands Trust (the "Trust") is incorporated under The Islands Trust Act of British Columbia (as amended). The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Islands Trust Fund (the "Trust Fund") is also incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of the Trust and to hold land and other property in compliance with a Trust Fund plan approved by the Ministry of Community, Sport and Cultural Development.

The Trust Fund is administered by the Trust and for financial reporting purposes, the Trust and the Trust Fund are reported on separately. The Trust Fund's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Fund.

1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

(a) Fund accounting:

The Trust Fund follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Fund's capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

(b) Financial instruments:

The Trust Fund has designated all non-derivative financial assets and liabilities as held for trading with the exception of certain obligations designated as other liabilities and loans and receivables. The Trust Fund initially records all non-derivative financial assets and liabilities at fair value. Cash and short-term investments are classified as held for trading and measured at fair value. The Trust Fund has not classified any assets or liabilities as available for sale. The Trust Fund does not currently hold any derivative financial instruments.

The Trust Fund complies with the Canadian Institute of Chartered Accountants ("CICA") Handbook Section 3861, *Financial Instruments – Disclosure and Presentation*, for the presentation and disclosure of financial instruments and non-financial derivatives.

1. Significant accounting policies (continued):

(c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

(d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

(e) Investment income:

Investment income, which is recorded on the accrual basis, includes interest income, dividends, net gain on sale of securities and net unrealized gains (losses).

(f) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Significant estimates include assumptions used in estimating the fair value of contributed land at the date of contribution. Actual results could differ from those estimates.

(g) Revisions to Not-for-Profit accounting standards:

Effective April 1, 2012, the Trust Fund will transition to Public Sector Accounting Standards with Sections PS 4200 of the CICA Handbook. The transition will be applied on a retrospective basis, and there are certain transitional provisions that the Trust Fund will apply when preparing the first financial statements under the new accounting standards. The impact of these transitional provisions on the financial statements of the Trust Fund has not yet been fully determined.

2. Land:

	Acquisition date	2012	2011
Inner Island Nature Reserve, Denman Island	1992	$ 70,000	$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
Medicine Beach Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
Elder Cedar Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
John Osland Nature Reserv	2012	890,000	-
		$ 7,690,903	$ 6,800,903

3. Restricted Fund balances:

	2012	2011
Internally restricted:		
McFadden property	$ 16,052	$ 15,980
Externally restricted:		
Alton Nature Reserve - maintenance fund	20,471	20,617
Covenant Defense Fund - interest receivable	-	1,217
Covenant Defense Fund	59,200	57,300
Lasqueti Acquisition Funds	28,682	28,070
Gambier Acquisition Fund	104,423	101,128
	212,776	208,332
	$ 228,828	$ 224,312

The Covenant Defense Fund was previously named the Marilyn King – Covenant protection endowment.

4. Restricted for endowment purposes:

	Acquisition date	2012	2011
Short-term investments:			
Alton Nature Reserve - maintenance	2002	$ 88,000	$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,000	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
Properties acquired under the Federal Government Ecological Gifts program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
		3,594,000	3,594,000
Total restricted for endowment purposes		$ 3,682,000	$ 3,682,000

Investment gain on endowment funds for the year of $2,714 (2011 - $5,907) has been recorded in the restricted fund.

Two properties owned by the Trust Fund Board, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated "for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.". The Alton property is to be held, managed and preserved for its ecological environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve, and to the Executors of the donor's estate in the case of the Alton Nature Reserve.

The Mt. Trematon Nature Reserve property on Lasqueti Island and the David Otter Nature Reserve property on Bowen Island were acquired under the Federal Government Ecological Gift program. Recipients of ecological gifts are responsible for maintaining the biodiversity and environmental heritage values of the property in perpetuity.

5. Related party:

The Trust is related to the Trust Fund through the composition of the Trust Fund's Board. The Trust Fund's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Community, Sport and Cultural Development.

The Trust Fund's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2012	2011
Programs	$ 482,248	$ 464,117
Board	19,562	15,638
Administration	142,614	132,915
	$ 644,424	$ 612,670

6. Financial instruments:

The Trust Fund's financial instruments include cash, short-term investments and accounts payable. The fair value of these instruments approximates their carrying values. It is management's opinion that the Trust Fund is not exposed to significant interest, currency or credit risks arising from these financial instruments.

7. Capital management:

The Trust Fund receives its principal source of capital through funding received from donations, grants and bequests. The Trust Fund's annual expenses are funded by the Islands Trust. The Trust Fund defines capital to be fund balances.

The Trust Fund's objective to manage its capital is to preserve capital with the monitoring of funding, grants and expenses. The Trust Fund has complied with the external restrictions on the funding provided.

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 8, 2012

To: Trust Council **Target Decision Date:** September 11, 2012

SUBJECT: ISLANDS TRUST FUND FIVE-YEAR PLAN

RECOMMENDATION: 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed Islands Trust Fund Plan provides clear statements regarding the Board's priorities, goals and policies relating to acquiring, managing and disposing of properties and funds. A letter of support from Trust Council demonstrates to the Minister that consultation has occurred among the bodies of the Islands Trust.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Local trust committees have this item on their agendas for review. No planning staff time is required, and no formal resolution is required unless there are comments to relay to the Trust Fund Board.

FINANCIAL: None.

POLICY:

- Section 44 of the *Islands Trust Act*

  44 (1) The trust fund board must prepare and submit to the minister, at least once every 5 years, a plan for the trust fund respecting
  (a) policies on acquisition, management and disposal of property of the trust fund,
  (b) policies on investment of money of the trust fund,
  (c) goals for major acquisitions of property by the trust fund, and
  (d) other matters as required by the minister.
  (2) The trust fund board must not, without the prior approval of the minister, acquire, hold or dispose of land except in accordance with a trust fund plan under subsection (1) that has been approved by the minister.

- The *Trust Fund Board – Trust Council Memorandum of Understanding* indicates that the Islands Trust Fund Plan will be referred to Trust Council for review.

- Policy 3.3.ii *Islands Trust Fund and Local Palling Services* requires the Plan to be referred to every LTC and island municipality.

IMPLEMENTATION/COMMUNICATIONS:
Assuming there are no major concerns raised by local trust committees or Bowen Island Municipality in the comment period, staff will professionally format and forward the Islands Trust Fund Five-Year Plan to the Minister. Once it is approved, it will be filed in Section 3.1.i of the Islands Trust policy manual with a new cover page, and posted on the Islands Trust Fund web-site. The Trust Fund Board also intend to send the Plan to MLAs in the Trust Area.

BACKGROUND

The Islands Trust Fund Plan is administrative in nature, and explains current Trust Fund Board policies on land acquisition, management and disposition of land, and investment of funds. It also summarizes the Regional Conservation Plan.

It is important to distinguish between the Islands Trust Fund Five-Year Plan which requires Ministerial approval under the *Islands Trust Act,* and the Regional Conservation Plan, which provides science-based operational direction to the Trust Fund Board and its staff. The documents are complementary, but serve different functions.

REPORT/DOCUMENT: Draft Islands Trust Fund Five-Year Plan 2013-2017

KEY ISSUE(S) / CONCEPT(S): Compliance with Ministerial reporting requirements in the *Islands Trust Act*

RELEVANT POLICY: This is consistent with the *Islands Trust Act, Sec 44(1).*

DESIRED OUTCOME: Ministerial approval of a new five-year plan for the Islands Trust Fund.

RESPONSE OPTIONS

Recommended: As above

Alternative: Provide comments/revision to the Trust Fund Board on the Plan; or accept plan for information, but do not endorse.

PREPARED BY: Jennifer Eliason
Islands Trust Fund Manager

SUBMITTED BY: Trust Fund Board

REVIEWED BY: ______________________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

OTHER REVIEW:
Trust Fund Board July 26, 2012
Local Trust Committees/Bowen Island Municipality Aug. 2- Oct. 3, 2012

ISLANDS TRUST FUND

FIVE-YEAR PLAN

2013-2017

TABLE OF CONTENTS

Appendices

1. The Trust Fund Board Mandate, Vision and Mission

The Legislated Mandate of the Trust Fund Board

In 1974 the Province of British Columbia recognized the islands between Vancouver Island and the mainland as a special place within the province where the unique beauty, rural character and diverse ecosystems should be protected for future generations. Through the *Islands Trust Act*, the province established the Islands Trust, a local government, with the following mandate (known as the Object of Islands Trust):

> *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.*

In 1990, through the enactment of a section of *Islands Trust Act*, the Islands Trust Fund was established as a conservation land trust to assist in carrying out the "preserve and protect" mandate. Part 6 of the *Islands Trust Act* establishes the corporate status, responsibilities, and governance structure of the Trust Fund Board.

Under the *Islands Trust Act* (Section 44)

(1) the Trust Fund Board must prepare and submit to the Minister, at least once every five years, a plan for the Trust Fund respecting

a) policies on acquisition, management and disposal of property of the trust fund,

b) policies on investment of money of the trust fund,

c) goals for major acquisitions of property by the trust fund, and

d) other matters as required by the Minister of Community Services.

(2) The Trust Fund Board must not, without the prior approval of the Minister, acquire, hold or dispose of land except in accordance with a trust fund plan under subsection (1) that has been approved by the Minister.

The Trust Fund Board is one of fifteen corporate entities[*] charged to uphold the Object of the Islands Trust. It is responsible for the actions of the Islands Trust Fund and since 1990 has protected almost 1,075 hectares of land as nature reserves, nature sanctuaries or conservation covenants.

The **vision of the Islands Trust Fund** is that the islands and waters of the Strait of Georgia and Howe Sound will be a vibrant tapestry of culture and ecology where humans live and work in harmony with the natural world. This special place will have a network of protected areas that preserve in perpetuity the

[*] The Corporate entities charged to uphold the Object of the Islands Trust include the Trust Council, twelve local trust committees, one island municipality and the Trust Fund Board.

native species and natural systems of the islands. Engaged residents and conservation partners will work together to protect large natural areas and key wildlife habitat. Viable ecosystems will flourish alongside healthy island communities.

The **mission of the Islands Trust Fund** is to protect special places by encouraging, undertaking, and assisting in voluntary conservation initiatives within the Islands Trust Area.

The Coastal Douglas-fir zone is one of B.C.'s rarest biogeoclimatic zones and is of great conservation concern. Many of the ecosystems of this zone are globally rare. In 2007, scientists advised the provincial government that the Coastal Douglas-fir zone is at high risk of disappearing. In 2010, the Forest Practices Board found that the amount of Crown land available for ecosystem protection was insufficient to maintain the viability of the Coastal Douglas-fir zone. It wrote "private landowners, federal and local governments, and non-government conservation agencies will have to fill the gap".

The Islands Trust Area holds 46% of British Columbia's Coastal Douglas-fir zone, the largest percentage of any local government jurisdiction in the province. The Islands Trust Fund's work encouraging and assisting private landowners to protect ecologically valuable land in this zone is vital to the government's efforts to protect these important and imperiled ecosystems.

The undeniable beauty of the Islands Trust Area attracts visitors and residents to this region each year. More than 65% of the Islands Trust Area is privately owned, and over 3.3 million people live in the surrounding areas. The pressure to develop and change the natural landscape in the islands is tremendous. Biodiversity here is exposed to some of the highest threat levels in British Columbia. The conservation work of the Islands Trust Fund is critical in ensuring that the natural beauty that draws so many to the region is not lost.

2. Trust Fund Board Successes

<u>Protected Lands</u>

Since its inception in 1990, the Trust Fund Board has protected over 1000 hectares of ecologically-significant natural area on the islands. As of July 2012, the Trust Fund Board has acquired 21 properties, and worked with private landowners to register 63 conservation covenants for a total of 84 protected areas, covering 1,074 hectares (2,654 acres).

See Appendix A for a list of properties.

<u>Collaboration</u>

The Trust Fund Board supports and enhances the capacity of the local island-based conservancy groups through funding grants, partnership projects and facilitating education opportunities. The Trust Fund Board's Opportunity Fund is funded by private donations and has provided more than $40,000 in grants to local conservancies, helping protect more than 300 additional hectares of land[1] since it was developed in 2005.

Strategic Planning

In 2010 the Trust Fund Board approved a new Regional Conservation Plan. The 2011-2015 Regional Conservations Plan was developed using the most up-to-date information on sensitive ecosystems, species at risk and the current threats to their survival. Island communities and conservation experts throughout the region were consulted during the development of the plan, resulting in a guide that sets a course for protecting island landscapes through collaboration and cooperation.

Private Land Stewardship

The Trust Fund Board's innovative financial incentive program for private landowners to place conservation covenants on their properties, the Natural Area Protection Tax Exemption Program (NAPTEP), is now available in 12 local trust areas. The program provides a permanent 65% reduction on property taxes on the portion of an eligible property protected by a conservation covenant. Many local governments in BC are now interested in seeing a program like NAPTEP expanded throughout the Province.

Growth and Organizational Stability

Other accomplishments in the last five years include the establishment of a Covenant Management and Defence Fund to help provide for the long-term stewardship needs of covenant lands, the protection of two parcels of Crown land in Howe Sound (Mt. Artaban Nature Reserve on Gambier Island and Fairy Fen Nature Reserve on Bowen Island) and the development of two geographically-restricted funds dedicated to land acquisition, the Lasqueti Island Acquisition Fund and the Gambier Island Acquisition Fund.

The Trust Fund Board also launched a new logo and website in 2012, revitalizing the image of the Islands Trust Fund as an important conservation organization, connected to, yet distinct from, the Islands Trust.

[1] Opportunity fund grants have been awarded to the Salt Spring Island Conservancy, Galiano Conservancy Association, Mayne Island Conservancy Society, Lasqueti Island Nature Conservancy, and TLC The Land Conservancy of BC.

3. Trust Fund Board Strategic Direction (2013-2017)

Organizational Development

Over the past several years, the Trust Fund Board has given increased attention to anticipating and addressing the long-term funding needs of the Islands Trust Fund, to ensure adequate funding exists into the future to meet its stewardship commitments. The Trust Fund Board's Long-term Funding Committee worked for two years, with the assistance of a consultant, to develop a strategy to address this need. Refinement and implementation of this strategy continues to be a focus of interest for the Board, with a current emphasis on building community and donor support. Current efforts to raise the organizations profile include a new logo and website, launched in 2012.

Stakeholder research undertaken in 2010 as part of the development of a communications strategy clearly identified the name *Islands Trust Fund* as a source of confusion and an impediment to effective fundraising and organizational development. This confirmed for the Trust Fund Board that changing the name and corporate structure, as set out in the *Islands Trust Act*, would be necessary to fully realize the organization's potential. Several prospective names were reviewed by the Board, and after thoughtful consideration and focus group testing, the name *Islands Trust Conservancy* was selected. The name maintains the connection to the Islands Trust, but better reflects the land conservation function of the organization. The Board is currently seeking legislative change to make the required changes.

