Islands Trust

June 2012 Islands Trust Council Agenda Program

Location: Pender Islands Community Hall
4418 Bedwell Harbour Road, North Pender Island

May 18/12

	Tuesday, June 12	Wednesday, June 13	Thursday, June 14
A.M.	10:00 **Call to Order/Notice of New Items** 10:05 – 11:45 **First Nations Relations (1)** • *Working Effectively with Aboriginal Peoples*	7:30 – 8:10 *Breakfast - Hall* 8:15 – 10:00 **Closed Session* (4)** • *CAO Report* • *Intro to Indemnification* • *Litigation Update* • *Community Stewardship Award decision* 10:00 – 10:30 *Break* 10:30 – 12:00 **Decision & Information Items (7)**	7:30 – 8:10 *Breakfast - Hall* 8:15 – 9:45 **Decision and Information Items** *(cont'd)* 9:45 – 10:00 Break 10:00 – 11:00 **Decision and Information Items** *(cont'd)* 11:00 Meeting adjourned (approx)
P.M.	11:45 – 12:30 *Lunch* 12:30 – 2:00 **First Nations Relations** (cont'd) 2:00 – 2:20 Break 2:20 – 3:40 **Local Planning Session (2)** • *Team Meetings* 3:40 – 4:00 Break 4:00 – 5:00 **Strategic Planning (3)**	12:00 – 1:30 *Lunch and Island Visit* 1:30 – 2:30 **Delegations and Town Hall (5)** 2:30 – 3:40 **San Juan County Council Liaison (6)** • *Discussion of Common Issues* 3:40 – 4:00 Break 4:00 – 5:00 **San Juan County Council Liaison** *(cont'd)*	*Ferry departures to:* *Swartz Bay – 11:45 am* *Salt Spring – 12:30 pm* *Tsawwassen – 4:05 pm*
	6:00 Dinner with Former Trustees – Community Hall	*6:00 Reception with San Juan County Council – Hope Bay store Community Room* *7:30 Dinner – Café at Hope Bay*	

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

Islands Trust

June 2012 Islands Trust Council
Session 1

First Nations Relations Session

10:05 – 11:45 am.; 12:30 – 2:00 pm, Tuesday, June 12, 2012

Purpose: To explore options for strengthening relations with First Nations with interests in the Islands Trust Area.

Resources:

Robert Joseph	Indigenous Corporate Training
Linda Adams	Chief Administrative Officer
Lisa Gordon	Director, Trust Area Services
David Marlor	Director, Local Planning Services

10:05 a.m.	**Setting the Scene - # of First Nations, referral requirements**	Lisa Gordon David Marlor
10:15 a.m.	**Training Session "Working Effectively with Aboriginal Peoples**"	Robert Joseph
1:30 p.m.	**First Nations Relations – Implications for Strategic Plan** a) Quickstart actions b) Actions requiring Council support c) Actions requiring local trust committee support d) Actions requiring additional resources	Lisa Gordon David Marlor Linda Adams
1:45 p.m.	Questions ~~~~~~~~~~~~~~~~~~~~~~~~~~ Resources for the session 1. March 2012 First Nations Working Group Report 2. Sample referral letter 3. Current protocol agreements hyperlink: www.islandstrust.bc.ca/tc/agreements.cfm#firstnations 4. *Working Effectively with Aboriginal Peoples,* 2nd Ed.	All

Draft - Islands Trust First Nations Consultation Strategy
Phase 1: Laying the Groundwork
May 2012

Produced by the Islands Trust First Nations working group with the support of William Trousdale of EcoPlan International

Draft Vision
To have enduring relationships with First Nations based on trust, honour and goodwill.

Draft Mission
To respect First Nations constitutional rights while carrying out the Object of the Islands Trust.

Introduction
In its 2011-2012 budget, the previous Islands Trust Council committed $10,000 to develop a First Nations strategy and policy. To help fulfil this commitment, the Islands Trust created a First Nations Working Group and hired EcoPlan International to facilitate two meetings and to draft an initial strategy. Ten staff and two Executive Committee members carried out this work during February and March 2012. This report summarizes that process and the priorities they developed.

Working group participants were:
- Chair Sheila Malcolmson
- Trustee Peter Luckham
- CAO, Linda Adams
- Trust Area Services Director, Lisa Gordon
- Local Planning Services Director, David Marlor
- Regional Planning Manager, Chris Jackson
- Islands Trust Fund Manager, Jennifer Eliason
- Grants Administrator, Marion Grau
- Planners: Chloe Fox, Kristin Aasen, Courtney Simpson, Kaitlin Kazmierowski

Figure 1: EcoPlan's Strategic Planning Model

The process was facilitated by William Trousdale of EcoPlan International, using EcoPlan's four-phase / ten-step strategic planning approach (pictured right), which gave structure and focus for development of a strategy. Working through the first three phases during the first meeting on February 17, 2012 members identified stakeholders and the current context, discussed issues, crafted a draft vision and objectives, and brainstormed actions.

The second meeting on March 14 allowed the working group to review, refine and validate the output from Meeting #1. Meeting #2 also involved a comparison of the actions and strategies against objectives identified in the first meeting, as well as clarifying the priority and sequence of actions.

Also of note, on Feb 22, 2012, between the working group's first and second meetings the entire staff of Local Planning Services (some of whom are working group members) attended a cultural sensitivity training session called *Working Effectively with Aboriginal Peoples* by Robert Joseph of Indigenous Corporate Training, Inc. The knowledge gained from this training session was then integrated into the overall strategy.

Phase 1: Where are we now?

In exploring the three tasks involved in this phase– getting started, stakeholders & participants, and situation assessment – the working group outlined a rationale for pursuing a First Nation Consultation Strategy, what stakeholders should be involved and to what extent, and the current administrative context.

Step 1: Getting started– Why a First Nations Consultation Strategy?

The development of a First Nation Consultation Strategy is a goal of Trust Council's 2008-2011 Strategic Plan. While staff are already fulfilling the Provincial legislation requiring First Nations consultation, Trust Council and staff believe there are significant benefits in exceeding the minimum requirements and have a strong desire to improve current consultation practices. Council's 2011-2012 budget detail described this goals of this project as follows: "to develop a strategy that identifies overlapping interests, treaty process schedules, priorities and resource requirements for the development of effective protocol agreements and referral practices, etc." Last term, First Nations requested protocol agreements with Local Trust Committees, which the Islands Trust could not pursue due to competing priorities and the lack of a framework with which to assess the priority of new protocol work given limited resources.

Working group members indicated that there is not broad understanding of the importance of First Nations rights and titles in the trust area, nor are there sufficient resources to build and maintain partnerships and regular communication with local First Nations or with our government partners to adequately anticipate and respect First Nations interests.

Improving relations with First Nations in the short-term would create the following benefits:

- **Increase respect:** More respectful relations among islanders and First Nations

- **Reduce liability**: Having already received strongly worded letters from First Nations' lawyers on specific issues, there is a risk that decisions of Local Trust Committees, Trust Council and the Trust Fund Board may infringe upon Aboriginal Rights. Even a court decision in the Islands Trust's favour is still costly in time, money and goodwill. Such incidents would also be a significant step backwards in the relationship with the First Nation involved, and possibly others. Having a better understanding and stronger relationship with each of the First Nations will help us address issues early, and reduce the likelihood of legal action.

- **Limit crises:** Current consultations with First Nations occur in response to specific proposals, usually on a tight timeline. The First Nation(s) want to protect their interests, but may not have the capacity to analyze or respond to the proposal in the required timeline. The resulting discussions can result in a sudden, unexpected need for staff time to give the issue the necessary attention. In the past, an unexpected and serious letter from First Nations or their lawyer has required a few weeks of staff time to effectively respond. If time is spent up front in developing relationships separate from specific development or policy proposals, fewer of these "crises" should occur, reducing sudden demands on staff resources (for all parties).

- **Increase efficiency of staff and trustee time**: a number of First Nations have interests in several Local Trust Areas and there is currently no system to coordinate sharing of information and communication. Research, communications, and meetings with a First Nation may be duplicated by planners from different areas. Developing a system by which Local Trust Areas communicate and coordinate consultation and relationships could prevent redundancies and inefficiencies, saving considerable time and money.

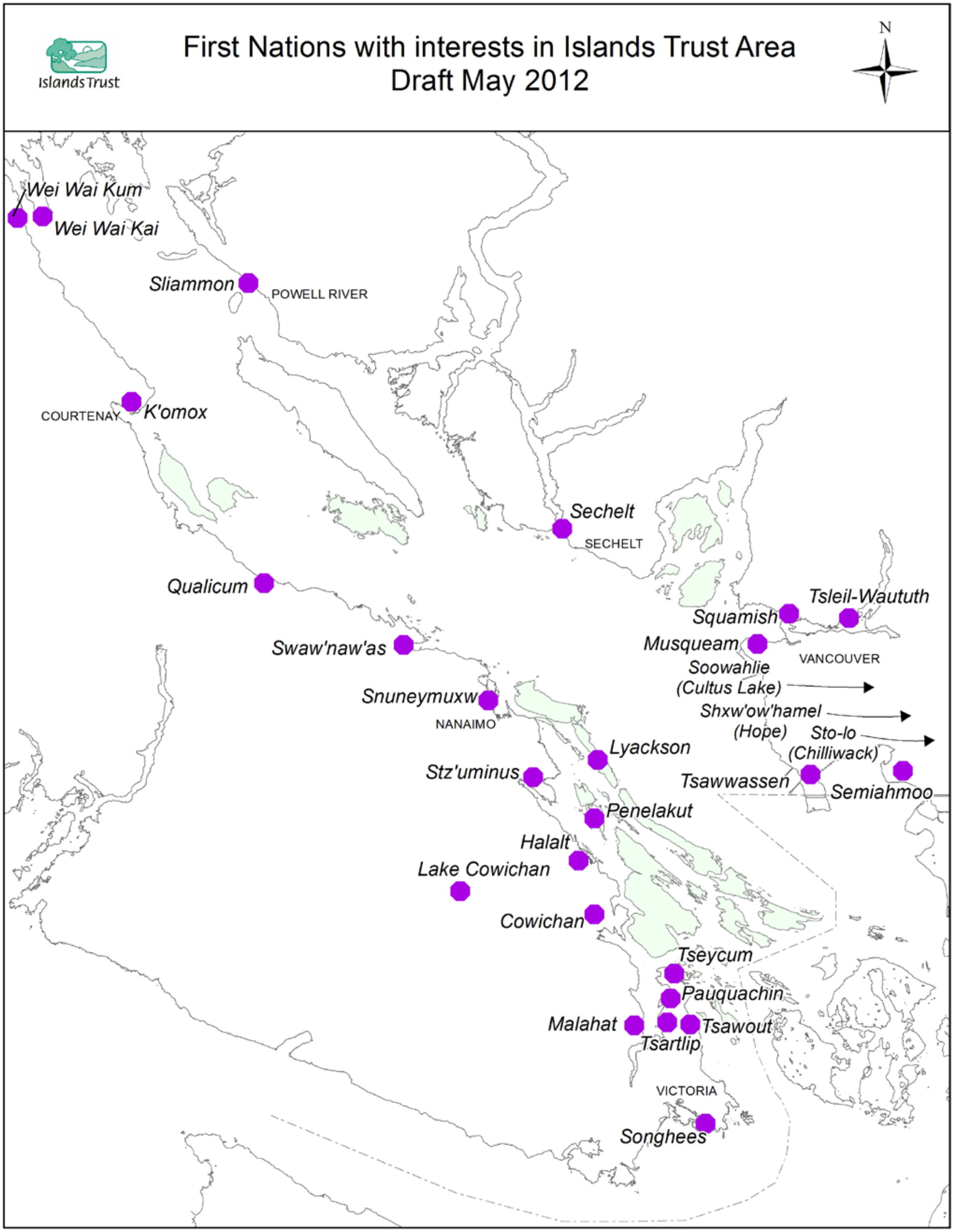
Step 2: Stakeholders

The Working group undertook a review of relevant stakeholders for the development of this strategy. The identified stakeholders are listed in Appendix A along with an explanation of their roles / responsibilities in the strategy and some issues and challenges associated with them.

Step 3: Situation Assessment

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Responsibility for other functions is covered by other local, municipal, provincial and federal agencies. In First Nations communities, the chief and council governance systems often overlap hereditary or traditional governance systems. Layered upon this are different categories of land tenure and legal issues (private, Crown land, unceded traditional territory). All these levels of authority make land use decision making challenging – for both the First Nations and the Islands Trust.

The Islands Trust Area is subject to the overlapping claims of over 20 different First Nations covering a large geographic area. The area contains many archaeological sites and cultural sites, as well as areas where traditional and cultural practices still take place. The Islands Trust has a unique mandate from the province to protect the environment and amenities of the islands, including heritage and traditional harvest areas.


Islands Trust
First Nations with interests in Islands Trust Area
Draft May 2012
N
Wei Wai Kum
Wei Wai Kai
Sliammon
POWELL RIVER
COURTENAY
K'omox
Sechelt
SECHELT
Qualicum
Tsleil-Waututh
Squamish
Swaw'naw'as
Musqueam
VANCOUVER
Soowahlie
(Cultus Lake)
Shxw'ow'hamel
(Hope)
Sto-lo
(Chilliwack)
Snuneymuxw
NANAIMO
Lyackson
Stz'uminus
Tsawwassen
Semiahmoo
Penelakut
Halalt
Lake Cowichan
Cowichan
Tseycum
Pauquachin
Malahat
Tsartlip
Tsawout
VICTORIA
Songhees

Reserves within the Islands Trust Area

Gabriola
- Ma-Guala #6
- Gabriola Island #5

Valdes
- Lyackson #3
- Shingle Point #4
- Porlier Pass #5

Penelakut Island
- Penelakut Island #7
- Tent Island #8

Galiano
- Galiano #9

Halalt Island
- Halalt Island #1

Mayne Isalnd
- Mayne Island #5

Salt Spring
- Fulford Harbour #5

Pender
- Pender Island #8

Saturna
- Saturna Island #7

Bare Island
- Bare Island #9

Phase 2: Where do we want to go?

The working group went through a process to develop a draft Vision and Mission Statement to guide the strategy, and a set of objectives with which to evaluate actions. The following was proposed by the working group at the March 14th Workshop.

Step 4: Vision

The vision is meant to provide a clear and powerful snapshot of "Where do we want to go?" In a general way, it outlines the core values and principles that are central to what the strategy is all about. It helps to answers the question, "Why?" in broad, clear terms. The mission statement is more purpose oriented. Below are the vision and mission statements developed by the First Nations working group.

Vision

To have enduring relationships with First Nations based on trust, honour and goodwill.

Mission

To respect First Nations constitutional rights while carrying out the object of the Islands Trust.

Step 5: Issues and Objectives

Creating clear objectives is important because it helps to identify the values that will drive the actions within the strategy. The first step was to identify the most pressing goals and issues for the Island Trust in consulting with First Nations. Next, the First Nations working group organized these into succinct objectives. The objectives are used to design the framework for the strategy, and to guide actions. Working from the objectives ensures that the strategy remains consistent with the values driving it. The objectives can also be used as the foundation for monitoring and evaluating the success of the strategy over time.

The following nine fundamental objectives were identified and agreed on by the working group:

- **Improve working relationships with First Nations**
- **Address legislative requirements for consultation**
- **Support traditional use and cultural practices**
- **Support protection of First Nations archaeological and of heritage sites**
- **Acknowledge/avoid infringement of First Nations constitutional rights and title**
- **Support First Nations in having their interest represented**
- **Enhance organizational Image**
- **Minimize community conflict**
- **Maximize cost efficiency**

These nine objectives are set out in the table below alongside a description of the current situation. The objectives were then discussed in terms of a five-year time horizon – how much change could be achieved within each objective in five years if sufficient resources were devoted to achieving it. The table below summarizes the information gathered.

Table 2: Objectives and Potential Changes in a five-year Time Horizon

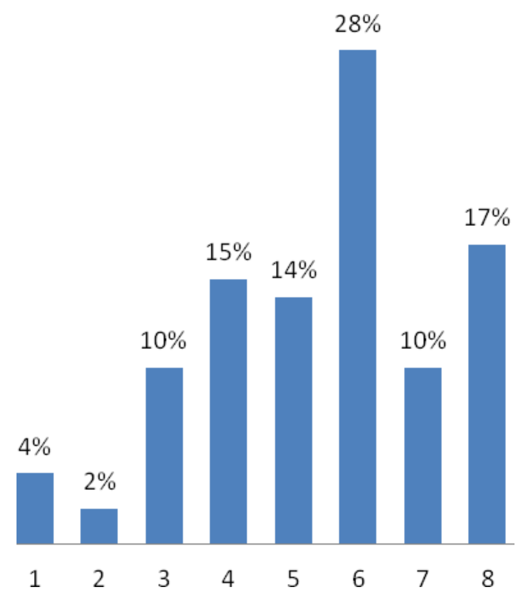
Objectives	Current Situation	Future Situation (five years)
Improve working relationships with First Nations	Relationships are sporadic and inconsistent. Limited communications. Little progress.	Regular, consistent, proactive communication with receptive FN. Know where we stand with each FN.
Address legislative requirements for consultation	Exceed legislative requirements.	Exceed legislative requirements. Be a model government.
Support traditional use and cultural practices	Support through Trust Fund Board property management plans. Limited trust and access to knowledge.	Policy that recognizes and supports traditional use and practices. Improved trust and relationships.
Support protection of First Nations archaeological and of heritage sites	Right now doing only the last step. Currently checking provincial database and informing land owners. Some LTCs have policies/regulations in place.	Policy and regulations in place for protection across the islands trust area. Use IT Act section 8 powers re mandate to preserve heritage. Trust Fund Board protects archaeological and heritage sites on its properties through its management planning process
Acknowledge/avoid infringement of First Nations constitutional rights and title	Limited knowledge/ understanding regarding FN rights and titles in the Islands Trust Area. Responding reactively only.	FN rights and titles are acknowledged in policy development. Improved organizational understanding of Aboriginal Rights and Title.

Support First Nations in having their interest represented	Limited/diffused awareness of FN interest. Limited collaboration with and leadership from senior levels of government	Organizational support for ensuring FN interests are represented early on the process. Consistent/proactive response through improved relationship.
Enhance Organizational Image	Current image on this topic is uneven and unknown, but assumed poor with some First Nations.	Become role model. Strong leadership / success celebrated. Good communications.
Minimize community conflict	LTC and Trust Council minimize conflict by avoiding issues. FN interests are perceived as a threat to constituents. Islands Trust now spectators in the treaty process.	Build knowledge and understanding so relationship with FN is non-threatening to constituents. FN/Trust participants in the land use planning.

The working group then weighted the objectives according to importance *of the potential change* that could be achieved over the next five years to get a sense of priority actions. Each working group member conducted this exercise independently and there was a high level of agreement between most members. The working group concluded that the average weights shown below were a reasonable proxy for the group as a whole. These weights are important to help the working group design strategy alternatives. Individual weights would be used to evaluate and prioritize the action strategies. The working group decided that the objective of ***Cost Effectiveness*** would be considered as a Stage 2 evaluation once strategy actions were detailed and budgeted. Therefore, this objective is not included in the chart below outlining priorities for the consultation strategy.

Figure 3: Weighted Objectives

1. Enhance Organisational Image
2. Address legislative requirements for consultation
3. Minimize community conflict
4. Support protection of First Nation archaeological and heritage sites
5. Support First Nations in having their interests represented
6. Improve working relationships with First Nations
7. Support traditional land use and cultural practices
8. Acknowledge/avoid infringement of First Nations constitutional rights and title



The lowest weight was given to the objective ***addressing legislative requirements for consultation*** since this is an area over which the IT has little control and IT is currently committed to exceeding the requirements. First Nations may not agree that the existing legislative framework sufficiently protects their interests, so exceeding them is a positive step. **Improving working relationships with First Nations** stands out as the most important objective by a considerable margin (28%). Most of the other objectives carried weight of approximately 10%-15%.

Phase 3: How do we get there?

This phase of the process involves strategy development, analysis, and actions. After evaluating the objectives, the working group identified options for action and, organised them in a plan, sorting actions in essential, quick start and longer term actions. Only the longer term actions were evaluated and prioritized.

Step 6: Actions

- **Essential Actions – actions that are a pre-requisite for consulting with First Nations in the Islands Trust area.**
- **Quick Start Actions – actions that the working group identified as important and can be started right away without requiring significant resources or approval.**
- **Longer Term Actions – more significant actions that require resources and approval from management or council.**

Essential Actions	Description
Clarify our role	Get clarity on where IT has authority & does not have authority (as case law & legislation evolves)
Know our First Nations partners and neighbours	Confirm list of FNs affected for all three regional offices. So far only the Northern office has used the Consultative Areas Database (CAD). This will contribute to the development of the information system/database.

Quick Start Actions	Description
Develop a First Nations Database	Different staff and trustees are working with the same FNs. Build a resource list/initiate information system to enable permanent records of everyone's experiences and knowledge. Identify & coordinate FN resources at IT – a centralized way of knowing what everyone is doing, when the next FN election is, next AGM, (e.g., SharePoint or other software).
Develop a First Nations enhancements funding strategy	Seek BC & Federal funding for First Nations/Local government relationship building so that we can better collaborate for the benefit of all British Columbians.
Support knowledgeable decision makers	Trustee orientation on First Nations issues, so that it matches staff knowledge.
Stay proactive and follow up	Regular check-ins with First Nations partners, follow-up phone calls, so that we maintain relationships and identify potential issues before they arise.
Keep First Nations partners on the agenda	Building and maintaining relationships with 20+ First Nations is a significant undertaking and should be included as a regular item on our business agendas
Improve our correspondence	Developing correspondence template letter that recognizes the Constitutional rights and titles of First Nations, and incorporates respectful language, avoiding "oppressive" language and jargon like crown land, and stakeholders. For example, using language consistent with Section 35 of Canada's Constitution ("avoid infringement").
Provide cultural sensitivity training for all IT council and staff	Ensure that sensitivity to FN permeates all aspects of operations and IT protocols, including booking facilities.
Explore opportunities to support stakeholders	Seek ways to comment earlier in the referral process, e.g. of the Integrated Land Management Bureau. For a more detailed list of opportunities, see ***Appendix A.***

Longer Term Actions	Description
Increase Islands Trust Capacity - First Nation Liaison / First Nation specialist	New position or new role in existing position. -- Increase IT capacity (e.g. Get a mandate/policy from Council for this function through the strategic plan – build job description for a FN liaison / specialist on staff – integrate FN work into everything we do)
Regular relationship building	Regular relationship building: meetings, phone check-ins, staff to staff meetings; offer proactive education on how local planning works – how they can interact with it.
Undertake a structured interest-based process	Ask FN how we could help better represent their interests and use it to build a database that will expand as we learn more. Develop an interactive/proactive process to understand what FN issues are and IT role. Need a mechanism to address concerns that the bylaw process cannot.
Explore the utilization of Section 8 of the *Islands Trust Act* (re mandate to preserve heritage)	Excerpts from Section 8: • (f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of that history and heritage, • (g) conserve heritage property, • (h) support and give financial assistance to activities referred to in paragraphs (f) and (g) that are undertaken by others
Amend Islands Trust Policy Statement	Consider how to amend Policy Statement to include / prioritize FN topics
Improve referral process for bylaws and OCPs	Embed some tools / checklists for staff doing referrals – e.g. who to call. Do more than legislative requirement. There is a practical aspect but it also improves relationships and creates a more durable plan.
Develop/implement more agreements	Examples include memorandums of understanding, protocol agreements and co-management agreements.
Develop First Nation "guidelines" for IT	Need better guidance – e.g. to define roles and to understand the Province's new consultative area database. Need some procedures to ensure consistency from term to term / staff to staff.
Formal relationship building	Explore desirability of sending a delegation to FN Chief & Councils, attending Band AGMs; arrange meetings with FN & trustees (C2C)
Staff exchange	Bring FN staff into our organization and/or send an IT planner to an FN land use office. (Discuss with Parks Canada who have similar program)
First Nation speaker series for IT	Education, stewardship, awareness re heritage sites – e.g. invite elders to meetings. Invite FN speaker to address council (include a meal) – consider budget item for that – also sensitive to which traditional territory we are meeting in.
Update Islands Trust protocol with Integrated Land Management Bureau (ILMB) responsible for Crown Land to include First Nation referral steps.	IT staff are currently working with the province to revise IT's 1994 Protocol & LOU regarding Crown lands in the Trust Area.

The Longer Term Actions require differing levels of institutional commitment, resources and staff support. Underlying all these actions is the desire and need for an organization-wide shift in perspective towards First Nations in order for this to have impact. Even booking a venue for an event may be controversial from a First Nations perspective.

One of the objectives the working group identified earlier in the process was ***Cost Effectiveness.*** Working group members agreed that this would be better considered as part of an evaluation once strategy actions were detailed and budgeted. The table below is part of that second stage evaluation process. It both identifies these action strategy alternatives, and describes the level of institutional support they require.

Although the priorities are listed by rank below, these are resource dependent and the level of effort, funding and approval needed may affect the sequencing of actions over time

Longer Term Actions, Approval Requirements and Funding Considerations (ranked by working group)

Rank	Longer Term Actions	Level of Approval Required				Funding Required	Notes
		Manage-ment only	LTC Only	Executive Only	Executive and Council		
1	Increase IT Capacity - First Nation Liaison/ First Nation specialist				X	**Yes (or reallocate existing resources)**	Strategic plan authority & budget approval needed
2 (tie)	Regular relationship building	X			X	**Maybe**	
2 (tie)	Undertake a structured interest-based process				X	**Yes**	Strategic plan authority & budget approval needed
3	Develop centralized First Nation information system	X			X	**Maybe (could be built in house)**	Strategic plan authority & budget approval needed

Rank	Longer Term Actions	Level of Approval Required				Funding Required	Notes
		Manage-ment only	LTC Only	Executive Only	Executive and Council		
4	Explore the utilization of Section 8 (cultural heritage) of the *Islands Trust Act*				**X**	**Yes**	Strategic plan authority & budget approval needed
5	Amend Policy Statement				**X**	**Yes**	Strategic plan authority & budget approval needed
6	Improve bylaw referral process	**X**				**Maybe**	
7	Develop/implement more agreements				**X**	**Yes**	Strategic plan authority & budget approval needed
8	Develop First Nation guiding documents for IT	**X**				**Yes**	Legal review
9	Formal relationship building		**X**	**X**	**X**	**Yes**	Strategic plan authority & budget approval needed
10	Staff exchange	**X**			X (esp. if funding required)	**Maybe**	
11	First Nation speaker series for IT			**X**		**Yes**	
Not Ranked - Added later	Update Islands Trust protocol with ministry responsible for Crown Land to include First Nation referral steps.				**X**	**No**	Strategic plan authority needed

Next Steps

The next phase of the strategy is to start on the essential actions and some of the quick start actions, as well as begin the process of turning the priority action strategies into a solid implementation plan. The steps listed below are now underway.

- Managers will review the actions and begin to work on quick start actions (e.g. initiate a basic First Nations database for immediate use).
- Present the strategy to Trust Council to seek support for further action and / or refinement of the strategy.
- Have a Trust Council First Nations orientation session and ongoing training. This is to ensure that the Trust Council has the most current and relevant information, and to ensure their input into the action implementation, a Trust Council First Nations Orientation will be organized.
- Build a business case to justify each action's cost effectiveness. Assess each action based on the objectives, risks and the institution support required.
- Monitor, evaluate and revise the strategy to keep it working, according to changing circumstances using "measurable" indicators of success.

Appendix A

Agencies	Role/ responsibility	Issues & challenges	Main contact (contact info)	Potential IT actions
Islands Trust				
Trust Council	To implement the Trust mandate, while working to ensure that Constitutionally protected Aboriginal rights are not unjustifiably infringed upon	• Coordination between agencies in the Trust Area • Advocacy to protect values that may conflict with First Nation economic interests • Interests in protecting Crown Land	Lisa Gordon	Consider options for implementing First Nation strategy
Trust Fund Board	Protecting and managing land for the purpose of carrying out the object of the Trust	• Land acquisition (including Crown Land) requires First Nation consent. • Limited funds for acquisition • Growing number of properties to manage • Property management plans are referred to First Nations	Jennifer Eliason	Explore ways to encourage First Nations participation in property management planning
LTCs	To represent their community while implementing the Islands Trust mandate	• Land use planning function on non-reserve lands only • Interests in protecting Crown Land		
Bowen Island Municipality	To represent their community while implementing the Islands Trust mandate	• Land use planning function on non-reserve lands only • Interests in protecting Crown Land • Services and ownership of assets	Regional Planning Managers	As directed by work programs

Agencies	Role/ responsibility	Issues & challenges	Main contact (contact info)	Potential IT actions
Provincial agencies				
Government of BC	To consult and accommodate Aboriginal Peoples on land and resource decisions that could impact their Constitutionally protected rights, while representing the interests of all British Columbians	• Conflicts legal vs legislative • Project/ process • Legislation/ restriction		
Archaeology Branch	Legislation and issuance of Heritage Alteration Permits	• Shortage of resources to enforce Heritage legislation • Heritage legislation insufficient for protecting archaeological sites		• Explore opportunities to enhance RD Building Inspection Service access to RAAD • Share lists of FN preferred/ trusted archaeologists between regional offices
Ministry of Transportation	Approving officer for subdivision			
ILMB (Integrated Land Management Bureau)	Crown land and resource authorizations; water leases (docks and aquaculture)	• Leases have been issued contrary to local zoning • Application process does not inform applicants that local regulations should be verified early on in the process • Aquaculture lease currently in transition (negotiation with DFO)		Explore opportunities for ensuring that IT comments early on in the referral process
Ministry of Forests, Lands and Resource Operations (Major Projects, FNs & Community Opportunities Division)	• Coordinating interagency consultation with First Nations • Negotiating agreements with First Nations to improve the investment climate & reduce consultation volume	• Forest tenures – no clear policy for LTCs to comment on Aboriginal applications	Executive Director, Tenures (Duncan Williams)	• Explore reviewing and possibly refining Consultative Areas Database

Agencies	Role/ responsibility	Issues & challenges	Main contact (contact info)	Potential IT actions
Ministry of Community, Sport and Cultural Development	• Ministerial review of all OCPs (& amendments) • Build trust between Local Governments and First Nations • Creates legislative framework	• New Consultative Areas Database identifies a list of affected FNs that includes some FNs not previously consulted • Ministry now requires that we demonstrate we have consulted with all the First Nations on this new list prior to approving OCPs		• Review language used in Protocol Agreements • Explore reviewing and possibly refining Consultative Areas Database
Min of Agriculture	• Protection of farm land and the right to farm (including aquaculture)	Agricultural Plans and agroforestry initiatives may have overlap with FN issues/ jurisdiction		
Min of Aboriginal Relations and Reconciliation	• Working to achieve reconciliation with Aboriginal peoples.			Islands Trust may have no role in the work of this Ministry over the time frame of the strategy
Government of Canada				
Fisheries and Oceans Canada	• Implementing *Fisheries Act* • Approval required for aquaculture projects • SARA (*Species At Risk Act*) for aquatic species	• Confusing roles re federal jurisdiction on aquaculture / shorelines (Province issues tenures and Canada issues licenses)		
Parks Canada	• National marine conservation area • Species at Risk Act in parks & protected areas • other natural and cultural heritage	• Potential for future co-management agreements with First Nations?		Explore opportunities for making use of existing established and trusted relationships between agency and First Nations

Agencies	Role/ responsibility	Issues & challenges	Main contact (contact info)	Potential IT actions
Environment Canada	• Species at Risk Act for non-aquatic species	• Environmental Impact Assessment required for any and all development on First Nation lands		Explore opportunities for making use of existing established and trusted relationships between agency and First Nations
Aboriginal Affairs and Northern Development Canada	Maintains ownership of reserve lands / fiduciary duty for Aboriginal peoples	• Little immediate impact on Islands Trust work, but highly relevant agency for First Nations		Explore opportunities for making use of existing established and trusted relationships between agency and First Nations
Other local governments				
Regional Districts (7)	• Responsible to own communities • Deliver essential services • Bylaw enforcement	• Regional Districts have building permit authority in most LTAs – issue BPs on archaeological sites without informing Archaeology Branch or requiring permits • BBuilding Inspection service in some LTAs do not use the Remote Access to Archaeological Data (RAAD)		• Explore opportunities to build alliances on shared interests
Neighbouring municipalities	Responsible to own community	• Little immediate impact on IT work, but may be relevant for FNs		• Explore opportunities to build alliances on shared interests

Agencies	Role/ responsibility	Issues & challenges	Main contact (contact info)	Potential IT actions
Island communities				
Developers / contractors	• Often unaware of responsibilities under heritage legislation • Occasional negligence	• Need to know where archaeological sites are, how to identify and what to do when found • Need clarity on role of Building Inspection and referrals to LTCs	Building Inspectors	• Explore opportunities to build alliances on shared interests
Tourism / recreation sector	• Business and some conservation interests	• Conflict with camping on (ocean-front) archaeological sites • Often unaware of responsibilities under heritage legislation • Loss of economic benefit for FN • Potential zoning bylaw infraction	Managers	• Explore opportunities to build alliances on shared interests • Consider developing an inventory of their publications and explore using this resource for communicating issues
Interest groups / NGOs / ENGOs	• Lobby / advocate for specific issues	• May have overlapping interest	Managers	• determine the reading list/ upcoming events of specific groups to communicate issues • Explore opportunities to build alliances on shared interests
Landowners	• Often unaware of responsibilities under heritage legislation	• Often disconnected from historical / legal context • Often surprised / unhappy when implicated with FN land issues		• Take advantage of opportunities for promoting public education and awareness
Hunting / fishing groups	•	•		• Explore opportunities to build alliances on shared interests

Islands Trust

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Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email northinfo@islandstrust.bc.ca
Web www.islandstrust.bc.ca

Enter date File Number:

Enter FN name
Address

Dear Enter FN name:

Re: X Island Local Trust Committee land use bylaw amendment

The purpose of this letter is to notify First Nations of a rezoning proposal as early as possible in the process, and ultimately, to avoid infringing on aboriginal rights. We would like to hear your views on how the proposed rezoning may affect your rights or other interests. The X Island Local Trust Committee is a local government with land use planning jurisdiction for X Island and the waters surrounding it, and is part of the federation of local governments called the Islands Trust.