The requested legislative amendments put forward by the Trust Fund Board would simplify the corporate structure of the organization under the name *Islands Trust Conservancy* and would greatly assist efforts to develop the brand, communicate and fundraise effectively, and improve operational efficiencies.

Regional Conservation Plan

In December 2010, the Trust Fund Board approved a new five-year Regional Conservation Plan (20011-2015). The Regional Conservation Plan is a tool used by the Islands Trust Fund to focus its resources – staff, board, financial – on areas with the highest biodiversity values and greatest need for conservation. It can also be used by Islands Trust decision makers to support ecologically responsible land use planning and has been designed as an information resource for citizens and organizations working towards conservation of biodiversity within the Islands Trust Area.

Based on scientific information and local knowledge, the 2011-2015 Regional Conservation Plan identifies areas of interest for conservation within the Islands Trust Area and strategies for achieving better levels of land conservation. Some of the strategies involve land acquisition and conservation covenants with willing landowners. Other strategies involve working with partner agencies and local trust committees to increase our knowledge base, encouraging protection of private land within the Islands Trust Area and managing existing conservation lands effectively.

Goals of the 2011-2015 Regional Conservation Plan

To protect biodiversity, the 2011-2015 Regional Conservation Plan focuses the Islands Trust Fund's future conservation efforts on these priorities:

- **Rare and fragile ecosystems** such as cliffs, wetlands, old forests, woodlands, riparian, herbaceous, and freshwater ecosystems
- **Representative ecosystems -** reasonable levels of all ecosystem types
- **At risk species and ecosystems**
- **Nearshore zone areas** such as beaches, bluffs, forage fish habitat, and kelp and eelgrass beds
- **Islets and small islands**

The 2011-2015 Regional Conservation Plan sets out seven long-term goals that reflect the enduring aspirations of the Islands Trust Fund to work with landowners and partner organizations to protect the rich biodiversity of the Islands Trust Area:

<u>Goal 1.</u> Secure[*] core conservation areas that effectively conserve biodiversity priorities within the Islands Trust Area and within individual local trust areas or island municipalities

- Based on the identified biodiversity priorities, identify 3,000 hectares of priority lands for conservation within the Islands Trust Area

- Develop a strategic plan for the creation of core conservation areas that protect biodiversity priorities, including a proposed budget/financing plan

- Implement the recommendations of the core conservation area strategic plan, including acquiring sufficient funding, with the aim of securing, through acquisition, bequest, donation or conservation covenant, at least 500 hectares within the timeframe of the 2011-2015 Regional Conservation Plan

- Work with partner organizations to acquire at least 20 hectares of publicly accessible natural park or nature reserve on Thetis Island

- Assist other organizations with efforts to protect lands in the Islands Trust Area that protect the biodiversity priorities identified in the 2011-2015 Regional Conservation Plan

<u>Goal 2.</u> Investigate the protection of biodiversity priorities on lands outside of core conservation areas, including working landscapes

[*] Land is secured through direct purchase, land donation, bequests, conservation covenant (including through the Natural Area Protection Tax Exemption Program) or through the granting of a Life Estate. It is intended to be a permanent protection of land. The Islands Trust Fund does not acquire land through expropriation.

- Improve mapping of current land uses, especially of areas under active agricultural and forest management. Note areas where Environmental Farm Plans or Ecoforestry Management Plans are in place

- Identify residential neighbourhoods where there are high biodiversity priority areas that are impractical for land securement efforts. In consultation with local conservation organizations and local trust committees/island municipalities, conduct focused landowner contact programs in these areas

- Identify organizations managing working lands that also protect natural values and provide information and links to these organizations on the Islands Trust Fund website

- Research staff and resource requirements of organizations that protect conservation lands that include working landscapes and cultural features. Assess capacity of Islands Trust Fund and prepare a report, for consideration by the Trust Fund Board, detailing requirements (staff & budget) for acquiring and managing working and cultural lands

<u>Goal 3.</u> Work with partner organizations to conserve marine ecosystems and habitats

- Provide support to partners for improved nearshore mapping and data collection projects, including mapping of eelgrass and kelp beds and forage fish habitat, which cover the entire Islands Trust Area

- As nearshore mapping becomes available for the entire Islands Trust Area, work with partner agencies to perform data analyses to identify important habitat areas and provide this information to local trust committees and island municipalities

- Coordinate a reporting system for Trust Area Services and Local Planning Services to provide regular updates on the progress of marine initiatives such as the Green Shores for Homes program and the National Marine Conservation Area

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

- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the protection of sensitive ecosystems in official community plans and land use bylaws

- Develop mapped protected area networks based on the biodiversity priorities for each of the thirteen major islands and larger associated islands, as needed

- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the creation of protected area networks in official community plans and land use bylaws
- Assist local trust committees and island municipalities with obtaining the information required to include provisions for the protection of nearshore marine habitats in official community plans and land use bylaws
- Work with Islands Trust Council to encourage incorporation of the goals and objectives of the 2011-2015 Regional Conservation Plan into Islands Trust policies and strategic planning documents
- Work with Local Planning Committee to establish a program for ongoing terrestrial ecosystem and sensitive ecosystem mapping updates

Goal 5. Promote community participation in conservation within the Islands Trust Area through effective stewardship and management of private lands, information sharing and support of conservation education

- Produce and distribute an Islands Trust Fund newsletter (currently, the Heron) at least twice each year
- Contribute two articles per year about the natural history and stewardship of the Islands Trust Area to local papers and newsletters
- Research and develop landowner contact programs that educate about biodiversity priorities and conservation options. Conduct a pilot landowner contact program in an area that is not served by a local conservancy organization. Evaluate the success of this program and explore future opportunities in other areas as appropriate

Goal 6. Support and enhance the work of conservation partners working in the Islands Trust Area

- Provide funding and support for networking opportunities between island conservation groups on an annual basis
- Provide training opportunities to organizations involved in conservation in the Islands Trust Area
- Provide mapping and other data as needed to organizations involved in conservation in the Islands Trust Area
- With proceeds from donations and fundraising revenue, continue to operate the Opportunity Fund as a source of startup funds for land protection projects of partner organizations

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

- Establish a species at risk monitoring program on Islands Trust Fund owned and covenanted lands where known populations of species at risk have been found. Adapt property management based on monitoring program findings
- Where previous populations of species at risk have been identified historically and where areas have high capacity to support species at risk on Islands Trust Fund owned and covenanted lands, conduct inventories to locate species at risk or record their absence
- Establish an invasive species monitoring and removal program for Islands Trust Fund owned and covenanted lands
- Where significant ecosystems exist, as identified by Islands Trust Fund staff, establish ecosystem monitoring programs to monitor their change over time with a view towards managing for maintenance of ecological integrity

Progress is being made in many of these areas. The Regional Conservation Plan is reviewed annually as part of an adaptive management process which can include revising or adding goals, depending on new data or changing circumstances. The full 2011-2015 Regional Conservation Plan is available on-line at www.islandstrustfund.bc.ca

4. Trust Fund Board Policies

The Trust Fund Board is a member of the Land Trust Alliance of BC and, except for practices that are not applicable to a government agency, meets the Standards and Practices of the Canadian Land Trust Alliance.

Below is a summary of Trust Fund Board policies affecting the public interest. A full list of policies can be found in Appendix B.

4.1 Acquisition of Property and Covenants

Under the *Islands Trust Act*, the Trust Fund Board can accept donations and grants of private land, Crown Land, conservation covenants, cash and securities, and other real property in support of the protection of the Islands Trust Area.

The Trust Fund Board is a corporation that is, for all purposes, an agent of the government, and accordingly can issue receipts for income tax purposes for donations and is exempt from paying property taxes on its lands.

The Trust Fund Board is an approved recipient of gifts of land and interests in land through Environment Canada's Ecological Gifts Program.

The Trust Fund Board is not limited to acquiring property for itself. It can, for example, contribute to the acquisition of a property within the Trust Area by another agency or group provided that protection in perpetuity is reasonably assured.

Land donation is the preferred method of protecting land. The Trust Fund Board also accepts donations of conservation covenants, applies for Sponsored Crown Grants and partners in the purchase of exceptional properties within the Islands Trust area. In all cases, the Trust Fund Board will work with Trust Council to ensure that sufficient resources will be available for long-term management of those properties.

The Trust Fund Board will encourage owners of land within ecologically significant areas or with significant characteristics or values identified in the Regional Conservation Plan to protect their land using binding conservation covenants and will work with interested owners to achieve protection of significant areas on all the Islands.

The Trust Fund Board will continue to work with Trust Council to promote and expand the Natural Area Protection Tax Exemption Program (NAPTEP) to the entire Trust Area. The program provides a property tax incentive for property owners who register conservation covenants on their lands to protect the natural features and values of their properties.

As a further measure of protection, wherever possible, the Trust Fund Board will develop and register a conservation covenant on each of its owned lands if an appropriate conservation agency can be found to hold the covenant and if the values on the land warrant the investment of staff time and legal fees.

The Trust Fund Board may refuse to acquire properties with existing conservation covenants that include rent charges[2]. Rent charges will not be included in covenants to be registered on Trust Fund Board owned properties as the Board cannot incur liabilities without Ministerial approval.

4.2 Management of Property and Covenants

The acquisition of land or registration of conservation covenants does not by itself guarantee the long term protection of the significant features and values. Active management of protected areas is also necessary. The Trust Fund Board's objective in managing its properties is to protect public safety and ecological values. Lands owned by the Trust Fund Board are not parks but are nature reserves and nature sanctuaries, and this concept is considered in both acquisition discussions and management planning initiatives of the Trust Fund

[2] "Rent charge" is similar to a fine and is a charge registered against the land to enable enforcement of a breach of a covenant agreement.

Board. The Trust Fund Board's properties are privately insured as nature reserves, and not as public parks.

In order to effectively preserve and protect ecologically significant areas, the Trust Fund Board works cooperatively with landowners, Local Trust Committees, Island Municipalities, Trust Council, other conservation groups, individuals and various levels of government.

Qualified personnel will develop management plans for all lands owned by the Trust Fund Board. Management plans will be used to provide long term direction regarding allowable public use, the reduction of risk to public safety and the reduction of risk to ecological values and other significant features.

When the Trust Fund Board receives donations of land, it will consult with the donor(s) regarding any specific wishes they might have for the property and will take these comments into account in management planning.

Generally, management plans will address the following matters:

- purpose and objectives for the site;
- background information including the site history and local and regional context;
- environmental inventory;
- management issues such as the extent and nature of protection required, appropriate uses and level of use, research guidelines, risk management, special needs at the site;
- strategies and actions to achieve the purpose and objectives for the site and to address management issues and needs; and
- traditional use and protection of cultural sites.

The Trust Fund Board will seek assistance from local community groups to implement management plans and, where appropriate, will request such groups to enter into management agreements with the Board regarding management operations and responsibilities.

The Trust Fund Board will monitor all of its lands and covenanted areas regularly to assess the character and key features of the sites, evaluate the effectiveness of the management program, identify any new issues that need to be addressed by the Board or the management group, and identify and respond to any breaches to the terms of a covenant.

The Trust Fund Board will request, where necessary, that the Local Trust Committee or Island Municipality re-designate and rezone Trust Fund Board lands to the most appropriate designation and zone for nature protection when it is reviewing its Official Community Plan and/or Land Use Bylaw and will work with the Local Trust Committee to determine the most appropriate designation and zone.

Where land or interests in land have been donated through Environment Canada's Ecological Gifts Program, the Trust Fund Board will manage them to maintain the values protected under the program.

4.3 Disposition of Property

The Trust Fund Board intends to maintain its protected areas in perpetuity. However, there are circumstances where the Trust Fund Board will consider transferring property (or interests in a property, such as a conservation covenant) it has acquired to another agency.

If the Trust Fund Board receives an unrestricted donation of land with little or no ecological value, and if no other barriers to disposition exist, the Trust Fund Board may sell the land and use the proceeds to further its conservation objectives.

If the Trust Fund Board receives a proposal to transfer an ecologically significant property (or an interest in land) to another conservation agency, and determines that there is no legal barrier to transfer and that the proposal is worthy of consideration, the Trust Fund Board will direct staff to conduct and prepare a thorough assessment of the proposal for consideration by the Board.

The Trust Fund Board will only dispose of the fee simple title or an interest in ecologically significant land if it can be determined that the recipient agency has the expertise and long-term financial resources to manage the property or interest as well as, or better than, the Board. If the land, or interest in land, was acquired as an Ecological Gift, prior written authorization from Environment Canada must be received before proceeding with a disposition.

When considering a transfer of ecologically significant land, the Trust Fund Board may:

a. transfer the land on condition that it be used for conservation purposes, or transfer the land as determinable fee simple providing that the land will revert to the Trust Fund Board if the land is no longer being used for the specified purposes.

b. register a conservation covenant on title to the land before the transfer, to ensure the protection of the land's ecological values, provided an appropriate agency can be found to hold the covenant, and the recipient agency has the legal authority to accept the encumbrance.

4.4 Investment of Funds

Trust Council approves an annual budget for the administrative operations of the Trust Fund Board. This funding covers operating expenses including, but not limited to, board meetings and training, staff salaries and benefits, conservation planning, communications, land and covenant negotiations, and property management costs. However, the operating budget is not intended to be used for direct acquisition of properties (i.e., purchase costs). Accordingly, to buy land or contribute to acquisitions by other agencies, the Trust Fund Board must raise additional funds. The *Islands Trust Act* provides the Board with the ability to raise funds in a variety of ways.

The Trust Fund Board is now routinely suggesting cash endowments with land donations, to ensure that there are funds available to manage the land in perpetuity. The Board invests these endowments only with institutions whose investment policies are consistent with the *Trustee Act*, and whose withdrawal policies allow retrieval of the full investment if required.

4.5 General Accounting

The financial transactions of the Trust Fund Board are carried out using standard accounting procedures and are subject to an annual audit by a recognized financial management company.

To ensure financial accountability, the Trust Fund Board will:

- follow the purchasing policies established by Trust Council,
- direct staff to track all income and expenses and provide the Trust Fund Board with updates at regular board meetings,
- require prior approval from the Islands Trust Fund Manager for expenditures up to and including $5,000, and
- require prior approval of the Board Chairperson for expenditures in excess of $5,000 unless a prior resolution from the Board approves a plan, project or policy authorizing such an expenditure.

The Trust Fund Board will not incur any liabilities without the prior approval of the Minister responsible for the Islands Trust.

5. Conclusion

Guided by the Regional Conservation Plan, the Trust Fund Board will continue to pursue its mandate in accordance with its policies and in partnership with island communities as well as local, regional, provincial and national conservation agencies.