This is the first time the X Island Local Trust Committee has sent a referral to you, as the Province has asked us to use its "Consultative Areas Database" list, which tells us you have interests in the X Island area. We are not aware of the type of interest you may have, and are uncertain if you would like to receive referrals for all bylaw amendments for X Island, only some of them, or none at all. We would like to know more about your interest in X Island and the waters surrounding it so that we can provide more focused information on the impact this and future proposals may have on your rights and interests, to the best of our ability.

The current proposal under review is to rezone a X hectare portion of a X hectare parcel in the Agricultural zone to permit one dwelling unit for affordable housing. The attached map shows the property location. We have reviewed the Provincial archaeological database and were unable to identify any archaeological sites on or near the property.

Staff reports for this rezoning proposal and the application can be viewed on our website at www.islandstrust.bc.ca by selecting the "X Island" webpage. After the X Island Local Trust Committee gives first reading to the amendment bylaws we will send you a formal bylaw referral which will provide you further opportunity to identify any potential aboriginal rights and interests that may be affected by the bylaws.

In order to help us protect your interests, please reply as soon as possible. I welcome your call at (250) 247-XXXX, or email at X@islandstrust.bc.ca, or fax at (250) 247-7514.

Sincerely,
X Island Planner

pc: X Island Local Trust Committee

Islands Trust

June 2012 Islands Trust Council
Session 2

Local Planning Session
2:20 – 3:40 pm, Tuesday, June 11, 2012

Purpose: To review work programs and priorities with senior staff from the Northern, Southern and Salt Spring Island planning teams.

Resources:

David Marlor	Director, Local Planning Services
Chris Jackson	Regional Planning Manager, Northern Team
Robert Kojima	Regional Planning Manager, Southern Team
Leah Hartley	Regional Planning Manager, Salt Spring Team

	Regional Team Meetings • Regional Issues for Discussion • Roundtable Discussion 1. Northern Team 2. Southern Team 3. Salt Spring Team	Chris Jackson Robert Kojima Leah Hartley

June 2012 Islands Trust Council

Regional Meeting - Northern Team
Tuesday, June 12, 2012

Purpose: To discuss regional issues for the Northern Planning Team

Resources: Chris Jackson, Regional Planning Manager

Proposed Agenda

1. Approval of Agenda – additions?
2. RAR Working Group
3. Applications and Referrals
4. Resource Allocation
5. Board of Variance Expressions of Interest
6. First Nations Referrals
7. Roundtable
8. Adjournment

Islands Trust

June 2012 Islands Trust Council

Regional Meeting – Southern Team
Tuesday, June 12, 2012

Purpose: To discuss regional issues for the Southern Planning Team

Resources: Robert Kojima, Regional Planning Manager

Proposed Agenda

1. Approval of Agenda – all
2. RPM update - RK
3. Board of Variance Appointments - Discussion
4. Roundtable - discussion
5. Adjournment

Islands Trust

June 2012 Islands Trust Council

Regional Meeting – Salt Spring Team

Tuesday, June 12, 2012

Purpose: To discuss regional issues for the Salt Spring Planning Team

Resources: Leah Hartley, Regional Planning Manager

Proposed Agenda

1. Approval of Agenda – all
2. Joint Session with Bowen Island Trustees
3. First Nations, Salt Spring Follow Up
4. Other Items, Agenda Additions
5. Adjournment

Islands Trust

June 2012 Islands Trust Council

Session 3

Strategic Planning Session

4:00 pm – 5:00 pm, Tuesday June 12, 2012

Purpose:

1. **To provide a brief review of Council's Strategic Planning process**
2. **For trustees to identify the relative priority of potential strategic objectives for the 2011-2014 term**
3. **To develop a draft list of potential objectives and strategies for the purpose of soliciting public comment**

Resources: Linda Adams, Chief Administrative Officer
David Marlor, Director of Local Planning Services
Lisa Gordon, Director of Local Planning Services
Cindy Shelest, Director of Administrative Services

4:00 - 4:10	**1. Review of Council's Strategic Planning process and input to date**	L Adams
4:10 - 4:30	**2. Trustee session to identify the relative priorities of strategic objectives**	L. Adams/trustees
4:30 – 5:00	**3. Questions and discussion**	S. Malcolmson

Reference Material

- *Request for Decision – Strategic Plan – Identification of Potential Objectives and Strategies for Public Comment (Agenda Item 3.7)*

June 2012 Islands Trust Council
Session 4

Closed Meeting
8:15 – 10:00 a.m., Wednesday, June 13, 2012

Purpose:

To provide trustees with:
- an opportunity to learn about specific personnel matters and discuss *in camera* items directly with the CAO;
- an update on litigation affecting the Islands Trust;
- an opportunity to ask questions about indemnification in regards to potential litigation, prior to consideration of a new indemnification bylaw, and
- an opportunity to select recipients of the annual Community Stewardship Awards;

Resources:

Paul Brent, Chair, Trust Programs Committee (re Community Stewardship Awards)
Linda Adams, Chief Administrative Officer
Lisa Gordon, Director of Trust Area Services
David Marlor, Director of Local Planning Services
Miles Drew, Bylaw Enforcement Coordinator

Resolution:
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.

	* to be distributed at the meeting.	
	1. CAO Session **a. Staff matters** **b. Questions and answers**	Linda Adams
	2. Previous Closed Meeting Minutes * **a. March 2012**	Marie Smith
	3. Summary of Litigation Activity *	Miles Drew
	4. Introduction to Indemnification	Linda Adams
	5. Community Stewardship Awards - RFD *	Trustee Paul Brent

Islands Trust

June 2012 Islands Trust Council
Session 5

Delegations and Town Hall Session
1:30 – 12:00 pm, Wednesday, June 13, 2012

Chair: **Sheila Malcolmson**

1. **Denman Island Marine Stewardship Committee**
2. **Ramona deGraar**
3. **Tom Varzeliotis, Salt Spring Island**
4. **Michael Sketch, North Pender Island**
5. **Margot Venton, Pender Island**

From: Pat McLaughlin [mailto:patmclaughn@gmail.com]
Sent: May-03-12 12:16 PM
To: Marie Smith
Subject: Re: Request for Session at June Council Meeting

This message is to request time for a delegation to make a presentation at the June 12, 13th Trust Council meeting.

The subject will be "An update of the impact of the shellfish industry on the marine environment surrounding Denman Island".
The presentation will be made on behalf of the Denman Island Marine Stewardship Committee by Pat McLaughlin, Chair of DIMSC.
Contact information – Pat McLaughlin phone 250- 335-0723

e-mail patmclaughn@gmail.com
7161 Komas Road, Denman Island, B.C., V0R 1T0

From: Ramona [mailto:ramonadegraaf@gmail.com]
Sent: Saturday, April 14, 2012 5:58 PM
To: Marie Smith
Cc: ramona de graaf; Pat McLaughlin

Subject: June Islands Trust Council Meeting –Delegation request

Hello, I would like to provide the trustees with information with respect to issues surrounding marine foreshore usages (shellfish aquaculture). This is to support the efforts of the Denman Island Marine Stewardship Committee.

Respectfully,

Ramona C. de Graaf, BSc., MSc.
Marine Biologist
Forage Fish Specialist

THE ISLANDS TRUST COUNCIL

at its June 2012 meeting

A Delegation by

A. N. T. Varzeliotis

Weaselling Website-Weaving

It was in April 2011, that I answered the Trust's call for public input, through Survey Monkey, to the reconstruction of its Website. Judging from the sluggish advance of that reconstruction enterprise since then, one imagines the process has started possibly a couple of years ago. This is slower than slug-slow.

A website is a means of instance communication. Websites are often set up in a matter of hours and I have seen reconstructing of websites but I have not seen any taking more than a small fraction of the time the Trust is taking. There is no conceivable legitimate reason for the I.Trust to take more time to revamp a website than a person with arthritis would take to do the West Coast Trail before knee replacement surgery.

Gutenberg would be justified to take that long time designing the printing press. Because it was a "first", all the way, and at that epoch one could have reasonably expected the press to remain in use for a long timeto come, if not forever. In the microchip era we live, we buy a computer and by the time we take it home it has already become substantially obsolete! It is unreasonable, if not downright insane, to spend all that time designing a website which may be rendered ephemeral in as short a time as a few days after been launched by the advent of a new iGadget or iGizmo. Then what is to explain the Trust slow pace? The Trust' would not tell so we must guess.

Whodunit? Why, *ce qui prodest*!. Why is the Trust fighting tooth and nail to perpetuate such ease to change, yet highly important webside "wrongs" as the clever omission of date-stamps of postings, a practice exclusive to the Trust, unknown this side of the

Trust moat? A practice which is on record deployed by the Trust to misinform people? They wait to star date-stamping when they reconstruct the Website they say!.

I would suggest that the Trust has been dragging its feet to avert change and particularly to avert considering the valuable submissions they received from the people when they whispered an invitation for public input.

I made some submissions myself, all of them important, I am ready to reason. Many, if not all, of my suggestions sit foursquare in the purview of the Trust Council, entirely within the political domain.

Trust staff may advise the Council on the technical aspects of submissions and to that end they may discuss such input with the authors of the submissions. But ultimately the decision has to be made by the peoples' representatives who form the "micro-parliament" that is the Trust Council. And must be made in full view of the Public Eye. Otherwise, democracy it is not!. In the case at hand, these Trust Website decisions await to be made by the Council.

All the time that the Trust is ostensibly revamping its website the Council has made no decision on it. The Trust did not request any, the Chair did not lead the Council to look at any website issues. Pity!

It has come now to my attention that certain quarters within the Trust are busy devising and seeking to impose immaterial "criteria" with which to avert the advent of open government, through the Website. It is time to protect the people from the *hard core sector* of the Trust. I hereby call on the members of the Trust Council to rise to the responsibilities they assumed by offering to serve their societies and move resolutely to take control of the Trust. And ensure that the era of machinations is delegated to the history books. And to usher the Trust into the era of Open Government.

Tom Varzeliotis May 31, 2012
From Booth Canal with love.

-----Original Message-----
From: Michael Sketch [mailto:mgmsketch@cablelan.net]
Sent: May-23-12 2:00 PM
To: Marie Smith
Subject: Delegation TC NPender Wed13Jun2012

May I have a delegation slot for the TC meeting on N Pender on Wednesday, 13 Jun 2012. I understand the delegations and town hall will be in the 1:30pm-2:30pm time slot.

The topic for my delegation is the Trust Policy Statement.

Thank you

Michael Sketch
North Pender Island
ph: 250-629-8393

From: Margot Venton [mailto:margotventon@gmail.com]
Sent: May-24-12 11:36 AM
To: Marie Smith
Cc: Karen Campbell

Subject: Trust council meeting in June delegation request

I am writing to request a spot for a delegation of environmental groups concerned about the Salish Sea and oil tankers coming from the marine terminal in Burnaby BC. I understand today is the last day to make a request to speak at the upcoming Trust Council meeting in June. I am a lawyer with Ecojustice and a Pender Island Resident.

Thank you

Margot Venton

June 2012 Islands Trust Council
Session 6

San Juan County Council Joint Session
2:30 – 5:00 p.m. Wednesday, June 13, 2012

Purpose: To discuss issues of mutual interest.

Chair: Sheila Malcolmson

Guests: San Juan County Council:
Lovel Pratt, Councillor -- South San Juan Island and Liaison to Islands Trust
Jamie Stephens, Vice Chair and Councillor – Lopez/Shaw Islands

Resources: Linda Adams, Chief Administrative Officer

	Welcome and Introductions	Sheila Malcolmson
2:35	**Common Issues** • Green Shores/shoreline stewardship project • aquaculture • First Nations relations • derelict vessels • Shipping Safety/Oil Spill Prevention/Response • San Juan County broadband initiative	Councillors and Trustees
4:30	**Other common issues (round table discussion)** • food security • potable water and septic systems • affordable housing • vacation rentals • social diversity  Lovel Pratt  Jamie Stephens	
References: Islands Trust Council/San Juan County Council Protocol Agreement		

TRANSBORDER ISLAND AGREEMENT
between
ISLANDS TRUST
and
SAN JUAN COUNTY

June 12, 2007

WHEREAS the Islands Trust:

Is authorized to enter into interagency agreements through the Islands Trust Council on behalf of twelve local trust committees and one island municipality;

Is responsible through these corporate entities for achieving the legislated object of the *Islands Trust Act* "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"; and

Is the local government responsible for land use planning and regulation for 470 islands situated in the Georgia Basin and Howe Sound.

WHEREAS San Juan County:

May enter into interagency agreements through the San Juan County Council; and

Is the local government responsible for providing policy direction, land use and resource management planning for 172 named islands situated in the Puget Sound.

WHEREAS both these agencies acknowledge that:

Together they represent the interests of over 642 islands within the Howe Sound, Georgia Basin and Puget Sound that share airspace, watersheds and a marine environment;

Within and immediately surrounding the Puget Sound, Georgia Basin and Howe Sound, the population is expected to increase from 6 to approximately 8.5 million by 2010;

The management of the above projected growth and its impacts will require the timely development and implementation of effective strategies, while preserving and protecting the unique qualities of islands in the Georgia Basin, Howe Sound, and Puget Sound;

Growth and environmental issues and impacts transcend physical and political boundaries; and

This, in turn, will require the timely sharing of information and coordination of activities among all levels of government, island communities and other organizations.

NOW, therefore, the San Juan County Council and the Islands Trust Council wish to recognize their spirit of partnership and friendship by entering into a Transborder Island Agreement with the following considerations in accordance with the original Protocol Agreement between the agencies dated June 17, 2000:

1.0 SHARED VALUES

Both agencies share the following values:

1. 1. The protection of significant terrestrial and marine environmental features and all related ecosystems;

1.2. The preservation of the unique quality of life on islands and in the surrounding waters;

1.3. The management of impacts of population growth and development in a manner consistent with the values of island communities; and

1.4. The encouragement of island communities to achieve and maintain a viable economy.

2.0 SCOPE OF EFFORTS

Both agencies acknowledge that their transborder efforts would include activities which:

2.1. Relate to their areas of jurisdiction with a commitment to respect the decision-making discretion of either agency;

2.2. Enable island organizations to work together in addressing island community issues; and

2.3. Support government agency and non-governmental organization coordination efforts to address transborder island issues.

3.0 COORDINATION OF ACTIVITIES

Both agencies wish to coordinate activities within the following areas:

3.1. Identifying current and emerging issues to focus interagency activities;

3.2. Sharing information which may be of mutual interest;

3.3. Undertaking research and policy development projects;

3.4. Facilitating and recognizing citizens and community organizations;

3.5. Promoting communications with initiatives by and between local, state, provincial and federal governments to ensure awareness of island community needs;

3.6. Promoting communications with First Nations and Tribal governments;

3.7. Supporting cooperative initiatives by non-profit organizations, the private sector and other local government agencies; and

3.8. Sharing materials and resources for public awareness and education programs.

This agreement is intended to nurture an ongoing relationship utilizing the following:

3.9. A Transborder Island Action Plan of specific joint activities along with responsibility assignments and timelines;

3.10. Semi-annual public meetings of agency representatives to review and update the Transborder Island Action Plan;

3.11. Workshops that may involve other agencies and the public to discuss specific Transborder Island topics; and

3.12. Transborder Task Forces to examine specific Transborder Island topics.

4.0 <u>ADMINISTRATION</u>

Administration of this agreement will involve:

4.1. The officials of each agency who shall be responsible for the notices, the related communications, and the routine administration of this Transborder Island Agreement are:
- the San Juan County Council liaison to Islands Trust, with the San Juan County Administrator, and
- the Islands Trust Council Chair with the Islands Trust Chief Administrative Officer.

4.2. Either agency may terminate this agreement at any time upon 30 days' notice to the other agency.

4.3. This agreement may be amended upon the mutual consent of both agencies.

4.4. This agreement may be extended to another agency upon the mutual consent of all relevant agencies.

4.5. An acknowledgement that this agreement is not intended to be legally binding, nor interfere with any international laws or treaties.

As evidence of their agreement to the above spirit of partnership and friendship, the San Juan County Council and the Islands Trust Council have executed this Transborder Island Agreement dated this 10th day of April, 2007.

Approved by the San Juan County Council, this 14th day of June 2007.

Approved by the Islands Trust Executive Committee, on behalf of the Islands Trust Council, this 14th day of June 2007.

San Juan County Council	**Islands Trust Council**
Howard Rosenfeld, Vice Chair	*Kim Benson, Chair*
Alan Lichter, Councilman and SJC Liaison	*Gisele Rudischer, Vice Chair*
Gene Knapp, Councilman	*Gary Steeves, Vice Chair*
Rich Peterson, Councilman	*Rose Willow, Vice Chair*

June 2012 Islands Trust Council
Decision and Information Items

Date/Time: **Wednesday, June 13, 2012 10:30 am – 12:00 pm**
Thursday, June 14, 2012 8:15 am – 11:00 am

Location: **Pender Islands Community Hall – 4418 Bedwell Harbour Road**

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1. GENERAL

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

2. **March 2012 Trust Council Meeting - Draft Minutes –** Consent

3. **Trust Council Follow-Up Action List -** Information

2. LOCAL PLANNING

1. **Director of Local Planning Services Report -** Information

2. **Local Planning Committee Report –** Consent

3. **Integrated Watershed and Shoreline Mapping Project –** Decision

Recommendations

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.

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.*

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.

4. **Encouraging Green Technology in the Trust Area –** Decision

   Recommendations

   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.

   That the Islands Trust Council makes the report entitled Encouraging Green Technology in the Islands Trust Area: Domestic Small Scale Wind Energy available to the public by posting on the Islands Trust website.

   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 heating, micro hydro, rainwater capture/storage structures).

5. **Local Planning Services Three Year Plan Briefing -** Information

6. **Riparian Areas Regulation Implementation Briefing** - Information

7. **Bylaw Enforcement Investigations Report Briefing** - Information

3. EXECUTIVE

1. **Chief Administrative Officer's Report -** Information

2. **Executive Committee Report –** Consent

3. **Trust Council Plan for Continuous Learning 2011-2014 -** Information

4. **Islands Trust Minutes Guidelines –** Decision

   Recommendations

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

   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.

5. **Trust Council Indemnification Bylaw No. 145 –** Decision

   Recommendations

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

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

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

6. **Islands Trust Current Strategic Plan** - Information

7. **Islands Trust Draft Strategic Objectives –** Decision

   Recommendations

   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.

   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.

   That the Islands Trust Council request the Executive Committee to consult with Council committees, the Trust Fund Board and Bowen Island Municipalities 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.

8. **Campaign Financial Disclosures Unfiled Statements Briefing** - Information

4. ORGANIZATIONAL/FINANCE

1. **Director of Administrative Services Report -** Information

2. **Financial Planning Committee Report -** Consent

3. **March 31, 2012 Audited Financial Statement and Report –** Decision

   Recommendation

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

5. TRUST AREA SERVICES

1. **Director of Trust Area Services Report -** Information

2. **Trust Programs Committee Report –** Consent

3. **Trust Fund Board Report -** Information

4. **Natural Area Protection Tax Exemption Certificate Application –** Decision

   Recommendation

   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.

5. **Tanker Traffic Expansion –** Decision

   Recommendations

   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.

6. **National Marine Conservation Area Briefing -** Information

7. **2011-2012 Annual Report –** Decision

   Recommendation

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

8. **Islands Trust Policy Statement Options –** Decision

   Recommendations

   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.

   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.

9. **Legislative Monitoring Chart** - Information

10. **Draft Advocacy Policy Briefing -** Information

11. **Community Stewardship Awards Briefing -** Information

6. CORRESPONDENCE

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

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

7. **SUMMARY/UPDATES**

   1. **Trustee Updates**

      1. **BC Ferries** (T. Law)

      2. **First Nations** (P. Luckham)

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

   2. **Priorities Chart –** Consent

   3. **Proposed September 2012 Trust Council Agenda Program -** Information

   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-01-2012

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

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

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Susan Morrison	April 20, 2012	In Favour
Sheila Malcolmson	April 20, 2012	In Favour
Louise Decario	April 20, 2012	In Favour
Mike Jones	April 20, 2012	In Favour
Gary Steeves	April 20, 2012	In Favour
Brian Crumblehulme	April 20, 2012	In Favour
Pamela Janszen	April 20, 2012	In Favour
Ken Hancock	April 20, 2012	In Favour
Peter Johnston	April 20, 2012	In Favour
Tony Law	April 21, 2012	In Favour
Sandy Pottle	April 22, 2012	In Favour
Jeanine Dodds	April 23, 2012	In Favour
Sue French	April 23, 2012	In Favour
Wolfgang Duntz	April 26, 2012	In Favour
Peter Luckham	April 27, 2012	In Favour
Liz Montague	April 27, 2012	In Favour
Paul Brent	April 27, 2012	In Favour
Peter Grove	April 27, 2012	In Favour
David Graham	April 27, 2012	In Favour
Kate-Louise Stamford	April 28, 2012	In Favour

TRUSTEES VOTE NOT AVAILABLE

Andrew Stone
Laura Busheikin
Gisele Rudischer
Jan Hagedorn
Alex Allen
George Grams

FINAL VOTE COUNT 20 IN FAVOUR
OPPOSED

RECEIVED BY ISLANDS TRUST SECRETARY THIS 28TH DAY OF APRIL, 2012.

Carmen Thiel
SECRETARY'S SIGNATURE

J. Clark
RECORDER'S SIGNATURE

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-02-2012

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

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

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Susan Morrison	April 20, 2012	In Favour
Sheila Malcolmson	April 20, 2012	In Favour
Louise Decario	April 20, 2012	In Favour
Mike Jones	April 20, 2012	In Favour
Gary Steeves	April 20, 2012	In Favour
Brian Crumblehulme	April 20, 2012	In Favour
Pamela Janszen	April 20, 2012	In Favour
Ken Hancock	April 20, 2012	In Favour
Peter Johnston	April 20, 2012	In Favour
Tony Law	April 21, 2012	In Favour
Sandy Pottle	April 22, 2012	In Favour
Jeanine Dodds	April 23, 2012	In Favour
Sue French	April 23, 2012	In Favour
Wolfgang Duntz	April 26, 2012	In Favour
Peter Luckham	April 27, 2012	In Favour
Liz Montague	April 27, 2012	In Favour
Paul Brent	April 27, 2012	In Favour
Peter Grove	April 27, 2012	In Favour
David Graham	April 27, 2012	In Favour
Kate-Louise Stamford	April 28, 2012	In Favour

TRUSTEES VOTE NOT AVAILABLE
Andrew Stone
Laura Busheikin
Gisele Rudischer
Jan Hagedorn
Alex Allen
George Grams

FINAL VOTE COUNT 20 IN FAVOUR
OPPOSED

RECEIVED BY ISLANDS TRUST SECRETARY THIS 28TH DAY OF APRIL , 2012.

Carmen Thiel
SECRETARY'S SIGNATURE

J. Clark.
RECORDER'S SIGNATURE

Draft – Subject to Council Approval

1.2

Islands Trust

Islands Trust Council
Minutes of Quarterly Meeting
March 6-8, 2012
Gabriola Island, BC

<u>Present:</u>

Executive Committee:	Sheila Malcolmson, Chair (Gabriola) Peter Luckham, Vice Chair (Thetis) David Graham, Vice Chair (Denman) Ken Hancock, Vice Chair (North Pender)
Local Trustees:	Laura Busheikin, Denman David Graham, Denman Gisele Rudischer, Gabriola Louise Decario, Galiano Sandy Pottle, Galiano Kate-Louise Stamford, Gambier Jan Hagedorn, Gambier Alex Allen, Hornby Tony Law, Hornby Peter Johnston, Lasqueti Susan Ann Morrison, Lasqueti Brian Crumblehulme, Mayne Jeanine Dodds, Mayne Gary Steeves, North Pender George Grams, Salt Spring Peter Grove, Salt Spring Pam Janszen, Saturna Mike Jones, South Pender Liz Montague, South Pender Sue French, Thetis
Municipal Trustees:	Wolfgang Duntz, Bowen Andrew Stone, Bowen
Staff:	Linda Adams, Chief Administrative Officer Lisa Gordon, Director, Trust Area Services David Marlor, Director, Local Planning Services Cindy Shelest, Director, Administrative Services Marie Smith, Executive Coordinator Carmen Thiel, Manager, Legislative Services
<u>Regrets</u>:	Paul Brent, Saturna

TUESDAY, MARCH 6, 2012

Call to Order/Notice of New Items

The meeting was called to order at 12:50 p.m. Twenty-five members of the Islands Trust Council were present. Regrets: Paul Brent, Saturna

Chair Sheila Malcolmson welcomed everyone to the March 2012 Islands Trust Council meeting and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Community Presentation - Gabriola Rescue of Wildlife Society (GROWLS)

Members of the Gabriola Rescue of Wildlife Society (GROWLS) provided a presentation to Council members about their society and its mandate - to rescue ill, injured or disabled wildlife and the preservation of natural wildlife habitat on Gabriola Island.

Local Planning Session

Riparian Areas Regulation Update

Andy Witt, Manager, Habitat Management, Ministry of Forest, Lands and Natural Resource Operations spoke to Council about the Riparian Areas Regulation, providing background information and an overview of the legislation, its applicability, and the roles and obligations of the Department of Fisheries and Oceans, the Ministry, local governments and land owners. He also presented examples of how local governments have become compliant with the Riparian Areas Regulation and noted that an "implementation guide" with examples is available from the Ministry website.

Team Meetings

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

2012/13 Budget Overview

Staff provided an overview of the Financial Planning Committee's draft recommendations for the 2012/13 budget, including discretionary and non-discretionary revenue and expenses, a review of the proposed OCP/LUB budget, a preliminary proposal for a zero property tax increase, the impact of the proposed budget on the General Revenue Fund surplus and budget options if the Proposed Policy Statement Review Project is implemented.

The meeting recessed at 5:32 p.m.

WEDNESDAY, MARCH 7, 2012

The meeting reconvened at 8:15 a.m.

Twenty-five members of the Islands Trust Council were present.
Regrets: Paul Brent, Saturna

Introduction to Proposed Policy Statement Review

The Islands Trust Policy Statement is fundamental to the operations of the Islands Trust, guiding the development of land use planning and regulatory bylaws of local trust committees and Bowen Island Municipality as well as Trust Council's strategic plan and advocacy program. It articulates Trust Council's understanding of its provincial mandate to preserve and protect the environment and unique amenities of the Islands Trust Area. While the current Policy Statement has provided an innovative roadmap for island sustainability, trustees, staff and islanders have identified concerns with both its content and its function.

This session provided an opportunity for trustees to review the information supporting Trust Council's decision on whether to undertake a review of the Policy Statement. Staff delivered an overview to the Proposed Policy Statement Review, including a summary of the process and Council committee advice to date and a review of public input received. Trustees provided feedback on the options proposed and staff provided clarification on the Request for Decision that will be considered later in the meeting.

Strategic Planning

Chief Administrative Officer Linda Adams provided a power point presentation to trustees with an introduction to the Council's Strategic Planning process, an opportunity for trustees to ask questions about the strategic planning process and to make preliminary recommendations about priority objectives for the 2011- 2014 term of office.

Decision & Information Items

By General Consent, the Islands Trust Council adopted the agenda, as presented.

1. <u>General</u>

1. Trust Council Follow-Up Action List

Provided for information.

2. December 2011 Trust Council Meeting - Draft Minutes

By General Consent, the Islands Trust Council approved the December 2011 Islands Trust Council Meeting Minutes, as amended.

2. <u>Trust Area Services</u>

1. Director of Trust Area Services Report

Provided for information.

2. Trust Programs Committee Report

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

3. Trust Fund Board Report

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

4. Natural Area Protection Tax Exemption Certificate Application North Pender – NP-2011.3

<u>Resolution TC 100/12</u>

It was Moved by Trustee Tony Law and Seconded:

> *That the Islands Trust Council request the Secretary to issue a Natural Area Exemption Certificate over a portion of the land described as "Lot 38, Section 7, Pender Island, Cowichan District, Plan 32261, Except Part in Plan 35333" PID 001-081-110, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the Natural Area Protection Tax Exemption Program (NAPTEP).*

This is the 8th NAPTEP application from the North Pender Island Local Trust Area and the 25th overall since the program's inception.

CARRIED

5. Community Stewardship Awards

A Briefing outlining details for the 2012 Community Stewardship Program was provided for information. 2012 marks the 10th anniversary of this annual awards program designed to recognize individuals and organizations that are pursuing actions in the islands that have made a significant contribution towards the object of the Islands Trust. The Trust Programs Committee will review nominations at its May 2012 meeting and make award recommendations for Trust Council's consideration at its June 2012 meeting.

Delegations and Town Hall

1. Island Pathways

On behalf of Island Pathways, John Rowlandson presented a motion for Council's consideration to support rural cycling and provided an update about the Velo Village initiative and event on Salt Spring Island in June 2012.

2. Jacinthe Eastick

Jacinthe Eastick addressed Council members about her concerns regarding the proposed Policy Statement Review Process and her opposition to accepting Gas Tax monies to fund it, opposition to the use of Integrated Sustainability Planning principles, and requested a legislative amendment to increase the Executive Committee to five members.

3. Tom Varzeliotis

Dr. Varzeliotis was unable to attend the meeting. His written submission entitled "consideration of the delegations neglected by the outgone Ancien Régime (2006 – 2009 vintage)" was included in the agenda package for review and consideration.