The Board will continue to strive for organizational excellence, and to eliminate barriers to its continued success. If the requested legislative amendment is achieved, resulting in a change of name and corporate structure for the organization, the Board hopes to embark on a new era of fundraising and growth. With excellent working relationships with the island-based and regional land trusts and strong connections to local governments, the Trust Fund Board is well positioned to take a lead role in the protection of the ecologically significant areas found in Canada's islands in the Salish Sea.

We look forward to the next five years of conservation successes, inspired by the generosity and perseverance of our island partners and donors, and the endless beauty of fragile island ecosystems.

Appendix A: List of Islands Trust Fund protected areas, by fiscal year

YEAR	PROPERTY NAME	HECTARES PROTECTED	ISLAND	
1992-1993				
Nov. 1992	Scott Covenant Lands	1.00	Salt Spring	
Dec. 1992	Inner Island Nature Reserve	9.40	Denman	
Dec. 1992	Deep Ridge Nature Reserve	14.20	Salt Spring	
			Hectares Protected:	**24.60**
1993-1994				
Jun. 1993	Enchanted Forest Regional Park Covenant	4.20	South Pender	
Dec. 1993	Coats Millstone Nature Reserve	0.25	Gabriola	
Feb. 1994	Cunningham Covenant	18.10	Salt Spring	
Feb. 1994	Cyril Cunningham Nature Reserve	3.95	Salt Spring	
			Hectares Protected:	**26.50**
1995-1996				
Jun. 1995	Medicine Beach Nature Sanctuary	8.00	North Pender	
			Hectares Protected:	**8.00**
1996-1997				
Jun. 1996	Lower Mt. Erskine Nature Reserve	22.00	Salt Spring	
Mar. 1997 (June 1990)	Tate Covenant	72.20	Salt Spring	
			Hectares Protected:	**94.20**
1997-1998				
Jan. 1998	Cable Bay Covenant	61.43	Galiano	
Jan. 1998	Kwel Nature Sanctuary	21.00	Lasqueti	
			Hectares Protected:	**82.43**
1998-1999				
Jun. 1998	South Winchelsea Island Covenant	10.28	South Winchelsea	
Mar. 1999	Reid Chapman Covenant	0.54	Gabriola	
Mar. 1999	Ledingham Covenant	1.10	North Pender	
			Hectares Protected:	**11.92**
1999-2000				
Jun. 1999	Retreat Island Covenant	1.60	Galiano	
Jul. 1999	McIntyre Covenant	1.20	Bowen	
Nov. 1999	Dennis Covenant	0.40	North Pender	
Dec. 1999	Singing Woods Nature Reserve	9.00	Bowen	
Dec. 1999	Terminal Creek Covenant North	0.30	Bowen	
Dec. 1999	Terminal Creek Covenant South	0.85	Bowen	
Jan. 2000	Brooks Point Regional Park Covenant	4.00	South Pender	

			Hectares Protected:	**17.35**
2000-2001				
Dec. 2000	Floating Cattails Marsh Covenant	1.92	Saturna	
Dec. 2000	Strand-Dohan Covenant	0.52	Saturna	
Feb. 2001	Trincomali Nature Sanctuary	12.00	Galiano	
			Hectares Protected:	**14.44**
2001-2002				
Jun. 2001	Lindsay Dickson Nature Reserve	52.40	Denman	
Jul. 2001	Green Frog Farm Covenant	24.30	Galiano	
Jul. 2001	Longini Covenant	8.00	Galiano	
Aug. 2001	Burnt Snag Covenant	6.60	Sidney	
Aug. 2001	Dragonfly Pond Covenant	4.40	Sidney	
Aug. 2001	Kingfisher Pond Covenant	1.40	Sidney	
Aug. 2001	Sandbanks Covenant	3.01	Sidney	
Aug. 2001	Sunrise Covenant	0.47	Sidney	
Aug. 2001	Windthrow Covenant	26.60	Sidney	
Aug. 2001	Woodpecker Pond Covenant	0.90	Sidney	
Oct. 2001	Lot 31 Covenant	67.43	Salt Spring	
Jan. 2002	Ruffed Grouse Ridge Covenant 1	4.10	Salt Spring	
Jan. 2002	Ruffed Grouse Ridge Covenant 2	7.40	Salt Spring	
Feb. 2002	Ruby Alton Nature Reserve	1.60	Salt Spring	
Feb. 2002	Horton Bayviary Nature Reserve	0.52	Mayne	
			Hectares Protected:	**209.13**
2002-2003				
Aug. 2002	Keough Covenant	0.66	Salt Spring	
Sept. 2002	Where 'Ere You Walk Covenant	0.34	Salt Spring	
Dec. 2002	Winter Wren Wood Covenant	2.50	Denman	
Jan. 2003	Loretta's Wood Nature Reserve**	40.00	North Pender	**-40.00**
Mar. 2003	Manzanita Ridge Covenant	20.00	Salt Spring	
			Hectares Protected:	**63.50**
2003-2004				
Dec. 2003	Cottonwood Creek Covenant	3.65	North Pender	
Dec. 2003	Treetop Covenant	10.22	Sidney	
Feb. 2004	Old Point Farm Covenant	8.89	Saturna	
			Hectares Protected:	**22.76**
2004-2005				
May 2004	Laughlin Lake Covenant	11.00	Galiano	
May 2004	Sharp-tailed Snake Covenant	0.03	North Pender	
Jan. 2005	Brigade Bay Bluffs Nature Reserve	5.14	Gambier	
Jan. 2006	Long Bay Wetland Nature Reserve	38.00	Gambier	
			Hectares Protected:	**54.17**

2005-2006				
Mar. 2005	Meadow Valley Covenant	1.40	Thetis	
Nov. 2005	Bachmann Covenant	2.07	Gabriola	
Oct. 2005	Shacum Covenant	4.00	Salt Spring	
Oct. 2005	Walter Bay NAPTEP Covenant	2.38	Salt Spring	
Oct. 2005	Owls Call NAPTEP Covenant	3.31	Salt Spring	
Oct. 2005	Leader NAPTEP Covenant	1.80	Salt Spring	
Oct. 2005	Arthur Lineham NAPTEP Covenant	23.69	Salt Spring	
Dec. 2005	Mt. Trematon Nature Reserve	57.87	Lasqueti	
Dec. 2005	Cottonwood Creek Covenant addition	0.66	North Pender	
Jan. 2006	Morrison Marsh Nature Reserve	51.73	Denman	
			Hectares Protected:	**148.91**
2006-2007				
May 2006	Vogt Covenant	29.74	Salt Spring	
May 2006	Elder Cedar (S'ul-hween X'pey) Nature Reserve	64.67	Gabriola	
Jul. 2006	Little D'Arcy NAPTEP Covenant	8.15	North Pender LTA	
Oct. 2006	Barrineau NAPTEP Covenant	1.76	Galiano	
Nov. 2006	David Otter Nature Reserve	3.04	Bowen	
			Hectares Protected:	**107.36**
2007-2008				
Aug. 2007	Oscar's Landing Covenant	0.69	North Pender	
Aug. 2007	Richardson NAPTEP Covenant	1.75	Salt Spring	
Oct. 2007	My Whim NAPTEP Covenant	2.20	Salt Spring	
Oct. 2007	Polden NAPTEP Covenant	3.39	Salt Spring	
			Hectares Protected:	**8.03**
2008-2009				
May. 2008	Mt. Artaban Nature Reserve	107.00	Gambier	
Oct. 2008	Wennanec NAPTEP Covenant	1.64	Salt Spring	
Oct. 2008	Frog Haven NAPTEP Covenant	3.60	Salt Spring	
Oct. 2008	Woodwinds NAPTEP Covenant	0.76	North Pender	
Oct. 2008	King Lot 16 NAPTEP Covenant	0.31	North Pender	
Oct. 2008	King Lot A NAPTEP Covenant	0.95	North Pender	
			Hectares Protected:	**114.26**
2009-2010				
Oct. 2009	Steil's Woods NAPTEP Covenant	1.35	North Pender	
Nov. 2009	Westbourne NAPTEP Covenant	1.70	Galiano	
Mar. 2010	McRae NAPTEP Covenant	7.37	Gabriola	
			Hectares Protected:	**10.42**
2010-2011				

Jul. 2012	Fairy Fen Nature Reserve	18.11	Bowen	
Oct. 2010	Frog Song Forest Covenant	1.78	North Pender	
			Hectares Protected:	**19.89**
2011-2012				
Nov. 2011	Osland Nature Reserve	63.55	Lasqueti	
Aug. 2011	King Lot 44 (Ogden Road)	0.76	North Pender	
Dec. 2011	Great Beaver Swamp Covenant	10.20	Galiano	
Sep. 2011	King Lot 45 (Ogden Road)	0.86	North Pender	
Oct. 2011	King Lot 16 addition NAPTEP Covenant	0.17	North Pender	
Oct. 2011	Garry Oaks NAPTEP Covenant	0.61	North Pender	
			Hectares Protected:	**76.15**
			Total Hectares Protected:	**1074.01**

**transfer of Loretta's Wood to Parks Canada, March 2005

Note: Properties called Nature Reserves or Nature Sanctuaries are owned by the Trust Fund Board.

Note: NAPTEP - Natural Area Protection Tax Exemption Program

Appendix B: List of Trust Fund Board Policies

ORGANIZATIONAL

TRUST FUND BOARD MEMBERSHIP

TFB 01001	Trust Fund Board Member Appointments, Reappointments and Elections Policy
TFB 01002	Trust Fund Board Member Appointments, Reappointments and Elections Procedure
TFB 94008	Election of Chair
TFB 96009	Trust Fund Board Roles and Responsibilities
TFB 02011	Board Standards of Conduct Policy
TFB 03002	Board Member Attendance and Participation and Member Removal

MEETING PROCEDURES

TFB Bylaw #1	A Bylaw to Regulate the Meetings of the Trust Fund Board
TFB 02014	Trust Fund Board Special Vote Procedure

FINANCIAL MANAGEMENT

TFB 02012	Annual Budget Submissions Policy
TFB 06001	Fundraising and Donations Policy and Procedure
TFB 02013	Donor Recognition Policy
TFB 00001	Funds For Partnership Acquisition Projects Policy
TFB 05002	Opportunity Fund Guidelines
TFB 08001	Geographically Restricted Fund Guidelines
TFB 09003	Covenant Management and Defence Fund Guidelines

LAND TRANSACTION, STEWARDSHIP AND MANAGEMENT

TFB 03004	Board Approval of Land and Financial Transactions Policy
TFB 01008	Assessing Voluntary Conservation Covenant and Land Donation Proposals for the Protection of Land of Ecological

	Significance
TFB 05001	Assessing Covenant and Land Donation Proposals Connected with a Development Application
TFB 94007	Guidelines for Processing Requests to the Trust Fund Board for Acquisition of Property Interests for Conservation Purposes
TFB 01005	Trust Fund Board Conservation Covenants Policy
TFB 02010	Policy on Conservation of Culturally Significant Areas
TFB 01003	Trust Fund Board Role in Partnership Acquisition Projects Policy
TFB 01004	Heritage Forest Land Acquisition and Protection Policy
TFB 96010	Islands Trust Fund and Local Trust Committee Coordination Policy
TFB 02008	Natural Area Protection Policy
TFB 03007	Monitoring Other Agencies Covenants Policy
TFB 09001	Covenant Enforcement Policy
TFB 09002	Breach Investigation and Covenant Enforcement Procedure
PROPERTY MANAGEMENT	
TFB 98002	Management Preparations for Islands Trust Fund Properties and Property Interests – Procedure
TFB 98003	Recruiting Management Groups for Islands Trust Fund Properties – Procedure
TFB 96012	Management Plan Costs Policy
TFB 96011	Sign Policy
TFB 03001	Disposition of Land Policy
TFB 10001	Native Seed and Plant Collection Guidelines
COMMUNICATIONS	
TFB 01006	Communicating Information Regarding Covenant and Acquisition Projects Policy
TFB 01007	Communicating Information Regarding Covenant and

	Acquisition Projects Procedure
TFB 03006	Relationships With External Groups Policy
TFB 02009	Research Policy
TFB 94005	Freedom of Information and Protection of Privacy – Routinely Released Information Policy
TFB 94003	Freedom of Information and Protection of Privacy Policy
TFB 94004	Freedom of Information and Protection of Privacy Policy – Designation of Fees
TFB 94006	Freedom of Information and Protection of Privacy – Procedure For Processing a Formal Information Access Request
TFB 03008	Policy on Consulting Trust Council, Local Trust Committees, Island Municipalities and Local Trustees on Trust Fund Matters

Islands Trust

TRUST PROGRAMS COMMITTEE REPORT

To: Islands Trust Council

Updated: August 28, 2012

WORK PROGRAM

ADVOCACY PROGRAM

- Implement advocacy policy if approved (e.g. workshops/FAQ) (2012)
- Monitor legislative changes and report to staff and Trust Council (Dec 2012)
- Continue tasks within marine advocacy strategy (ongoing)
- BC Ferries – sustainable, affordable, appropriate service

INDICATOR PROGRAM

- Finalize protected area indicator report
- Research further high-priority indicators, such as census and housing (2012)

COMMUNITY ECONOMIC SUSTAINABILITY (pending direction from 2011-2014 Strategic Plan)

- Coordinate initiatives with Regional Districts

CONTINUING ITEMS

POLICY STATEMENT

- Review Trust Council policies 1.2.i (amendment), 1.3.i (implementation) and 1.3.ii (topic review)
- Develop amendments to policies 1.2.i, 1.3.i and/or 1.3.ii to recommend to Trust Council

FIRST NATIONS RELATIONS (pending direction from 2011-2014 Strategic Plan)

- Finalize working group report
- Implement selected recommendations from the First Nations Task Force report

VACANT CROWN LAND PROFILES (pending direction from 2011-2014 Strategic Plan)

- Bowen Island Vacant Crown Land Profile – on hold
- Gambier LTC Vacant Crown Land Profile – on hold
- Ballenas-Winchelsea Vacant Crown Land Profiles – on hold
-

COMMUNITY STEWARDSHIP AWARDS

- Review policy (per June TC resolution)
- Deliver 2013 awards program (June 2013)

Lisa Gordon
Designate Staff

Paul Brent
Chair

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 28, 2012

To: Trust Council **Target Decision Date:** September 11, 2012

SUBJECT: ADVOCACY POLICY

RECOMMENDATION:

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

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council has assigned the Executive Committee to coordinate the Islands Trust policy development program and to review all policy matters presented to Council. Based on input from staff, trustees, and the Trust Programs Committee, the Advocacy Policy is intended to:

1. Provide guidelines for advocacy activities in the context of legislation and policy.
2. Define policies and procedures for effective advocacy.
3. Ensure that advocacy positions are credible and supported by public process.
4. Clarify roles and responsibilities for implementing this policy.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The policy formalizes organizational practices as follows:

More consistent preparation before decisions about advocacy:

1. When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as:
   a. a review of related past Trust Council and Executive Committee decisions and actions;
   b. consistency with the Islands Trust Policy Statement;
   c. consistency with Official Community Plan policies;
   d. relevant evidence;
   e. contextual information;
   f. an assessment of partnership opportunities and implications;
   g. implications of proceeding or not proceeding with certain courses of action, and;
   h. implications for budget and workload for staff and trustees.