4. Mid Island Sustainability and Stewardship Initiative

On behalf of the Mid Island Sustainability and Stewardship Initiative, Laurie Gourlay requested Council's support for an extension of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area to include Gabriola Island and Nanaimo River estuary.

By General Consent, Trust Council agreed to address New Business Item 6.3 next on the agenda.

6. New Business

3. Support for Rural Cycling Infrastructure

Resolution TC 101/12

It was Moved by Trustee Peter Grove and Seconded:

> *That the Islands Trust Council urge the Province of British Columbia to invest in cycling infrastructure in rural communities, in order to accelerate the availability and broaden the range of cycling opportunities for commuter, recreational and competitive cyclists living in and visiting rural and urban areas.*

CARRIED

Meeting recessed at 12:05 p.m.

Proposed Policy Statement Review Decision

Resolution TC 102/12

It was Moved by Trustee George Grams and Seconded:

> *That the Islands Trust Council undertake a review of the Islands Trust Policy Statement in the 2011-2014 term, substantially in accordance with Option 1 outlined in the document entitled "Policy Statement Review - Staff and Resource Options" dated February 21, 2012 (attachment #5), subject to future Trust Council decisions regarding each annual Trust Council budget.*

Trustees debated the recent offer of $250,000 from Canada's Gas Tax Fund to help Trust Council review the 1994 Policy Statement in this term, and discussed whether to accept the grant after considering input from Trust Council's committees and staff's analysis of the implications. Numerous trustees provided comments and articulated concerns with undertaking a full scale review that would be required in order to receive the Gas Tax Funding. Many felt it was not the time to do this level of a review either financially or socially. Various alternatives were suggested, including reviewing it piecemeal style in house and selecting some of the Policy Statement Assessment Task Force recommendations to work into the Strategic Plan through implementing existing Council policies related to the Policy Statement.

IN FAVOUR – 3
(Graham, Busheikin, Duntz)
OPPOSED – 22
MOTION FAILS

Resolution TC 103/12

It was *Moved by Trustee Tony Law and Seconded:*

> *That the Islands Trust Council not proceed with a comprehensive review of the Policy Statement in the 2011-14 term, not accept the offer of funding from Canada's Gas Tax Fund and request the Executive Committee and Trust Programs Committee to prepare options for consideration at Trust Council's June 2012 meeting for implementing existing Council policies 1.2.i, 1.3.i and 1.3.ii relating to the Policy Statement within the Strategic Plan for the current term.*

IN FAVOUR - 24
OPPOSED – 1
(Duntz-Bowen)
CARRIED

2012/13 Budget Discussion

7. Strategic Community Investment Funds

Staff presented a Request for Decision to accept the Strategic Community Investment (SCI) Funds Agreement. This fund provides a provincial government grant to the Islands to fund some of its operations. This funding agreement illustrates the amount of SCI Funds the province will contribute to the Islands Trust between March 31, 2012 and June 30, 2014.

Resolution TC 104/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council accept the terms and conditions of the Strategic Community Investment Funds Agreement forwarded by the Ministry of Community, Sport and Cultural Development to Islands Trust on February 27, 2012 and that the Secretary be instructed to sign the Strategic Community Investment Funds Agreement on behalf of the Islands Trust Council.*

CARRIED

6. 2012/2013 Financial Plan Bylaw No. 146

Financial Planning Committee Chair Gary Steeves introduced the proposed budget for 2012-13 of $6.8 million, which would result in no property tax increase over the previous year.

Resolution TC 105/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 146, cited as "Islands Trust Financial Plan Bylaw, 2012/2013" be Read a First Time.*

CARRIED

Resolution TC 106/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 146, cited as "Islands Trust Financial Plan Bylaw, 2012/2013" be Read a Second Time.*

CARRIED

Resolution TC 107/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 146, cited as "Islands Trust Financial Plan Bylaw, 2012/2013" be Read a Third Time.*

CARRIED

Resolution TC 108/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 146, cited as "Islands Trust Financial Plan Bylaw, 2012/2013" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.*

CARRIED

Trust Council expressed its gratitude to retiring Director of Administrative Services Craig Elder for his exceptional work during his time at the Islands Trust.

4. Organizational/Finance

1. Director of Administrative Services Report

Provided for information.

2. Financial Planning Committee

By General Consent, the Financial Planning Committee Report was endorsed as presented. The top work program priorities as of February 2012 were: 1) Finalize the 2012/13 Budget; 2) Conduct the 2011/12 Year End and Audit Preparation; and 3) Develop a Policy on Carbon Neutrality in conjunction with Trust Programs Committee.

3. December 30, 2011 Quarterly Financial Statement and Report

Resolution TC 109/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council approve the December 31, 2011 Quarterly Financial Report as presented.*

CARRIED

4. Financial Forecast to March 31, 2012 - Briefing

A Briefing outlining the financial forecast for the fiscal year ending March 31, 2012 was provided for information.

5. Anticipation Borrowing Bylaw No. 147

A borrowing bylaw is required under the *Local Government Act* by all local governments before borrowing funds to cover unexpected situations that might be required at short notice. The Islands Trust has required no borrowing for several years, due to expenditures that are carefully managed to ensure they do not exceed the budgeted revenues.

Resolution TC 110/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 147, cited as "Revenue Anticipation Borrowing Bylaw, 2012/2013" be Read a First Time.*

CARRIED

Resolution TC 111/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 147, cited as "Revenue Anticipation Borrowing Bylaw, 2012/2013" be Read a Second Time.*

CARRIED

Resolution TC 112/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 147, cited as "Revenue Anticipation Borrowing Bylaw, 2012/2013" be Read a Third Time.*

CARRIED

Resolution TC 113/12

It was Moved by Trustee Gary Steeves and Seconded:

> *That the Islands Trust Council Bylaw No. 147, cited as "Revenue Anticipation Borrowing Bylaw, 2012/2013" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.*

CARRIED

3. <u>Local Planning</u>

1. Director of Local Planning Services Report

Provided for information.

2. Local Planning Committee Report

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

3. Local Planning Services – Three Year Plan – Briefing

Staff advised that the previous "OCP Review Schedule" report will be replaced with a new report entitled "Local Planning Services Three-year Work Plan". It is intended to include projects and top priorities of local trust committees, allocation of staff resources, worked carried out by the Local Planning Committee and proactive policy work by the Bylaw Enforcement office. It will also include links to the Islands Trust Strategic Plan, while still being flexible to address changing work program priorities of the local trust committees.

4. Integrated Watershed and Shoreline Mapping Project – Briefing

A Briefing providing an update on the status of the Integrated Watershed and Shoreline Mapping Project was provided for information. Staff advised that they will be bringing recommendations to the Local Planning Committee on completing the project.

5. Green Shores For Homes Credit Rating System – Briefing

A Briefing was provided for information to update Council members on the status of the Green Shores for Homes Program. This program is a multi-year initiative led by the City of Seattle, in partnership with San Juan County and Islands Trust, to develop a credit/incentive system for homes based on the Green Shores system, with the project wrap up planned in 2013/2014.

6. Food Security Guide and Implementation – Briefing

A Briefing outlining the status of the Food Security Guide and Implementation program was provided for information. Staff noted that further work on planning recommendations is subject to Local Planning Committee work priorities and staff resources.

7. Riparian Areas Regulation (RAR) Implementation

A Briefing detailing the implementation of the Riparian Areas Regulation in the Islands Trust Area was provided for information. 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;* 17 out of 41 bylaws are currently compliant. Staff will continue to monitor and report upon the completion of legislative action to implement the RAR in the Local Trust Areas; and will provide educational material on RAR to the public.

8. Letter of Agreement with Ministry of Transportation and Infrastructure

A Briefing was provided for information, to update trustees on the status of the Letter of Agreement between the Islands Trust and the Ministry of Transportation and Infrastructure. Staff advised that work will be done with Ministry staff this year to review the Letter of Agreement provisions and consultation procedures and to continue to monitor how to best work together to the benefit of both organizations.

9. Bylaw Enforcement Investigations Report - Briefing

Staff highlighted the current status of bylaw enforcement investigations in the Trust Area, and outlined the Bylaw Enforcement Process flowchart. Discussion followed about local trust committee authority to prioritize bylaw enforcement files.

10. Bylaw Dispute Adjudication System

A Briefing highlighting the status of the adoption of the bylaw enforcement adjudication system was provided for information.

5. Executive

1. Executive Committee Report

By General Consent, the Executive Committee Report was endorsed, as presented. The top work program priorities as of February 2012 were: 1) Proposed Policy Statement Review Process Request for Decision; 2) Strategic Planning; and 3) Trust Council Preparation.

2. Chief Administrative Officer's Report

Provided for information.

3. Trust Council Plan for Continuous Learning - 2011-2014

Provided for information. First Nations training was noted as a topic of interest.

4. Council Committees 2011-2014

By General Consent, the Islands Trust Council ratified Council Committee appointments as indicated on the document entitled 'Islands Trust Council Committees 2011-2014", dated February 15, 2012.

5. Islands Trust Minutes Guidelines

Resolution TC 114/12

It was Moved by Trustee and Seconded:

> *That the Islands Trust Council direct staff to draft new Islands Trust minute taking guidelines, and revisions to current policies and procedures related to Islands Trust minutes, for consideration at the June 2012 Trust Council meeting.*

The Executive Committee have requested staff to review existing guidelines and develop recommendations to improve cost-effectiveness and ensure a high standard of organizational minute taking.

CARRIED

6. Islands Trust Strategic Planning Process

A Briefing outlining the planning process for the Islands Trust 2011-14 Strategic Plan was provided for information. Executive Committee will next consider the process and potential for further public input and Council Committees will identify potential priority objectives and strategies for confirmation by Trust Council at its June 2012 meeting.

6. New Business

1. Oil Spill Response Session at June 2012 Council Meeting – RFD

Resolution TC 115/12

It was Moved by Trustee Mike Jones and Seconded:

> *That the Islands Trust Council request the Executive Committee to organize an oil spill response information session for the soonest available Trust Council meeting and that the Executive Committee select representatives to visit the Western Canada Marine Response Corporation facility in Duncan and to participate in a certification exercise.*

This initiative would provide trustees with further information about oil spill risks and preparedness in the Islands Trust Area and could inform future decisions about Trust Council's advocacy program.

CARRIED

2. Response to BC Ferry Commissioner Report

Resolution TC 116/12

It was Moved by Trustee Tony Law and Seconded:

> *That the Islands Trust Council send the Minister of Transportation and Infrastructure a letter of support for implementing the BC Ferry Commissioner's January 2012 recommendations which are consistent with past positions of Trust Council.*

Approval of the letter would be delegated to Islands Trust Council's Executive Committee and will be copied to the Premier and Trust Area MLAs.

CARRIED

Resolution TC 117/12

It was Moved by Trustee Tony Law and Seconded:

> *That the Islands Trust Council request that the Trust Programs Committee consider recommending inclusion of ferry advocacy in the 2011-2014 Trust Council Strategic Plan.*

CARRIED

3. Support for Rural Cycling Infrastructure

Addressed earlier following the Delegation and Town Hall Session.

4. National Marine Conservation Area Boundary Extension

Resolution TC 118/12

It was Moved by Trustee Gary Steeves and Seconded:

> *It was Moved and Seconded that the Islands Trust Council delegate the Executive Committee to address the issue of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area and to respond to the Mid Island Sustainability and Stewardship Initiative accordingly.*

CARRIED

7. Summary/Updates

1. **Trustee Updates**

a. **BC Ferries**

Trustee Tony Law reported on recent meetings of the Ferry Advisory Committee Chairs with Minister of Transportation Blaire Lekstrom, and representatives of BC Ferries.

On behalf of Trust Council, Trustee Ken Hancock thanked Chair Sheila Malcolmson for her role attending meetings with the Regional District Chairs and Trustees Tony Law, Sue French, Gisele Rudischer, Laura Busheikin and Kate Louise Stamford as Islands Trust representatives on their respective Ferry Advisory Committees.

b. **First Nations**

Peter Luckham reported on a recent meeting of the First Nations Consultation Working Group with a consultant to address First Nations concerns in the Trust Area,

c. **Gulf Islands National Park Reserve (GINPR) Advisory Committee**

Islands Trust representative Trustee Pam Janszen advised there was no report, as no meeting of the GINPR Advisory Committee has occurred yet.

d. **Association of Vancouver Island Coastal Communities (AVICC)**

Trustee Gary Steeves reported that he will be running for the AVICC Executive in April 2012...

2. **Priorities Chart**

The Islands Trust Priorities Charts 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, dated February 22, 2012.

3. **2012 Trust Council Meetings Schedule**

Provided for information.

4. **Proposed June 2012 Trust Council Agenda Program**

A draft schedule for the June 2012 Islands Trust Council meeting to be held on the Pender Islands was provided for information.

5. **Disposition of Delegations and Town Hall Requests**

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

<u>Resolution TC 119/12</u>

It was Moved by Trustee Peter Luckham and Seconded:

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

<u>CARRIED</u>

The meeting closed to the public at 5:20 p.m.
The meeting reopened to the public at 5:25 p.m.

The meeting recessed at 5:25 p.m.

THURSDAY, MARCH 8, 2012

The meeting reconvened at 8:15 a.m.

Twenty-five members of the Islands Trust Council were present.
Regrets: Paul Brent, Saturna

Closed Session

Resolution TC 120/12

It was Moved by Trustee Peter Luckham and Seconded:

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

CARRIED

The meeting closed to the public at 8:16 a.m.
The meeting reopened to the public at 11:40 a.m.

Next meeting: June 12-14, Pender Islands

By General Consent, the meeting adjourned at 11:42 a.m.

Sheila Malcolmson	*Marie Smith*
Chair, Islands Trust Council	Executive Coordinator and Recorder

Islands Trust

Islands Trust Council
Follow up Action List

Updated: May 25/12

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

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
Green Technology		
* Report on wind power to Local Planning Committee	LPC (DM) to TC	(on agenda)
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 of draft credit system	LPC (DM)	Ongoing
Islands Trust Fund 2011-2015 Regional Conservation Plan		
Draft proposed updates to Policy 3.3.ii	(LG/DM)	2012
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	Sept
*	Develop draft amendments to Policy 5.6.i	LPC (DM) to TC	Sept
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
Trust Council Indemnification Bylaw			
*	Prepare recommendations	(LA/CT) to TC	(on agenda)
Carbon Neutral Operations Policy			
*	Develop carbon neutral operations policy	FPC/TPC (CS/LG) to TC	Sept
Public Accountability			
	Recommendation re: Auditor General for Local Governments	FPC (CS)	2012
	Report re: Public Accountability	FPC (CS)	2012

<u>March 2012 Meeting</u>

Cycling Infrastructure			
	Letter to the Province urging investment in rural cycling infrastructure	(LG)	Done
NAPTEP NP-2011.3			
	Issue certificate subject to covenant, etc	(LG/JE)	Pending
Policy Statement Implementation			
*	Develop recommendations	TPC/EC(LG/CF) to TC	*(on agenda)*
Strategic Community Investment Fund Agreement			
	Execute agreement and deliver to MCSCD	(CS/CT)	Done
Anticipation Borrowing Bylaw 147			
	Forward for ministerial approval	(CS)	Done
	Circulate RWM for 4th reading	(CS/JC)	Apr
Financial Plan Bylaw 146			
	Forward for ministerial approval	(CS)	Done
	Circulate RWM for 4th reading	(CS/JC)	Apr
Minutes Guidelines			
*	Develop guidelines for further consideration	EC(CT) to TC	June
Oil Spill Response – Trust Council session			
	Develop RWM for EC re recommended attendees	(LG/CF)	done
	Provide notice re attendees at oil spill exercise	(LG/CF)	done
	Coordinate Trust Council session	(LG/CF)	2012
Response to BC Ferry Commissioner			
	Consider inclusion of ferry advocacy in draft Strategic Plan	TPC(LG)	done
	Draft letter to Minister of Transportation	(LG/CF)	June
National Marine Conservation Area (NMCA) Northern Boundary			
	Research and place recommendations on EC agenda	(LG/CF)	Done

Followup Letters

Acknowledge Delegates	(LG)	Done

Next Trust Council

Dec 2011 Council minutes to website	**(**MS)	Done
Follow Up Action List to Trustees and staff	(MS)	Done
Mar 2012 Council meeting decision highlights to website	EC (MS)	Done
News Release and Agenda for June 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

DIRECTOR OF LOCAL PLANNING SERVICES
2012-2013 FIRST QUARTER REPORT

Date: May 25, 2012

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Management of the Local Planning Services Unit including personnel and financial management: • Held professional development day on First Nations engagement and communication (Feb 22) and Professional Development day on integrated watershed and shoreline mapping and planner orientation tools (May 15) • Undertook monthly meetings with regional planning managers (RPMs) and coordinators • Developed three-year term plan template for Local Planning Committee (to be introduced Mar 2012 Trust Council) • Completed various managerial projects • Completed recruitment to fill vacancies • Began to prepare staff for First Nations liaison and improved methods of consultation for Local Trust Committee bylaw referrals, participate in cooperation with Trust Area Services through participation on strategic working group. • Held monthly local planning services management meetings.	**Management of the Local Planning Services Unit including personnel and financial management:** • Professional Development day planned for September 2012 – agenda and topic to be determined in consultation with RPMs • 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 • Begin process to determine Local Planning Services budget requirements for 2013/14 fiscal year • Continue to support RPMs and coordinators as necessary • Prepare staff for First Nations liaison and improved methods of consultation for Local Trust Committee bylaw referrals, participate in cooperation with Trust Area Services • Continue monthly meetings with regional planning managers and coordinators • Hold monthly Local Planning Services management meetings • Working with Bylaw Enforcement Manager to develop resource allocation guidelines and best practices for bylaw enforcement.
Planning support to LTCs: • Second meeting of the Local Planning Committee (May) • Continued to work with RPMs and Legislative Services Manager to continue review of Local Planning Services 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 Regional Planning Managers 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

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
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 • Presentation at San Juan Marine Managers workshop on shoreline mapping, Riparian Areas Regulation and Green Shores for homes • Worked with Regional Planning Managers to complete Local Trust Committee work programs • Participated in webinar on Climate Change Adaptation	**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 work with Ministry of Forest, Land and Natural Resource Operations on Riparian Areas Regulation • 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 • 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 • Began work on improving minute taking and agenda preparation system • 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 regional planning managers 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 benefits of using Sharepoint in LPS with aim to have staff using it by the end of the year.
Trust Council, the Executive Committee, the Local Planning Committee and the Financial Planning Committee: • Attended and reported to Executive Committee meetings • Provided input into the Financial Planning Committee and Trust Programs Committee and Executive	**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

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Committee on draft Request for Decision for Policy Statement Review • 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	• On-going orientation and development program for trustees • Continue orientation for new council • LPC meeting May 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 for LPC on trust-wide best practices for OCP review process (Aug), DP monitoring (Nov) and ocean-based geothermal green technology (Nov).
Liaison with staff of island municipalities, regional districts, improvement districts and provincial agencies: • Attended Green Shores for Homes steering committee meetings • Attended San Juan Marine Managers Workshop and Green Shores for homes technical committee workshop • Worked with Ministry of Forest, Land and Natural Resource Operations on Riparian Areas Regulations issues • Met with Ministry of Transportation and Infrastructure on Letter of Agreement • Worked with Northern Regional Planning Manager to organise meetings with Comox First Nation.	**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: • Reviewed, evaluated and, with management, awarded contract to company to provide meeting management solution • 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:** • Work with management to implement meeting management system generally and in local planning services. • Participate in management meetings • Continue working with Trust Area Services to develop standards for cooperative tasks

David Marlor, MCIP
Director of Local Planning Services

Islands Trust

LOCAL PLANNING COMMITTEE REPORT

To: Islands Trust Council

Date: May 22, 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 tidal power.

2. DEVELOPMENT APPLICATION FEE ANALYSIS

Current – Develop draft fee bylaw amendments and procedure amendments to implement model fee structure. RFD to LPC in May 2012.

Planned – Further work would be with LTCs.

3. DEVELOPMENT PERMIT MONITORING

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

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

David Marlor
Designate Staff

Louise Decario
Chair

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

To: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: INTEGRATED WATERSHED AND SHORELINE MAPPING PROJECT

RECOMMENDATIONS:

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.

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.**

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.

CHIEF ADMINISTRATIVE OFFICERS COMMENTS:
The Shoreline Mapping Project initiated by Council last term provides broad shoreline classifications for the 12 major islands in the Islands Trust Area. Funding for the public outreach portion is through a grant from the Real Estate Foundation. The original grant application approved by Council involved holding workshops in 11 local trust areas (Thetis as a pilot was already completed). These recommendations would ensure more involvement by local trust committees and their planners and integration of the mapping project into day-to-day planning activities, while still meeting the terms of the grant. This project supports the strategic plan goal to advance the stewardship of coastal areas and marine shore lands. A public outreach program that supports the local trust committee work programs would be an effective way to engage the community in shoreline stewardship. Other local trust committees may undertake public outreach on their islands in support of the strategic plan goal.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
Staff commitments to the first part of this project largely focussed on contract management and minor contractor support. With the mapping component of this project complete, with the exception of minor revisions that may follow from a comprehensive planning staff review, additional staff resources should be dedicated to the public outreach and integration of the maps and posters into day to day Islands Trust operations.

A small project team should be established to oversee these next steps. The project team could include: one planner from each regional office, with one of them serving as overall project manager, and one or two trustees.

Overall completion of the public outreach and mapping integration work should be the end of November 2012.

FINANCIAL:
The *Integrated Watershed and Shoreline Mapping Project* is funded through three external grant programs:

- Pacific Climate Impacts Consortium
- Real Estate Foundation of BC
- Stewardship Centre of BC

Funds are available for final map revisions, workshops and public outreach. Islands Trust contribution includes staff time for: contract management, attending meetings and workshops, and providing logistical support. The funders have extended deadlines to December 31, 2012 to accommodate public outreach in the autumn of 2012.

POLICY:
This project is consistent with Islands Trust policy and will advance strategic objectives of the Islands Trust Strategic Plan.

IMPLEMENTATION/COMMUNICATIONS:
If approved, this project will be immediately implemented by DLPS with Executive Committee oversight. Funding arrangements for FY 2010/11 are already initiated. An appropriate communications plan will be developed by the Executive Committee.

BACKGROUND

REPORT/DOCUMENT:
The draft Terms of Reference document attached includes background and outline of the work group terms and deliverables.

KEY ISSUE(S)/CONCEPT(S):
Integrated watershed and shoreline maps are now complete for 12 of the larger islands in all Local Trust Areas, except Bowen. In addition to digital shoreland classifications available on TAPIS (Trust Area Property Information System), these comprehensive maps (referred to as posters) contain information including: sediment transport and related ecosystems, coastal energy zones, distribution of shoreline types, categorized shoreline units according to predicted or established physical pressures and/or shoreline characteristics, shoreline categories that determine priority shore areas that may be amenable to alternative development solutions due to physical characteristics or other metrics.

Professional contract staff, who developed the maps, presented their work to Local Planning Services and Trust Area Services staff on May 15, 2012. Over the next couple of months, further refinement of these maps will occur.

The public outreach component of this project will be scheduled for the late summer and autumn of 2012. On-island presentations will be led by Professor William Marsh with planning staff assigned to the local trust committees providing support as needed.

Originally, weekend workshops on 12 major Islands Trust islands were proposed; however, these workshops may not align with current local trust committee work programs. Rather than compete with other unrelated community planning intiatives, staff recommends directing outreach resources to local trust committees with similar current projects. The following local trust committees have top priority work program items related to shoreland protection:

- Denman
- Gambier
- Gabriola
- North Pender
- Lasqueti
- South Pender
- Thetis

Funds are available to assist other local trust committees that wish to have public outreach on their island related to this mapping work. Staff can add other local trust committees to the list on request of the local trust committee.

Other interest groups have expressed interest in participating with public outreach. These include Trust Area Services (developing shoreland mapping with a focus on biological components of shoreland protection), Sea Change (a community group with interest to do with sea level change) and Ramona deGraaf (forage fish expert). The project manager should review incorporting the efforts of these groups into this project, where appropriate.

RELEVANT POLICY:
Consistent with *Islands Trust Policy Statement* and *Islands Trust Strategic Plan 2008-2011* as noted in 'Background' above.

RESPONSE OPTIONS

Recommended: as above

Alternative:
1. Not to change the current terms of the Shoreline Mapping project
2. To change the terms of the Shoreline Mapping project in other ways.

PREPARED BY:	Chris Jackson, Regional Planning Manager	**REVIEWED BY EXECUTIVE COMMITTEE:** May 29, 2012
SUBMITTED BY:	Local Planning Committee	
REVIEWED BY:	[signature] **(Chief Administrative Officer)**	**OTHER REVIEW:** David Marlor, Director of Local Planning Services

Terms of Reference

Integrated Watershed and Shoreline Mapping Project – Public Outreach Working Group

Draft May 28, 2012

Background

The Green Shores for Homes program included grant applications for different components of the program. One of these components was the creation of maps for all of the major islands (except Bowen) showing shoreline classifications, shoreline vulnerabilities and showing watershed discharge locations (collectively known as Integrated Watershed and Shoreline maps). These maps were created under contract led by Dr. Will Marsh from the University of British Columbia School of Architecture and Landscape Architecture. A pilot was undertaken on Thetis and the new contract allowed for the maps to be created for the other 11 major islands (except Bowen).

The original application called for Dr. Marsh, along with the Islands Planners and consultants, to take the maps out to all of the 11 islands and provide information to the public on the maps.

During the process of map creation, it became apparent that greater involvement of the planning department should occur and that consideration should be made on how these outreach meetings would fit with the work program priorities of the various local trust committees. Further, delays in the map creation led to delays in the public outreach, which now conflicted with the 2011 election. The public outreach component was therefore delayed, with support from the grantor.

A meeting was held with planners in May 2012 to review the methodology used in the creation of the maps. A new process that involves the planners, involves interested trustees, respects local trust committee work programs and meets the terms of the grant has been developed for Council's consideration. This new approach involves:

1. Creation of a working group of planners and trustees.
2. Review and revise maps and posters as needed.
3. Delivery of public outreach in those local trust areas working on shoreline protection in which the local trust committee has expressed interest in hosting a public outreach meeting.
4. Consideration of how the maps will be incorporated into the daily planning function.
5. Consideration of other work being undertaken on the shorelines through the Trust Fund or other conservation organisations and working together where possible.

Purpose of the Working Group

The purpose of the Public Outreach Working Group is to coordinate, plan, schedule and implement the public outreach meetings in the fall of 2012. The working group will explore partnering on outreach with other groups where appropriate, and to focus the public outreach to local trust committees that currently have shoreline work as a top priority; other local trust areas may be included on request of the local trust committee.

Working Group Members

The working group will be made up of one planner acting as Project Manager, two additional planners providing technical resources (ideally, there will representation from each regional office) and two or more local trustees. One Regional Planning Manager will also be assigned to provide oversight.

Funding

Funding for the workshops is provided by grant from the Real Estate Foundation. The grant has been extended to December 31, 2012.

Work Program and Reporting

1. The Public Outreach Working Group will develop and implement a strategy that integrates the integrated watershed and shoreline maps with information provided on the Trust Area Property Information System into day-to-day operations.
2. Provide oversight, planning and implementation of a series of workshops within identified local trust areas to introduce and provide information on the integrated watershed and shoreline maps in conjunction with the relevant local trust committee and other groups where appropriate.
3. Deliver the workshops by December 31, 2012 and ensure that the workshops meet the terms of the grant application.
4. The Working Group will report to the Local Planning Committee.

Timeline

The working Group will terminate on completion of the public outreach for the Integrated Watershed and Shoreline Maps.

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 25, 2012

To: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: ENCOURAGING GREEN TECHNOLOGY IN THE ISLANDS TRUST AREA: DOMESTIC SMALL SCALE WIND ENERGY

RECOMMENDATION:

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;

That the Islands Trust Council makes the report entitled *Encouraging Green Technology in the Islands Trust Area: Domestic Small Scale Wind Energy* available to the public by posting on the Islands Trust website; and

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 heating, micro hydro, rainwater capture/storage structures).

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

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. Adoption of such bylaw amendments is consistent with the Islands Trust's Strategic Plan objective to reduce community greenhouse gas emissions.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Minor. This recommendation would result in the report being circulated for consideration of local trust committees and Bowen Island Municipality. Should local trust committees wish to undertake bylaw amendments as a result, this work would form part of their work programs.

FINANCIAL: All decision alternatives by local trust committees would utilize existing, in-house human resources.

POLICY: No implications for existing policies.

IMPLEMENTATION/COMMUNICATIONS: The report would be forwarded as indicated and posted on the Islands Trust website. Decisions about further work would rest with local trust committees and Bowen Island Municipality.

BACKGROUND

Prior Trust Council and Local Planning Committee related decisions:

- On February 8, 2012, the Local Planning Committee advised that encouraging green technology and specifically the development of model regulations for domestic wind power remained a current top priority.

- August 18, 2011, the Local Planning Committee considered what technology they would like staff to focus on and whether it is for domestic use or for larger scale and advised that domestic wind power was its priority and added tidal technology as the next topic.

- August 11, 2010, the Local Planning Committee considered other means to encourage green technology structures and passed the following resolution:

  That the Local Planning Committee direct staff to develop model green technology definitions and regulations for specific technologies to include dimensions, siting, height, location, and size as a minimum.

- June 15, 2010, Trust Council considered a RFD on "Permissive Regulations for Green Technology Structures" and passed a resolution

  That the Trust Council not develop model permissive regulations for green technology structures; and THAT the Trust Council direct the LPC to consider other means to encourage green technology structures development in the Islands Trust Area.

- February 10, 2010, Local Planning Committee considered the development of permissive bylaws for green technology structures and passed the following resolution:

  That the Local Planning Committee direct Director of Local Planning Services to further research permissive bylaws in other jurisdictions in order to report to the May Committee meeting with a recommendation on whether to develop Islands Trust permissive regulations for green technology structures.

- At September 2009, Trust Council passed the following resolution:

  That the Islands Trust Council request the Local Planning Committee to consider developing model permissive regulations for green infrastructure and for developments that involve energy efficiency, small-scale renewable energy generation and rainwater capture/storage in the Islands Trust Area.

REPORT/DOCUMENT:
1. Encouraging Green Technology in the Islands Trust Area: Domestic Small Scale Wind Energy – dated May 7, 2012

KEY ISSUE(S)/CONCEPT(S):
Updated land use regulations to support green technologies consistent with the Islands Trust Strategic Plan goal to reduce greenhouse gas emissions.

RELEVANT POLICY: Islands Trust Strategic Plan strategy 2008 – 2011, strategy 1.3.3 to "recommend GHG emission reduction targets and provide model policies and actions for consideration in island OCP amendments".

DESIRED OUTCOME: To continue to provide information to local trust committees and Bowen Island municipality on the development of green technologies.

RESPONSE OPTIONS

Recommended:

As above.

Alternatives:

1. Provide other direction to staff.

PREPARED BY:	David Marlor, DLPS	**REVIEWED BY EXECUTIVE COMMITTEE:** May 29, 2012
SUBMITTED BY:	Local Planning Committee	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**

Encouraging Green Technology in the Islands Trust Area:

Domestic Small Scale Wind Energy

Prepared by Marnie Eggen, Planner 1

May 7, 2012

Islands Trust

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List of Appendices

Introduction

The Islands Trust Local Planning Committee (LPC) was tasked by Trust Council with developing model land use bylaw definitions and regulations for green technology structures to assist Local Trust Committees with better enabling renewable energy production in the Islands Trust area. Wind, tidal, solar, geothermal/hydrothermal heating, micro hydro, along with rainwater capture/storage structures are targeted by LPC. This task is considered a logical extension of the work currently being implemented Trust wide by Local Trust Committees in order to reduce greenhouse gas emissions. This report focuses on the development of model land use bylaw definitions and regulations specifically for domestic small scale wind energy. Related work is identified to be undertaken in the future for other green technology structures such as, tidal energy, solar energy, geothermal/hydrothermal heating, micro hydro electricity and water conservation/rainwater capture.