2. Before announcing an advocacy position, Islands Trust bodies will prepare a strategic communications plan to prepare for media attention and comment from constituents, stakeholders or partners. Community outreach may be considered before and/or after taking a position.

More collaboration/consultation about advocacy between Islands Trust bodies:

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

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

5. Local planning staff will notify their Director of any local trust committee resolution related to advocacy, who will then notify the Director of Trust Area Services.

<u>More coordination through the Executive Committee</u>

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

7. A local trust committee resolution to adopt an advocacy position will include a commitment to inform the Executive Committee, and will consider how the item relates to the staff work program.

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

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

<u>Formalizing the process for advancing advocacy ideas:</u>

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

<u>More reporting:</u>

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

12. In the last year of every Islands Trust Council term the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during the term, considering the general policies in section E.

FINANCIAL:
The policy does not trigger any new expenses. Trust Council has never budgeted any specific funds for the advocacy program, other than the base amount of $10,000 to cover all Trust Area Services

program expenses. Trust Council's deliberations about its strategic plan and its 2013/14 budget could result in additional funding to this program.

POLICY:
None.

IMPLEMENTATION/COMMUNICATIONS:
The approved policy will be posted on the website and included in the policy manual.
Staff will hold an advocacy program training session for staff. Trust Council may consider holding a training session on advocacy and related communications. Executive Committee's report template will be edited to include advocacy. Executive Committee may wish to seek an evaluation of the policy a year or so after approval.

BACKGROUND

Advocacy at the Islands Trust is rooted in the legislated object of the Islands Trust 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.

Section. 8 (2)(3) of the *Islands Trust Act* specifically empowers the Islands Trust Council to make recommendations to the provincial government regarding 'the determination, implementation, and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment'.

Since May 2010 the Executive Committee work program has included "Development of proactive advocacy strategy and policy." In May 2010, Trust Programs Committee added the drafting of an advocacy policy for Trust Council to its work program.

In March 2011 staff provided Trust Council with a briefing about advocacy roles at the Islands Trust. The briefing was intended to solicit feedback from trustees and staff about their roles within the advocacy program to inform the drafting of a Trust Council advocacy policy, but little feedback was received. A first draft of the attached policy was developed reflecting the lessons learned during the course of the advocacy work done in the last term. The first draft was amended by Trust Programs Committee and provided to Trust Council in June 2012 and to planning staff and the Trust Fund Manager in July 2012. The current draft reflects suggestions and comments from one trustee and eight staff members.

The policy will be used to guide advocacy activities such as the following:

- Sponsoring resolutions at the annual conventions of the Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) in accordance with the Trust Council Policy 6.12.ii UBCM/AVICC Membership and Resolutions
- Suggesting a presentation for the AVICC or UBCM conventions
- Writing letters to decision-makers from a designated spokesperson
- Meeting with ministers and other decision-makers, at times inviting advocacy partners to also attend
- Hosting information sessions at Trust Council meetings
- Making presentations to conferences or work groups at other agencies
- Writing information pieces in newspapers or other publications
- Entering into protocol agreements or letters of understanding
- Building a coalition of allies to promote a position together.

REPORT/DOCUMENT: Attached: Draft Advocacy Policy v2

KEY ISSUE(S)/CONCEPT(S): To define roles, policies and procedures for effective advocacy

RELEVANT POLICY:

- The Islands Trust Policy Statement
- Policy Statement Implementation Policy (1.3.i)
- Trust Fund Board Policy 03006 Relationships with External Groups

DESIRED OUTCOME: An effective, coordinated approach to advocacy.

RESPONSE OPTIONS

Recommended: As above

Alternative:

1. Amend the draft policy by resolution and adopt at this meeting.
2. Refer the policy back to Trust Programs Committee for further work.
3. Cancel the advocacy policy development project.

PREPARED BY: Lisa Gordon
Director, Trust Area Services

SUBMITTED BY: Trust Programs Committee

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

August 28, 2012

OTHER REVIEW:

Director, Local Planning Services – July & Aug
Leah Hartley, RPM Salt Spring - Aug 3
Planners Courtney Simpson, Chloe Fox, Linda Prowse, Sonya Zupanec, Marnie Eggen - August 2
Manager, Islands Trust Fund - Aug 8

6.10.iii Policy & Procedure

(Draft)
Advocacy

Trust Council: September X, 2012

A: PURPOSE:

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

B: BACKGROUND

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

C: REFERENCES:

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

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

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

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

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

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

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

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

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

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

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

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*
- *protect the diversity of native species and habitats in the Trust Area, and*

- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

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

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

9. Trust Council Policy 2.1.ii Standards of Conduct

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

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

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

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

14. Trust Council Policy 6.3.i Budget Process

15. Trust Council Policy 6.10.i Annual Report

16. Trust Council Policy 6.10.ii Communications

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

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

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

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

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

22. Trust Council Strategic Plan

23. Local Trust Committee Official Community Plans

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

25. Trust Fund Board Policy 96009 Roles and Responsibilities

26. Trust Fund Board Policy 03006 Relationships with External Groups

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

28. Best Election Practices for Staff and Trustees - Guidelines

D. DEFINITIONS

In this policy,

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

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

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

E. GENERAL POLICIES

1. From Communications Policy 6.10.ii: "In all communications, staff and trustees should identify whether they are representing a Local Trust Committee, the Executive Committee, Trust Council, or the Trust Fund Board" or speaking as an independent elected official or private citizen."

2. Islands Trust bodies will conduct their advocacy activities in a manner that enhances Islands Trust's reputation as an organization that works proactively, constructively and collaboratively to advance the Object in an informed, organized, respectful, and transparent way.

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

4. Islands Trust bodies will ensure that their advocacy positions consider the roles and needs of all other bodies of the Islands Trust. When practical, Islands Trust bodies will coordinate their advocacy efforts through the Executive Committee so that related issues can be advanced strategically, in the context of Trust Council's Strategic Plan.

5. When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as: a) a review of related past Trust Council and Executive Committee decisions and actions; b) consistency with the Islands Trust Policy Statement; c) consistency with Official Community Plan policies; d) relevant evidence; e) contextual information; f); an assessment of partnership opportunities; g) implications of proceeding or not proceeding with certain courses of action, and h) potential workload implications for staff and trustees.

6. When practical, Islands Trust bodies will proactively monitor the legislation and policy development activities of other levels of government so that advocacy actions can be undertaken early in the policy development process when they might be most effective.

7. When developing an advocacy position, or substantially changing an advocacy position, Islands Trust bodies will consult other Islands Trust bodies that could be affected. The consulted body will consider adding the item to its next public agenda and convey through a resolution whether or not there are any concerns, the nature of the concern and, if appropriate measures that would resolve or address the concern. In the case of an urgent matter, an Islands Trust body may wish to comment through a resolution without meeting process.

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

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

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

    - respect the roles and needs of other stakeholders, and demonstrate a sincere attempt to build lasting relationships, even during conflict;
    - are non-partisan;
    - respect the public policy process by targeting requests to decision-making bodies with the mandate to act on the request and; demonstrate adequate knowledge and expertise, using scientific knowledge where appropriate.

11. Advocacy letters from Island Trust bodies to elected officials should be signed by an elected official and be grounded in a resolution made at a public meeting.

12. Before announcing an advocacy position, Islands Trust bodies will prepare a strategic communications plan, and prepare for media attention and comment from constituents, stakeholders or partners. Community outreach may be considered before and/or after taking a position.

13. When entering partnerships for the purpose of advocacy Islands Trust bodies will consider broader implications such as:
    - conflicts may arise between the requirements of statutes such as the *Community Charter* or *Local Government Act* and the practices of non-governmental groups;
    - partnerships may require employees to receive confidential information requiring prior authorization by Trust Council or the Executive Committee consistent with Trust Council Policy 7.1.vii Receipt of Confidential Information from External Government Organizations and Agencies; and
    - partners may expect commitments for a longer duration than a one-year budget cycle or three-year election cycle.

14. Islands Trust bodies will ensure that advocacy strategies involving partnerships, especially those using the Islands Trust logo, include agreement among all partners on the provisions in E.12, the roles and responsibilities within the partnership and the decision-making processes.

.

F. ROLES AND RESPONSIBILITIES:

Trust Council

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

Executive Committee

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

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

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

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

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

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

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

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

Local Trust Committees

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

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

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

4. The resolution to adopt an advocacy position will include a commitment to inform the Executive Committee, and will consider how the item relates to the staff work program.

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

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

Trust Fund Board

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

Individual trustees

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

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

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

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

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

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

Staff

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

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

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

4. Local planning staff are responsible for research on issues identified by local trust committees relating to land use planning and the official community plan.

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

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

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

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

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

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

G. SPOKESPEOPLE:

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

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

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

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

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

H. REPORTING

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

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

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

I. BUDGET

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

J. EVALUATION

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

2. In the last year of every Islands Trust Council term the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during the term, considering the general policies in section E.

ISLANDS TRUST
REQUEST FOR DECISION

DATE: August 28, 2012

TO: Trust Council **Target Decision Date:** September 11, 2012

SUBJECT: **TRUST COUNCIL POSITION RE: UBCM RESOLUTIONS** (Annual Item)

RECOMMENDATION: That the Islands Trust Council endorses 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).'

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Executive Committee attends the Union of BC Municipalities convention each year on behalf of the Islands Trust Council. At that convention, UBCM members consider and vote on resolutions proposed by local governments across British Columbia. Trust Council's Policy 6.12.ii indicates that, when time permits, the Executive Committee will seek Trust Council's endorsement regarding its proposed position on those resolutions relevant to the Islands Trust. The selected resolutions are those most relevant to the Islands Trust mandate, policy statement, and current issues in island communities. This year, the Executive Committee is also considering positions regarding resolutions that may not be directly relevant in unincorporated parts of the Islands Trust Area, but may be relevant to Bowen Island Municipality.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Members of the Executive Committee will vote and represent Trust Council on the attached resolutions while attending the UBCM convention, provided they are able to attend the relevant convention sessions.

FINANCIAL: As budgeted for UBCM Convention attendance by the Executive Committee.

POLICY: No policy changes required. The proposed resolutions are considered consistent with the Islands Trust policy or other positions or interests expressed by Islands Trust bodies.

IMPLEMENTATION/COMMUNICATIONS: Executive Committee will make representations at UBCM convention on behalf of the Islands Trust Council, as indicated by Islands Trust policy on UBCM Convention attendance, and as proposed in attachment #1. Executive Committee will ask Bowen Island Municipal Council if it is interested in offering advice on resolutions relating to incorporated areas in advance of the conference, and if so, will consider voting in support. Executive Committee members will not vote on the resolutions in attachment #2 (resolutions affecting incorporated areas) unless they receive advice from the Bowen Island Municipal Council.

BACKGROUND

REPORT/DOCUMENT: Attached.

1) Trust Council position on selected resolutions proposed to UBCM – 2012

2) Trust Council position on selected resolutions proposed to UBCM – 2012 (Pending advice from Bowen Island Municipality)

Complete details of each resolution and further commentary will be available on UBCM's website.

KEY ISSUE(S)/CONCEPT(S): Trust Council positions on selected UBCM resolutions.

RELEVANT POLICY: Policy 6.12.ii UBCM/AVICC Membership and Resolutions, Section 3.3: "*When the Islands Trust receives UBCM's Resolution publication prior to its annual convention, the Executive Committee will review all resolutions to determine which are relevant to the object and jurisdiction of the Islands Trust and which it should support on behalf of the Islands Trust Council. The Executive Committee will solicit feedback from Local Trust Committees and the Trust Fund Board and, if time permits, will make recommendations to be endorsed at a Trust Council meeting. Members of the Executive Committee will represent the Islands Trust Council when proposed resolutions are put to a vote at the UBCM convention.*"

DESIRED OUTCOME: Representation of Trust Council's position on selected UBCM resolutions relevant to the Islands Trust mandate, policy statement, and/or issues of current importance to island communities.

RESPONSE OPTIONS

Recommended: As above.

Alternatives: To take different positions on the proposed resolutions.
To take positions on different or additional resolutions.
To delete positions on issues affecting only municipalities.

PREPARED BY:	Clare Frater Policy Analyst, TAS	**REVIEWED BY EXECUTIVE COMMITTEE:** August 28, 2012
SUBMITTED BY:	Executive Committee	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:** Lisa Gordon, TAS Director Aug 22, 2012 David Marlor, LPS Director Aug 22, 2012

Islands Trust

DRAFT - TRUST COUNCIL POSITIONS ON SELECTED RESOLUTIONS PROPOSED TO UBCM – 2012

Revised: Aug 28/12

No.	Resolution	Vote (Y/N)
	Extraordinary Resolutions *Section ER contains resolutions submitted by the Union of BC Municipalities Executive that pertain to proposed amendments of the UBCM Bylaws.*	
ER1	EXTRAORDINARY RESOLUTION TO CHANGE THE UBCM NAME OF THE UNION OF BRITISH COLUMBIA MUNICIPALITIES	**Y**
	Special Resolutions *Section SR contains resolutions submitted by the Union of BC Municipalities Executive that pertain to priority issues for the UBCM membership.*	
SR2	TRAVEL EXPENSE FOR PARTICIPATING IN UBCM COMMITTEE MEETINGS	**Y**
	Section A Resolutions *Section A contains those resolutions that pertain to new policy matters not previously discussed by the membership and/or priority issues that have broad application for all UBCM members.* *Section A may also contain select resolutions endorsed and forwarded by the Area Associations on policy matters that have broad application for all UBCM members and highlight issues of concern around the province.*	
	COMMUNITY SAFETY	
A3	REDUCTIONS TO COAST GUARD MARINE RADIO/TRAFFIC CONTROL CENTRES	**Y**
A4	POLICING IN REMOTE RURAL TOWNS & VILLAGES	**Y**
A7	ELIMINATION OF EMERGENCY PREPAREDNESS FUNDING	**Y**
A8	OIL TANKER TRAFFIC	**Y**

Section B - Part I
Resolutions Supporting Existing Policy

This section contains resolutions that: have been previously considered and endorsed; or • are in keeping with UBCM General Policy or other major previously approved policy documents. After consideration of Section A resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: ***"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR PART 1 - B RESOLUTIONS BE ADOPTED?"*** *If the motion is approved by delegates, all Part 1 - Section B resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:* ***"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."*** *Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*

	COMMUNITY SAFETY	
B1	RURAL POLICING POLICIES	**Y**
B5	AMBULANCE ASSISTS & ACCIDENT CALLOUTS	**Y**
	TRANSPORTATION	
B6	*COASTAL FERRY ACT* REVIEW	**Y**

	TAXATION	
B8	EXPERT PANEL REVIEW OF BUSINESS TAXATION	**Y**
	FINANCE	
B18	PROPERTY TRANSFER TAX	**Y**
	ENVIRONMENT	
B21	BC CONSERVATION SERVICE CAPACITY	**Y**
B22	FUNDING FOR BC CONSERVATION SERVICE	**Y**
B24	INCREASED FUNDING & RESOURCES FOR STREAM PROTECTION	**Y**
B25	ENERGY EFFICIENCY IMPROVEMENTS FOR HOMEOWNERS	**Y**
B29	ILLEGAL DUMPING ENFORCEMENT	**Y**
B31	USE OF RECLAIMED WATER	**Y**
	LAND USE	
B32	STRATEGIC ENGAGEMENT AGREEMENTS	**Y**
	COMMUNITY ECONOMIC DEVELOPMENT	
B33	RAW LOG EXPORTS	**Y**
B34	FARM MENTORSHIP PROGRAMS	**Y**
B35	BUY BC	**Y**
	HEALTH	
B37	SCHOOL BASED YOUTH MENTAL HEALTH SERVICES	**Y**
B38	MEDICAL TRANSPORTATION IN RURAL BC	**Y**
B39	PALLIATIVE CARE IN BC	**Y**
B40	COMMUNITY-BASED CARE FOR SENIORS	**Y**
	SELECTED ISSUES	
B43	HOUSING FOR ADULTS WITH DEVELOPMENTAL DISABILITIES	**Y**

B44	TRANSITIONAL HOUSING IN RURAL & REMOTE COMMUNITIES	**Y**
B45	CELLULAR SERVICE	**Y**
B46	MECHANICAL INSULATION	**Y**
B47	RENEWAL OF PROVINCIAL HERITAGE PROGRAMS	**Y**
B48	REGULATION OF PUBLIC WATER SERVICES	**Y**
B51	PRIVATIZATION OF WATER SYSTEMS	**Y**
B52	BC BUILDING CODE	Consult with BIM?

SECTION B - PART 2 and PART 3

Resolutions Proposing New Policy

This section contains resolutions that:- address topics not previously considered; - were previously considered but not endorsed; - involve topics of local or regional significance; - involve topics of national significance and recommended, as appropriate, for consideration by FCM. The Resolutions Committee has discretion in classifying these resolutions for Individual Consideration as:
: - Part 2: those issues considered within the jurisdiction of local government. - Part 3: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under Parts II and III that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B - PART 2-a

Resolutions Proposing New Policy

*After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?"**If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block.These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*

	LEGISLATIVE	
	COMMUNITY SAFETY	
B62	FLOOD MITIGATION APPROVAL	**Y**
	TRANSPORTATION	
B63	PROVINCIAL FUNDING FOR CYCLING INFRASTRUCTURE	**Y**
B65	LONG TERM TRANSLINK FUNDING MODEL	**Y**
	ENVIRONMENT	
B72	WILDLIFE CONFLICT	**Y**
B73	QUALIFIED ENVIRONMENTAL PROFESSIONALS	**Y**
B75	TSUNAMI DEBRIS TO HIT WEST COAST IN 2014	**Y**
B76	BLUE CARBON CREDITS	**Y**
B77	PROTECTION OF POTABLE WATER	**Y**
B78	REGULATION OF ABANDONED BOATS & DERELICT STRUCTURES ALONG PUBLIC WATERWAYS	**Y**
B79	ENABLING FISH ACCESS TO HISTORICAL SPAWNING GROUNDS AT BC	**Y**

	HYDRO DAMS	
B80	CHANGES TO *FISHERIES ACT*	**Y**
B81	DISPOSAL OF GYPSUM CONTAINING ASBESTOS	**Y**
	LAND USE	
B82	AGRICULTURAL LAND COMMISSION FILL APPLICATION	**Y**
B83	AGRICULTURAL LAND COMMISSION POLICY NO. 11	**N**
	COMMUNITY ECONOMIC DEVELOPMENT	
B87	CANADA EUROPEAN UNION TRADE AGREEMENT	**Y**
B88	PUBLIC PROCUREMENT UNDER THE COMPREHENSIVE ECONOMIC & TRADE AGREEMENT	**Y**
	REGIONAL DISTRICTS	
B89	DECLARED NUISANCES	**Y**
B90	STORMWATER MANAGEMENT IN ELECTORAL AREAS	**Y**
	HEALTH	
B91	DOCTOR SHORTAGE IN BC	**Y**
B92	SMOKE FREE OUTDOOR PUBLIC PLACES	**Y**
B93	DECLINING HEALTH SERVICES	**Y**
	SELECTED ISSUES	
B99	PUBLIC LAKESHORE ACCESS	**N**
B100	ACCESSIBLE BALLOT PROGRAM	**Y**

SECTION B - PART 2-b

Resolutions Proposing New Policy

After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **“SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?”**If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block.These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **“I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE.”** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

	HEALTH	
B102	COMMUNITY WATER SERVICING	**Y**
B103	ASSESSING COMMUNITIES FOR PHYSICIAN RECRUITMENT	**Y**
B104	OFFICE OF THE SENIORS ADVOCATE	**Y**
	COMMUNITY ECONOMIC DEVELOPMENT	
B105	REINSTATEMENT OF FARM FUNDING FOR DEER FENCING	**Y**
	ENVIRONMENT	
B119	COMMERCIALIZATION OF WATER	**Y**
B120	CONTAMINATED SOIL RELOCATION	**Y**
B121	2012 CARBON NEUTRAL GOALS	**Y**
B122	SHIPPING OF DANGEROUS GOODS LIABILITIES	**Y**
B123	REGULATING THE SALE OF UNSTERILIZED RABBITS	**Y**
B126	GENETICALLY ENGINEERED FREE ZONES	**Y**

LAND USE		
B140	MAKING BOARDS OF VARIANCE OPTIONAL	**N**
B141	SITING OF TELECOMMUNICATIONS TOWERS & ANTENNAE	**N**
SELECTED ISSUES		
B142	TIME ALLOTTED FOR RESOLUTION DEBATE AT UBCM	**Y**
B143	MARKET RENTAL HOUSING STOCK	**Y**
B144	MOTOR VEHICLE INSURANCE FOR ELECTED OFFICIALS	**N**

SECTION B - PART 3-a

Resolutions Proposing New Policy

After consideration of Section B2-b resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 3-a RESOLUTIONS BE ADOPTED?"** If the motion is approved by delegates, all Section B - Part 3-a resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

COMMUNITY SAFETY		
B148	WORKPLACE SAFETY AWARENESS	**Y**

SECTION B - PART 3-b

Resolutions Proposing New Policy

After consideration of Section B2-b resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 3-a RESOLUTIONS BE ADOPTED?"** If the motion is approved by delegates, all Section B - Part 3-a resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

ENVIRONMENT		
B154	SHARK FIN HARVESTING	**Y**
SELECTED ISSUES		
B157	LIQUOR SERVICES FOR EVENTS IN UNLICENSED VENUES	**Y**

Islands Trust

DRAFT TRUST COUNCIL POSITIONS ON SELECTED RESOLUTIONS PROPOSED TO UBCM – 2012
(Pending advice from Bowen Island Municipality)

Revised: Aug 28/12

No.	Resolution	Vote (Y/N)
Section A Resolutions		
Section A contains those resolutions that pertain to new policy matters not previously discussed by the membership and/or priority issues that have broad application for all UBCM members. *Section A may also contain select resolutions endorsed and forwarded by the Area Associations on policy matters that have broad application for all UBCM members and highlight issues of concern around the province.*		
COMMUNITY SAFETY		
A1	RENEWAL OF INFRASTRUCTURE FUNDING PRGRAMS	
A6	MEDICAL EMERGENCY SERVICES ALARM CALLS COST RECOVERY	
Section B - Part I **Resolutions Supporting Existing Policy** *This section contains resolutions that: have been previously considered and endorsed; or • are in keeping with UBCM General Policy or other major previously approved policy documents. After consideration of Section A resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR PART 1 - B RESOLUTIONS BE ADOPTED?"** If the motion is approved by delegates, all Part 1 - Section B resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*		
TAXATION		
B7	DELIVERY OF PROPERTY TAX NOTICES VIA EMAIL	
FINANCE		
B9	CAPITAL COSTS OF FIRE SUPPRESSION	
B10	GENERATING SUSTAINABLE FUNDING FOR RURAL FIRE DEPARTMENTS	
B11	LOCAL GOVERNMENT GRANTS	
B13	INFRASTRUCTURE FUNDING CRITERIA	
B14	FLOOD PROTECTION INFRASTRUCTURE	
B16	FUNDING FOR WATER INFRASTRUCTURE PROJECTS	
B17	USE OF RESERVE FUNDS FOR PARK DEVELOPMENT	
B19	ROAD REHABILITATION AND ASSOCIATED FUNDING OPTIONS	
SELECTED ISSUES		
B52	BC BUILDING CODE	

SECTION B - PART 2 and PART 3

Resolutions Proposing New Policy

This section contains resolutions that:- address topics not previously considered; - were previously considered but not endorsed; - involve topics of local or regional significance; - involve topics of national significance and recommended, as appropriate, for consideration by FCM. The Resolutions Committee has discretion in classifying these resolutions for Individual Consideration as:

: - Part 2: those issues considered within the jurisdiction of local government. - Part 3: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under Parts II and III that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B - PART 2-a

Resolutions Proposing New Policy

*After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?"**If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block.These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*

	LEGISLATIVE	
B53	REQUIREMENTS TO EXEMPT NECESSARY WATER WORKS PROJECTS FROM ELECTOR APPROVAL	
	TAXATION	
B66	TAXABLE OCCUPIERS OF HOSPITALS	
B67	CELL SERVICE PAYMENT IN LIEU OF TAXES	
B68	BC HYDRO GRANT IN LIEU OF TAXES	
	FINANCE	
B69	LOCAL GOVERNMENT FUNDING	
B70	FEDERAL INFRASTRUCTURE FUNDING	
B71	REINSTATEMENT OF DEDICATED LINE ITEM FOR LIBRARY FUNDING IN BC	
	ENVIRONMENT	
B74	EXTERIOR FULL CUT-OFF LIGHTING	

SECTION B - PART 2-b

Resolutions Proposing New Policy

After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?"**If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block.These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

TAXATION

B128	TAX COLLECTION LEGISLATION	
B129	SCHOOL PROPERTY TAX REBATE FOR CLASS 6 BUSINESSES	
B130	VACANT & DERELICT BUILDING TAX RATE	
FINANCE		
B132	SMALL COMMUNITY GRANT	
B133	MUNICIPAL PRICE INDEX	
B134	REMUNERATION OF MUNICIPAL COUNCILS	

ISLANDS TRUST BRIEFING

To: Trust Council **Date:** August 28, 2012

SUBJECT: DERELICT VESSEL ADVOCACY IN THE STRATEGIC PLAN

DESCRIPTION OF ISSUE:
An update regarding the Trust Program Committee's consideration of a briefing by Bowen Island Trustee Andrew Stone regarding the need for continued advocacy to senior levels of government about the need to find solutions to the issue of derelict and abandoned vessels. The issue and associated activity is included in the draft strategic plan in Trust Council's September 2012 meeting package.

BACKGROUND:
At its meeting of August 20, 2012, the Trust Programs Committee received the attached briefing from Bowen Island Trustee Andrew Stone in support of a strategic plan activity. The committee passed the following resolution:

> *that the Trust Programs Committee forward Trustee Stone's August 13, 2012 "Derelict Vessel Advocacy in Islands Trust Strategic Plan" briefing to Trust Council.*

ATTACHMENT(S):
1. Briefing to the Trust Programs Committee dated August 13, 2012 regarding *Derelict Vessel Advocacy in Islands Trust Strategic Plan"*

AVAILABLE OPTIONS:
1. Review briefing and include in the 2011 -14 Strategic Plan the activity "Continue to advocate for senior government solutions to derelict vessels"
2. No action.

FOLLOW-UP: To be determined by Trust Council

PREPARED BY: Clare Frater
Policy Analyst
SUBMITTED BY: Trust Programs Committee

REVIEWED BY: ____________________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:

ISLANDS TRUST
BRIEFING

To: **Trust Programs Committee** **Date:** **August 13, 2012**

SUBJECT: **DERELICT VESSEL ADVOCACY IN ISLANDS TRUST STRATEGIC PLAN**

DESCRIPTION OF ISSUE: Trust Council's Draft 2011 – 2014 Strategic Plan includes the activity "Continue to advocate for senior government solutions to derelict vessels (under strategy 1.2.4)." Trust Programs Committee is being asked to recommend this activity in order to sustain or increase Islands Trust advocacy on derelict vessels issues.

BACKGROUND:
Derelict and abandoned vessels, barges and docks pose safety hazards, risks of environmental contamination and visual pollution. Despite years of advocacy from the Islands Trust and other local governments, there is still no comprehensive federal or provincial program or funding in place to manage the growing number of derelict and abandoned vessels in the Trust Area.

If the topic is included in the strategic plan the Chair and/or the Executive Committee could increase advocacy about derelict vessel solutions at the MP and Ministerial level with the intent of securing a few high placed face to face meetings or summits with all key stakeholders to expedite a resolution to this long standing issue..

Below is a chronology of work done on the Derelict Vessel file taken from the Islands Trust website:

From 2010-2012, as part of the Islands Trust marine stewardship program, the Islands Trust has advocated about abandoned and derelict vessels issues. Islands Trust has raised the profile of the issue and sought solutions from responsible agencies as follows:

<u>September 2010</u>
The Islands Trust worked with three other local governments and the Association of Vancouver Island and Coastal Communities (AVICC) to develop a joint resolution on derelict and abandoned vessels, barges and docks, which was endorsed by the Union of British Columbia Municipalities (UBCM) membership at the UBCM 2010 Convention. The same partners also organized a Finding Solutions for Management of Derelict Vessels workshop at the UBCM 2010 Convention which focused on resolving the derelict vessel problem and possible changes to provincial and federal legislation and policy. Sheila Malcolmson, Chair of Islands Trust Council, opened the session with a presentation that gave examples of stray barges and other vessels.

The Islands Trust Executive Committee also met with the Hon. Pat Bell, BC Minister of Forests, Mines and Lands at Union of British Columbia Municipalities convention to discuss derelict vessel issues.

December 2010
Chair sent letter to the Hon. Pat Bell, BC Minister of Forests, Mines and Lands and sent a letter to the Hon. Steve Thomson, BC Minister of Natural Resource Operations re derelict vessels .

January 2011
Islands Trust Policy Analyst served on Joint Working Group for Removal of Derelict Vessels in BC (met only in Jan-Feb 2011 with infrequent informal conversation).