Domestic Small Scale Wind Energy

The LPC has requested targeting the domestic use of small scale wind turbines. Domestic use, for the purposes of this report, is defined as - for use by the average residential lot owner up to farmstead size, in order to produce electricity on their own lot for their own use. The wind industry identifies small scale wind turbines that are appropriate for residential and smaller farm purposes in the size range of 1 to 50 kilowatts (kW).[1 2 3 4]

There are two basic types of wind turbines: horizontal axis wind turbines and vertical axis wind turbines (see Figure 1). Horizontal wind turbines rotate perpendicular to the ground, while vertical wind turbines rotate parallel to the ground. Horizontal axis wind turbines are more common. Some vertical axis wind turbines are not required to be as tall as horizontal wind turbines. Regardless of the type, wind energy systems include a wind turbine or generator, rotor with blades, tower and supporting electrical equipment (see Figures 2 and 3).

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[1] Woofenden, I., M. Sagrillo. June & July 2010. Home Power: 2010 Wind Generator Buyer's Guide.
[2] Endurance Windpower: Products. Accessed Sept. 28 – 29. http://www.endurancewindpower.com/products.html
[3] Distributed Wind Energy Association: What is Distributed Wind. Accessed Sept. 28-29. http://www.distributedwind.org/what-is-distributed-wind
[4] Canadian Wind Energy Association. Small Wind Purchasing Guide: Off-grid, Residential, Farm and Small Business Applications.

Figure 1: Two Basic Types of Wind Turbines[5]

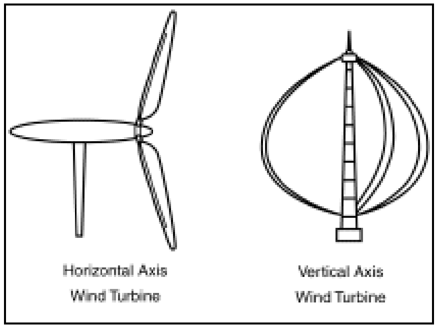


Figure 2: Components of a Typical Wind Energy System[6]

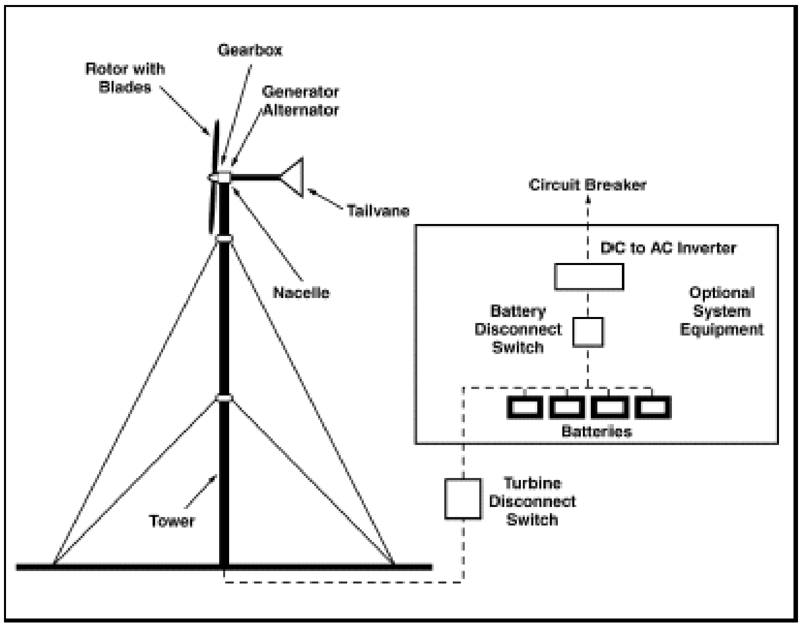
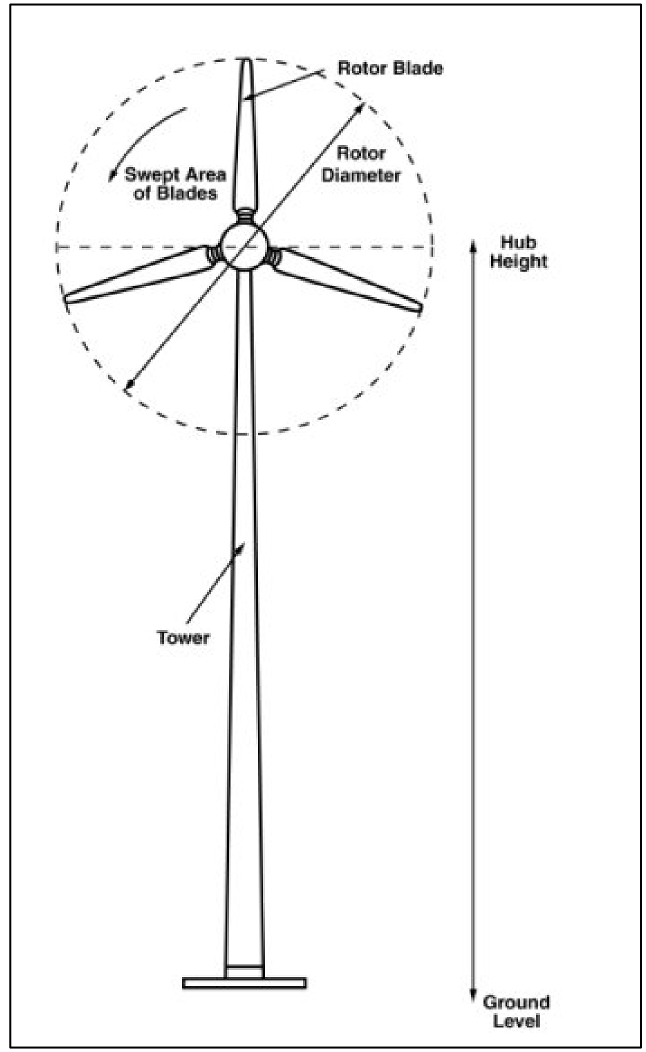


Figure 3: Schematic of a Typical Wind Turbine[7]



[5] Ontario Ministry of Agriculture, Food and Rural Affairs: Electricity Generation Using Wind Turbines at your Home or Farm. Accessed May 18. http://www.omafra.gov.on.ca/english/engineer/facts/03-047.htm

[6] Natural Resources Canada. 2003. Stand Alone Wind Energy Systems – A Buyers Guide.

[7] Ontario Ministry of Agriculture, Food and Rural Affairs: Electricity Generation Using Wind Turbines at your Home or Farm. Accessed Sept. 20. http://www.omafra.gov.on.ca/english/engineer/facts/03-047.htm

Small wind turbines in the 1 to 50 kW size range can vary in specifications. Table 1 provides example specifications (the upper limit is listed for 50kW size).

Table 1: Small Scale Wind Turbine Specifications

Wind Turbine Specifications	Wind Turbine Size (Rated Capacity)	
	1 kW	50 kW
Wind Swept Area The area of wind swept by the rotor. A measurement of the size of the "wind collector," being the largest factor in influencing turbine output.	2m^2 (21.5 ft^2)	290 m^2(3121.5 ft^2)
Rotor Diameter The cross sectional dimension of the circle swept by the rotating blades.	1.6 m (5.3 ft)	19 m (62.3 ft)
Rotor Blade Length Measured from centre of the hub to tip of blade for horizontal axis wind turbines. Depending on the design, blade length for vertical axis wind turbines varies.	n/a	9m (29.5 ft)
Hub Height or Height Measured from grade to height of the centre of the hub for horizontal axis wind turbines. Height of a vertical axis wind turbine is measured from grade to height of the highest point of the turbine. This is another factor in influencing turbine output. Generally, the taller the tower the more access to faster and better quality winds.	6m (19.7 ft)	43 m (141 ft)

Challenges to Implementing Domestic Small Scale Wind Energy in the Islands Trust Area

There are some challenges for landowners who are interested in implementing small scale wind energy on their property. Most notable are the capital cost, economic feasibility, and the site and wind requirements. In addition, land use planning provisions not designed with wind energy in mind can unnecessarily inhibit their development. Public perception of wind turbines can also present some difficulties to those proposing an installation.

Costs and Economic Feasibility

Although the cost of small scale wind turbines are decreasing as the industry grows and becomes more standardized, purchasing a small scale wind turbine remains quite cost prohibitive. Smaller turbines (1 to 10 kW) range from under $10, 000 up to $80, 000, while the larger ones (up to 50kW) range from around $100,000 up to $400,000.[8] [9] This represents about 12% - 48% of the cost of a wind energy system. [10] Additional costs of a wind energy system include inverters and batteries, sales tax, installation charges and labour and any necessary permitting. As a result of the high cost, most often financing is required.

In addition, the cost-benefit of installing a wind turbine in areas that are grid connected may be lost because the BC Hydro residential rate is relatively low, at an approximate average of $0.08/kWh. A matching or lower rate of electricity may be difficult to achieve with a small wind turbine given the associated high costs and the average wind speed in Islands Trust area (see Wind Resource and Siting Requirements Section below for more information). For example, the Victoria Harbour Authority estimates that a 10kW wind turbine installed at Ogden Point in Victoria which averages a wind speed of 5 metres/second (m/s), will generate electricity at an approximate cost of $.87/kWh.[11] This is substantially higher than the average BC Hydro rate. For properties that are not easily connected to the grid, renewable energies including wind may be a more cost effective alternative than say diesel power generation.

There are some programs available in BC that provide incentives and support for those interested in implementing small scale wind turbines to help offset the costs. These include the following (See Appendix A for details of programs):

- *BC Hydro Net Metering Program* offers customers the opportunity to sell or "bank" their excess electrical generation from small generating facilities they have installed.
- *Live Smart BC Efficiency Incentive Program* offers homeowners cash up to $1300 for a certain amount of electricity generated from renewable energy.
- *Farm Credit Canada "Energy Loans"* intend to help farmers make the switch to renewable energy sources including wind through no loan processing fees.

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[8] Woofenden, I., M. Sagrillo. June & July 2010. Home Power: 2010 Wind Generator Buyer's Guide.
[9] M. Sagrillo, Woofenden, I. June & July 2007. Home Power: 2007 Wind Generators Buyer's Guide.
[10] Ontario Ministry of Agriculture, Food and Rural Affairs: Electricity Generation Using Wind Turbines at your Home or Farm. Accessed Sept. 20. http://www.omafra.gov.on.ca/english/engineer/facts/03-047.htm#f5
[11] Jordan Fisher and Associates Ltd., EA Energy Alternatives Ltd., and Sustainable Systems Design Lab, Institute for Integrated Energy Systems, University of Victoria, 2011. Renewable Power Generation Conceptual Plan for Ogden Point, Victoria. pp 14-17.

- *BC Ministry of Agriculture and Lands Agricultural Farm Plan and Beneficial Management Practices Program* offers farmers cost sharing incentives up to $70,000 for wind energy implementation aimed at addressing environmental risks, such as riparian protection and GHG emission reduction.

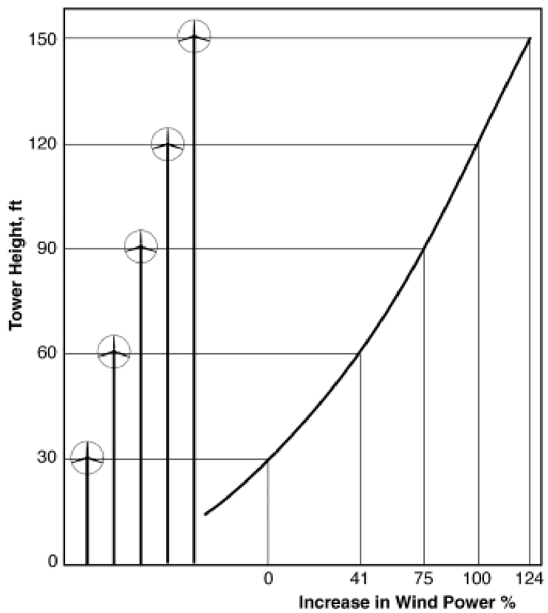
Although the costs of implementing small wind turbines are great, some residents in the Islands Trust area may be motivated to install renewable energy technologies because of concern for local and global sustainability and a desire to be more self-reliant.

Wind Resource and Site Requirements for Wind Turbines

Most small wind turbines require at least a wind speed of 15 km/hr (4 metres/second) just to operate. For wind turbines connected to the grid, 18 km/hr (5 metres/second) is required.[12] The average wind speed in the Islands Trust area is 5 metres/second, which provides an approximate idea of the wind in the area, but local geography plays a big part in whether a particular site is better or worse than the average.[13] Generally speaking the taller the wind turbine and the fewer natural and man-made features nearby, the higher the wind speed achieved (see figure 4 below). Given the average wind speed of the Islands Trust area, topography of the islands, and the high percentage of tree cover, appropriate sites may be limited to areas such as coast lines and higher elevations.

[12] Canadian Wind Energy Association. Small Wind Purchasing Guide: Off-grid, Residential, Farm and Small Business Applications.
[13] Environment Canada: The Canadian Wind Atlas. Accessed November 30. http://www.windatlas.ca/en/nav.php

Figure 4: Wind Speed Increases with Height[14]



"A [wind] tower that is too short for the site is like putting a solar system in the shade"

Mike Bergey, Bergey Windpower Co., (small wind turbine manufacturer)

Land Use Planning Regulations

Many Official Community Plan policies in Islands Trust now promote and encourage the development of renewable energy as a part of their greenhouse gas reduction initiatives. It is important to note that most renewable energy policies target small scale residential use, which is consistent with the aim of this project. See Appendix B for a current listing of renewable energy policies in Islands Trust. However, few zoning regulations include provisions for small scale wind energy at this time. See Appendix C for a list of which Islands Trust land use bylaws include wind energy related regulations. Land use planning regulations that have not been designed with wind energy in mind can further discourage the installation of small wind turbines and add to the time and costs required to implement them. For example, given the general requirements for wind turbines to be tall and have access to unobstructed winds, a variance to a height limit in a land use bylaw will be required in many areas of Islands Trust.

Public Perceptions

Depending on where a wind turbine is sited and the local perceptions of them and their potential impacts, the installation of a small wind turbine may be met with some public opposition. Given that some of the potential impacts of wind turbines can be fairly

[14] Ontario Ministry of Agriculture, Food and Rural Affairs: Electricity Generation Using Wind Turbines at your Home or Farm. Accessed Sept. 20. http://www.omafra.gov.on.ca/english/engineer/facts/03-047.htm#f5

controversial and the research inconclusive (see section on Impacts Associated with Wind Turbines and Land Use Considerations below), people may be sceptical of this newer technology and what it means to live near one, even though they may support the idea of renewable energy.

Other Challenges

Other challenges for land owners to implementing small scale renewable energy include the following as identified by the BC Sustainable Energy Association:[15]

- Disproportionately high cost of electrical code permitting for renewables;
- Lack of renewable energy training for electrical engineers, electricians and safety inspectors;
- Limitations of Canadian Certification Standards causes some small wind turbines to not be approved for use in BC;
- Loss of PST exemptions and excessive municipal tax assessments on renewable energy.

Impacts Associated with Wind Turbines and Land Use Considerations

Wind turbines are recognized as a maturing and promising green technology; however, there are potential impacts associated with wind turbines that require consideration in light of developing enabling regulations. These relate to noise, property values, visual impact, birds and bats, blade throw, ice throw, shadow flicker, and structural failure. Not only can the impacts be very controversial, but it is important to note that much of the research surrounding these impacts is not conclusive, particularly for smaller wind turbines. Although, the uncertainties are expected to lessen with further development of the industry, local governments shall continue to play an important role in better enabling this type of development while minimizing the risks to the social and natural environment.

The following is a summary of impacts associated with wind turbines and some land use considerations. Land use considerations are drawn mainly from Canadian sources including a review of current identified best practices in land use planning, current local government approaches to regulating small wind turbines, as well as consideration of the wind industry's land use planning guides for local governments.

[15] BC Sustainable Energy Association. 2010. Ten Barriers to Small Scale Renewable Energy.

Noise

While they are in operation, wind turbines produce noise from the mechanical components and from the interaction of the air with the turbine blades and structure. The noise that a wind turbine creates is normally expressed in terms of its sound power level, usually described in decibels or A-weighted decibels (dB(A)). This is not a measurement that people hear, but the noise power emitted by the turbine. Generally, wind turbines emit more noise as wind speed increases. However, the increased noise generation is often argued to be less perceptible to people because of the concurrent increase of background sound levels generated by higher winds, masking the sound of the wind turbine sound.[16]

Noise is identified in the wind industry as unwanted sound emitted from a wind turbine. There is considerable debate regarding the noise of wind turbines. Issues include the sound emission, vibration and acoustics emitted from wind turbines, possible health effects, and appropriate separation distances to protect residents and properties that are adjacent to wind turbines. It is important to note that noise concerns related to small wind turbines are as not well documented as they are for large wind turbines.

Ontario is emerging as a Canadian leader in renewable energy production. Some provincial and federal agencies appear to be following the lead of the Province of Ontario when it comes to guidelines for noise setbacks of wind turbines.[17] [18] Through their approval process, the Ontario government requires that wind turbines 50 kW and greater must be a minimum noise setback distance of 550m to the nearest residence. Wind turbines less than 50 kW are not required to meet this setback, but may be subject to local government permits and approvals. The province requires that these smaller turbines demonstrate that noise does not exceed a 40 dB noise level, which is consistent with the night time noise guideline of 40 dB that the World Health Organisation recommends for the protection of public health from community noise.[19] There is a varied range of approaches to addressing noise through land use planning that can be categorized into three groups:

1. To require a maximum allowable noise level (dB(A)) either at the lot line or the nearest dwelling;

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[16] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 25 -30.
[17] EDS Consulting. 2009. Land Use Planning for Wind Energy Systems in Manitoba**.** Final Report to Manitoba Intergovernmental Affairs on Land Use Planning for Wind Energy Systems in Manitoba. pp.16.
[18] David Hutton. Jan. 12, 2012. Starpheonix. "Saskatchewan to follow Ontario's lead with wind turbine setbacks."
[19] Chief Medical Officer of Health Report. 2010. The Potential Health Impact of Wind Turbines. pp. 14.

2. To require a separation distance either from the lot line or nearest dwelling large enough to ensure that noise does not negatively impact others; or
3. To require a combination of a maximum allowable noise limit and minimum separation requirement, where the separation can be reduced pending demonstrated levels.

Out of all of the setback distances considered for wind turbines, the setback for noise can require the largest separation distance.

Islands Trust does not regulate noise directly, however, Regional Districts have the authority to do so. As a result, Local Trust Committees may choose to address noise in cooperation with the local Regional District.

Property Values

The wind industry claims that property values are not negatively affected by nearby wind turbines;[20] [21] however, there is indication otherwise, particularly in Ontario where utility sized turbines are increasingly becoming a part of the rural landscape.[22] The same maybe true for small wind turbines. On the other hand, people may place more value in homes equipped with renewable energy generation.

Viewscape

Wind turbines must be mounted on tall towers in order to reach the necessary wind conditions and as a result they will likely be quite visible. While some people object to the appearance of wind turbines, others may not. Since the visual impact of wind turbines is quite subjective and often controversial, permitting wind turbines in a community where they would be a new addition to the landscape will require balancing the perceived or desired character of a community, the public and private benefits of a renewable energy and property rights.

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[20] American Wind Energy Association. 2008. In the Public Interest, How and Why to Permit for Small Wind Systems: A Guide for State and Local Governments. pp. 13.
[21] eFormative Options, LLC & Entegrity Wind Systems, Inc. 2006. Small Wind Siting and Zoning Study Development of Siting Guidelines and A Model Zoning By-law for Small Wind Turbines (under 300 kW). Developed for the Canadian Wind Energy Association. pp.14-15.
[22] John Nicol and Dave Seglins. Oct 1, 2011. CBC News. "Ontario Wind Power Bringing Down Property Values." Accessed Oct. http://www.cbc.ca/news/canada/story/2011/09/30/ontario-wind-power-property-values.html

Some aspects of wind turbines that can be considered in minimizing the visual impacts of wind turbines through land use planning include location, number of turbines in a viewscape, and signage.

Birds and Bats

It is recognised that wind energy, as a clean alternative energy source, is a part of the solution to combat global warming which is one of the threats to species extinctions.[23] [24] It is also recognised that larger wind turbines can have detrimental impacts on bird and bat populations, such as direct mortality and habitat loss and fragmentation.[25] While wind turbines are known to cause far fewer bird fatalities in comparison to other human related causes such as collisions with buildings or fatalities due to pesticides, there is an effort from the wind industry and wildlife conservationists to learn more about how to minimize the impacts.[26][27] Collaborative work is also being undertaken for bats. Larger wind turbine projects are typically subject to environmental assessment requirements or guidelines that direct the assessment of the potential impacts to birds and bats, and help to mitigate effects before a project is undertaken.[28] [29] Potentially sensitive sites identified for birds and bats are those areas where there is high species activity, such as migratory movement corridors or areas where there large concentrations. While small wind turbines are less likely to have as much of an impact on birds and bats as larger wind turbines projects, land use planning decisions are suggested to include the same considerations when it comes to siting small wind turbines:

- locate wind turbines away from known environmentally significant bird areas, such as Important Bird Areas, major migratory corridors or where there are large concentrations of birds;
- locate wind turbines away from areas of high bat activity, such as migratory corridors, forested ridgetops and lakeshores.

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[23] National Wind Coordinating Collaborative. 2010. Wind Turbine Interactions with Birds, Bats, and their Habitats: A Summary of Research Results and Priority Questions. pp. 1.
[24] Canadian Wind Energy Association & Natural Resources Canada. 2006. Wildlife, Birds, bats and wind energy.
[25] National Wind Coordinating Collaborative. 2010. Wind Turbine Interactions with Birds, Bats, and their Habitats: A Summary of Research Results and Priority Questions. pp. 2-7.
[26] National Wind Coordinating Collaborative. 2012. Accessed Feb. http://www.nationalwind.org/about/default.aspx
[27] Wind Energy Bird and Bat Monitoring Database. 2012. Accessed Mar. http://www.bsc-eoc.org/birdmon/wind/main.jsp
[28] Ontario Ministry of Natural Resources. 2010. Bats and Bat Habitats: Guidelines for Wind Power Projects.
[29] Environment Canada & Canadian Wildlife Service. 2006. Wind Turbines and Birds: A Guidance Document for Environmental Assessment.

Blade Throw and Structural Failure

Blade throw is when a wind turbine blade or part of one becomes detached from the wind turbine and falls or is thrown through the air. Structural failure is when part or all of the wind turbine structure fails and collapses. Either can be due to mechanical failure, human error, or environmental events. Structural failure is considered a relatively rare occurrence.[30] Again, there is less known about small wind turbines than there is for larger wind turbines in regards to these issues. However, approaches to regulate these issues for larger turbines are also suggested to be applicable to small wind turbines.[31] [32] Approaches for consideration:

- To require a setback distance of at least the wind turbine height plus the length of one blade from the property line;
- To require a setback distance of 1.25 to 3 times the total height of the wind turbine;
- Require that the wind turbine meets approved safety standards of responsible safety associations. Two certification bodies that local governments may look to:
    - The Canadian Certification Standards Association: a Canadian body that tests products, such wind turbines for compliance to national and international standards, and issue certification marks for qualified products.
    - The Small Wind Certification Council (SWCC):[33] an independent certification body, and certifies that small wind turbines meet or exceed the performance and durability requirements of the American Wind Energy Association (AWEA) Small Wind Turbine Performance and Safety Standard**.** The certification is designed to promote consumer confidence and mainstream acceptance of small wind technology, and standardizes North American reporting of turbine energy and sound performance. Note that only two wind turbines have been approved to date, with 27 others pending and expected to be assessed within a year or two.
- Local Trust Committees may consider working with the local Regional District Building Department in regards to whether building permits are required for small wind turbines and requesting additional information from applicants such as:

[30] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 31 -32.
[31] American Wind Energy Association. 2008. In the Public Interest, How and Why to Permit for Small Wind Systems: A Guide for State and Local Governments. pp. 8
[32] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 23.
[33] Small Wind Certification Council. 2012. Accessed Mar.http://www.smallwindcertification.org/about/

- Wind turbine manufacturer's specifications including plans and photos of turbines showing wind turbine height, blade diameter, manufacturer's nameplate rated capacity;
    - Canadian Standards Association (CSA) approval and proof of conformity with the provincial electrical code and/or proof of certification from the Small Wind Certification Council (SWCC);
    - Professional engineer's design and approval of the wind turbine base and tower.
- Local Trust Committees may consider requiring Siting and Use Permits for small wind turbines and include the requirement for additional information from applicants as outlined in the preceding bullet.

Ice Throw

Ice throw is when ice builds up on the blades of the wind turbine which can drop to the area below or possibly be thrown during operation. Ice throw may be less of a factor in the Islands Trust area because of the temperate climate. Approaches suggested to regulate for this issue is to consider a setback distance of 1.25 to 3 times the total height of the wind turbine or if possible, request an ice throw assessment report.[34]

Shadow Flicker

Shadow flicker happens when the shadow of the rotating blades flicker over an area affecting those in the near vicinity. As small wind turbines are generally shorter and have smaller length blades than larger turbines, there is reason to believe that shadow flicker isn't an issue. However, some may argue that given that small wind turbines are expected to be sited in closer proximity with residential areas that it may not be just an issue associated with large turbines. Approaches to regulate include consideration for limiting any shadow flicker on any non-participating landowner's property to a maximum of 30 hours per year or requiring a shadow flicker study for larger wind turbines.[35] [36]

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[34] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 79.
[35] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 80.
[36] Richard Lampeter, Epsilon Associates, Inc. 2011. Webinar on Shadow Flicker Regulations and Guidance: New England and Beyond. Assessed Mar.
http://www.windpoweringamerica.gov/newengland/filter_detail.asp?itemid=2967

Small Turbine Tower Design Considerations

Issues related to safety and tower design include:

- Guy wire anchors:
    - that they be clearly visible to a height of 2 m as recommended by the Canadian Wind Energy Association; [37]
- Small wind turbines mounted on roofs and attached to sides of buildings:
    - There is growing interest in mounting small wind turbines on roofs and attaching them to sides of buildings; however, there is varying opinions on their safety and not much North American practical experience with this application.[38] Of the few approaches to this, some local governments only permit these with a height limit equivalent to a nameplate rated capacity of 1 kW or less.

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[37] eFormative Options, LLC & Entegrity Wind Systems, Inc. 2006. Small Wind Siting and Zoning Study Development of Siting Guidelines and A Model Zoning By-law for Small Wind Turbines (under 300 kW). Developed for the Canadian Wind Energy Association. pp.15.

[38] Jacques Whitford. 2008. Model Wind Turbine Provisions and Best Practices for New Brunswick Municipalities, Rural Communities and Unicorporated Areas. New Brunswick Department of Energy. pp 50.

Model Land Use Bylaw Regulations and Definitions for Domestic Small Scale Wind Energy

The following are suggested options of model regulations and definitions aimed to assist Local Trust Committees in developing provisions to better enable small scale wind turbines, with consideration of the potential impacts associated with wind turbines. Model regulation options are provided along with reference to the impacts considered and staff comments. Definition options are provided and are supportive of the regulation options. Given that most land use bylaws in the Islands Trust area are uniquely structured and worded, model regulation and definition options are provided in a way that can be considered by all Local Trust Committees, and intended to be adapted to meet the needs of the particular community. Regulations are provided in Table 2 and Definitions are provided in Table 3. Note that options provided below do not include those related to Development Permit Areas at this time.

Table 2: Model Regulation Options for Domestic Small Scale Wind Energy

Regulation Options	Impacts Considered	Staff Comments
<u>Height</u>		
• Include no height maximum for wind turbines or include a total maximum height of the wind turbine.	viewscape	Height maximums present the biggest challenge in Islands Trust land use regulations for installation of small wind turbines. However, without appropriate setback regulations, exemption from height alone does not address other issues, such as safety or noise. Consider a height maximum if visual impacts are a concern. Consider that in doing so it may limit the size (nameplate rated capacity) of the wind turbine that can be installed and may also prevent an installation that would otherwise be permitted by setback regulations.

Regulation Options	Impacts Considered	Staff Comments
Signage		
• Include provisions for signage, such as signs shall not be permitted on the wind turbine, wind turbine tower building or other structure associated with the small scale wind energy system, other than the manufacturer's or installer's identification, appropriate warning signs, and owner identification.	viewscape	Consider provisions around signage to reduce visual impact of wind turbine.
Permitted uses		
• Include small scale wind energy systems in permitted accessory uses for residential and agricultural zoned lots. Consideration should be given to avoiding known locations of significant bird and bat habitats.	viewscape, noise, safety, property values, birds and bats	Consideration should be given to the appropriate size of lot to site a wind turbine and/or zones, given setback requirements to address noise and safety, and height specifications for wind turbines. A height maximum should be considered if visual impacts are a concern. Consider whether or not to permit wind turbines to be mounted on or attached to other structures/buildings and appropriate provisions around them (e.g. height maximum, nameplate rated capacity).

Regulation Options	Impacts Considered	Staff Comments
• Permit those small scale wind energy systems that are certified by the *Small Wind Certification Council* or consider working with the local Regional District building permit department in regards to requiring documents related to wind turbine specifications and certifications as noted in the section on Impacts above. For areas with Siting and Use Permits, consider adding small wind turbines to the SUP bylaw.	safety, noise	Certification provides a standardized measure of safety that assesses performance, strength and safety, and acoustic sound of small scale wind turbines up to 50-65 kW; however, only two small wind turbines have been certified to date. Regional District building bylaws will vary from one to another and a small wind turbine may not require a building permit. Consider working with the Regional District to address issues of safety such as structural failure and blade throw.
<u>Permitted Buildings and Structures</u>		
• Include small scale wind energy systems in permitted buildings and structures for residential and agricultural zoned lots. Limit number of permitted small scale wind energy systems per lot for residential use. Set a limit of permitted number of small scale wind energy systems per lot for farming purposes.	viewscape	Consideration should be given to the maximum number permitted per lot based upon desire of community in terms of visual impact.

Regulation Options	Impacts Considered	Staff Comments
<u>Setbacks for Wind Turbines</u>		
• Setback to all lot lines or a habitable dwelling of at least the total wind turbine height, subject to meeting the Regional District noise bylaw requirements (see third bullet in section below).	safety, noise	Provides a measure of safety for neighbouring properties should the turbine collapse. Will likely be limited to lots 50 m in width and wider, subject to noise requirements. Applicants may apply for variance to locate within setback (e.g. to access better wind; for smaller lots without large enough lot dimensions to meet setback requirements).
• Setback to all lot lines or habitable dwelling of at least 1.5 to 3 times the total wind turbine height, and subject to meeting the Regional District noise bylaw requirements (see next bullet below).	safety, noise	Provides an increased measure of safety for neighbouring properties addressing safety issues including blade and ice throw. Further decreases available area to site turbine on a property. Applicants may apply for a variance to locate within the setback.
• Islands Trust does not regulate noise directly; however, Regional Districts have the authority to do so. Local Trust Committees could work with the local Regional District to ensure noise bylaws include general provisions limiting sound levels to at least a 40 dB(A) minimum and/or 6 dB(A) limit above background noise levels at all lot lines or neighbouring dwelling.	noise	This may be the most limiting factor for installing a wind turbine in terms of setbacks.