Executive Committee discussed derelict vessel issues at a meeting with the Hon. Murray Coell, BC Minister of Environment.

April 2011
Chair sent letter to three local governments providing derelict vessel update.

September 2011
Chair sent letter to the Hon. Denis Lebel, federal Minister of Transport, Infrastructure and Communities, re support for derelict vessels bill (Bill C-231)

The Executive Committee and partners met with the Hon. Steve Thomson, BC Minister of Natural Resource Operations at the Union of British Columbia 2011 convention to talk about derelict vessels and docks.

December 2011
Chair sent letter to partners providing updates since the September 2011 meeting with Minister Steve Thomson.

January 2012
Staff responded to a Transport Canada survey on derelict vessels using information provided by Islands Trust elected officials and community members.

March 2012
Chair sent letter to Chair Joe Stanhope, President, Association of Vancouver Island and Coastal Communities regarding Joint Working Group for the Removal of Derelict Vessels in BC (Response received)

May 2012
Islands Trust Policy Analyst attended a meeting of the Joint Working Group for the Removal of Derelict Vessels in BC to discuss development of a derelict vessel information document for local governments.

Source document for the above and linked reference documents can be found on the following Islands Trust webpage:

http://www.islandstrust.bc.ca/poi/marine-vessels.cfm

Upcoming:
In August 2012: Transport Canada will release a report summarizing a spring 2012 derelict vessel survey. The Joint Working Group for the Removal of Derelict Vessels in BC plans to meet in the fall to discuss the report. TAS staff will participate in the meeting and will report back to the Executive Committee.

ATTACHMENT(S):

1. Power Point presentation (in PDF form) as presented by Islands Trust Chair at UBCM in 2010.
2. December 16, 2011 letter from Island Trust Chair to local government partners re follow-up from meeting about derelict vessels and docks with the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations at the UBCM 2011 convention with attachments.
3. July 19, 2012 letter from Bowen resident, Bruce Russell, to Islands Trust with regard to Marine Stewardship & Derelict Vessels in the context of determining Strategic Plan priorities.
4. August 8, 2012 letter from AVICC Chair to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations re derelict vessel meeting at UBCM Convention.

AVAILABLE OPTIONS:

As stated in "Issue Description" above, Trust Programs Committee could recommend Trust Council to include in its strategic plan the strategy: "1.2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities on or near the shoreline" and the associated activity "advocate for senior government solutions to derelict vessels."

FOLLOW-UP:

After receiving input from Council committees and Bowen Island Municipality, the Executive Committee will prepare a further draft of the strategic plan for Trust Council's consideration in September.

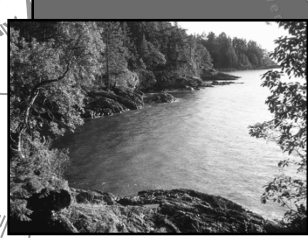
PREPARED BY:	Trustee Andrew Stone with background from Islands Trust website and TAS Policy Analyst	**REVIEWED BY EXECUTIVE COMMITTEE:**
SUBMITTED BY:	Trustee Andrew Stone	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**

Derelict Vessels Concerns and Ideas

Sheila Malcolmson
Chair, Islands Trust Council

Islands Trust

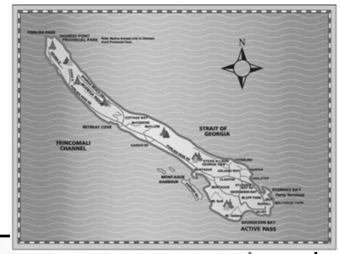
Why the Islands Trust is concerned



- The Islands Trust is a federation of local governments with a provincial mandate to ‘preserve and protect’ the Islands Trust Area.
- Over 450 islands
- 1000s of kilometers of scenic and sensitive coastline,
- Within a short distance from major boating centres of Vancouver, Victoria, Nanaimo and Seattle.

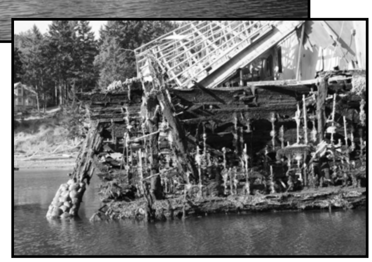
An Example -- Parker Island

- 2 large barges from Granville Island were left in a small bay on Parker Island, off Galiano Island between 1983 and 1993.
- By 1997, both barges were completely abandoned by their owner.



Parker Island continued… (a lengthy saga)

- For 10 years, islanders made many attempts to have the barges removed
- Agencies and others contacted:
  - Dept of Fisheries and Oceans
  - Minister of Environment
  - Coast Guard
  - Receiver of Wrecks
  - MPs and MLAs
  - The Islands Trust
- No government agency was able to help.
- Partial clean up by volunteers in 2006.
- Removed by BC Transmission Corporation in 2007.
  - part of a habitat compensation requirement recommended by the Islands Trust as part of a transmission line project
- $150,000 cost.



4 Resolutions at AVICC 2010

District of Sooke

- The 'Florence Filberg'.
- Sixty-five year old tugboat.
- Broke loose from moorings and abandoned by owners in Sooke Harbour in 2007.
- District of Sooke has requested assistance from senior levels of governments without success.
- Targeted by arsonists in 2009.
  - Air quality and environmental concerns.
  - Navigational hazard.
- Removal estimates: $120.000.
- Over 20 other derelicts remain.

More Concerned Communities

North Saanich

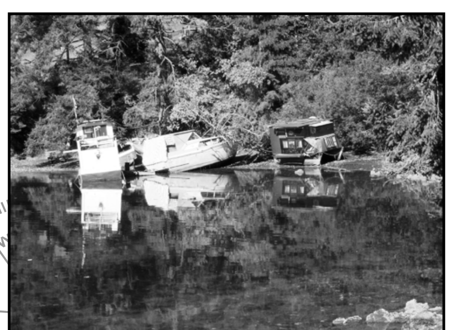
- Over 20 abandoned vessels occupy the environmentally sensitive Tod Inlet.
- Concerns about environmental contamination, visual pollution and navigational hazards.

Sechelt Harbour

- On-going problems with derelict vessels left at anchor and at the public dock.
- Concerns about safety, costs to harbour authority and limits to other boaters' use of harbour infrastructure.

- Our scenic BC coast, an international tourist destination, is becoming littered with an increasing number of abandoned vessels, docks and floats.
- The problem is falling through the cracks of government jurisdiction.

The problem will likely grow, rather than go away…



- Many early fiberglass boats reaching the end of their lifespan
- A surplus of wooden fishing boats
- Boat owners abandoning expensive vessels due to economic concerns
- Increasingly extreme weather resulting in damaged docks and buoys setting vessels adrift

A strategic approach is needed

Some ideas:

- Senior government action is needed
- Focus on prevention
- Clarify jurisdiction
- Develop enforceable regulations
- Dedicate funding (possibly through a stewardship fund)
- Create affordable disposal options
- Educate the public

Final Points

- Local governments are interested in helping.
- We do not have the resources or broad jurisdiction to solve this issue alone.
- To avoid simply relocating the problem, a comprehensive and unified approach is required that covers the entire coastline.
- We want to engage senior governments in a comprehensive and sustainable solution before the problem grows even larger.
- UBCM resolution #B30 asks senior governments to begin working towards a solution.

It's Time to Act

R.B. RUSSELL

July 19, 2012

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

strategicplan@islandstrust.bc.ca

Dear Sirs, et al:

Re: ***Ten objectives for this term***

On behalf of the ad hoc, but passionate, Friends of Mannion Bay I, as one of the spokespersons, urge the Islands Trust Council to include the resolution of "the boat issue" to your list of the 10 most important priorities for this Council's term. The "boat issue" is a multi faceted, longstanding concern/problem which many communities, who are blessed (cursed?) with waterfront, must unfortunately experience. By way of background, the Friends of Mannion Bay are a group of Bowen Island property owners who have joined together in order to make their collective voices heard as all of us are frustrated with the deteriorating condition of Mannion Bay and nearby beaches.

By the very nature of your name, *Islands Trust*, all of your member communities have one undeniable thing/feature in common, waterfronts (bays & beaches). Your enclosed request, *"we speak, you listen"*, hit the bull's eye as to *"protecting the natural environment **on land and on sea**"!* To that end, we recognize and applaud the Island Trusts efforts to date, perhaps in concert with the UBCM, to encourage the federal government to take a much more proactive, leadership role in dealing with "the boat issue" in numerous protected bays along the west coast, *including the islands in "the Trust area".*

By "boat issues", I/we mean:

1. Renegade **live-a-boards** who just drop anchor in a bay (Mannion Bay, aka Deep Bay, Bowen Island in our case) and misuse, abuse and disrespect the rights/expectations of the rest of the public. Generally these boats are unsightly and grossly deficient as to sewage handling systems. Pump outs are not available on Bowen and in most cases these boats could not make the trip to the nearest pump out station!

2. **Long stay anchorages** (some refer to these as abandoned boats/vessels) which generally are not aesthetically pleasing boats/vessels which once anchored *are not used or attended to*. Neglect and the forces of nature often "do their thing" (lifting or

breaking anchor lines) which then upgrades the status of these boats/vessels to **derelicts** which generally wash up on nearby beaches (Sandy & Pebbly beach in the case of Bowen Island). While some are removed by their owners, many are not. They are abandoned. See #3 below.

3. **Derelicts** ~ Much has been said about these visual and environmental eyesores that **are no** end of problem to area residents and costly to the taxpayer to remove.

The ineffectiveness of all levels of government to date, primarily the federal government, in dealing with the boat problem is most disconcerting. The problems caused by these boats touches on 4 of your 10 discussion bubbles (*community, ecology, water* (salt) and to a lesser extent, oil spills).

The visual problems are horrific while the garbage from these boats on the beaches and waste in the ocean is disgusting. The impact on tourism is a concern. The safety and enjoyment of the public, both as to swimming and using the beaches, is a major concern. The anticipated cost of getting and maintaining control of the situation is substantial but should not be put off any longer. How much longer can the vast majority of society allow a small number of disrespectful individuals to disregard our bays and public beaches? Enough is enough! Please make the boat issue one of your top ten priorities. In anticipation of your ongoing support, on behalf of the Friends of Mannion Bay and the Bowen community-at-large, I thank you for your efforts to date and ongoing efforts.

Yours truly,

R.B. Russell

R.B. (Bruce) Russell

RBR:ac

c.c. BIM Council
K. Lalonde
John Weston, MP
Joan McIntyre, MLA
Friends of Mannion Bay
Duart Snow

Islands Trust

200 -1627 Fort Street, Victoria BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 604.660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

December 16, 2011

Via e-mail

Mayor and Council, Corporation of the District of Oak Bay – obcouncil@oakbaybc.org
Mayor and Council, Bowen Island Municipality – bim@bimbc.ca
Mayor and Council, District of Central Saanich – ruby.shea@csaanich.ca
Mayor and Council, Town of View Royal – info@viewroyal.ca
Mayor and Council, District of Sechelt – info@sechelt.ca
Mayor and Council, District of Sooke – mayorandcouncil@sooke.ca
Executive, Association of Vancouver Island and Coastal Communities - iheskethboles@ubcm.ca
Murray Coell, MLA, Saanich North and the Islands – murray.coell.mla@leg.bc.ca

Dear Mayors, Councillors and MLA Murray Coell:

Re: Follow-up from meeting about derelict vessels and docks with the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations at the UBCM 2011 convention

On September 28, 2011, at the Union of British Columbia Municipalities (UBCM) 2011 convention, the four members of the Islands Trust Council's Executive Committee held a meeting with the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations. The purpose of the meeting was to seek an update on the province's commitment to collaborate with other agencies on the removal of abandoned vessels and docks and on the status of a proposed strategic plan to address marine debris.

Our guests at the meeting included:

Nerys Poole, Acting Mayor	Bowen Island Municipality
Christopher Causton, Mayor	Corporation of the District of Oak Bay; Past President, Assoc. of Vancouver Island and Coastal Communities
Adam Olsen, Councillor	District of Central Saanich
Gary Nason, Chief Administrative Officer	District of Central Saanich
Darren Inkster, Mayor	District of Sechelt
Warren Allen, Councillor	District of Sechelt
Evan Parliament, Chief Administrative Officer	District of Sooke
Sue Lin Tarnowski, Director of Finance	District of Sooke
Linda Adams, Chief Administrative Officer	Islands Trust
Murray Coell, MLA	Saanich North and the Islands
John Rogers, Councillor	Town of View Royal

At the meeting, I outlined local government concerns about derelict vessels, asked Minister Thomson about the province's intention to address the problems, and requested that Minister Thomson lobby the federal government on behalf of local governments.

…/2

Minister Thomson committed to report back to the Islands Trust on his next steps to address the derelict vessel problem, including an update on what happened to the marine debris alliance mentioned in a February 15, 2011 letter to the Islands Trust from former Environment Minister Murray Coell. In turn, I committed to sharing this information with the local governments at the meeting.

Accordingly, I have attached the two letters that resulted from our meeting. As background, I have also attached the provincial response to the UBCM-endorsed Association of Vancouver Island and Coastal Communities (AVICC) Executive 2010 resolution on derelict vessels, barges and docks, developed by an AVICC derelict vessel subcommittee chaired by Mayor Darren Inkster, District of Sechelt and comprised of Councillor John Rogers, Town of View Royal; Councillor Adam Olsen, District of Central Saanich; and me. I hope you find this information useful.

The Islands Trust Council will be setting advocacy priorities for the new term through its spring 2012 strategic planning process. As you consider your community's advocacy priorities you may wish to consider how involved you or your council would like to be in advocacy on this topic. In the meantime, the AVICC Executive could be a good conduit for your community's concerns about derelict vessels, barge and docks.

Yours sincerely,

Sheila Malcolmson
Chair, Islands Trust Council

cc: Jean Crowder, MP, Nanaimo-Cowichan
Bob Gowe, Manager, Navigable Waters Protection, Transport Canada
Islands Trust Council
Islands Trust website

Encl.

1) October 31, 2011 letter from the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations to the Honourable Denis Lebel, federal Minister of Transportation, Infrastructure and Communities.

2) November 21, 2011 letter from Sean Herbert, Associate Director, Tenure Operations, Ministry of Forests, Lands and Natural Resource Operations to Sheila Malcolmson, Chair, Islands Trust Council.

3) Provincial response to 2010 resolution on derelict vessels, barges and docks

BRITISH COLUMBIA

Ref: 180781

OCT 3 1 2011

Honourable Denis Lebel
Minister of Transportation, Infrastructure and Communities
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Honourable Denis Lebel:

The Province of British Columbia still sees a proliferation in the number of vessels being abandoned on our coast. I am requesting an update on your ministry's initiative to fund and remove abandoned and derelict vessels and floating structures (vessels) along the Pacific Coast and within the inland waters of British Columbia.

I understand that Transport Canada has been preparing a study to assess the scope of the problem of derelict and abandoned vessels in Canada, however, the arm of Public Works and Government Services Canada that would carry the study out has been closed. The province hopes that the study will continue and would be disappointed to see any momentum lost on this important study.

The province appreciates that Transport Canada has recently allocated resources to manage a few of the outstanding derelicts in British Columbia. This initiative has gained support from local governments and I encourage you to consider an annual allocation until a permanent solution for the Pacific Region is established by your agency.

I look forward to hearing from you on this important issue.

Sincerely,

Steve Thomson

Steve Thomson
Minister

pc: Honourable Peter Kent, Minister Responsible for Environment Canada
Honourable Keith Ashfield, Minister Responsible for Fisheries and Oceans Canada
Sheila Malcolmson, Chair, Islands Trust Council

Ministry of Forests, Lands and Natural Resource Operations
Office of the Minister
Mailing Address:
PO BOX 9049 Stn Prov Govt
Victoria, BC V8W 9E2
Location: Parliament Buildings
Tel: (250)387-6240
Fax: (250)387-1040
Website: www.gov.bc.ca/for/

BRITISH COLUMBIA

RECEIVED
NOV 23 2011
ISLANDS TRUST

November 21, 2011

Sheila Malcolmson
Chair, Islands Trust Council
200-1627 Fort Street
Victoria BC V8R 1H8

Dear Sheila Malcolmson:

Further to your meeting with the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations, at UBCM this year, he has asked that I provide Islands Trust with information on marine vessel recycling and BC's involvement with the West Coast Marine Debris Alliance.

I have conducted research regarding the recycling of marine vessels. There are few, if any, functioning North American initiatives. Around the world, a few pilot projects sought to recycle hulls built from fibre-reinforced polymers (FRP), also known as fibreglass, but each ended with little success due to operational costs and redistribution and/or disposal of the material. Simply, such a program is unlikely to succeed in BC because there is not enough material available to make the venture successful. There are shipyards situated in the lower-mainland that have dismantled vessels, big and small, and recycled fluids, metals, plastics and other conventionally reused material. The FRP hulls were crushed and transferred to authorized landfill sites. I would be willing to organize a meeting with the Ministry of Environment, Transport Canada and Islands Trust to explore options on how to make it attractive for the private sector to open an economical marine vessel-recycling centre in BC.

BC's role in the West Coast Marine Debris Alliance is limited. The Ministry of Environment contributes by offering industry-product-stewardship expertise where the industry funds the recycling and disposal of its products (drink containers, automotive batteries, and tires). It was suggested the alliance might adopt an end-of-life recycling program but as with the Canadian Council of Ministers of the Environment, it was decided that boats were not considered a priority product. For similar reasons mentioned above, it was determined impractical to enter into the program at this time. It is expected the alliance will finalize its strategy and launch its action plan in January 2012. The Province was able to leverage funds to work with Environment Canada at the end of the 2010/2011 fiscal year but no new funding is available at this time.

Ministry of Forests, Lands and Natural Resource Operations

Sean Herbert
Associate Director
Tenure Operations
sean.herbert@gov.bc.ca

Mailing Address:
142-2080 Labieux Road
Nanaimo, BC V9T 6J9
Tel: 250-751-7275
Fax: 250-751-7224

I would be happy to discuss these matters further and can be reached at 250-751-7275 or Sean.Herbert@gov.bc.ca.

Yours truly,

Sean Herbert
Associate Director,
Tenure Operations

Cc: Minister Thomson
Doug Konkin
Dave Peterson

B30 DERELICT & ABANDONED VESSELS, BARGES & DOCKS

WHEREAS UBCM has previously endorsed a resolution on the topic of derelict vessels in 2005 and the issue of derelict and abandoned vessels, barges, and docks continues to be of significant concern and cost for local governments and harbour authorities in British Columbia;

AND WHEREAS there are many derelict and abandoned vessels, barges and docks that pose safety hazards, risks of environmental contamination and visual pollution:

THEREFORE BE IT RESOLVED that the UBCM petition the provincial and federal governments to develop a coordinated approach to the timely and adequate removal of all types of derelict and abandoned vessels, barges and docks in all situations and consider the following strategies:

- funding mechanisms such as a fee on vessel registrations or a surcharge on marine fuel to fund the removal of derelict and abandoned vessels, barges and docks;
- designated disposal areas where owners can take their unwanted boats and structures to provide an alternative to abandonment on public property; and
- education and vessel product stewardship programs, for example fibreglass boat recycling centres.

RESPONSE: Ministry of Natural Resource Operations

The Province of BC has been engaged in regular, collaborative discussions with the agencies mandated to address derelict and abandoned vessels since 2009. The Ministry recognizes that the multi-jurisdictional nature of managing abandoned vessels is a key challenge when resolving these issues. The Minister communicated with former Minister of Transportation, Infrastructure and Communities Canada, John Baird, former Minister of Fisheries and Oceans Canada, Jim Prentice, and former Minister of Environment Canada, Gail Shea, seeking support to establish a senior-level working group to address the very concerns raised by the AVICC and UBCM.

At a regional level, the Ministry of Natural Resource Operations (MNRO) is working with the Navigable Waters Protection Division (Transportation and Infrastructure Canada), Environment Canada and the Harbour Authority Association of British Columbia to explore options to efficiently manage concerns raised by abandoned vessels. There exists a cooperative spirit in the work done at the regional level, and suggestions to resource the removal of abandoned vessels is a primary topic of discussion.

The BC Ministry of Environment has investigated the potential to include fibreglass boats in a recycle scheme known as Extended Producer Responsibility (e.g., surcharges to recycle batteries and tires). It was determined that the volume of material to be included and the lack of potential for marketing the recycled product makes this option cost prohibitive. Currently, vessel owners are able to dispose of derelicts at a private operation in Richmond and at landfill sites subject to the terms and conditions imposed by local governments.

In January 2011, a Joint Working Group for the Removal of Derelict Vessels (JWG) was established to explore options and address this issue. NRO, the Union of BC Municipalities (UBCM), Transport Canada's Navigable Waters Protection Division (NWPD) and Islands Trust are represented on the JWG. The JWG has met in January and March of this year to discuss possible short- and long-term solutions and explore options to defray costs associated with disposing of vessels abandoned on public land. MNRO staff are preparing a submission to ELUC for the creation of an interim derelict vessel fund in partnership with the Ministry of Finance.

Transport Canada has the authority to dispose of derelict and abandoned vessels considered to be a hazard to navigation or a source of pollution. Transport Canada assesses each incident and has a record of taking action on priority cases. The NWPD has the authority to intervene when a derelict or abandoned vessel poses an impediment to navigation. NWPD assesses each incident and also has a record of taking action on priority cases.

AVICC
association of vancouver island and coastal communities

August 8, 2012

Via Email: FLNR.Minister@gov.bc.ca

The Honourable Minister Steve Thomson
Ministry of Forests, Lands and Natural Resource Operations
P.O. Box 9049, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister:

The Association of Vancouver Island and Coastal Communities (AVICC) is the association representing the interests of its 51 member municipalities, regional districts and other local governments on Vancouver Island, Sunshine Coast, Powell River and the Central Coast.

Last year, during the UBCM Convention, our representatives met with you in a meeting initiated by Islands Trust seeking your continued support to resolve the issue of derelict and abandoned vessels in our region. We appreciated your support in following up with federal Minister Dennis Lebel which resulted in Transport Canada conducting a survey to assess the scope of the issue in BC waterways. I understand that this report is due to be released this summer.

Regrettably your second request to Minister Lebel, for an annual allocation of funding to manage derelict vessels until a permanent solution for the Pacific Region, was not granted. As you know, in 2011 local governments had been successful in working with the Navigable Waters Protection Division to get some long-standing problem vessels dealt with. However, the same has not been true this year as we understand that the Navigable Waters Protection Division does not have any discretionary funding available.

This issue continues to be a significant problem for our members and they are frustrated with the delay in finding a solution when a successful model such as Washington State is available. This year AVICC members endorsed yet another resolution that we fully expect will be endorsed at the UBCM Convention. The Corporation of Delta is bringing forward a second. Both are attached for reference.

The resolutions reflect two models that are complementary to one another. One focuses on local government empowerment and the other on the establishment of a program modeled on the successful Washington State Program.

We would respectfully request a follow-up meeting with you, during the UBCM Convention, to discuss the Transport Canada survey results and the next steps that the Province could take in order to find a permanent long-term solution. Iris Hesketh-Boles, AVICC's Executive Coordinator, is available at 250-356-5122 or by email at iheskethboles@ubcm.ca, to organize the meeting.

Sincerely,

Chair Joe Stanhope
President

Attachment

RESOLUTIONS TO 2012 UBCM CONVENTION

REMOVAL OF DERELICT & ABANDONED VESSELS FROM COASTAL WATERS
(Sponsored by Town Of Ladysmith and endorsed by AVICC April 14, 2012)

WHEREAS derelict and abandoned vessels in the waters of coastal British Columbia can pose a threat to the aesthetics, environment, health and safety of coastal communities;

AND WHEREAS the current regulatory regime for the removal of derelict and abandoned vessels from the waters of coastal British Columbia is not serving our communities with effective and timely removal of such vessels:

THEREFORE BE IT RESOLVED that UBCM call upon the federal and provincial governments to implement a Derelict Vessel Removal Program modelled after the Washington State program, and to designate the Canadian Coast Guard as the receiver of wreck in the case of every abandoned or derelict vessel in the waters of coastal British Columbia.

REGULATION OF ABANDONED BOATS & DERELICT STRUCTURES ALONG PUBLIC WATERWAYS
(Corporation Of Delta)

WHEREAS abandoned boats, derelict structures and squatters in float homes and boats along public waterways can cause significant environmental damage, and pose a hazard to navigation and public health and safety;

AND WHEREAS the current regulatory framework, with overlapping jurisdictions, makes it difficult and costly for municipalities to deal effectively with the problem:

THEREFORE BE IT RESOLVED that the provincial and federal governments be requested to implement regulatory changes that will provide municipal authority to enforce the removal of abandoned, derelict or hazardous structures along public waterways, and to enforce the eviction of illegal float home and house boat squatters.

ISLANDS TRUST
REQUEST FOR DECISION

Date: August 28, 2012

To: Trust Council **Target Decision Date:** September 11, 2012

SUBJECT: **ADVOCACY ON TANKER TRAFFIC ISSUE**

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

CHIEF ADMINISTRATIVE OFFICER COMMENTS: If approved, this resolution would authorize the Islands Trust Council Chair to make presentations, on invitation, to regional districts around the Salish Sea in regards to oil spill concerns. The Islands Trust Council Communications Policy 6.10.ii establishes that the Chair of the Islands Trust Council, or Acting Chair, is the designated spokesperson for Islands Trust Council. Typically, as spokesperson, the Chair does not need Trust Council's authorization to speak on issues affecting the Islands Trust Area.
In June 2012 the Islands Trust Council authorized the Chair to speak to the Enbridge Northern Gateway Project Joint Review Panel as the presentation was concerning a project that did not clearly have impacts within the Islands Trust Area. In this case, Trust Council may wish to consider the need to endorse the potential presentations to regional districts as:

- Trust Council has not endorsed the notion of building a regional alliance of opposition to oil projects that will expand oil export by barge and tanker within the Islands Trust Area and such an objective could have growing implications for organizational resources;
- There would be travel costs associated with the Chair's presentation to regional districts; and;
- Additional implications noted below.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Pending Trust Council's decisions on the advocacy program within its 2011-2014 Strategic Plan, staff and the Chair cannot assess how much time would be available for this new activity. In the absence of other higher priorities, and in the absence of direction to build a regional alliance, staff would have time to support speaking engagements for the Chair.

FINANCIAL: Costs would depend on the number and location of presentations and would come from the Executive Committee travel budget.

POLICY: None, other than it fits within existing policy including the Trust Object.

IMPLEMENTATION/COMMUNICATIONS: Staff would normally support the Chair with logistics, correspondence, research, speaking notes and media follow up. (Approx 1 day per meeting.) The Chair would communicate to Regional Districts in the Islands Trust Area about Trust Council's willingness to provide a presentation on Islands Trust's advocacy work on oil spill prevention and preparedness.

BACKGROUND This request would build upon previous advocacy and education efforts associated with informing decision makers about the local risks with increasing tanker and other shipping traffic. This liaison with other local government bodies would be in support of Trust

Council's June 2012 resolution to oppose in principle oil pipeline projects that lead to the expansion of oil export by barge and tanker from Canada's west coast due to concern about the risk of oil spills that could irrevocably damage coastal environments, economies, and communities. For more information, see the Tanker Traffic Expansion Request for Decision presented in June 2012.

Trust Council's 2008-2011 strategic plan made marine advocacy a high priority of its advocacy program. Since then, the marine advocacy program has been actively promoting the creation of a National Marine Conservation Area Reserve for the Southern Strait of Georgia, seeking solutions for abandoned and derelict vessels, and encouraging safe shipping and oil spill preparedness. The key themes of the shipping safety and oil spill preparedness advocacy program have included:

- Those who have the most to lose when things go wrong should have a role in making sure things go right.
- The Islands Trust Area waters provide critical feeding, rearing, and migratory habitat to a wide range of marine species. This is the most intensively used marine area in British Columbia and the exceptional biological and economic richness of this region is at risk from numerous pressures.
- Transparency and openness is needed from all levels of government and industry.
- Lasting solutions need broad support from a diverse range of stakeholders.
- The Salish Sea is an ecosystem that does not recognize political borders and jurisdictions. It is important that regulatory agencies and communities work together to develop solutions that reflect this reality.
- The safety net should rise with the risk.

The Policy Statement provides direction for the marine advocacy program as follows:

- Policy 3.1.9 states that: *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.*
- Policy 3.4.2 states that*: 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.*

Consistency with previous Trust Council positions
The proposed resolution is consistent with the following previous resolutions of the Islands Trust Council:

June 2012:

That the Islands Trust Council oppose in principle oil pipeline projects that lead to the expansion of oil export by barge and tanker from Canada's west coast due to concern about the risk of oil spills that could irrevocably damage coastal environments, economies, and communities.

That Islands Trust Council request the Executive Committee to represent the Islands Trust legislated Object during Kinder Morgan public engagement processes related to the proposed Trans Mountain Pipeline expansion.

That the Islands Trust Council encourage the federal Minister of Natural Resources to support the phasing out of crude oil export from Canada's West Coast by tanker and barge as part of a national energy strategy.

That the Islands Trust Council authorize the Chair to speak to the Enbridge Northern Gateway Project Joint Review Panel to outline the Islands Trust Council's past shipping safety advocacy actions and outcomes.