Regulation Options	Impacts Considered	Staff Comments
<u>Setbacks Applied to Associated Structures and Buildings</u>		
• All associated structures and buildings of a small wind energy system, except the actual wind turbine and guy wire anchors to meet current LUB setback regulations OR permit a building/structure that houses the control and electrical conversion equipment of the small wind energy system of a limited size to be sited within the setback area, analogous to provisions for "utility/pump houses" or as a part of the definition of "utility/pump houses." Include guy wire anchors that are clearly visible in current provisions for projections into setback areas.	n/a	This is in keeping with current setback provisions for structures and buildings, and allows guy wires to project into setback areas and associated buildings/structures to be located within setbacks.
<u>Lot Coverage</u>		
• Exempt structures and buildings used for the purposes of small wind energy systems from lot coverage requirements.	n/a	Consider lessening lot coverage regulations on renewable energy installations.

Table 3: Model Definitions Options for Domestic Small Scale Wind Energy

Definition Options
Guy wire anchor: a cable or wire used to support a wind turbine tower.
Nacelle: the frame and housing at the top of the wind turbine tower that encloses the gearbox and generator and protects them from weather.
Nameplate capacity: the wind turbine manufacturer's maximum rated output of the electrical generator found in the nacelle of the wind turbine.
Rotor blade clearance: the distance between the bottom tip of the blade at its lowest possible extension and the ground.
Rotor blade: the part of the wind turbine that rotates in the wind and extracts kinetic energy from the wind.
Rotor blade's arc: largest circumferential path traveled by the wind turbine's rotor blade.
Small wind energy system: a wind energy conversion system consisting of a wind turbine, a wind turbine tower, and associated equipment, machinery, structures and buildings, which has a nameplate rated capacity of not more than 50kW, and which provides power for use on-site only (grid connected or off-grid).
The Small Wind Certification Council: The Small Wind Certification Council (SWCC) is an independent certification body, and certifies that small wind turbines meet or exceed the performance and durability requirements of the American Wind Energy Association (AWEA) Small Wind Turbine Performance and Safety Standard**.** This certification provides a common North American standard for reporting turbine energy and sound performance, and helps small wind technology gain mainstream acceptance.
Wind turbine height: height from grade to the highest vertical extension of a wind turbine at the top of the rotor blade's arc.

Definition Options
Wind turbine tower: a freestanding structure or a structure attached to guy wires that serves to support other parts of the wind turbine.
Wind turbine: A structure that produces power by capturing the kinetic energy from the wind and converts it into energy in the form of electricity and includes the wind turbine, wind turbine tower, rotor blades and nacelle.

Conclusion

The aim of this project was to generate model land use bylaw definitions and regulations specifically for domestic small scale wind energy. There are a range of options put forward that, if Local Trust Committees are interested in pursuing, will require several decisions about how to regulate small wind energy and what specific regulations to include. Since there are no accepted standards for addressing some of the most controversial issues associated with wind energy, a range of possibilities are provided, each with their own advantages and disadvantages. Elected officials will have to decide how restrictive they want to be in their approach to regulation based on the community's goals and objectives and balancing the various risks.

A suggested supplementary step to this project is consideration of the exploration and generation of model development permit area tools for small scale wind energy - domestic use and other appropriate small scale applications in the 1 to 50kW wind turbine size range (approximately half of the larger Island OCPs in the Islands Trust target "small scale" renewable energy).

While including small wind energy provisions in land use bylaws is an important step towards enabling renewable energy production and addressing some of the questions around wind energy development, these provisions are likely to be most effective in the context of Islands Trust's broader efforts towards greenhouse gas reduction. For example, pursuing the development of model regulations for the remaining identified green technologies as identified by LPC will assist with rounding out the suite of potential provisions that will help to achieve the current policies aimed at renewable energy production. Additionally, achieving these policies is just one part of the larger initiative to reduce greenhouse gas emissions within the *Climate Wise Islands Program*, which also includes other important policies such as those directed at energy efficiency and transportation planning.

Appendix A: Financial Support and Incentives for Small Scale Renewable Energy

- ***BC Hydro Net Metering Program***
  This program is intended to promote small-scale, grid-connected green electricity generation at homes and businesses. These are typically defined as systems of less than 50 kW in size. The program is designed for customers with small generating facilities, who may sometimes generate more electricity than they require for their own use. The program allows their customers to sell or "bank" their excess generation, increasing the value they derive from their on-site electrical generation. By being able "bank" excess generation, the customer can save money on the cost of electricity storage devices to capture the excess generation for use when consumption exceeds generation. (The Feed-in-Tariff – policy currently being drafted by the Ministry of Energy for renewable energies up to 5 MW does not include wind energy at this time.)
  http://www.bchydro.com/energy_in_bc/acquiring_power/current_offerings/net_metering.html

- ***Live Smart BC Efficiency Incentive Program***
  Among the many incentives offered in this program, they offer homeowners $260 per 0.6 kW generated from wind up to a maximum of $1300.00. The program is currently offered between 2011 through to 2013.
  http://www.livesmartbc.ca/attachments/brochure.html?src=/incentives/efficiency-home/brochure.html

- ***Farm Credit Canada "Energy Loans"***
  Farm Credit Canada offers "Energy Loans" that are intended to help farmers make the switch to renewable energy sources including wind energy. They offer no loan processing fees on the first $500,000. http://www.fcc-fac.ca/en/aboutus/media/news20100222_e.asp

- ***BC Ministry of Agriculture and Lands Agricultural Farm Plan and Beneficial Management Practices Program***
  This program offers farmers cost sharing incentives to address environmental risks, such as riparian protection and GHG emission reduction. For example, the program offers the following related to wind energy:
  - Sixty percent of the cost of implementing watering systems with alternative energy to manage livestock up to $70,000; and

- Thirty percent of the cost of implementing alternative energy technology including wind for powering previously fossil-fueled dependent farm equipment and replacement of diesel generators up to $50,000. http://www.bcefp.ca/

Appendix B: Current Renewable Energy Policies in the Islands Trust

Bowen Island Official Community Plan Bylaw No. 282, 2010

September 2011

2.5 Climate Change Mitigation

Objective 11 To meet or exceed Provincial targets for reductions in Greenhouse Gas (GHG) emissions by creating a more energy efficient community.

Policy 19 In cooperation with public agencies and community stakeholders, the Municipality will strive to reduce GHG emissions through:

☐ planning for efficient land use, energy use and transportation;

☐ infrastructure design;

☐ green procurement;

☐ building retrofits;

☐ solid waste diversion; and

☐ low carbon, clean, sustainable, and renewable energy.

Objective 15 To establish the importance of climate change-related concepts of energy consumption, energy security, GHG emissions, carbon cycling, and local food production in land and site planning, building and transportation.

Policy 26 In pursuit of the foregoing objective, the Municipality:

☐ supports initiatives to diversify and secure the community's energy supply through local low carbon, clean, sustainable, and renewable energy sources and emerging technologies such as solar photovoltaic, solar hot water, geothermal, bio-fuel from waste, heat recovery from waste, wind and tidal;

☐ will proactively work with development and building industry representatives to build knowledge, capacity and experience in energy efficient and green building practices;

☐ will consider supporting small-scale, locally generated, zero-carbon, renewable power for new and existing development in Snug Cove;

Objective 16 To house residents and visitors in smaller, energy efficient new and retrofitted homes constructed of local materials and powered, in large part, by local low carbon, clean, sustainable, and renewable energy sources.

Objective 17 To reduce the dependence on private vehicle travel.

Policy 28 The Municipality supports the development of local low carbon, clean, sustainable and renewable energy production while decreasing energy consumption and improving energy efficiency.

Denman Island Official Community Plan Bylaw No. 185, 2009

November 2011

C.4 – CLIMATE CHANGE ADAPTATION AND MITIGATION

Climate Change Adaptation and Mitigation - Objectives

Objective 2 To promote the use of renewable energy and the development of renewable energy sources

Policy 9 The Local Trust Committee should encourage the generation of renewable non-polluting energy as long as it is on a small scale.

Policy 10 Landowners erecting structures for the generation of wind energy are encouraged to work with research scientists gathering data on the potential negative environmental impacts of small wind-energy installations.

Policy 11 Residents are encouraged to limit the use of fossil-fuel burning engines or generators and to use alternative energy sources where possible.

Policy 13 A number of Climate Change Adaptation and Mitigation Policies have been identified by the community that can only be achieved through initiatives resulting from individuals and the community, the actions of other levels of government, technological changes, and changes to land use policies and regulations. The following actions are encouraged to reduce greenhouse gas emissions:

a. The Local Trust Committee should develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when it is processing land use applications. Application checklists should be revised to include climate change mitigation and adaptation criteria, such as energy efficiency, renewable energy and carbon sequestration impacts.

c. The Local Trust Committee should work with residents and community groups such as Renewable Energy Denman Island - REDI) to reduce the carbon footprint of Denman Island by supporting initiatives to lower greenhouse gas emissions, focusing on community education, personal awareness, and individual involvement.

Executive Islands Area Official Community Plan

DRAFT November 2011

4. CLIMATE CHANGE ADAPTATION AND MITIGATION

4.4 ACTIONS

4.4.2 Residents are encouraged to:

(b) Limit the use of fossil-fuel burning engines or generators and use alternative energy sources where possible;

4.4.5 Zoning regulations should support small scale residential solar and wind power generation on residential lots.

Gabriola Island Official Community Plan Bylaw No. 166, 1997

November 2011

SECTION 8 – CLIMATE CHANGE ADAPTATION AND GREENHOUSE GAS EMISSION REDUCTION
Advocacy Policies for Climate Change Adaptation and Greenhouse Gas Emission Reduction

A number of climate change adaptation and greenhouse gas emission reduction actions are identified that can only be achieved through cooperation and initiatives resulting from individuals and the community, the actions of other levels of government, technological changes, and changes to land use policies and regulations.

ix. *residents are encouraged to work beyond the requirements of Provincial and National Building Codes and find new ways to incorporate high energy efficiency into building design and construction. In addition, residents are encouraged to seek out new ways of reducing their own greenhouse gas emissions through alternative transportation methods, reduced use of fossil-fuel burning engines or generators, and increased use of alternative energy sources.*

xiv. *the production of renewable energy for local consumption on Gabriola is encouraged, and residents with successful and appropriate alternative energy production methods are encouraged to share their methods with other residents.*

Mudge Island Official Community Plan Bylaw No. 227, 2007

January 2011

3.6 Climate Change Adaptation and Greenhouse Gas Emission Reductions
Policies

Policy 1 The Local Trust Committee encourages information sharing and education on reducing greenhouse gas emissions and on producing energy from alternative sources.

DeCourcy Island Official Community Plan Bylaw No. 16, 1981

April 2011

8. CLIMATE CHANGE ADAPTATION AND GREENHOUSE GAS EMISSION REDUCTION
Climate Change Adaptation and Greenhouse Gas Emission Reduction Policies

1) The Local Trust Committee encourages information sharing and education on reducing greenhouse gas emissions and on producing energy from alternative sources.

Galiano Island Official Community Plan Bylaw No. 108, 1995

November 2011

SECTION IV CONSERVATION AND ENVIRONMENT
6. Climate Change Mitigation and Adaption

c) The Local Trust Committee should consider amending zoning regulations to permit or facilitate small-scale renewable energy production, such as solar collectors, wind turbines and Geothermal heating.

Gambier Island Official Community Plan Bylaw No. 73, 2001

January 2011

PART 11 – CLIMATE CHANGE ADAPTATION AND MITIGATION
POLICIES CLIMATE CHANGE ADAPTATION AND MITIGATION

Policy 6.8 A number of Climate Change Adaptation and Mitigation Policies have been identified by the community that can only be achieved through initiatives resulting from individuals and the community, the actions of other levels of government, technological changes, and changes to land use policies and regulations. The following actions are encouraged to reduce greenhouse gas emissions:

i. The Local Trust Committee encourages residents to work beyond the requirements of Provincial and National Building Codes and find new ways to incorporate high energy efficiency into building design and construction. In addition, residents are encouraged to seek out new ways of reducing their own greenhouse gases emissions through alternative transportation methods, reduced use of fossil-fuel burning engines or generators, and increased use of low impact alternative energy sources.

Gambier Associated Island Official Community Plan Bylaw No. 109, 2009

5 – CLIMATE CHANGE ADAPTATION AND MITIGATION
5.4 ACTIONS

5.4.1 The LTC should develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when considering land use applications. Application checklists may be developed to encourage climate change mitigation and adaptation criteria, such as energy efficiency, energy security, renewable energy and carbon sequestration impacts.

5.4.4 Residents are encouraged to:

b) Limit the use of fossil-fuel burning engines or generators and use alternative energy sources where possible;

5.4.7 To encourage alternative energy use, the Islands Trust should investigate the feasibility of the bulk purchase of small scale residential solar or other alternative energy equipment for resale to Island residents.

5.4.8 Zoning regulations should support small scale residential solar and wind power generation on residential lots.

Keats Island Official Community Plan Bylaw No. 77, 2002

January 2011

6. CLIMATE CHANGE ADAPTATION AND MITIGATION

Keats Island Policies

P 6.7 A number of Climate Change Adaptation and Mitigation Policies have been identified by the community that can only be achieved through initiatives resulting from individuals and the community, the actions of other levels of government, technological changes, and changes to land use policies and regulations. The following actions are encouraged to reduce greenhouse gas emissions:

i) The Local Trust Committee should develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when it is processing land use applications. Application checklists should be revised to include climate change mitigation and adaptation criteria, such as energy efficiency, renewable energy and carbon sequestration impacts.

iii) The Local Trust Committee encourages residents to work beyond the requirements of Provincial and National Building Codes and find new ways to incorporate high energy efficiency into building design and construction. In addition, residents are encouraged to seek out new ways of reducing their own greenhouse gases emissions through alternative transportation methods, reduced use of fossil-fuel burning engines or generators, and increased use of alternative energy sources.

Hornby Island Official Community Plan Bylaw No. 104, 2002

November 2011

SECTION VI—OBJECTIVES AND POLICIES FOR SUSTAINABLE DEVELOPMENT

6.1 Objectives and Policies for Development

Policies:

6.8.6 This Plan strongly encourages the incorporation of green building techniques and alternative energy systems (solar, wind, geothermal, or water based) into residential housing, whether it is new construction or renovations.

6.8.10 A number of Climate Change adaptation and mitigation actions are identified that can only be achieved through cooperation and initiatives resulting from individuals and the community, the actions of other levels of government, technological changes, and changes to land use policies and regulations. In order to foster such actions the Local Trust Committee should:

a. develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when it is processing land use applications. Application checklists should be revised to include climate change mitigation and adaptation criteria, such as energy efficiency, renewable energy and carbon sequestration impacts.
b. support opportunities for incentives to encourage “climate wise” actions, including water conservation, storm water retention, the use of alternative energy sources for home use, and the use of alternative transportation methods

Lasqueti Island Official Community Plan Bylaw No. 77, 2005

January 2011

Objectives for Climate Change Adaptation and Mitigation

Objective 1 *To promote the use of renewable energy and the development of renewable energy sources, and consider the impacts of climate change in all land use decisions; and*

Objective 2 *To maintain Lasqueti Island’s lower than Canadian average rates of greenhouse gas emissions and seek out new means of further reducing greenhouse gas emissions through reduced fuel consumption and shifts to alternative forms of energy. While a detailed inventory is required to fully measure greenhouse gas emission rates on the Island, an aspirational target of maintaining Lasqueti Island’s greenhouse gas emissions at or below 50% of the Canadian per capita average rate is set, to be verified in 2020 and 2050.*

Advocacy Policies

Policy 11 The implementation of fuel saving measures at public and community buildings should be investigated by a team of island residents, and new methods proposed to reduce GHG emissions through the use of alternative energy sources.

Mayne Island Official Community Plan Bylaw No. 144, 2007

July 2011

4.7 CLIMATE CHANGE MITIGATION AND ADAPTATION

4.7.9 The LTC should consider amending zoning regulations to permit or facilitate small scale renewable energy production, such as solar collectors, wind turbines and geothermal heating.

North Pender Island Official Community Plan Bylaw No. 171, 2007

June 2011

4.7 CLIMATE CHANGE MITIGATION AND ADAPTION

Policies and Actions

4.7.10 The Local Trust Committee may consider amending zoning regulations to permit or facilitate small-scale renewable energy production, such as solar collectors, wind turbines and geothermal heating.

North Pender Associated Islands Official Community Plan Bylaw No. 147, 2002

June 2011

Climate Change Mitigation and Adaption

- no policies at this time

Saturna Island Official Community Plan Bylaw No. 70, 2000

December 2010

E.5 CLIMATE CHANGE MITIGATION AND ADAPTATION

E.5.10 The Local Trust Committee should consider amending zoning regulations to permit or facilitate small-scale renewable energy production, such as solar collectors, wind turbines and geothermal heating

E.5.22 The Local Trust Committee should support incentives to incorporate alternative energy feature and energy efficient building design in all buildings.

Salt Spring Island Official Community Plan Bylaw No. 434, 2008

September 2010

A.6 CLIMATE CHANGE AND ENERGY EFFICIENCY

A.6.1 OBJECTIVES

A.6.1.3 To promote the use of renewable energy and the development of renewable energy sources.

A.6.2 POLICIES

A.6.2.16 The Local Trust Committee should review zoning to relax height restrictions for solar and wind power generation on residential lots.

A.6.2.17 The Local Trust Committee should consider supporting small-scale, locally generated, zero carbon, renewable power for new and existing development. Such facilities should be located on the same, or an adjacent site, as the user.

Piers Island Official Community Plan Bylaw No. 51, 1982

- no policies at this time

South Pender Island Official Community Plan Bylaw No. 107, 2011

- no policies at this time

Thetis Island Official Community Plan Bylaw No. 88, 2011

SECTION 5 CLIMATE CHANGE ADAPTATION AND MITIGATION
CLIMATE CHANGE ADAPTATION AND MITIGATION OBJECTIVES

2. To promote the use of renewable energy and the development of renewable energy sources;

CLIMATE CHANGE ADAPTATION AND MITIGATION POLICIES

g) The Local Trust Committee encourages local, small-scale generation of alternative non-polluting energy sources with limited noise, visual impacts and safety risks

j) Residents are encouraged to work beyond the requirements of provincial and national building codes and find new ways to incorporate high energy efficiency into building design and construction. In addition, residents are encouraged to seek out new ways of reducing their own greenhouse gas emissions through alternative transportation methods, reduced use of fossil-fuel burning engines or generators, and increased use of alternative energy sources with limited noise, visual impacts, and safety risks.

The following activities are encouraged as possible actions that can be taken to reduce greenhouse gas emissions:

i. The Local Trust Committee should develop improved methods of determining and assessing the energy efficiency and climate change impacts of proposed development when it is processing land use applications. Application checklists should be revised to include climate change mitigation and adaptation criteria, such as energy efficiency, renewable energy and carbon sequestration impacts.

vii. The size, siting and height of wind turbines should be regulated in order to minimize environmental impacts and safety risks. Land use regulation should differentiate between wind turbines for onsite use and those that generate energy for use offsite.

Appendix C: Wind Turbine Related Regulations in the Islands Trust

	Land Use Bylaw	Wind Turbines Exempt from Max. Height	Wind Turbine Max. Height	Wind Generating Stations Exempt from Min. Lot Size	Small Wind Turbines Defined	Renewable Energy Permitted as a Use
1	Bowen Island Municipality Land Use Bylaw No. 57, 2002 *Dec 2010*	☑	☒	☒	☒	☒
2	Denman Island Bylaw No. 186, 2008 *Nov 2011*	☒	☒	☒	☒	☑
3	Gabriola Island Bylaw No. 177, 1999 *Oct 2011*	☒	☒	☒	☒	☒
4	Mudge Island Bylaw No. 228, 2007	☑	☒	☒	☒	☒
5	DeCourcy Island Bylaw No. 44 , 1987 *Jan 2008*	☒	☒	☒	☒	☒
6	Galiano Island Bylaw No. 127, 1999 *June 2011*	☑	☒	☒	☒	☒
7	Gambier Island Bylaw No. 86, 2004	☑	☒	☒	☒	☒
8	Keats Island Bylaw No. 78, 2002 *Sept 2009*	☑	☒	☒	☒	☒
9	Bowyer & Passage Islands Bylaw No. 114, 2011	☒	☑	☒	☑	☑
10	Gambier Associated Islands Bylaw No. 96	☒	☒	☒	☒	☒
11	Hornby Island Bylaw No. 86, 1993 *Feb 2012*	☒	☒	☒	☒	☒
12	Lasqueti Island Bylaw No. 78, 2005 *Sept 2010*	☒	☒	☒	☒	☒

	Land Use Bylaw	Wind Turbines Exempt from Max. Height	Wind Turbine Max. Height	Wind Generating Stations Exempt from Min. Lot Size	Small Wind Turbines Defined	Renewable Energy Permitted as a Use
13	Mayne Island Bylaw No. 146, 2008 *July 2011*	☑	☒	☒	☒	☒
14	North Pender Island Bylaw No. 103, 1996 *Nov 2010*	☒	☒	☒	☒	☒
15	North Pender Assoc. Islands Bylaw No. 148, 2003 *July 2008*	☒	☒	☒	☒	☒
16	Saturna Island Bylaw No. 78, 2002 *Sept 2010*	☑	☒	☑	☒	☒
17	Salt Spring Island Bylaw No. 355, 2001 *Mar 2012*	☒	☒	☒	☒	☒
18	Piers Island Bylaw No. 373, 2003	☒	☒	☒	☒	☒
19	South Pender Island Bylaw No. 92, 2003 *Nov 2011*	☒	☒	☒	☒	☒
20	Thetis Island Bylaw No. 89, 2011	☒	☒	☒	☒	☒
21	Valdes Island Bylaw No. 42, 1998	☒	☒	☒	☒	☒
22	Ruxton Island Bylaw No. 13, 1984	☒	☒	☒	☒	☒

Local Planning Services

Three-year Work Plan

December 2011 to November 2014

To: Islands Trust Council **Date: May 25, 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 will be 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 protection 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	Local Planning Committee
Regional Planning Manager			1	1	1	
Island Planner			3	1	3	
Planner 2			1	1		0.5
Planner 1			1	2	0.6	
Planning Clerk			1	0.8	1	
Planning Secretary			1	1	1	0.4
Office Assistant			1	1		
Bylaw Enforcement Manager		1				
Bylaw Enforcement Officer		1.6				
BE Secretary		0.6				
GIS Coordinator	1					
GIS Technician	1					
Totals	**2**	**3.2**	**9**	**7.8**	**6.6**	**0.9**

LOCAL PLANNING COMMITTEE

Resources Allocation:

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. In addition, a nominal 5% the combined planner time is allocated to supporting the work of the Local Planning Committee. As a result, different planners are assigned LPC tasks based on their availability, expertise and interest. Where possible, we try to align planners working on similar local interests to the work required for the Local Planning Committee.

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**
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**
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**
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. Video Recording Pilot and Evaluation
4. Advisory Committee Terms of Reference
5. Community Engagement Pilot

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**		
Video Recording Pilot and Evaluation	3.3.1	**X**		
Advisory Committees Review T of Ref	4.1	**X**		
Development Approval Information Bylaw	4.1	**X**		
Community Engagement Pilot eg: septic on island, tourism vision, emerging issues, villages	3.3.1	**X**		
Quality Management Procedures	4.1	**X**		
OCP Review Phase 2: hazard lands	1.1.1 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**
OCP/LUB Update on village planning	3.1.1		**P**	**P**
Bill 27 Piers Island OCP Update	3.2.2		**P**	**P**
LUB Update - cottages	3.1.1			
Soil Bylaw	4.1.8			
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**
OCP Review: DPA3 (Shoreline)	2.3.1, 2.3.2		**P**	**P**
OCP Review: Sensitive ecosystem management	1.1.1, 1.2.1, 1.2.3, 1.2.4		**P**	**P**
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
- Kaitlin Kazmierowski, Island Planner – Galiano Island Local Trust Area and the Ballenas/Winchelsea islands – policy planning and major applications
- Kris Nicols, 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				

Galiano

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Review subdivision servicing regulations to implement recommendations of consultant's report		**X**		
Implement DPA: update DAI bylaw, develop public communications tools		**X**		
Commence update of Land Use Bylaw		**X**		
Adopt amendments to subdivision servicing regulations			**P**	
Complete update of Land Use Bylaw			**P**	
Soil Removal and Deposit bylaw			P	P
OCP amendment to address tree definition			**P**	**P**
STVR regulation			**P**	**P**
Amendments to F1 zone			**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**		
Consider amendments to OCP/LUB to implement recommendations of Commercial Land Use Review Task Force report		**X**		
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**	
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	2.3.2	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	**2.3.2**	**X**	**P**	
On-line survey		**X**		
DAI				**P**
Forest lands 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**	**x**	
Unlawful Foreshore structures (via EC)	**4.1.1**	**X**	**x**	**x**
Unlawful dwellings (via EC)	**4.1.1**	**X**	**x**	**x**
Thetis Trust Area Unlawful structures on outer islands	**4.1.1**	**X**	**x**	**x**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

GIS DEPARTMENT (MAPPING)

Resources Allocation:

The two GIS staff members are allocated as follows:

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

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

GIS Department Priorities

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

1 TAPIS application renewal.

2 TAPIS custom reporting and workflow design and implementation.

3 Mapping web site development and implementation

GIS Department Work Program Expectations:

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

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

Islands Trust

ISLANDS TRUST
BRIEFING

To: Islands Trust Council **Date:** May 25, 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 LTC 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, no protection consistent with RAR in place. Mapping of the three watersheds completed.	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	In Progress

		place.	
Salt Spring	OCP No. 434 (Salt Spring) LUB No. 355 (Salt Spring)	There are 26 RAR designated watersheds on Salt Spring Island. DPAs in place protecting streams but not consistent with the RAR.	In Progress
	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

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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:

May 29, 2012

OTHER REVIEW:

LPC May 16, 2012

ISLANDS TRUST
BRIEFING

Date: May 22, 2012

TOPIC: **BYLAW ENFORCEMENT INVESTIGATIONS REPORT**

DIRECTED TO: Islands Trust Council – June 2012

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: A report to summarize 2012 bylaw enforcement investigations activity up to May 7, 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.

<u>Table of Active Files by Quarter by Office</u>

Assigned To	Region	May 9 2011	Sept 7 2011	Nov 9 2011	Feb 7 2012	May 7 2012
Miles Drew	South	93	87	71	41	36
Geoff Kinnear	South	0	22	26	44	50
Peter Philips	South	1	0	0	0	0
Sub Total	**South**	**94**	**109**	**97**	**85**	**86**
Miles Drew	Salt Spring	97	66	73	75	63
Geoff Kinnear	Salt Spring	0	36	22	19	22
Peter Phillips	Salt Spring	1	1	0	0	0
Sub Total	**Salt Spring**	**98**	**103**	**95**	**94**	**85**
Miles Drew	North	10	15	15	15	16
Peter Phillips	North	52	61	69	66	74
Sub Total	**North**	**62**	**76**	**84**	**80**	**90**
Total		**244**	**288**	**276**	**259**	**261**

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	5	1		5		2	**17**
Gabriola		1	3	7	1		5		10	**27**
Galiano		1	1	4	8		5	2	7	**28**
Gambier				7	4		1		1	**13**
Hornby	1	1	2	7	3		3		4	**21**
Lasqueti									1	**1**
Mayne				4	2		7		2	**15**
North Pender			2	10	10		8	3	2	**35**
Saturna					5		1		1	**7**
South Pender				1						**1**
Salt Spring		7	2	20	4		34	1	17	**85**
Thetis				4	4				3	**11**
Totals	**1**	**12**	**12**	**69**	**42**		**69**	**6**	**50**	**261**

Table of New and Closed Files by Officer and Trust Area

Assigned To	Region	New Files 2012	Closed Files 2012
Miles Drew	South	2	21
	Salt Spring	2	17
	North	2	0
Geoff Kinnear	South	10	6
	Salt Spring	8	6
Peter Phillips	North	13	15
Total New and Closed		**37**	**65**

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 and North Pender reveals that the number of STVRs still operating in an overtly commercial manner dropped considerably.

On Salt Spring Island new letters and brochures were sent out to clarify how Bed and Breakfast operators can use seasonal use cottages in their operations. A recent review of STVR files resulted in 15 STVR being closed. Another 16 may soon be closed if the operators make minor adjustments to their advertising. 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 this spring. 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 progress to date.

Bylaw Enforcement Best Practices Guide for Bylaw Enforcement Officers

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. The attached draft is a work in progress and is only attached as a means of alerting Trust Council to the direction staff is going in improving bylaw enforcement practices. Later this year, a final version will be presented to the Trust Council, along with recommended changes to the bylaw enforcement policies.

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

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
Attachment 2 - Bylaw Enforcement Best Practices and Process Flowchart

PREPARED BY: Miles Drew, Bylaw Enforcement Manager

REVIEWED BY EXECUTIVE COMMITTEE: May 28, 2012

SUBMITTED BY: Miles Drew, Bylaw Enforcement Manager

OTHER REVIEW: Director, Local Planning Services

REVIEWED BY: **(Chief Administrative Officer)**

Bylaw Enforcement Notice Dispute Adjudication System

Local Trust Area	LTC Meeting for readings	LTC decision	APC/CIM result	EC Approval Y/N	LTC Meeting to Adopt	Adopted	LTC Meeting to adopt policies	BEN Bylaw Complete
Denman	12-Sep-11	3rd reading	n/a	✓	25-Oct-11	no - until housing enforcement policy review	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			
Gambier	31-Jan-12	gave 3rd reading but no referral to EC until results of public information process known.						
Hornby	19-Oct-11	defer to APC						
Lasqueti	12-Jul-12	1st Reading - May 3, 2012						
Mayne	25-Apr-12	3rd reading Referred to APC at meeting to adopt		✓	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	1st Reading Scheduled June 21, 2012	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

Best Practices
Bylaw Enforcement

Islands Trust

Contents

Introduction

What is the purpose of the Islands Trust Bylaw Enforcement Team?

The Bylaw Enforcement Team investigates alleged violations of the land use regulations of the Local Trust Committees (LTCs) comprising the Islands Trust. These regulations are developed in consultation with the community. The regulations are found in LTC Land Use Bylaws, in Development Permit Areas found in Official Community Plans and Soil Deposit and Removal Bylaws. The goal of the bylaw enforcement process is to gain compliance with these regulations; for example, by moving a structure, obtaining a variance permit or discontinuing a use that is not permitted.

What initiates a bylaw enforcement investigation?

Like all local governments, the Islands Trust uses a 'complaint-based' bylaw enforcement process. This means that almost all investigations result from community complaints. This system gives priority to those bylaw infractions of greatest concern to island communities. Trust Council's policies also allow a bylaw enforcement officer to initiate an investigation without a complaint: if the situation involves damage to ecosystems, if it is part of a permitting process, if it is a referral from another agency, or if the violation is noted in an advertisement.

How can complaints be sent to the Islands Trust?

Anyone who wishes to make a complaint can fill out the Bylaw Enforcement Complaint form on the Islands Trust web site at www.islandstrust.bc.ca/lup/beoform.cfm. Or they can mail or deliver a letter to any of the Islands Trust offices.

Complaints must be submitted in writing, a verbal complaint will not suffice.

Once a complaint has been received, a file needs to be opened and the complaint investigated. See section "Opening an Investigation" for step by step details

Enforcement Practices

1. All written complaints directed to the Bylaw Enforcement Office and all proactive investigations undertaken by a bylaw enforcement office are logged, recorded, and acknowledged. Every effort will be made to ensure confidentiality to the complainant however, confidentiality cannot be guaranteed should litigation proceed against the violator or where a request for information is received under Freedom of Information legislation. The Bylaw Enforcement Office provides statistical reports (see Reporting Section) to Trust Council and local trust committees when convenient or when requested.

2. A preliminary review of the complaint is undertaken to ensure that the complaint is well-founded.

   2.1. If no violation exists, the complainant is so advised and a record of the enquiry filed.

   2.2. If a potential violation exists, a bylaw enforcement file will be opened and assigned to a Bylaw Enforcement Officer for investigation. The Bylaw Enforcement Manager will be notified.

3. A Bylaw Enforcement Officer will conduct a file analysis to determine the extent of the violation and what may be required to achieve compliance with the bylaw. They may consult with planners and the Bylaw Enforcement Manager or seek legal advice when necessary.

What is a file analysis?

Research conducted to answer the following:

- What are the issues relevant to the Islands Trust?
- What does the applicable bylaw say regarding the issue(s)?
- What are the specific circumstances (setback, height requirement, permitted uses, issues of non-conformity, etc.)?
- What questions need to be asked and answered?

3.1. If no violation exists, the complainant is so advised and the bylaw enforcement file is closed.

3.2. If a violation exists, the violator will be asked to cease activity or construction immediately.

4. The Bylaw Enforcement Officer will attempt to achieve voluntary compliance with the alleged violator, negotiating, if possible, a reasonable time to comply. The Bylaw Enforcement Officer may issue a warning notice or a bylaw violation notice in local trust areas where a bylaw enforcement notification bylaw has been adopted by a local trust committee. See the Bylaw Enforcement Notice and Dispute Adjudication section for more information.

4.1 If an administrative application such as a land use variance application has been submitted by the violator and there is a reasonable likelihood of success the Bylaw Enforcement Officer will refrain from enforcement during the application process.

5. Where activity has not ceased or where compliance is not achieved:

5.1. The Bylaw Enforcement Officer will escalate the investigation to the Bylaw Enforcement Manager who will recommend appropriate next steps which may include writing another letter, issuing a bylaw violation notice, sending a demand letter via lawyers, or request legal action from the Local Trust Committee and Executive Committee.

5.2 If legal action is contemplated, the Bylaw Enforcement Manager will complete a Legal Services Request.

5.3 If injunctive action is recommended by the lawyers, the Bylaw Enforcement Manager will prepare a report for the Local Trust Committee and Executive Committee indicating whether or not injunctive proceedings should proceed. The report will include the lawyer's file analysis, the estimated costs for litigation and the likelihood of success.

5.4 Upon Executive Committee approval, the Bylaw Enforcement Manager, through legal counsel, will initiate legal proceedings.

5.5 When undertaking legal proceedings, a Communication Plan must be prepared by the Communications Specialist and approved by the chair of the Executive Committee.

File Management Practices

File notes

Bylaw Enforcement Officers will document in the file all activity relating to the investigation including site visits and telephone calls.

Filing documents – electronic & hard copy

Any physical documents relating to a bylaw investigation will be filed in the bylaw enforcement file folder and also scanned for the electronic filing system.

Bylaw enforcement investigation files will be archived and retained as per the Islands Trust Records Management policy.

Bylaw Enforcement Notice & Dispute Adjudication System

When will a Bylaw Violation Notice (BVN) be issued?

In local trust areas which have adopted a Bylaw Enforcement Notification bylaw, a Bylaw Violation Notice will be issued after any of the following:

- A verbal warning
- A warning notice or letter
- Exceptional circumstances as ouitlined by the Bylaw Enforcement Manager.

How the system works once a Bylaw Violation Notice is issued

Option 1: Pay the BVN

- ☐For penalties paid within 14 days of receiving notice, payment is reduced.
- ☐Penalties paid after 14 days must be paid in full.
- ☐For penalties paid more than 28 days after receiving notice a surcharge is added.

Option 2: Dispute the BVN

Step One

A recipient completes and submits the Adjudication Request Form which is on the back of the BVN. Forms can be delivered, mailed or faxed to the Islands Trust Office on Salt Spring or Gabriola or in Victoria.

Step Two

An Islands Trust screening officer will review the adjudication request and will:

- ☐cancel the BVN; or
- ☐work out a Compliance Agreement and reduce the penalty when the agreement is completed; or
- ☐uphold the BVN.

Step Three

If the screening officer upholds the BVN:

- ☐A date and time is set for the Adjudication Hearing.
- ☐At the hearing, evidence is presented and the adjudicator decides if an offence did or did not occur.

Step Four

- ☐If an offence did occur, the BVN must be paid in full, plus an additional $25 administrative fee.
- ☐If an offence did not occur, the BVN is cancelled and no penalties are imposed.

Management of Bylaw Violation Notices

Best practices still under development.

Collection of fines

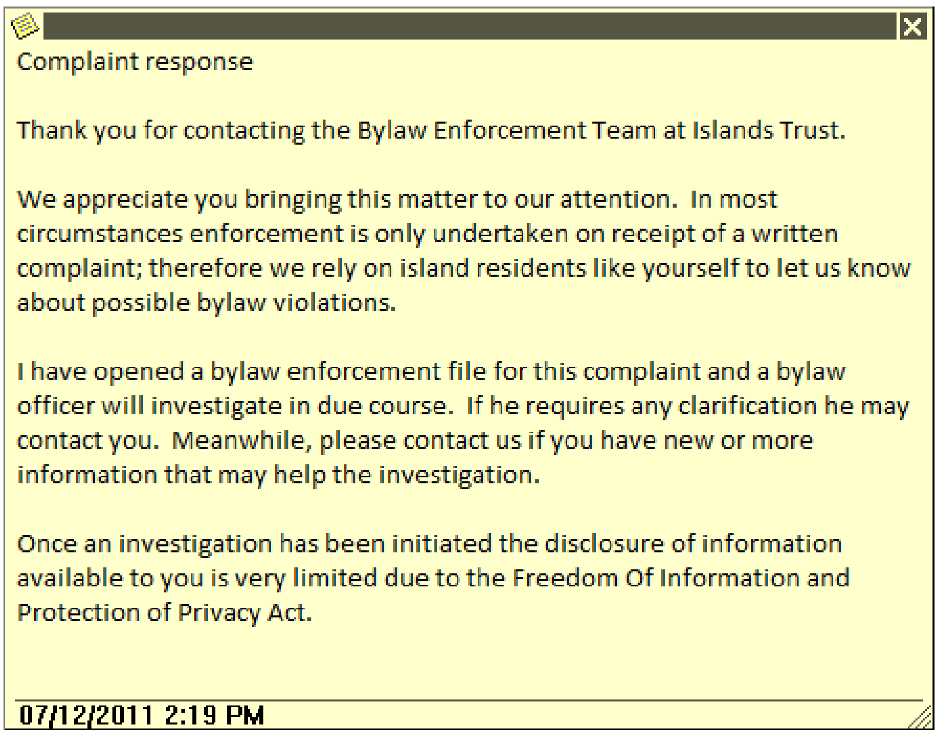
Best practices still under development.

Communications With Complainants

1. When a complainant fills out an online complaint form, they receive an automatic response which thanks them for their complaint and advises they will be contacted shortly with an update.

2. Once the complaint has been received by the Bylaw Enforcement office, complainants are advised whether a file has been opened and if an investigation will occur.

   Sample response:



Complaint response

Thank you for contacting the Bylaw Enforcement Team at Islands Trust.

We appreciate you bringing this matter to our attention. In most circumstances enforcement is only undertaken on receipt of a written complaint; therefore we rely on island residents like yourself to let us know about possible bylaw violations.

I have opened a bylaw enforcement file for this complaint and a bylaw officer will investigate in due course. If he requires any clarification he may contact you. Meanwhile, please contact us if you have new or more information that may help the investigation.

Once an investigation has been initiated the disclosure of information available to you is very limited due to the Freedom Of Information and Protection of Privacy Act.

07/12/2011 2:19 PM

3. Complainants will be updated periodically throughout the life of the investigation, particularly at significant activities such as when a file is put in abeyance for a period of time.

Communications With Trustees

The Bylaw Enforcement Manager (BEM) submits statistical reports to local trust committees, Executive Committee (EC) and Trust Council (TC) when convenient or when requested.

Trust Council reports

The two reports presented to each quarterly Trust Council meeting are the Bylaw Enforcement Briefing and the Bylaw Litigation Briefing.

Report	Purpose
Bylaw Investigations Briefing	Provides summary of ongoing bylaw enforcement projects as well as statistics for the number of active, recently closed and recently opened files.
Bylaw Litigation Summary Briefing (In Camera)	Provides the status of the most important litigation issues and a detailed listing of all Islands Trust litigation activities and costs.

Trust Council or the Executive Committee may also pass resolutions requesting the preparation of reports on bylaw enforcement matters at the strategic level.

All reports are proofed by the Bylaw Enforcement Administrative Assistant (BEAA) and vetted by the Director, Local Planning Services (DLPS). Trust Council reports are reviewed at the Executive Committee meeting prior to Trust Council.

Timeline for Submissions

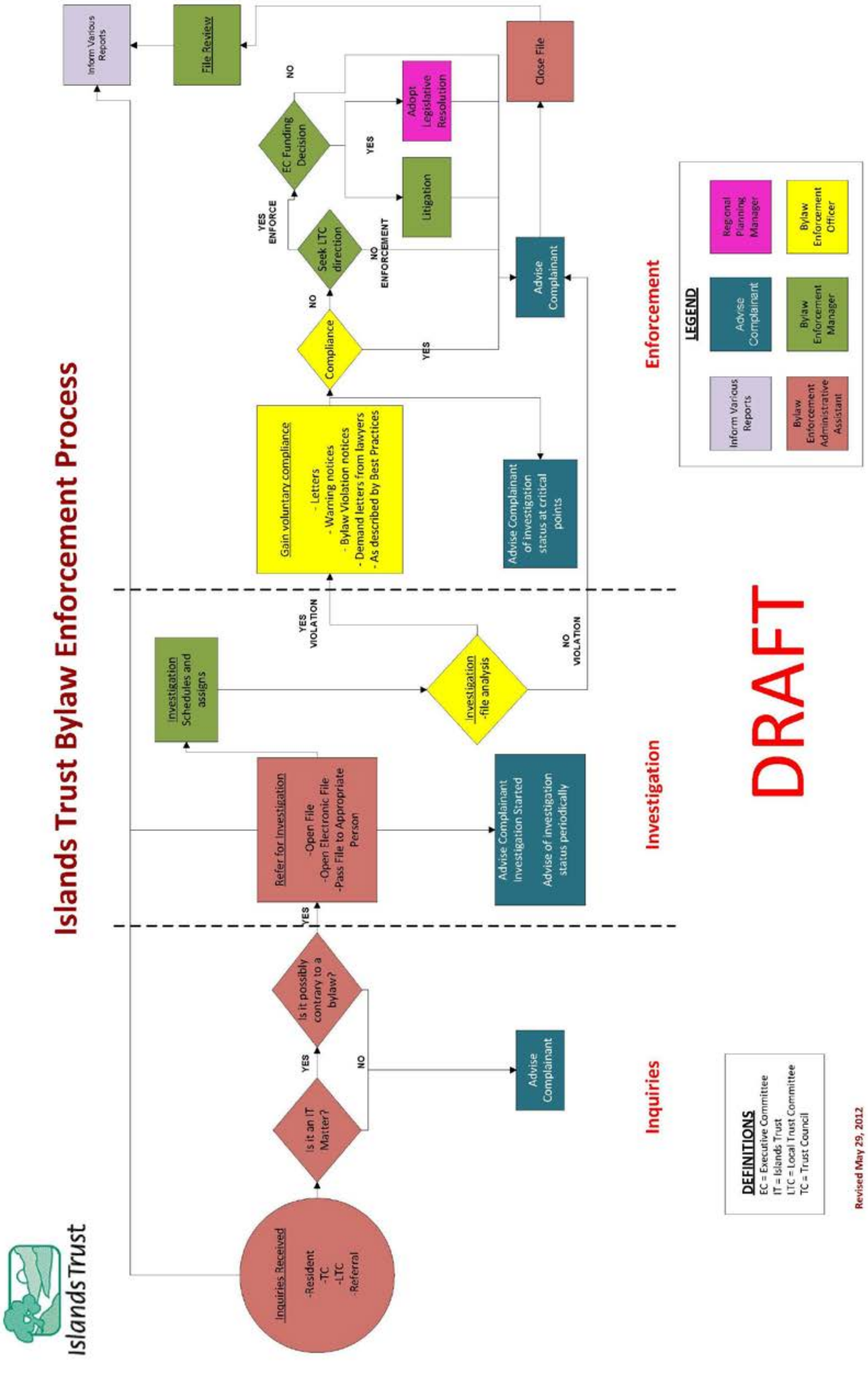
Event	Days prior to Trust Council	Time Frame
BEM preparation of reports	28	Week before DLPS deadline
BEAA proofing of reports before submitting to DLPS	22	Day (Monday) before DLPS deadline
DLPS reviews reports	21	Tuesday prior to EC agenda deadline
Sumbit reports prior to EC agenda deadline	19	Thursday prior to EC meeting
EC reviews reports prior to Trust Council	14	2 weeks prior to Trust Council on a Tuesday
Submit reports with EC edits prior to TC agenda deadline	12	Day before TC agenda package sent to printers.

Local Trust Committee Reports

Bylaw reports for Local Trust Committees can be initiated by either the Bylaw Enforcement Manager or the Local Trust Committee.

Initiator	Types
Bylaw Enforcement Manager	Requesting direction on policy, bylaw and bylaw amendment submissions
Local Trust Committee (via resolution at LTC meeting)	Enforcement policy recommendations, investigations briefing, litigations briefing, etc.

Appendix 1 – Bylaw Enforcement Process Map



Appendix 2 – File Action Plan

Complaint From:

Public ☐ Other Agency ☐ Internal (Planner/Officer) ☐

Nature of Complaint:

Contrary to: LUB ____________________ Island ____________________

Section(s): ____

____

Description of violation: ____

____

____

Enforcement Action Plan:

		Y	N		Y	N
Contact Complainant		☐	☐			
Contact Property Owner		☐	☐			
Site Visit		☐	☐	Compliance	☐	☐
Confirmation of Complaint		☐	☐			
Follow Up	Phone	☐	☐			
	Email	☐	☐			
	Letter	☐	☐			
	BVN	☐	☐	BVN Disputed?	☐	☐
	Site Inspection	☐	☐	Compliance	☐	☐
Legal Action		☐	☐	Compliance	☐	☐
Concluded		☐	☐	Other	☐	☐
Complainant Notified		☐	☐			

BEO ________________________________ Date ____________________________

Islands Trust

CHIEF ADMINISTRATIVE OFFICER
2012-2013 FIRST QUARTER REPORT

Date: May 31, 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, incamera sessions
• Strategic planning – initial identification of objectives and strategies
• Advice to trustees re standards of conduct, fairness and legislative matters
• Develop recommended amendments to indemnification bylaw
• Briefing to FPC re Auditor General for Local Government
	• Supervise implementation of Council decisions
	• Supervise quarterly meeting preparation
	    o RFDs and briefings
	    o Refresher on admin fairness and ethical conduct
	    o Oilspill workshop
	• Strategic planning – public consultation, preparation of draft plan
	• Develop recommendations re LTC Expense Fund

2. <u>EXECUTIVE COMMITTEE</u> • Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Litigation defence management (3 active files) • Briefing and flowchart re bylaw approval process • Liaison with Ombudsperson office (one complaint – not substantiated by Ombudsperson) • Administrative Fairness Complaints (one new complaint this quarter – currently resolved at LTC level)	• Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Litigation defence management (2 active files anticipated) • Recommendations re exempt staff compensation framework • Recommendations re succession strategy
3. <u>EXECUTIVE SERVICES UNIT</u> • Unit budget management • Staff performance planning	• Unit budget management • Staff performance reviews
4. <u>EXTERNAL LIAISON</u> • Ministry of Community, Sport and Cultural Development re Islands Trust issues • Association of Vancouver Island and Coastal Communities conference • Coastal Communities Network liaison • National Marine Conservation Area consultation • Participation in First Nations Task Force	• Bowen Island Municipality – EC annual meeting (Sept) • Update provincial protocol agreement re Crown lands • Preparations for UBCM • National Marine Conservation Area consultation
5. <u>MANAGEMENT TEAM</u> • Bi-weekly coordination meetings • Finalize orientation and probationary period management – Director of Administrative Services	• Bi-weekly coordination meetings • Management team coordination to align with Trust Council's strategic priorities

Islands Trust

Executive Committee Report

To: Islands Trust Council **Date:** May 31, 2012

WORK PROGRAM (*Top Three Priorities*)

1. **POLICY**

Current
- Preparation of RFD re minutes guidelines (CT)
- 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)
- Trust Council session regarding strategic planning (LA)

Planned
- Public input (LA)
- Develop initial draft of full Strategic Plan (LA/DM/LG/CT)

3. **ORGANIZATIONAL EFFECTIVENESS**

Current
- Trust Council preparations (LA/MS)
- 2011-12 Annual report (LG/LS)
- Minute-taking guidelines (LA/CT)
- Recommended amendments to indemnification bylaw (LA/CT)
- First Nations liaison strategy – initial strategy and TC orientation (LG)

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
- Incamera session
- San Juan County liaison

Decision Items
- Strategic Plan objectives and strategies
- Islands Trust minutes guidelines
- Indemnification bylaw amendments
- Tanker Traffic Expansion
- Annual Report
- Policy Statement implementation options

Information Items
- Executive Committee report
- Trust Council - Continuous Learning Plan (for discussion and suggestions)
- Current Strategic Plan - update
- Organizational Priorities Chart
- CAO Quarterly Report
- Proposed Trust Council meeting schedule – Sept 2012

- Draft Advocacy Policy
- NMCA boundary extension
- Legislative Monitoring

PROVINCIAL LIAISON UPDATE

Completed

- Association of Vancouver Island and Coastal Communities conference
- Chair participation with RD chairs regarding ferry fares

Current

- Nil

Planned

- Introductory meeting with Minister of Community, Sport and Cultural Development
- Union of BC Municipalities conference

Linda Adams
Chief Administrative Officer

Sheila Malcolmson
Chair

3.3

Islands Trust Council Plan for Continuous Learning 2011-2014

(What other topics would trustees like to propose?)

2012-05-31

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
	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		Good Planning Practice	Introduction to the Islands Trust Fund
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	*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:

- *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
- Tools for Community Engagement

- Agricultural Land Commission
- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Working with First Nations
- 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

ISLANDS TRUST
REQUEST FOR DECISION

To: Islands Trust Council

Date: May 30, 2012

Target Decision Date: June 14, 2012

SUBJECT: ISLANDS TRUST MINUTES GUIDELINES

RECOMMENDATIONS:
1. **That the Islands Trust Council adopt new Policy 6.13 - Islands Trust Minutes Guidelines.**
2. **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.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: In March 2012, Trust Council requested the development of consistent guidelines for the production of minutes within the Islands Trust. These new guidelines would provide clear guidance to the staff and contractors who prepare the hundreds of meeting minutes for the sixteen 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.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
At its March 2012 meeting, Islands Trust Council directed staff to prepare Islands Trust minute taking guidelines, and revisions to current policies and procedures related to Islands Trust minutes, for consideration at the June 2012 Trust Council meeting.

Staff has developed the attached proposed Policy 6.13 - Islands Trust Minutes Guidelines to better manage the extensive minutes program for all Islands Trust bodies. The new minute taking guidelines are intended to apply to the preparation of minutes for all sixteen Islands Trust corporate bodies. Incorporated into the guidelines are current best practices for minute taking, uniform standards for recording procedural and substantive details, including samples and wording for common motions, as well as format and style guides.

The style, content and layout of minutes currently prepared by individual bodies within the Trust vary widely and do not always reflect current best practices.

The benefits of adopting universal minute taking guidelines would be:
- consistency of format and general content of minutes across all Islands Trust bodies;

- incorporating best practices, elements of *Roberts Rules of Order* and advice from parliamentarians into all Islands Trust minutes;
- providing trustees with clear guidelines to consider when adopting minutes or recommending amendments to them;
- reducing debates about what should be recorded in minutes and thereby reducing the need for frequent and numerous amendments to minutes, which in some cases are taking up a substantial amount of Local Trust Committee meeting time and increasing contractor expense;
- reducing requests of minute takers to record an inappropriate level of meeting detail;
- increasing efficiency of staff and minute takers by having only one document to refer to for direction on minutes and which may be used to provide consistent advice to all minute takers;
- ensuring minutes meet an appropriate and defensible standard, if they are introduced as evidence in legal cases or reviewed by the Office of the Ombudsperson;
- reducing the need for staff to format or edit the minutes received from contract minute takers;
- reducing organizational costs of minute taking;
- promoting the conduct of well-run meetings;
- serving as a training and orientation tool for minute takers, chairs and meeting members;
- consistently addressing *Freedom of Information and Protection of Privacy Act* requirements;
- reinforcing for staff and the public an understanding that minutes are significant and historical documents with standards applied to ensure a consistent approach that is logical and easy to use for minute takers and makes the minutes easy to read.

In conjunction with the proposed universal minutes guidelines, Islands Trust has purchased software to manage all aspects of the meeting process including agenda preparation, agenda approval, agenda production, meeting recording, notification to staff regarding follow-up actions required and all relevant web-posting steps. Once fully-operational, this new system will enhance organizational transparency and accountability, while improving efficiency. In implementing the new system, agenda and minutes templates will be developed for each Islands Trust body.

FINANCIAL:

The roll out of a new minutes program will require training of all Islands Trust minute takers, providing on-ongoing advice and support to minute takers, and orientation of trustees as necessary. Trust Council approved funds in its 2012/13 fiscal budget for two comprehensive sessions to train all minute takers.

POLICY:

Proposed Policy 6.3 - Islands Trust Minutes Guidelines is intended to replace existing minute taking guidelines contained in Policy 2.2.v - Islands Trust Council Minutes Guidelines and Policy 4.1.vii - Local Trust Committee Minutes Guidelines (both of which may be accessed via the web-links provided under the REPORT/DOCUMENT section on page 3 of this report). As well, there will be changes to the process for preparing minutes using aspects of the new meeting management software. Additional procedural updating/correction of outdated references and practices included in Trust Council policies and Operational procedures may be required and will be brought to Trust Council as necessary.

Sample minutes for Town Hall meetings and Community Information meetings will be added as Appendices to proposed Policy 6.3 in the near future.

IMPLEMENTATION/COMMUNICATIONS:
The new minute-taking guidelines, if adopted by Trust Council, will be implemented in the latter part of 2012 following two staff-led training sessions, as well as through ongoing support to both staff and contracted minute takers.

BACKGROUND

Through the *Islands Trust Act* and the *Islands Trust Regulation,* specific sections of the *Local Government Act* and *Community* Charter, relating to minutes and meeting procedure, apply to "Trust bodies". Trust bodies are defined as Trust Council, the Executive Committee, a local trust committee and the Trust Fund Board. For local governments, minutes must be taken of all regular, special and closed (in camera) meetings. Notes are also taken for public hearings (statutory) and Community Information meetings held by Local Trust Committees.

Current Islands Trust minute taking guidelines are embedded in numerous policies and one section of the operations manual. In addition, the procedures bylaws for Trust Council, Trust Fund Board and all Local Trust Committees contain a section on minutes.

REPORT/DOCUMENT:
Appendix A Proposed Policy 6.3 Islands Trust Minutes Guidelines

Current minute taking guidelines:
- for Trust Council:
  Policy 2.2.v http://www.islandstrust.bc.ca/tc/pdf/tcpol2-2-vsep152005.pdf
- and, for Local Trust Committees:
  Policy 4.1.vii http://www.islandstrust.bc.ca/tc/pdf/tcpol4-1-viidec052003.pdf

are intended to be replaced by new Policy 6.3*.*

KEY ISSUE(S)/CONCEPT(S):
As an overarching principle, *Robert's Rules of Order – 11th edition* states that minutes should contain mainly a record of what was *done* at a meeting and not what was *said* by the members. This principle is embedded in the guidelines along with common principles for recording effective minutes.

RELEVANT POLICY:
1. Islands Trust Policy Manual:
   - 2.1.ix Meeting Procedures Guidelines
   - 2.2.v Islands Trust Council Minutes Guidelines
   - 2.3.1 Council Committee System
   - 2.4.v Executive Committee Meeting Guidelines
   - 3.2.iii Meeting Procedures (Trust Fund Board)
   - 4.1.vii Local Trust Committee Minutes Guidelines
   - 4.2.i Advisory Planning Commission Terms of Reference
   - 4.3.i Local/Island Advisory Transportation Committees
2. Islands Trust Operations Manual:
   - A.5.ii Minute Taking Procedure for Local Trust Committee Meetings and Public Hearings

DESIRED OUTCOME:
The goal of adopting new comprehensive minute taking guidelines and uniform standards as well as the use of meeting management software is to improve organizational standards, transparency, accountability and cost-effectiveness by better managing the extensive number of minutes taken by all Trust bodies. The recommended style for open meeting minutes is *anecdotal,* which falls between *decision-only* and *verbatim* styles. The d*ecision-only* style is recommended for all closed (in camera) meetings.

Minute taking standards and formats applied to <u>all</u> Trust bodies would incorporate key principles of good minute taking practices, including the principle of consistency, such that all Islands Trust minutes would share the same general look and comply with format and content standards that Trust Council has approved.

RESPONSE OPTIONS

Recommended: As above.

Alternatives:
1. Maintain the status quo with regard to current policies and procedures with the exception of amendments to update references and practices.

2. Make different changes to the existing policies and procedures.

PREPARED BY:	Carmen Thiel Legislative Services Manager	**REVIEWED BY EXECUTIVE COMMITTEE:** May 28, 2012
SUBMITTED BY:	Executive Committee	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**

6.13 Minutes Guidelines **REVISED MAY 28, 2012**

D R A F T
ISLANDS TRUST
MINUTES GUIDELINES

Trust Council: June 13, 2012

A: PURPOSE:

1. To provide guidelines for the preparation of meeting minutes for all Islands Trust bodies.

2. To provide for a high standard of organizational minute taking, which includes consistency of format and general content of minutes across all Islands Trust bodies.

3. To ensure that properly called and constituted meeting minutes are recorded, prepared, distributed and filed in a consistent manner and available for public viewing in keeping with statutory requirements.

B: APPLICATION:

These guidelines apply to the minutes of all Islands Trust bodies including: Trust Council, Executive Committee, Financial Planning Committee, Local Planning Committee, Trust Programs Committee, Trust Fund Board, Local Trust Committees, and all standing, select, or other committees, including advisory committees and commissions appointed by these bodies, and Boards of Variance.

C: REFERENCES:

1. *Community Charter* Sections 90, 91, 92, 95, 97, 100
2. *Freedom of Information and Protection of Privacy Act*
3. Applicable **Islands Trust procedures bylaws**: Bylaw 101 – Trust Council & Council Committees; Bylaw 1 – Trust Fund Board; and
   Local Trust Committee procedures bylaws: Bylaw 163 – Denman Island; Bylaw 225 – Gabriola Island; Bylaw 162 – Galiano Island; Bylaw 87 – Gambier Island; Bylaw 118 – Hornby Island; Bylaw 74 – Lasqueti Island; Bylaw 126 – Mayne Island; Bylaw 156 - North Pender Island; Bylaw 391 – Salt Spring Island; Bylaw 83 – Saturna Island; Bylaw 93 – South Pender Island; and Bylaw 78 – Thetis Island
4. *Local Government Act* Sections 236, 237
5. *Robert's Rules of Order, Newly Revised – 11th Edition.*

6. Mina, Eli, "Mina's Guide to Minute Taking – Principles, Standards & Practical Tools", Eli Mina Consulting, Vancouver, BC, eli@elimina.com , www.elimina.com
7. Cryderman, Paula, "Minutes to Success", Canadian Secretary, May 1985

D: GUIDELINES:

1. **PURPOSE OF MINUTES:** Minutes are a formal public record of all proceedings passed at meetings of Trust bodies. The minutes shall record every resolution of the body including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

2. **MINUTES STANDARD:** The recommended standard for Islands Trust minutes will be *anecdotal* minutes which include the decisions/actions and objective summaries of discussion or debate leading to decisions, as deemed necessary. Ideally, such minutes contain point-form summaries of debate and discussion and do not attribute comments to individual members. This style of minutes falls in between *decision-only* and *verbatim* minutes and is the recommended standard for minutes in most cases.

3. **DRAFT MINUTES FORMAT**

3.1 **Draft minutes** must be prepared in accordance with Policy 6.13 Islands Trust Minutes Guidelines, in the standard format lay-out as set out in:

- Appendix 1 to Policy 6.13 (sample *open meeting* minutes); and
- Appendix 2 to Policy 6.13 (sample *closed meeting – in camera* – minutes)

which include wording for standard motions and decisions and as prescribed in the templates designed for the electronic meeting management system used by Islands Trust.

The Legislative Services Manager is authorized to create, maintain and amend the Appendices, as required from time to time, for approval by Executive Committee.

3.2 Draft minutes shall be prepared by Islands Trust staff within 7 days of the meeting.

3.3 Draft minutes shall be prepared by contract minute takers within the time period set out in the contract, which in any event must not exceed 7 days from the day of the meeting.

3.4 **Minimum Content**

The following are the minimum content requirements for meeting minutes:

i. at the beginning, list the type of meeting (e.g. regular, special, in-camera, community information, town hall, etc.);
ii. name of the body, date and location of the meeting;
iii. list the Council/Committee members as Present, Absent or Regrets, as appropriate;
iv. members participating in a meeting by audio or audio/visual electronic means are deemed to be present at a meeting; indicate the method of the electronic communication in brackets after the member's name, e.g. Trustee Smith (by telephone); or, where numerous members are attending by electronic means, indicate their presence in a grouping, e.g. Present by telephone: Trustees Jones, Smith ….;
v. separately list staff and other guests present;
vi. include full names for members, staff and guests and their respective positions or titles;
vii. indicate the approximate number of members of the public present;
viii. no abbreviations other than recognized planning abbreviations or standard contractions shall be used;
ix. the time the meeting was called to order;
x. Chair's welcoming remarks to be included in summary or point form; if acknowledged by the Chair, include a statement that the meeting is being held in First Nations territory;
xi. list items as they appear on the agenda; the order of the agenda may be changed by the meeting participants;
xii. document the decisions made by motion for each item listed on the agenda or added under New Business, or a specific direction not made by a motion;
viii. if a member makes a declaration of conflict of interest under Section 100(2) of the *Community Charter*, or having made such a declaration and subsequently obtained legal advice makes a further declaration under Section 100(4), the Recorder shall record the declaration, the reasons given for it and the time of the member's departure from the meeting and, if applicable, the time of the member's return to the meeting;
ix. any member who so requests may have their comment(s) recorded "for the record" in the draft minutes;
x. record when a member enters the meeting after it has commenced and when a member leaves or returns to the meeting;
xi. when recording comments of a member or a chair, the member will be addressed by the title "Trustee" followed by the member's surname and the chair will be addressed by the title "Chair" followed by the chair's surname;
xii. note time of adjournment of the meeting;
xiii. put in signature block at the end of the minutes including a line for the Chair to sign as well as a line for the Recorder to certify minutes.

3.5 Discussion and Debate by Meeting Members

If discussion or debate is included it shall:

- be minimal
- be very concise
- be in summary or point form
- pertain only to the item being considered
- not attribute comments or actions to a Trust body as a whole unless the specific decision or direction is made in the form of a motion
- when summarizing member statements or positions of support or concern, qualify the reference by using the following terms: "some Trustees" or "some ____________Committee members" or "Trustees".

As directed by Roberts Rules of Order, minutes are a record of what happened at a meeting, not what was said, so leave out:

i. direct speech or quotes except as formal motions;
ii. names of people making suggestions or comments unless reference is to a motion, decision, agreement to follow-up, or delegation of a specific task to a named person. The exception to this is if a member expressly requests that his or her comment(s) be recorded "for the record";
iii. off-topic comments or discussion;
iv. details of a lengthy discussion that reaches no conclusion.