June 2011: *That the Islands Trust Council endorse Tides Canada's April 2011 New Energy Vision for Canada, a vision of a Canada which by 2050 has largely moved from carbon-based to renewable energy sources, and a set of recommendations for a strategy that would deliver such a future.*

June 2010: *That the Islands Trust Council request the Executive Committee and the Trust Programs Committee develop, implement and report on an advocacy program to address shipping safety issues in the Trust Area.*

REPORT/DOCUMENT: None

KEY ISSUE(S)/CONCEPT(S): Council authority for alliance building re marine protection and greenhouse gases.

RELEVANT POLICY: Draft advocacy policy

DESIRED OUTCOME: To assist in the development of a regional alliance of elected bodies creating a credible and sizable voice in order to ensure the greatest level of care and due-diligence takes place to further minimize the risk with the many fold expansion of oil and bitumen tanker traffic through the region's waters. In short, protection of the Trust and adjoining area's marine environment, economy and community.

RESPONSE OPTIONS

Recommended: As above

Alternatives:

1. The Executive Committee recommends the following resolution as an alternate to the Trust Programs Committee recommendation:

   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.

   This would clarify that Islands Trust Council would support but not lead the development of a regional alliance regarding oil pipeline projects. Such an initiative could have organizational implications that have not been assessed.

2. Organize an informal meeting of coastal local governments at the Union of British Columbia Municipalities Convention in September 2012.

3. Do nothing further.

PREPARED BY: Clare Frater, based on materials provided to the Trust Programs Committee by Trustee Andrew Stone

SUBMITTED BY: Trust Programs Committee

REVIEWED BY: ____________________
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
August 28, 2012

OTHER REVIEW:

Open Letter

To: Islands Trust Council
c/o Ms. Sheila Malcolmson
Chair, Islands Trust Council
Islands Trust
200 - 1627 Fort St
Victoria, BC, V8R 1H8

c.c. - Nanaimo City Council, Snuneymuxw First Nation,
regional media, & other interested parties.

re: NMCA Extension ...Cause for Delay?

July 30, 2012

Dear Islands Trust Council,

Recent remarks in the media have suggested that Islands Trust may be reluctant to support our request for an extension of the proposed National Marine Conservation Area Reserve for the Southern Strait of Georgia (1). MISSI remains hopeful however that the Gabriola Island coastal waters, and Nanaimo River estuary, will be included when a final decision is made on the boundaries later this year - and that many important economic and ecological benefits will follow for the mid island.

The reason for the Islands Trust reluctance apparently comes from concern that the declaration of the NMCA may be delayed should our extension proposal be considered.

By way of background we should let you know that MISSI members have been participating in discussions about the NMCA since 2002. The conditions, and demands that first set such deliberations in motion, have changed a great deal since. Over these years however we have received reassurances from Parks Canada that public meetings would be held in Nanaimo, to consider boundaries as well as ecological, social and economic factors.

Prior to this, in the 1980's, it was my personal good fortune to be in a position to put forward recommendations that the lands and waters of the southern Gulf Islands be declared a UNESCO Biosphere Reserve. My understanding is that this proposal contributed to the authority granted to the Islands Trust, as well as leading to the designation of the present Southern Gulf Islands National Park.

We're sure you will agree that these two outcomes, although not anticipated, have greatly contributed to the bottom-line ecological and economic attributes of the Gulf Islands and

Vancouver Island, as well as the mainland coast. They were worth asking for, and the cooperative efforts of many sectors and interests ensured their success.

Although some organizations believed, at that time, that the request for a UNESCO designation was too great to consider for the southern Gulf Islands, we are pleased to see that in fact Federal, provincial and regional aspirations have been furthered overall.

MISSI believes the same is true with our proposal for an extension of the NMCA. That, including important and productive coastal waters around Gabriola Island and the Nanaimo River estuary will bring substantive economic benefits to the local area and larger region.

As well as restoring our fisheries, encouraging tourism and meeting commercial, industrial port requirements, the protection of the high ecological and cultural values of this estuary, the largest on Vancouver Island, promises long-term sustainability for the mid island as well as the Gulf Islands.

In fact MISSI believes it is both a reasonable and responsible request for this extension, given the pressures on marine and coastal ecosystems that have taken place since the NMCA was first proposed ten years ago.

With increasing development of the region and Strait, and strategic plans underway to accommodate growth and population projections for the mid island, we believe there is a greater need to ensure that representative and intact ecological systems and habitat corridors are designated to help protect unique coastal lands and marine areas.

MISSI would then like to assure Islands Trust Council, as well as all residents of the southern Strait of Georgia, that we do not want to stand in the way of progress. We very much regard the designation of the NMCA to be a substantial contribution to the long-term conservation and sustainable development goals of our west coast region.

We will therefore be writing to both the Federal and provincial Ministers of the Environment, to follow-up on their assurances that meetings will be held in Nanaimo - and to ask if MISSI's request for an extension of the NMCA, into the Nanaimo River estuary, may delay the designation?

Should the Ministers suggest that our proposed boundary extension may unnecessarily delay the NMCA designation we are prepared to withdraw our request at this time, and will seek other means to ensure such protection and conservation measures.

However, if the Ministers assure us that the process remains open, that determination of the final boundaries will not lead to a delay in the designation of the NMCA ...then we would ask that the Islands Trust Council in turn support our campaign for the extension around Gabriola Island and into the Nanaimo River estuary.

And, we would request that the Islands Trust Council priorize a motion to the upcoming Union of BC Municipalities convention, to amend support for the original NMCA boundaries, to include the Gabriola coastal waters and the Nanaimo estuary extension.(2)

Given recent interest by Nanaimo City Council in the NMCA extension proposal, and related opportunities to protect the Nanaimo River watershed, we hope that the Islands Trust will reconsider any hesitance they may have initially had in lending support.

Should it be of assistance MISSI has prepared background reports and an overview of the benefits, as well as a presentation on our proposal to extend the NMCA a few kilometres more, to include the coastal waters of Gabriola Island and the Nanaimo River estuary.

We sincerely hope that this letter helps to clarify MISSI's position, and rationale for requesting an extension to the proposed NMCA. And we look forward to working with the Islands Trust Council, and others, on mid island initiatives for sustainability and stewardship.

Thank you,

Laurie Gourlay, President
Mid Island Sustainability & Stewardship Initiative

P.O. Box 333, Cedar, B.C., V9X 1W1
(250 722-3444) <www.missimidisland.com>

(1) media references:
- Nanaimo Daily News, 'Council is unsure about planned boundary expansion', Robert Barron, Friday, July 27, 2012
- Nanaimo Daily News, 'It's vital we preserve our ocean playgrounds', Robert Barron, Saturday, July 28, 2012

(2) a proposed UBCM Motion, incorporating the NMCA extension, could be adapted from the Islands Trust resolution, endorsed by the 2010 UBCM Convention, with respect to the Southern Strait of Georgia National Marine Conservation Area Reserve. MISSI has prepared sample wording, should that be of assistance.

7.1.1

BC Ferries Report

for September 2012 Islands Trust Council Meeting

Prepared by Trustee Tony Law
28 August 2012

There are three current items of consequence. The Province of British Columbia and BC Ferries have signed an agreement amending the Coastal Ferry Services Contract for the third Performance Term (April 2012 to March 2016). The BC Ferry Commission will be issuing the Price Cap ruling for this period before the end of September. The Province is embarking on a community engagement process to address potential service adjustments and a long term vision for connecting coastal communities.

Coastal Ferry Service Contract

The amendment to the contract includes provision for an additional contribution of about $54.5 million from the Province (the Province also provided an additional $25 million for the previous financial year). It also includes a requirement for implementing service adjustments to produce net savings of $30 million. ($4 million of this has already been identified through agreed-upon reductions in sailings on the major routes. The agreement states principles for pursuing service adjustments which include looking at routes incurring a significant loss or with annual capacity utilization rates of 55% or less and at round trips with capacity utilization of 20% or less. Specific adjustments will take into account the complexity of routes, such as those with multiple ports, and the need to ensure basic ferry service at the route level. If resulting service adjustments have not been implemented by 30 June 2013, it will then be up to the Commissioner to order adjustments to achieve the required level of savings.

Price Cap

The BC Ferry Commission set a provisional price cap for Performance Term Three that would allow annual increases of 4.15% per annum on the majors and 8.23% per annum on the non-majors in April 2012, 2013, 2014 and 2015. Subsequently, the Province adopted legislation that capped the 2012 increase for the non-majors at 4.15% for April 2012. Now the Commission is about to announce the final price cap for the rest of the term. The decision will take into account the amendments to the contract noted above, cost efficiencies to be achieved by BC Ferries and changes to the requirements for return on equity. Traffic projects will also be part of the equation. BC Ferries is forecasting traffic continuing at last year's level for the rest of the performance term (so far in the current financial year traffic has been below last year's level, though there is a significant upturn for August).

Community engagement process

The Province has engaged a consultant, Kirk & Co, to facilitate the community engagement process. Initial communications between Ministry staff and the Ferry Advisory Committee Chairs indicated that there would be two rounds of consultation. The first would be to discuss proposed service adjustments on each route to contribute to the required $30 million in savings (with the proposed adjustments to be posted on a website in advance). The second would be to explore strategies to achieve the government's vision of connecting coastal communities affordably and efficiently. An objective is to engage local governments and citizens. The process was originally scheduled to begin over the summer, but it now looks as though it may not start much before October. Details of how this will be carried out are not available at the time of writing. The Ferry Advisory Committee Chairs have requested a meeting to provide input on planning the engagement with communities (Ministry staffs have said this would happen) and have posed a set of questions to the Ministry to get more clarity about the process.

For more information, contact Tony Law (250-335-1155) or the Chair of your local Ferry Advisory Committee.

2012 Islands Trust Council
Priorities Chart

Aug 28/12

Islands Trust Council Goals	Executive Committee (LA)	Trust Fund Board (JE)
Ecosystem Preservation and Protection… Stewardship of Island Resources... Sustain Island Character and Healthy Communities	1. Trust Council preparations – Finalize Admin Fairness Session and Strategic Planning Session 2. Bowen Island Municipality – meeting preparations 3. Advice to SSILTC re watershed governance	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising
Financial Planning Committee (CS)	**Local Planning Committee** (DM)	**Trust Programs Committee** (LG)
1. First draft of 2013/14 Budget 2. Complete 2012/13 Forecast 3. Develop Policy on Carbon Neutrality with TPC	1. Encouraging Green Technologies 2. Development Permit Monitoring	1. Advocacy 2. Indicator Program 3. Coordination with RDs re Community Economic Sustainability Initiatives
Southern Team (RK) Galiano, Mayne, N. Pender, S Pender, Saturna	**Northern Team** (CJ) Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	**Salt Spring Team** (LH) Salt Spring
LTC Planning Priorities • ***Galiano*** *(KN) - LUB update; DPA Implementation; and Ground Water protection DPA review.* • ***Mayne*** *– Housing options (GR); Commercial land use review (GR); and RAR Implementation (RK).* • ***North Pender*** *(AP) – Associated Islands bylaw update (OCP and LUB); Shoreline Development Review; LUB Amendments- subdivision servicing* • ***Saturna*** *– Community Park Zoning (GR); Provincial Riparian Areas Regulation (RK); and Ocean Loop Geo-exchange (GR).* • ***South Pender*** *(AP)– LUB Update and Review; Shoreline Protection; On-line community survey*	LTC Planning Priorities • ***Ballenas-Winchelsea (EC as LTC):*** *Devt of OCP and LUB Bylaws; Development of Administrative Bylaws* • ***Denman*** *(CS): Agricultural Plan; Implementing RAR; Review of OCP Section C3 with a view to addressing the impacts of shellfish farming on the natural marine environment and residential properties* • ***Gabriola*** *(CF): Gabriola Planning Area OCP Review (includes RAR and Steep Slopes Devt Permit, update 2010 build-out map and report, rezoning new RDN parks and ITF nature reserves); Devt Approval Information Bylaw; Devt of Policies Re: Cottage Density Banking; Snuneymuxw FN Protocol Agreement Implementation* • ***Gambier*** *(SZ): LUB for SCRD Islands; RAR Implementation; Foreshore protection & stewardship;* • ***Hornby*** *(SZ): Vacation Home Rental Regulations; OCP and LUB Review; RAR implementation* • ***Lasqueti*** *(LP): RAR Compliance; False Bay Parking & Master Plan; Review of LUB relating to guest cabin regs* • ***Thetis*** *(CS): Associated Islands OCP and LUB Creation; RAR Implementation; Preparation and Ratification of Protocol Agreement with Cowichan Valley RD*	LTC Planning Priorities • *OCP Review - DPA4/RAR Mapping (SC);* • *Land Use Bylaw Update - Secondary Suites (JS);* • *OCP Review: Watershed Management (JS)* • *Advisory Committees terms of reference and bylaw review (JS).* • *Land Use Bylaw Update: remaining Industrial Task Force recommendations (SC)*

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 : CJ – Chris Jackson; CC – 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

DRAFT

December 2012 Islands Trust Council Agenda Program

Meeting Location: Community Gospel Chapel, 147 Vesuvius Road, Salt Spring Island

Aug 28/12

	Tuesday, December 4	Wednesday, December 5	Thursday, December 6
A.M.	*Ferries to Salt Spring Island:* *Tsawwassen – lv 10:20 am; arv 1:10 pm* *Swartz Bay – lv 11:00 am; arv 11:40 pm* *Crofton – lv 11:55 am; arv 12:15 pm* *Galiano – lv 11:15 am; arv 1:10 pm* *Mayne – lv 11:55 am; arv 1:10 pm* *Pender – lv 12:30 pm; arv 1:10 pm*	8:30 – 9:30 ***Closed Meeting**** 9:30 – 10:15 **Freedom of Information and Protection of Privacy** 10:15 – 10:45 Break 10:45 – 12:15 **Agricultural Land Commission**	8:30 – 10:30 **Planning Best Practices** 10:30 – 11:00 Break 11:00 – 12:00 **Advocacy Policy Workshop**
P.M.	12:45 – 1:40 Lunch – Meeting Hall 1:45 **Call to Order/Notice of New Items** 1:50 – 3:00 **Decision and Information Items** 3:00 – 3:30 Break 3:30 – 5:00 **Decision and Information Items (cont'd)**	12:15 – 1:00 Lunch 1:00 – 2:15 **Delegations & Town Hall** 2:15 – 3:00 **Working with the Islands Trust Fund** 3:00 – 3:30 Break 3:30 – 5:00 **Decision and Information Items** (as required)	12:00 – 12:45 Lunch – Meeting Hall 12:45 – 2:00 **Trustee Roundtable** 2:00 Meeting Adjourned *Ferries from Salt Spring Island:* *Vesuvius to Crofton – 3:00 pm* *Long Harbour to Galiano/Mayne/Pender/Tsawwassen – 3:25 pm* *Fulford Harbour to Swartz Bay – 3:50 pm*

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