3.4 Common Principles for Recording Effective Minutes – Note that a quorum must be present for the meeting to begin. If a quorum is not present, the meeting may continue but no motions or decisions can be made.

To assist the Chair when required, Recorders must keep track of the status of all motions on the floor as well as the order of meeting proceedings in relation to the approved agenda. Prior arrangements may be made with the Chair on the most appropriate way to alert the Chair to a problem or issue which arises during the meeting. Such arrangements may include passing a note, speaking up or showing a cue card (e.g. *repeat the motion, take the vote, etc.)*.

When recording and preparing minutes, the following general principles will apply:

i. completeness and accuracy in recording all motions made and actions taken;
ii. if unsure of the wording of a motion, ask permission to read it out loud for confirmation;
iii. professionalism (thoroughly reviewed, no typos or grammatical errors);
iv. consistent in form and content and laid out in accordance with Islands Trust format standards so that they are clear, appealing and easy to read;

v. written in plain, easily understood language;
vi. written in the third person using past tense;
vii. minutes do not carry or imply the opinions of the recorder;
viii. written in sufficient detail to allow a person who was not at the meeting to understand what business was transacted and the reasoning behind decisions;
ix. where a staff member presents a staff report or other agenda material at a meeting, provide a concise executive style summary of the key issues or concepts covered; and leave out exhaustive information or minutia which is available by reading the report itself;
x. focus on decisions, key points, ideas, arguments and facts presented and not on the individuals present (*record points, not people*);
xi. with the exception of agenda items such as *Trustee Reports* or *Chair's Report*, maintain a collective focus on the body as a whole and not what each individual said or did; summaries of debate or discussion shall be done in concise point-form and not in essay style;
xii. identify details of any documents or material related to agenda items, e.g. type, author, date, subject.

3.5 Delegations

Presentations made by a delegation or speaker shall be very briefly summarized in one or two sentences, i.e. the delegation was in favour/opposed to an item on the agenda, or an indication of what the delegation wants the Islands Trust to do. Reference shall be made in the minutes to any written documentation received from the delegation that is being kept for the record including the type, author, date of material and subject.

3.6 Local Trust Committee Community Information Meetings and Town Hall Meetings

Whether as a stand-alone meeting, or as a portion of a Local Trust Committee meeting, these minutes shall contain a synopsis of the issue(s) being discussed and a point form summary of the comments made by the public attending the meeting. If several members of the public raise the same views or comments, it is not necessary to restate those comments repeatedly. Public commentary may include the speaker's name, however personal information such as the speaker's street address or email address shall not be included in the minutes.

3.7 Motions

i. A motion is on the floor when it has been moved and seconded.
ii. With the exception of Trust Council minutes, it is not necessary to record the name of the member who moved or seconded a motion. For example:
    a. Trust Council:

MOVED by Trustee Jones, SECONDED by Trustee Smith, that …

b. All other Trust bodies:
It was MOVED and SECONDED that….

iii. Record the result of the motion i.e. <u>CARRIED</u>, <u>DEFEATED</u> or <u>WITHDRAWN;</u>

iv. Anyone wishing to be recorded as having an opposite vote will be noted as follows: **<u>CARRIED</u>**
Trustees Jones, Cook and Smith Opposed

v. Amendments to motions shall be recorded. Only two amendments may be made to the original motion and are voted on in reverse order.

vi. Where there is agreement by the body to change a motion without a formal amending process, the resulting motion is to be recorded.

vii. Routine and non-controversial decisions such as:
- approval of the agenda
- adoption of minutes
- handling reports and correspondence, i.e. receipt or endorsement of material, or direction to staff and members
- approval of meeting rules (e.g. speaking protocol, speaking limits, etc.)
- adjournment

may be made by consensus, if there is no objection from members, and shall be recorded in the event a motion is not put. Consensus-based decisions, as stated by the Chair, shall be formatted to stand out in the minutes in the same way as motions so that they are easily identified.

viii. **Numbering of Motions:** Each motion shall be identified in the minutes by: a code identifying the Trust body, a sequential number, and the year. A separate number shall be assigned for each motion to amend, withdraw or table a motion already on the floor. It is not necessary to assign a new number where a motion has been made, then amended once or twice, and restated in the minutes with the inclusion of the amendments, for the final vote on the main motion, as amended.

ix. Where there is considerable discussion or debate on a motion, which results in either a member or the Chair calling for the question on motion to be put, the following phrase may be used:
"The question on the motion was then called,
<u>CARRIED"</u>

3.8 In Camera or Closed Meeting Minutes

i. A motion must be made in an open meeting to close a meeting in accordance with the *Community Charter* and go in camera.

ii. In camera minutes are to include only motions made, and **no summary of discussion or debate.**

iii. Minutes of in camera meetings are to be a separate document and kept separately.

iv. Motions to close a meeting and Rise and Report shall be in accordance with the samples provided in Appendix 2.

4. DISTRIBUTION OF DRAFT MINUTES

4.1 Once draft minutes have been prepared by the Recorder, they must be vetted as follows:

a) proof-read and spell checked by the Secretary or designate;

b) reviewed for content by a second designated staff person who attended the meeting;

c) finally, reviewed by the Chair of the Trust body for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may not alter the draft minutes to modify decisions with which she or he disagrees. Any substantive changes must be brought to the next meeting for formal amendment by the body; and

d) returned to the Secretary or designate for distribution.

4.2 Prior to distribution the word "DRAFT" shall be:

- prominently placed at the top of the front page,
- within the footer of each page, and
- as a diagonal watermark across each page.

4.3 Draft minutes are distributed to Trustees prior to the Trust body meeting where the draft minutes are to be considered for adoption.

4.4 The Secretary or designate is responsible for:

a) making copies or otherwise distributing draft minutes in accordance with the agreed upon distribution list; and

b) publishing the "open meeting" draft minutes to the Islands Trust website, once they have been vetted in accordance with section 4.1, have had the word "DRAFT" applied in accordance with section 4.2, and provided that they are accompanied by a standard Islands Trust disclaimer to the effect that *Minutes are not official until adopted at the next meeting or a subsequent meeting.*

5. ADOPTING MINUTES

Minutes are not official until adopted at the next meeting.

5.1 Draft minutes of the previous meeting must be brought forward to a subsequent meeting of the Trust body for adoption. The draft minutes shall be adopted by consensus or by a motion of the Trust body.

5.2 Draft "open meeting" minutes may be adopted through a Resolution Without Meeting instead of being adopted at the subsequent meeting, if required.

5.3 As an exception, draft "in camera" minutes shall be adopted at a subsequent In Camera meeting and cannot be adopted by Resolution Without Meeting. Note that staff may act on a matter decided by resolution at an in camera meeting, without waiting for the minutes to be adopted.

5.4 Once the draft minutes have been adopted, the word "DRAFT" will be:
- removed from the top of the first page,
- replaced by the word "ADOPTED" in the footer of each page of the adopted minutes, and
- the watermark removed.

5.5 As soon as possible following adoption of the minutes the Secretary or designate will publish the adopted “open meeting” minutes to the Islands Trust website, replacing the draft minutes of the same meeting.

5.6 The Secretary or designate will ensure that both the Recorder and the Chair sign the original copy of the adopted minutes on the signature lines, which appear on the last page of all minutes, and will file the minutes as required under Section 7.1 of these guidelines.

6. AVAILABILITY OF MINUTES TO THE PUBLIC

6.1 Adopted minutes, other than minutes of a closed meeting, shall be open for inspection by any person and any person may have copies and extracts of the minutes made at all reasonable times upon request and on payment of the fee of 25 cents per page (*Community Charter* Sections 95, 97).

6.2 The Secretary or designate is responsible for ensuring that adopted minutes are published to the Islands Trust website.

7. FILING

7.1 Original signed minutes must be filed directly into minute files and stored in fire proof cabinets located in each Islands Trust office after appropriate copies have been distributed. An electronic copy of the adopted minutes will be filed in the electronic meeting management program minutes library.

7.2 Minutes are an historical record of decisions, directions and policies of the Islands Trust and are to be retained as a permanent record.

Appendices (attached)

1. **Appendix 1 to Policy 6.13 Islands Trust Minutes Guidelines:**
Sample Open Meeting Minutes

2. **Appendix 2 to Policy 6.13 Islands Trust Minutes Guidelines:**
Sample Closed Meeting **–** ***In Camera*** **-** Minutes **–**

3. **Appendix 3 to Policy 6.13 Islands Trust Minutes Guidelines:**
Suggested verbs to use in discussion summaries

APPENDIX 1 to Policy 6.13 Islands Trust Minutes Guidelines:
SAMPLE OPEN MEETING MINUTES

Index of Sample Wording to be Used

	Item # in Sample Minutes	Topic
a.	Item 2	Approval of agenda – either by motion or consensus, including adding or deleting items and changing the order
b.	Item 3	Adoption of minutes – by motion or consensus
c.	Item 4.1.3	Bylaw readings
d.	Item 4.2.2	Amending a motion and assigning Resolution Numbers
e.	Item 4.3.1	Example of point form or summarized discussion
f.	Item 6.1	Motion to Close Meeting – done in open meeting; cite the basis for going *in camera* directly from the Community Charter
g.	Item 7	Rise and Report – done in open meeting – list only those items included in Rise and Report motion(s) from the *in camera* meeting
h.	Item 9	Adjournment - either by motion or consensus

IslandsTrust

Executive Island Local Trust Committee

Minutes of a Regular* Meeting

[* OR Special, Community Information, Town Hall]

Date of Meeting:	**Wednesday, May 30, 2012**
Location:	**Islands Trust Office Boardroom, 200-1627 Fort Street, Victoria, BC**
Members Present:	Susan White, Chair Brian Gray, Local Trustee Adam Black, Local Trustee
Regrets:	Michael Green, Local Trustee
Staff Present:	Ken Kona, Island Planner Mary Smith, Recorder
Staff Absent:	Brenda Leader, Regional Planning Manager
Media and Others Present:	Five members of the public

1. CALL TO ORDER

The meeting was called to order at 10:04 am. Chair Susan White acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

The following additions to the agenda [or deletions or reordering of items] were presented for consideration:

4.3.2 Correspondence from Charles Jones dated May 28, 2012 re: Oil Tanker Traffic
4.4.1 EC-RZ-2011.2 (Paul John) Staff Report dated May 1, 2012

By general consent the agenda was approved, as amended.

OR

By general consent the agenda and addendum were approved.

OR

EC 99/12
It was MOVED and SECONDED,
that the agenda and addendum be approved.

CARRIED

3. MINUTES AND FOLLOW-UP ACTION

3.1. Minutes of Meetings/Resolutions Without Meeting

3.1.1. Executive Island Local Trust Committee Minutes of March 5, 2012

EC 100/12
It was MOVED and SECONDED,
that the Executive Island Local Trust Committee Minutes of March 5, 2012 be adopted.

CARRIED

OR

EC 100/12
It was MOVED and SECONDED,
that the Executive Island Local Trust Committee Minutes of March 5, 2012 be amended by deleting the phrase "except as indicated" in item 4.1.1, and that the minutes be adopted as amended.

CARRIED

OR

By general consent the Executive Island Local Trust Committee Minutes of March 5, 2012 were adopted [,as amended].

3.2. Follow-up Action List

The follow-up action list was reviewed.

4. BUSINESS ITEMS

4.1 Trustees Report

Trustee Gray reported that he attended a briefing session in Nanaimo, BC on May 14, 2012 regarding proposed ferry fare increases within the Islands Trust area.

Trustee Black advised that he participated in a meeting in Courtenay, BC on May 17, 2012 with Comox Valley Regional District elected and staff representatives on various matters of common interest.

4.2 Bylaws

4.2.1. Executive Island Local Trust Committee Bylaw No. 263

Staff indicated that Executive Island Bylaw No. 263 was a bylaw which set out notification procedures for bylaw enforcement.

EC 101/12
It was MOVED and SECONDED,
that Executive Island Local Trust Committee Bylaw No. 263, cited as "Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011", be read a first time.

CARRIED

EC 102/12
It was MOVED and SECONDED,
that Executive Island Local Trust Committee Bylaw No. 263, cited as "Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011", be read a second time.

CARRIED

EC 103/12
It was MOVED and SECONDED,
that Executive Island Local Trust Committee Bylaw No. 263, cited as "Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011", be read a third time.

CARRIED

EC 104/12
It was MOVED and SECONDED,
that Executive Island Local Trust Committee Bylaw No. 263, cited as "Executive Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011", be adopted.

CARRIED

4.3 Correspondence

4.3.1. Letter from Residents & Owners Association of Executive Island dated May 2, 2012 re: Authority for Beach Accesses

Committee members reviewed and discussed the above noted letter which requested the Trust Committee to consider alternatives to the current authority and approval process for providing beach accesses on the island.

By general consent Committee directed staff to prepare a response for the Chair's signature.

4.3.2 Correspondence from Charles Jones dated May 28, 2012 re: Oil Tanker Traffic

EC 105/12
It was MOVED and SECONDED,
that the letter from Charles Jones dated May 28, 2012 be forwarded to the Federal Minister of the Environment.

EC 106/12
It was MOVED and SECONDED,
that the motion be amended by adding the words "with the other letters received to date on this topic" to the end of the motion.

CARRIED

The question on the motion, as amended, was then called,

CARRIED

OR

The question on the following motion, as amended, was then called:

That the letter from Charles Jones dated May 28, 2012 be forwarded to the Federal Minister of the Environment with the other letters received to date on this topic.

CARRIED

4.4 Applications and Permits

4.4.1 EC-RZ-2011.2 (Paul John) Staff Report dated May 1, 2012

Planner Kona presented the staff report and recommended an updated definition of affordable housing which was distributed to Committee with the addendum agenda. She indicated that the rezoning proposal had been referred to the

Advisory Planning Commission in April and that the Commission recommended in favour of moving forward with the rezoning.

There was discussion on the proposal and the following points were raised:

- annual review and regulation of the number of occupants is required;
- a definition of affordable housing in the Land Use Bylaw is needed;
- consider specific versus generic terminology in the definition.

EC 106/12
It was MOVED and SECONDED,
that staff be requested to amend the draft definition of "affordable housing" to remove specific low income requirements.

During debate the reasons for drafting the new affordable housing definition and changing the income cutoff for eligibility were considered.

CARRIED

5. NEW BUSINESS – None.

6. CLOSED MEETING

6.1 Motion to Close the Meeting

EC 107/12
It was MOVED and SECONDED,
that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s. 90(1)(a) personal information about an identifiable individual who is being considered for a position appointed by the Committee and that the recorder and staff attend the meeting.

CARRIED

Committee closed the meeting at 11:05 am

By general consent Committee reconvened in open meeting at 11:11 am to rise and report [OR without report].

7. RISE AND REPORT

Chair White reported on the following:

Appointments to Executive Island Advisory Planning Commission
Jim Brown and Bob Black were appointed for a term to begin June 1, 2012 and to expire May 31, 2013; and Don Green was appointed for a term to begin June 1, 2012 and to expire May 31, 2014.

8. NEXT MEETING

The next meeting will take place on June 8, 2012.

9. ADJOURNMENT

By general consent the meeting adjourned at 11:13 am.

OR

EC 108/12
It was MOVED and SECONDED,
that the meeting be adjourned at 11:13 am.

CARRIED

____
Susan White, Chair

CERTIFIED CORRECT:

____
Mary Smith, Deputy Secretary and Recorder

APPENDIX 2 to Policy 6.13 Islands Trust Minutes Guidelines

*SAMPLE CLOSED MEETING – **IN CAMERA** – MINUTES*

Index of Sample Wording to be Used

	Item # in Sample Minutes	Topic
a.	Item 2	Approval of agenda – either by motion or consensus
b.	Item 3	Adoption of minutes – either by motion or consensus
c.	Item 4.1	Appointment of Commission members plus motion to Rise and Report ***Note:*** *Preferably, a recommendation to rise and report should form part of the staff recommendation(s) in the report to the Trust body, wherever applicable. If the report does not include a rise and report recommendation, then it can be added at the end of the motion when the recommendation is being MOVED.*
d.	Item 5	Or, a rise and report motion can be made under the standing agenda item RISE AND REPORT at the end of the meeting and may cover all instances where the body reports out to the public.
e.	Item 6	Adjournment – either by motion or consensus

Note: In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

Executive Island
Local Trust Committee
Minutes of the *In Camera* Portion
of a Regular [or Special] Meeting

Date of Meeting: **Wednesday, May 30, 2012**
Location: **Islands Trust Office Boardroom, 200-1627 Fort Street, Victoria, BC**

Members Present: Susan White, Chair
Adam Black, Local Trustee
Brian Gray, Local Trustee

Regrets: Michael Green, Local Trustee

Staff Present: Ken Kona, Island Planner
Mary Smith, Recorder

Staff Absent: Brenda Leader, Regional Planning Manager

Media and Others Present: None

1. CALL TO ORDER

The meeting was called to order at 11:05 am.

2. APPROVAL OF AGENDA

By general consent the agenda was approved, as amended.

OR

By general consent the agenda and addendum were approved.

OR

EC 109/12
It was MOVED and SECONDED,
that the agenda [and addendum] be approved.

CARRIED

Note: In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

3. MINUTES

3.1. Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012

EC 110/12
It was MOVED and SECONDED,
that the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be adopted.

CARRIED

OR

EC 110/12
It was MOVED and SECONDED,
that the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be amended by deleting the name of Linda Jones from the list of Staff Present, and that the minutes be adopted as amended.

CARRIED

OR

By general consent the Executive Island Local Trust Committee *In Camera* Minutes of March 5, 2012 be adopted [as amended].

4. BUSINESS ITEMS

4.1 Appointments to Executive Island Advisory Planning Commission

EC 111/12
It was MOVED and SECONDED,

1) that the following persons be appointed to the Executive Island Advisory Planning Commission:

   For a term to begin June 1, 2012 and to expire May 31, 2013
   Jim Brown 1234 Seaway Road, Executive Island, BC V0N 1Z0
   Bob Black 272 Starfish Lane, Executive Island, BC V0N 1Z0

   For a term to begin June 1, 2012 and to expire May 31, 2014
   Don Green 12 Straits Road, Executive Island, BC V0N 1Z0
   (replacing Ann Jons)

2) and that Committee rise and report on the appointments.

CARRIED

Note: In Camera minutes will include only motions/decisions made and actions taken. No summary of discussion or debate is included.

---

5. RISE AND REPORT [Alternative if rise and report motion not included in motion appointing APC members – as in 4.1 above]

EC 112/12
It was MOVED and SECONDED,
that the Executive Committee rise and report on the appointment of members to the Executive Island Advisory Planning Commission.

CARRIED

6. ADJOURNMENT

By general consent the meeting adjourned at 11:11 am.

OR

EC 113/12
It was MOVED and SECONDED,
that the meeting be adjourned at 11:11 am.

CARRIED

____
Susan White, Chair

CERTIFIED CORRECT:

____
Mary Smith, Recorder

Appendix 3 to Policy 6.13 Islands Trust Minutes Guidelines:
Suggested verbs to use in discussion summaries

Common verbs for use by minute takers in place of the word "said" which may imply a direct quote, e.g. "John Doe or Trustee Smith **said** that**…."**

advised
addressed
announced
acknowledged
answered

cautioned
claimed
commented
confirmed

estimated
expressed (concern/opposition/support)
explained

indicated

mentioned

noted

observed

proposed

recommended
remarked
reported

spoke to or **spoke on**
stated
suggested
summarized
supported

Islands Trust
May 31, 2012

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

To: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: **UPDATED TRUST COUNCIL INDEMNIFICATION BYLAW (Trust Council Request)**

RECOMMENDATION:

1. **That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a first time.**
2. **That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a second time.**
3. **That Islands Trust Council Bylaw No. 145, cited as "Islands Trust Council Trust Officials Indemnification Bylaw, 2012" be read a third time.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: In November 2011, Trust Council requested that a new indemnification bylaw be developed that would ensure that trustees, staff and volunteers are indemnified to the full extent permitted by the *Local Government Act.* Draft Bylaw 145 responds to that request and also provides greater clarity in regards to procedures and roles when an indemnification situation arises.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The intention of the proposed bylaw is to provide greater clarity and certainty around the range of situations where trustees, staff and volunteers would be indemnified and the relevant procedures and responsibilities when an indemnification situation arises.

FINANCIAL:
The proposed amendments are not expected to have an increased financial cost as compared to the situation under the existing bylaw. The Islands Trust purchases insurance that covers many of the costs of legal defense for indemnified actions, beyond a deductible amount.

POLICY:
If adopted, draft Bylaw 145 would clarify Trust Council's approach to indemnification and related procedures.

IMPLEMENTATION/COMMUNICATIONS:
Should Trust Council give three readings to proposed Bylaw 145, then trustees will be asked to consider fourth reading through the Resolution without Meeting process. The amended bylaw would take effect upon final adoption by Trust Council and would be posted on the Islands Trust website. In future, trustee orientation regarding indemnification would be based on Bylaw 145.

OTHER: N/A

BACKGROUND

- Indemnification is the practice whereby a local government pays the expenses, fines, judgments and settlements for included persons who are named as defendants in litigation relating to the exercise of their powers or the performance of their duties or functions for or on behalf of the local government.
- The *Local Government Act* (excerpt attached – see Appendix 2) outlines the extent to which local government bodies, including the Islands Trust Council, may indemnify elected officials, staff and others who could become defendants in litigation, arising from their work on behalf of Islands Trust bodies.
- A local government body may provide indemnification either through a bylaw that covers a variety of persons and situations (pursuant to s. 287.2(1)(a) of the *Local Government Act*) or by resolution in a specific case (pursuant to s. 287.2(1)(b) of the *Local Government Act*.
- Trust Council's current indemnification bylaw (Bylaw No. 96 – attached) was adopted in 2003. While it extends indemnification to a broad range of persons (e.g. trustees, staff, volunteers), its language about the types of actions indemnified falls short of that contemplated by the *Local Government Act*.
- While various legal actions have been initiated against trustees and staff in the past, no trustee or staff member has been found by a court to have behaved improperly as a result of these actions.
- In November, 2011, Trust Council passed the following resolution: *"That the Islands Trust Council request staff to draft recommended amendments to the Islands Trust Council's Indemnification Bylaw, 2003 (Bylaw 96) that would ensure that trustees, staff and advisory groups are indemnified to the full extent permitted by s 287 of the Local Government Act and request staff to present recommendations to a Trust Council meeting in the near future."*
- Draft Bylaw 145 is based much more closely upon the *Local Government Act* and would carry out the intent of Trust Council's resolution. It has been developed in consultation with Islands Trust legal counsel.
- While Draft Bylaw 145 would provide for indemnification of a trustee pursuant to an action for disqualification from office or where accused of defamation, it provides for the Executive Committee to have some discretion before indemnification is confirmed. Specifically, the Executive Committee would be empowered to refuse indemnification in a situation where there was a petition to have a trustee disqualified from office <u>and</u> there was clear evidence that a trustee had not been acting in connection with the exercise of their powers or the performance of their duties or functions on behalf of a body of the Islands Trust. Should the Executive Committee refuse indemnification in such a circumstance, the trustee could still apply to the Trust Council for indemnification.
- Draft Bylaw 145 provides some important new sections that outline the obligations of an indemnified person to report any claims made against them in a prompt manner and to cooperate in their legal defense.
- Draft Bylaw 145 also outlines the rights of Trust Council and the role of the Chief Administrative Officer in regards to indemnification proceedings.

- It is important to note that, while Draft Bylaw 145 gives the Chief Administrative Officer a role in determining or recommending whether or not a person is entitled to indemnification, this would be an *administrative* determination, rather than a *discretionary* one. In other words, the Chief Administrative Officer would review the nature of the legal action and would determine or recommend whether it was the type of legal action that Trust Council had decided to indemnify through Bylaw 145. In all but very routine circumstances, this determination would be undertaken with legal advice. While Trust Council's existing indemnification bylaw does not specify the Chief Administrative Officer's role in this regard, current practice is consistent with the role described in Draft Bylaw 145. Should the Chief Administrative Officer determine that Bylaw 145 did not provide indemnification in a particular circumstance, the person seeking indemnification could still apply to Trust Council for indemnification.

REPORT/DOCUMENT: Attached

- Appendix 1: Draft – Proposed Trust Council Indemnification Bylaw 145
- Appendix 2: Excerpts from *Local Government Act,* sec. 287(1) and 287.2
- Appendix 3: Current Trust Council Indemnification Bylaw No. 96

KEY ISSUE(S)/CONCEPT(S):
As requested by Trust Council in November 2011, staff has worked with Islands Trust legal counsel to develop a draft bylaw to replace the current Bylaw No. 96, "Islands Trust Council Indemnification Bylaw, 2003".

RELEVANT POLICY:

- *Local Government Act,* s. 287(1) and 287.2 (see excerpts in Appendix 2)
- Bylaw No. 96, "Islands Trust Council Indemnification Bylaw, 2003" (see Appendix 3)

DESIRED OUTCOME:
If adopted, the new bylaw would ensure that trustees, staff, advisory group members and others who may be involved in the delivery of Islands Trust duties or functions are indemnified to the full extent permitted under the *Local Government Act*.

RESPONSE OPTIONS

Recommended: That Trust Council give first through third readings to Bylaw No. 145 "Islands Trust Council Trust Officials Indemnification Bylaw, 2012".

Alternative: Request staff to amend draft Bylaw 145 before proceeding further.

PREPARED BY:	Linda Adams, CAO and Carmen Thiel, Legislative Services Manager	**REVIEWED BY EXECUTIVE COMMITTEE:**
		April 17, 2012; May 29,.2012
SUBMITTED BY:	Executive Committee	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**
		Financial Planning Committee – May 28

Appendix 1: Draft Trust Council Indemnification Bylaw

ISLANDS TRUST COUNCIL
DRAFT BYLAW NO. 145

****
A BYLAW TO INDEMNIFY TRUST OFFICIALS AGAINST ACTIONS AND PROSECUTIONS BROUGHT AGAINST THEM IN CONNECTION WITH THE PERFORMANCE OF THEIR DUTIES
****

WHEREAS section 287.2(7) of the *Local Government Act* provides that Trust Council may, by bylaw, indemnify a Trust Official in accordance with a bylaw.

NOW THEREFORE the Trust Council, in open meeting assembled, enacts as follows:

Definitions

1. In this bylaw, unless the context otherwise requires:

   "**a body of the Islands Trust**" means the Trust Council, the executive committee, a local trust committee and the trust fund board as defined in section 1 of the *Islands Trust Act*.

   "**action**" means pursuit of a right in court without regard to the form of the procedure, including civil proceedings, judicial review proceedings, and other court proceedings;

   "**Trust Official**" means a person who is or was any of the following:

   a. a trustee of a body of the Islands Trust under the *Islands Trust Act*
   b. an officer or employee of the Trust Council under the *Islands Trust Act*
   c. a member of an advisory planning commission under section 898 of the *Local Government Act*
   d. a member of a board of variance under section 899 of the *Local Government Act*
   e. an election official under section 167 of the *Local Government Act*
   f. a volunteer who participates in the delivery of services by a body of the Islands Trust under the *Islands Trust Act,* under the supervision of an officer of employee of the trust council
   g. a member of a select or standing committee of a body of the Islands Trust under the *Islands Trust Act* who is not also a member of a body of the Islands Trust;

   "**Trust Council**" has the meaning given in section 5 of the *Islands Trust Act*.

Indemnification

2. Subject to the provisions of this bylaw, the Trust Council will indemnify a Trust Official for payment of amounts required or incurred:

   a. to defend an action or prosecution brought against a Trust Official in connection with the exercise or intended exercise of the Trust Official's powers or the performance or intended performance of the Trust Official's duties or functions on behalf of a body of the Islands Trust

b. to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in section 2(a), or

c. in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the Islands Trust or the conduct of the business of a body of the Islands Trust.

Limitation of Indemnification

3. Notwithstanding s. 2 of this bylaw, a Trust Official shall not be indemnified pursuant to this bylaw in relation to an action or prosecution brought by a body of the Islands Trust against a Trust Official, including, without limitation, a counterclaim, third party claim, or petition for disqualification or divulgence.

4. As a limit on indemnification under section 2 of this bylaw:

   a. The Trust Council must not pay a fine that is imposed as a result of a Trust Official's conviction for an offence that is not a strict or absolute liability offence;

   b. The Trust Council must not satisfy a judgment, award or penalty, or a portion thereof, where a court has determined that the judgement, award or penalty arises out of conduct of the Trust Official that was not in connection with the exercise of the Trust Official's powers or the performance of the Trust Official's duties or functions, or was a result of gross negligence, malicious or wilful misconduct, criminal conduct, or conduct that resulted in disqualification from office of the Trust Official;

   c. Where the Trust Council has already paid amounts under s. 2 of this bylaw, and a court finds that the conduct of the Trust Official in respect of the matter for which the Trust Official was indemnified was not in connection with the exercise of the Trust Official's powers or the performance of the Trust Official's duties or functions, or was a result of gross negligence, malicious or wilful misconduct, criminal conduct, or conduct that resulted in disqualification from office of the Trust Official, then the Trust Official must repay the amounts paid by the Trust Council to the Trust Official.

Obligations of Trust Official

5. Where this bylaw authorizes the Trust Council to indemnify a Trust Official, the Trust Council or its insurer, if applicable, shall have sole discretion to appoint legal counsel to defend the Trust Official.

6. Where this bylaw authorizes the Trust Council to indemnify a Trust Official, the Trust Official must:

   a. immediately, upon receipt, forward to the Chief Administrative Officer, every statement of claim, petition, notice, warrant, information, letter, document or advice relating to an actual or potential claim or prosecution against such Trust Official in respect of which indemnity is or may be claimed under this bylaw, as well as any available additional information requested by the Chief Administrative Officer ; and

   b. co-operate with the Trust Council and its legal counsel in the defence of any action or proceedings or in the pursuit of any appeal taken by the Trust Council on behalf of the Trust Official;

c. assist in securing information and evidence and the attendance of witnesses;

d. where required by the Trust Council or its legal counsel, give evidence or statements in writing or orally;

7. Where this bylaw authorizes the Trust Council to indemnify a Trust Official, the Trust Official must not:

   a. voluntarily assume any liability, admit any facts, settle any claim, or enter any plea except with the permission of the Trust Council; or

   b. interfere with the Trust Council in any negotiation or settlement in any legal proceedings with respect to such claim or prosecution.

8. Where a Trust Official breaches any requirement in sections 5, 6 or 7, or chooses to conduct his or her own defence or appoint his or her own legal counsel to conduct the defence, the Trust Official will cease to be qualified for indemnification under this Bylaw.

9. Nothing in this bylaw precludes a Trust Official from seeking independent legal advice at his or her own expense, and, for clarity, the seeking of such legal advice will not result in a loss of qualification for indemnification pursuant to s. 8 of this Bylaw.

Authority of Chief Administrative Officer

10. The Chief Administrative Officer may request additional information from the Trust Official in relation to any application for indemnification, including information that would tend to indicate whether the Trust Official was acting in connection with his or her powers or duties on behalf of a body of the Islands Trust with respect to the matters raised in the action or prosecution.

11. Upon receipt of all information provided under sections 6 and 10, the Chief Administrative Officer shall make a determination as to whether the Trust Official is entitled to indemnification pursuant to this bylaw.

12. Notwithstanding section 11, where a Trust Official seeks indemnification with respect to an action involving a petition for disqualification from office or an allegation of defamation, the Chief Administrative Officer shall refer that application for indemnification, and all the information provided in that respect, to the Islands Trust Executive Committee for determination under this bylaw.

13. If the Chief Administrative Officer determines that the Trust Official is entitled to indemnity pursuant to this bylaw, the Chief Administrative Officer shall so advise the Trust Official and report such indemnity to the Islands Trust Executive Committee and the Trust Council at their next regular meetings.

14. If the Chief Administrative Officer determines that a Trust Official is not entitled to indemnity pursuant to this bylaw, the Chief Administrative Officer shall provide the Trust Official, the Islands Trust Executive Committee and the Trust Council with written reasons for such determination.

15. If the Chief Administrative Officer determines that a Trust Official is not entitled to indemnity pursuant to this bylaw, the Trust Official may appeal that decision to the Trust Council.

Authority of the Executive Committee

16. Where a Trust Official seeks indemnification with respect to an action involving a petition for disqualification from office or an allegation of defamation, the Islands Trust Executive Committee shall make a determination as to whether the Trust Official is entitled to indemnification pursuant to this bylaw.

17. If the Executive Committee determines that a Trust Official is not entitled to indemnity pursuant to this bylaw, the Executive Committee shall provide the Trust Official and the Trust Council with written reasons for such determination.

18. If the Islands Trust Executive Committee determines that a Trust Official is not entitled to indemnity pursuant to this bylaw, the Trust Official may appeal that decision to the Trust Council

Repeal

19. Islands Trust Bylaw No. 96, cited as “Islands Trust Council Indemnification Bylaw, 2003" is repealed.

Citation

20. This bylaw may be cited as the “Islands Trust Council Trust Officials Indemnification Bylaw, 2012”.

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

SECRETARY

CHAIR

Appendix 2: Excerpts from *Local Government Act, sec. 287(1) and 287.2*

Immunity for individual municipal public officers

287 (1) In this section, **"municipal public officer"** means any of the following:

(a) a member of a council;

(b) a director of a regional board;

(c) a trustee of an improvement district;

(d) a member of a commission established under section 176 (1) (g) *[corporate powers]* of this Act or section 143 *[municipal commissions]* of the *Community Charter*;

(d.1) a member of a library board under the *Library Act*;

(e) a commissioner for a local community commission under section 838;

(f) a member of any greater board or of any board that provides similar services and is incorporated by letters patent;

(g) a member of an advisory planning commission under section 898;

(h) a member of a board of variance under section 899;

(i) a member of the Okanagan-Kootenay Sterile Insect Release Board or an officer or employee of that board;

(j) a member of the Okanagan Basin Water Board;

(k) a trustee of a body of the Islands Trust under the *Islands Trust Act;*

(l) an officer or employee of a municipality, regional district, improvement district, library board under the *Library Act*, a greater board referred to in paragraph (f), the trust council under the *Islands Trust Act* or the Okanagan Basin Water Board;

(m) an election official and a regional voting officer under section 167;

(n) a volunteer firefighter or a special constable;

(o) a volunteer who participates in the delivery of services by a municipality, regional district or a body referred to in paragraphs (c) to (k) under the supervision of an officer or employee of the municipality, regional district or any of those bodies;

(p) a member of a board of trustees established or appointed by a municipality under section 37 of the *Cremation, Interment and Funeral Services Act*;

(q) a member of a municipal committee, of a board committee, or of a committee under section 740.1 *[appointment of select and standing committees]* who is not also a member of the council, board or board of trustees, as applicable.

Indemnification against proceedings

287.2 (1) In this section:

"indemnification" means the payment of amounts required or incurred

(a) to defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,

(b) to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a), or

(c) in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business;

"municipal official" means

(a) a current or former council member,

(b) a current or former municipal officer or employee, or

(c) a person who is or was a person referred to in section 287 (1) *[immunity for individual municipal public officers]*, but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of a municipality.

(2) A council may, do the following:

(a) by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw;

(b) by resolution in a specific case, indemnify a municipal official.

(3) As a limit on indemnification under subsection (2), a council must not pay a fine that is imposed as a result of a municipal official's conviction for an offence that is not a strict or absolute liability offence.

(4) Sections 100 *[disclosure of conflict]* and 101 *[restrictions on participation if in conflict]* of the *Community Charter* do not apply to a council member who could be, or would be, indemnified under a bylaw or resolution under subsection (2).

(5) Subject to subsection (6), a council may not seek indemnity against a municipal official in respect of any conduct of the person that results in a claim for damages against the municipality.

(6) The restriction under subsection (5) does not apply if the court makes a finding in the action that the person has been guilty of dishonesty, gross negligence or malicious or willful misconduct.

(7) This section applies to a greater board, the trust council under the *Islands Trust Act*, the Okanagan-Kootenay Sterile Insect Release Board or a library board under the *Library Act* in relation to any person referred to in section 287 (1) *[immunity for individual municipal public officers]*, but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of that corporation.

]Appendix 3: Existing Trust Council indemnification bylaw (Bylaw 96)

ISLANDS TRUST COUNCIL
BYLAW NO. 96

****

A bylaw to indemnify members and officers of the Trust Council

****

The Islands Trust Council enacts as follows:

1. This Bylaw may be cited for all purposes as "Islands Trust Council Indemnification Bylaw, 2003".

2. The Trust Council shall indemnify

   a. its members;
   b. the members of advisory planning commissions appointed by local trust committees;
   c. the members of community heritage commissions appointed by local trust committees;
   d. the members of boards of variance appointed by local trust committees;
   e. a volunteer who participates in the delivery of services by the Trust Council under the supervision of an officer or employee of the Trust Council; and
   f. the Trust Council's officers and employees

against a claim for damages against the person arising out of the performance of their duties, and shall pay legal costs incurred in a court proceeding arising out of the claim.

3. Nothing in this bylaw prevents the Trust Council from seeking indemnity against a person referred to in section 2 if the claim arises out of the gross negligence of that person or if, in relation to the action that gave rise to the claim, the person willfully acted contrary to the terms of their appointment or employment or contrary to an order of a superior.

4. Islands Trust Council Trustee Indemnification Bylaw, 1991 is repealed.

READ A FIRST TIME THIS 8TH DAY OF MARCH , 2003.

READ A SECOND TIME THIS 8TH DAY OF MARCH , 2003.

READ A THIRD TIME THIS 8TH DAY OF MARCH , 2003.

ADOPTED THIS 30TH DAY OF MAY , 2003.

SECRETARY ______________ ______ CHAIRPERSON

3.6

Islands Trust

Preserving Island communities, culture and environment

Our Provincial Mandate

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

– Islands Trust Act

Islands Trust Council – 2008-2011 Strategic Plan

Adopted: September, 2009 -- Updated: May 28, 2012

The Trust Area

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

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to protect the unique environment and amenities of the islands. The current strategic plan was adopted in 2009. Most, but not all, activities were completed during the 2008-2011 term. The Islands Trust Council elected in November 2011 will determine which incomplete activities (shown in black type) will continue as priorities during the 2011-2014 term and will be integrated into the new strategic plan.

A Strategic Plan for Trust Council

Trust Council worked hard to identify the most important goals for the 2008-11 term. By identifying these goals and developing a strategic plan to achieve them, it focused finite resources and measured progress. In September 2009, Trust Council adopted the following focus areas:

Goal 1 Ecosystem Preservation and Protection

We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources

We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- We will use land use planning tools to address the sustainability and quality of freshwater resources.
- We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- We will work to understand and minimize the negative effects that climate change could have on island communities.
- We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness

Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

(*Italics indicate significant changes since last Trust Council meeting*; shaded text represents actions in past and future fiscal years)

*** See last page for key to abbreviations used in this document**

Goal 1: Ecosystem Preservation and Protection…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting
1.1 To identify and protect riparian areas	1.1.1 Implement Riparian Area Regulations throughout the Trust Area	**FY 2009/10** 1.1.1.1 Review watershed mapping by UBC	LPC	Funded by 09/10 program budget	By whether watershed mapping contract is complete.	Complete.
		FY 2010/11 *to* 2012/13 1.1.1.2 Obtain MOE designation of RAR watersheds	LPC	Funded by base budget	By whether MOE designation of RAR watersheds is complete	Complete for 11 LTAs. Gambier LTA in progress.
		FY 2010/11 1.1.1.3 Establish application processing procedures compliant with RAR	LPC	Funded by base budget	By whether all applications are processed compliant with RAR	Complete.
		FY 2010/11 *to* 2012/13 1.1.1.4 Develop bylaws re RAR requirements, subject to MOE's RAR designation	LTCs***/BIM*	Funded by program budget	By whether all islands are RAR compliant through bylaw development	19 of 43 bylaws are compliant. *21* bylaw amendments in process.
		FY 2010/11 & 2011/12 1.1.1.5 Develop communications materials about RAR for use in LTC meetings	LPC	Funded by program budget	By whether staff have developed RAR communications materials	*Complete*
		FY 2010/11 & 2011/12 1.1.1.6 Utilize RAR communication materials in LTC meetings	LTCs***	Funded by program budget	By whether LTCs have utilized RAR communications materials	Materials used on SSI and NP.
	1.1.2 Integrate riparian area protection into Regional Conservation Plan	**FY 2009/10 & 2010/11** 1.1.2.1 Within the Regional Conservation Plan, set targets and develop implementation plan for riparian area protection where mapping is completed.	TFB**	Funded by base budget	By whether the 2011-2015 Regional Conservation Plan and implementation plan is complete	Complete.
		FY 2011/12 1.1.2.2 Implement riparian area protection strategy	TFB**	Subject to funding	To be determined (by objectives set in RCP)	*2011-2015 RCP sets new goals*
		1.1.2.3 Mapping of non-RAR watercourses and riparian areas	TFB**	Subject to funding	By whether mapping of non-RAR watercourses and riparian areas is complete	*Funding not available.*
	1.2.1 Continue improvements to mapping data (i.e. ecosystem maps)	**FY 2009/10** 1.2.1.1 Complete DEM acquisition & implementation programs for Trust Area	LPC	Funded by 09/10 program budget	By whether DEM program is complete	Complete.
		FY 2010/11 & 2011/12 1.2.1.2 Complete SEM acquisition and implementation programs for Trust Area	LPC	Funded by program budget	By whether SEM program is complete	Complete.
		FY 2009/10 1.2.1.3 Finalize TEM mapping for Howe Sound	TFB**	Funded by 09/10 program budget	By whether mapping is finalized	Complete.

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***Depends upon decisions of individual Local Trust Committees

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting
1.2 To improve the identification and protection of biodiversity, environmentally sensitive areas and significant natural sites, features and landforms	1.2.2 Develop 2011-2015 Regional Conservation Plan (RCP)	**FY 2009/10 & 2010/11** 1.2.2.1 Complete first draft of RCP	TFB**	Funded by 09/10 program budget	By whether first draft is complete	Complete.
		FY 2010/11 1.2.2.2 Community consultation re RCP	TFB**	Funded by base budget	By whether consultation has been completed	Complete.
		1.2.2.3 Finalize RCP	TFB**	Funded by base budget	By whether plan is finalized	Complete.
		FY 2011/12 to 2012/13 1.2.2.4 Implement RCP	TFB** / LTCs***	May be subject to funding	By whether plan has been implemented	Implementation on-going
	1.2.3 Protect sensitive and significant land through land use planning decisions	**2008-2011 term** 1.2.3.1 Optimize opportunities to protect land	LTCs***/BIM*	Funded by base budget	By the hectares of land that have been protected	*Occurred as opportunities and LTC decisions allowed.* (e.g. Denman protected area – 790 ha, SSI community farmland – 24 ha). LTCs have developed relevant OCP policies on several islands.
	1.2.4 Monitor and enforce LTC conservation covenants	**FY 2009/10 & 2010/11** 1.2.4.1 Establish management plan for LTC conservation covenants	LPC	Funded by base budget	By whether a management plan has been finalized	Covenant inventory complete. Covenant monitoring report to Trust Council in Mar/11.
		FY 2011/12 1.2.4.2 Implement management/monitoring program for LTC conservation covenants	LTCs	Funded by base budget	By whether the management plan has been funded and implemented	*Complete*
	1.2.5 Improve protection & planning for 'executive' islands	**FY 2009/10** 1.2.5.1 Develop work program for 'Executive' Islands	EC / LPS	Funded by base budget	By whether a work program for Executive Islands protection has been approved.	Complete.
		FY 2010/11 *to* 2012/13 1.2.5.2 Develop new bylaws for 'Executive' islands	EC / LPS	Funded by 11/12 program budget	By whether new bylaws have been developed.	OCP and LUB drafts under review. *First Nations consultation in progress*
	1.2.6 Finalize Crown land profiles (including ID of environmentally sensitive areas, etc.)	**FY 2009/10 & 2010/11** 1.2.6.1 Finalize Bowen and Gambier profiles	TPC	Funded by program budget	By whether Bowen and Gambier Crown land profiles are complete	*Bowen and Gambier– placed on hold pending other priorities*
	1.2.7 Expand NAPTEP program to entire Islands	**FY 2009/10** 1.2.7.1 Approach Comox Valley RD	TPC	Funded by base budget	By whether Comox Valley RD has been formally contacted to discuss NAPTEP	Complete.
		FY 2010/11 1.2.7.2 Roll out to Comox Valley RD	TFB**	Funded by 10/11 program budget	By whether NAPTEP program is in place in Comox Valley RD.	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting
	Trust Area	**FY 2010/11** 1.2.7.3 Approach Powell River RD	TPC	Funded by base budget	By whether Powell River RD has been formally contacted to discuss NAPTEP	Complete.
	1.2.8 Seek legislative change to NAPTEP to expand to island municipalities	**FY 2009/10 & 2010/11** 1.2.8.1 Monitor/advocate with MCRD re legislative changes for 2010	EC	Funded by base budget	By whether legislative changes have been made.	Complete.
		FY 2011/12 to 2012/13 1.2.8.2 Roll out on Bowen (develop tax impact models, agreements & revised promotional materials)	TAS / TFB**	Funded by 11/12 program budget	By whether NAPTEP is in place in Bowen Island Municipality	Bowen tax implications identified. Meeting with BIM Council *scheduled for Sept 2012 to confirm interest*.
	1.2.9 Acquire land for conservation	**FY 2009/10 & 2010/11** 1.2.9.1 Complete Fairy Fen Crown land Acquisition (Bowen)	TAS / TFB**	Funded by base budget	By whether Fairy Fen Crown land has been acquired.	Complete.
		FY 2010/11 to 2012/13 1.2.9.2 Initiate action on Lasqueti Crown land acquisition	TFB**	Funded by donors	By whether funding is in place for acquisition.	Complete.
		1.2.9.3 Initiate FN consultation re Lasqueti Crown land acquisition (if acquisition funding in place).	TAS / TFB**	Funded by base budget	By whether consultation is complete	*Referrals letter sent to First Nation. Tucker Bay acquisition may take precedence.*
	1.2.10 Develop and implement plans to ensure safety and ecological integrity of protected areas	**FY 2009/10** 1.2.10.1 Hire property manager	TFB**	Funded by base budget	By whether property manager has been hired	Complete.
		FY 2010/11 & 2011/12 1.2.10.2 Implement high priority management recommendations from Risk Management Assessment	TFB**	Funded by base budget	By the number of high priority risk management tasks completed	Complete.
		FY 2010/11 to 2012/13 1.2.10.3 Implement medium and low priority management recommendations from Risk Management Assessment	TFB**	Funded by base budget and donors	By the number of medium and low priority risk management tasks completed	All medium priority tasks complete. *Low priority tasks under way.*
	1.3.1 Make Islands Trust organizational operations carbon neutral by 2012	**FY 2009/10** 1.3.1.1 Collect data regarding organizational GHG emissions	TAS	Funded by 09/10 program budget	By whether data have been collected	Complete.
		FY 2009/10 1.3.1.2 Develop strategy to reduce GHG or purchase offsets.	TAS	Funded by 09/10 program budget	By whether a strategy has been developed	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS Italics indicate status changes since last TC meeting
1.3 To reduce greenhouse gas emissions		**FY 2009/10 *to* 2012/13** 1.3.1.3 Implement the staff education program and GHG reduction strategies and actions related to transportation, building energy use, and paper consumption set out in our 2008 Corporate Climate Action Plan	ADMIN		Funded by base budget	By whether the 2008 Corporate Climate Action Plan has been implemented.	In progress.
		FY 2011/12 *to* 2012/13 1.3.1.4 Develop policy regarding carbon neutrality and purchase of carbon offsets	TAS	FPC	Funded by 11/12 budget	By whether a policy regarding carbon neutrality and carbon offset purchase is complete	*Planned for Sept 2012*
		FY 2012/13 1.3.1.5 Purchase carbon offsets for remaining corporate emissions	ADMIN		Subject to funding (12/13 budget)	By whether IT operations are carbon neutral.	Not started. Pending policy development.
		FY 2012/13 1.3.1.6 Initiate on-going corporate emissions reporting	ADMIN		Subject to funding (future budgets)	By whether we have a program for on-going reporting of corporate emissions.	Initial planning started.
	1.3.2 Provide information on community GHG emissions for each island	**FY 2010/11 *to* 2012/13** 1.3.2.1 Finalize community GHG emissions inventories	LPC		GB LTA funded by 11/12 budget	By whether GHG emissions inventories have been prepared for each LTA/IM.	Complete except for Gabriola Assoc. islands.
		1.3.2.2 Review inventories at Trust Council workshop	TPC	LPC	Funded by 09/10 program budget	By whether Council has reviewed GHG emission inventories.	Complete.
		FY 2010/11 1.3.2.3 Establish and fund a strategy for ongoing reporting of community GHG emissions	TPC		May be subject to funding	By whether we have developed and funded an on-going strategy to report community GHG emissions.	Complete. (Province will provide 2007 baseline + 2010 and every 2 years thereafter).
		FY 2012/13 1.3.2.4 Evaluate and respond to 2012 provincial reports regarding GHG emissions	LPC		*Not funded* (12/13 budget)	By whether community GHG emissions reductions are reducing	Not started. *May be delayed.*
	1.3.3 Recommend emission reduction targets and provide model policies and actions for consideration in island OCP amendments	**FY 2009/10** 1.3.3.1 Hold Council workshop on GHG emission reduction, with advice about targets and a 'menu' of model policies and actions for inclusion in OCPs	TPC		Funded by 09/10 program budget	By whether we have held a Trust Council workshop and provided recommended targets, model policies and actions by Sept 09.	Complete.
		FY 2009/10 1.3.3.2 Develop communications tools to assist LTCs in including GHG emission reduction targets, policies and actions in OCPs.	TPC		Funded by 09/10 program budget	By whether communications tools have been distributed to LTCs.	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS *Italics indicate status changes since last TC meeting*
	1.3.4 Amend OCPs to include emission reduction targets, policies and actions (TPAs)	**FY 2009/10** 1.3.4.1 LPS staff to attend ministry workshops for planners re TPAs	LPS	Funded by base budget	By whether relevant staff have attended workshops	Complete.
		1.3.4.2 Develop a Trust-wide work program to include targets, policies and actions for GHG emission reduction in all island OCPs by legislated deadline (May 31/10)	LPC	Funded by base budget	By whether LTCs and BIM have focused work programs to include targets, policies and actions for GHG emission reduction in their OCPs.	Complete.
		FY 2010/11 to 2012/13 1.3.4.3 Establish targets, policies, and actions in OCPs by legislated deadline (May 31/10)	LTCs***/BIM*	Completion funded by base budget	By whether all OCPs have been amended to include GHG emission reduction targets, policies and actions by May 31/10	Targets, policies and action included in eighteen OCPs submitted for ministerial approval. One not started (Piers). *On work program for 2012.*
	1.3.5 Foster energy-efficient communities through land use planning decisions	**FY 2009/10** 1.3.5.1 Develop relevant information on a Trust-wide basis that will serve all LTCs	LPC	Funded by program budget (09/10 budget)	By whether we have developed tools to assist LTCs/IMs in reducing GHG emissions through land use decisions	Complete.
		FY 2010/11 1.3.5.2 Consider the inclusion of the information provided by the LPC into appropriate bylaws and processes	LTCs***/BIM*	Funded by 10/11 program budget	By whether GHG emission reduction is achieved in LTC land use decisions	All future OCP reviews must address GHG emissions reduction.
	1.3.6 Foster energy efficient communities through public education	FY 2009/10 1.3.6.1 Place relevant links on IT website	TAS	Funded by base budget	By whether relevant links are on IT website	Webpage complete Addition of new links on-going.
		FY 2010/11 1.3.6.2 Develop new public education tools in addition to website.	LTCs***	Funded by program budget	By whether new public education tools have been funded and developed	GHG Communications Plan being implemented regionally. Staff training re GHG emission reduction scenarios complete.
		FY 2011/12 1.3.6.3 Continue development of new public education tools	TPC / LTCs***	Subject to grant funding	By whether new public education tools have been funded and developed	Complete.

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Goal 2: Stewardship of Island Resources...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
2.1 To increase the sustainability and quality of freshwater resources	2.1.1 Include new policies and regulations as OCPs and LUBs are amended	**FY 2009/10** 2.1.1.1 Provide trustees and planning staff with Groundwater Bylaws Toolkit	TAS	Funded by base budget	By whether Groundwater Bylaws Toolkit has been circulated.	Complete.
		FY 2009/10 2.1.1.2 OCP/LUB reviews underway on selected islands	LTCs***	Funded by 09/10 program budget	By the number of LTCs/IM with new policies and regulations for protection of freshwater resources	Reviews continuing in 10/11.
		FY 2010/11 & 2011/12 2.1.1.3 OCP/LUB reviews underway on selected islands	LTCs***	Funded by program budget		Seven OCPs complete or near completion with modified policies for freshwater protection.
		FY 2010/11 & 2011/12 2.1.1.4 Advocate for provincial regulation of island groundwater	TAS	Funded by base budget	By whether submissions to the provincial review have been made	First and second submissions complete. *Pending provincial selection of pilot areas*
2.2 To establish reliable, adequate and sustainable funding for TFB to meet Regional Conservation Plan goals and stewardship requirements for protected lands	2.2.1 Identify and implement strategies for long-term funding	**FY 2009/10 & 2010/11** 2.2.1.1 Analyze options and develop a long term funding strategy	TFB**	Funded by 09/10 program budget	By whether a strategy has been adopted	Compete.
		2.2.1.2 Prepare implementation plan including the development of a business case in support of the long-term funding strategy	TFB**	Funded by 10/11 program budget	By whether the implementation plan and business case have been developed	Received advice from Province to focus on specific properties and on building public profile.
		FY 2010/11 *to* 2012/13 2.2.1.3 Execute the implementation plan. Evaluate and adjust plan as required – Develop strategy for name change	TFB**	Funded by base budget	In early stages: by whether initial reaction to the long-term funding strategy is positive. Later on: by whether we have secured source(s) of long-term funding.	Trust Council endorsed long term funding strategy, including name change. Long term funding strategy's current focus is rebranding to Islands Trust Conservancy.
		FY 2011/12 *to* 2012/13 2.2.1.4 Seek legislative change re new name	TFB**	Funded by base budget	By whether legislation has been changed	Legislative change request made verbally. *Request to be renewed in writing.*
		FY 2012/13 2.2.1.5 Implement name change strategy IF any required legislative change is in place	TFB	Subject to funding	By whether a name change strategy has been implemented	Not started.
2.3 To advance the stewardship of coastal areas and marine shore lands	2.3.1 Provide stewardship information about waterfront lands to community members	**FY 2009/10** 2.3.1.1 Host a landowner workshop on one island	TFB**	Funded by base budget	By whether one workshop has been hosted	Complete (workshop on Pender held).
		FY 2009/10 & 2010/11 2.3.1.2 Update website links regarding existing shoreline stewardship information	TPC	Funded by base budget	By whether website links have been updated	*Pending launch of new website*

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2011/12 2.3.1.3 Circulate stewardship information to shoreline property owners	LPC		Subject to budget or grants	By whether stewardship information has been circulated	See item 2.3.2.4.
	2.3.2 Develop and implement new land use planning tools for shoreline and marine protection	**FY 2009/10** 2.3.2.1 Develop integrated shoreline and watershed protection mapping for one island to assist OCP process (joint UBC/IT project)	LPC		Funded by 09/10 program budget	By whether mapping is complete	Complete.
		FY 2009/10 to 2011/12 2.3.2.2 Thetis Island LTC – consider the use of integrated shoreline & watershed protection into OCP review process	LTC***		Funded by program budget	By whether OCP has been amended to include new forms of protection	*Complete*
		FY 2010/11 2.3.2.3 Provide recommendations to the Trust Council regarding a Trust –wide adoption of an integrated shoreline & watershed protection approach for OCP processes	LPC		Funded by base budget	By whether recommendations have been provided to TC.	Complete.
		FY 2011/12 2.3.2.4 Initiate Green Shores for Homes project: Extend integrated shoreline & watershed protection approach to Islands Trust Area	EC	LTC***/BIM*	External and internal funding in place	By whether integrated shoreline and watershed protection mapping is complete	Integrated shoreline maps completed. Community consultation anticipated in spring 2012. Greenshores for Homes steering committee established. Technical committee and technical advisory committee established. Draft credit rating system expected by summer 2012. *Five LTCs have shoreline protection as a top priority for 2012/13.*

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Goal 3: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3.1 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	**FY 2009/10** 3.1.1.1 Provide recommendations and guidance for LTCs with respect to relevant options for land use planning decisions to advance affordable housing	LPC		Funded by 09/10 program budget	By whether recommendations/guidance has been provided.	Complete.
		FY 2010/11 to 2012/13 3.1.1.2 Consider implementing land use planning decisions to advance affordable housing	LTCs***		Funded by program budget	By the number of LTCs have implemented land use planning decisions regarding affordable housing.	Being taken into consideration in current OCP reviews. SSI affordable housing strategy adopted. SSI Housing Council established. SSI review of secondary suites in progress. Gabriola OCP amendments to encourage affordable housing. Educational materials prepared by LPC. *Mayne housing options review and SSI pilot to legalize secondary suites underway.*
		FY 2011/12 to 2012/13 3.1.1.3 Measure and report on island housing affordability	TAS	LPS	TBD	TBD	Completed for SSI&GB. May be included in indicators program.
	3.1.2 Support local food security	**FY 2009/10** 3.1.2.1 Support public education by creating IT resource webpage (e.g. with SSI area farm plan) and encouraging community gardens	TAS	LPS	Funded by base budget	By whether IT resource webpage with food security links have been created	Complete.
		FY 2009/10 3.1.2.2 Provide trustees with current BC documents about local government's role in food security	TAS		Funded by base budget	By whether relevant documents have been provided to trustees	Complete.
		FY 2010/11 to 2012/13 3.1.2.3 Complete a second area farm plan (Denman)	LTC***		Phase 1 funded by 10/11 programs budget. Phase 2 funded by 11/12 program budget	By whether a second area farm plan is complete	Phase 1 (Denman Agricultural Strategy) complete. Phase 2 (Denman Agricultural Plan): external funding received, on track for completion by end of 2012.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2010/2011 3.1.2.5 Trust Council workshop about local government role in food security	TPC LPC	Funded by base budget	By whether a workshop has been held	Complete. Council endorsed recommendations Dec/10.
		FY 2011/12 *to* 2012/13 3.1.2.6 Amend internal protocols to address food security	EC	Funded by base budget	By how many protocols have been amended to address food security	Not started.
	3.1.3 Include new policies and regulations about food security in OCPs and LUBs as they are reviewed	**FY 2009/10 to 2011/12** 3.1.3.1 Address in OCP reviews underway on selected islands	LTC***	Funded by program budget	By the number of LTCs/IMs with new policies and regulations related to food security	Food security toolkit complete. LTC's considering policy and regulatory amendments in OCP/LUB reviews. Several LTCs have amended bylaws to address food security matters.
3.2 To minimize the impact of climate change upon islands and communities	3.2.1 Research and communicate about expected climate change impacts	**FY 2009/10** 3.2.1.1 Apply for funding	TPC	N/A	By whether funding has been obtained.	No funding sources identified.
		FY 2011/12 3.2.1.2 Conduct Trust Area vulnerability assessment and risk assessment (part of adaptation planning framework) and communicate results	TPC	Funded by base budget	By whether assessments have been completed	Not started. Delayed by other priorities. Provincial studies may be sufficient. Some staff training underway.
	3.2.2 Develop climate change adaptation plan	**FY 2011/12** 3.2.2.1 Initiate implementation of existing adaptation planning framework, including establishment of Adaptation Planning Working Group	TPC LPC	Subject to funding (grant or partnership with others)	TBD	Not started. *Delayed by other priorities.*
		FY 2012/13 3.2.2.2 Continue implementation of adaptation planning framework.	TPC LPC	Subject to funding	TBD	Not started. *Delayed by other priorities.*
	3.2.3 Integrate climate change adaptation into land use planning and regulatory decisions	**FY 2012/13** 3.2.3.1 Continue implementation of adaptation planning framework	LTCs***/BIM*	Subject to funding	TBD	Not started. *Delayed by other priorities.*
3.3 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	**FY 2009/10** 3.3.1.1 Develop new tools and strategies to encourage community engagement in land use planning processes	LPC	Funded by base budget	By whether information about new tools and strategies has been circulated to trustees and staff.	'World Café demo held during June TC. Staff training planned. Info circulated as part of Climate Wise Islands materials and regarding sensitive ecosystems. Sensitive ecosystems webpage developed.

* Depends upon decisions of the Bowen Island Municipal Council
** Depends upon decisions of the Trust Fund Board
***Depends upon decisions of individual Local Trust Committees

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2010/11 *to* 2012/13 3.3.1.2 Consider new tools and strategies to encourage community engagement in land use planning processes	LTCs***	Funded by base budget	TBD	*MapIT launched.* Affordable housing webpage *complete.* Food security toolkit complete. SSI – new community engagement strategies in use. LPS staff training held Sept 2011. *Denman – farm plan blog created.* *Electronic audience response system being introduced.*
	3.3.2 Enable greater diversity of trustee candidates	**FY 2009/10** 3.3.2.1 Develop process and budget for review of trustee remuneration	FPC	Funded by base budget	By whether a process has been designed and a budget approved	Complete.
		FY 2010/11 3.3.2.2 Complete review of trustee remuneration	FPC	Funded by 10/11 programs budget	By whether a review is complete	Complete.
		FY 2010/11 3.3.2.3 Develop policy regarding trustee remuneration	FPC	Funded by base budget	By whether trustee remuneration policy has been developed	Complete.
		FY 2011/12 3.3.2.4 Amend Trustee Remuneration Bylaw in accordance with policy	FPC	Funded by 11/12 base budget	By whether a trustee remuneration bylaw has been adopted in accordance with policy	Complete.
3.4 To foster good relations with First Nations	3.4.1 Develop a strategic approach to First Nations relations	**FY 2011/12 to 2012/13** 3.4.1.1 Develop a First Nations Relationship Strategy and Policy– identify overlapping interests, treaty process schedules, priorities and resource requirements for protocol agreements, referral practices, etc.	EC	Funded by 11/12 program budget	By whether a strategy has been completed	*Staff/trustee task force formed* *Initial report complete* *Staff training complete* *Trustee orientation planned for June/12*
		FY 2012/13 3.4.1.2 Acquire or identify sufficient staff capacity to implement First Nations Relationship Strategy and Policy	EC	Subject to budget (12-13 budget)	By whether sufficient staff capacity(or work program adjustment/training) has been identified and/or acquired to implement strategy	Not started.

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Goal 4: Organizational Effectiveness…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.1 To provide services on an increasingly effective basis	4.1.1. Develop cost effective bylaw enforcement tools	**FY 2009/10 & 2010/11** 4.1.1.1 Establish a Bylaw Dispute Adjudication System for the Islands Trust	LPC		Funded by base budget	By whether a Bylaw Dispute Adjudication System is established.	Complete.
		FY 2009/10 *to* 2012/13 4.1.1.2 Consider bylaw amendments to allow Bylaw Dispute Adjudication System	LTCs***		Funded by base budget	By the number of islands where a Bylaw Dispute Adjudication System is in place	*Four* bylaws adopted, *five in process.* Public information pamphlet complete.
	4.1.2 Organizational review and improvements to corporate secretary/legislative services functions	**FY 2009/2010** 4.1.2.1 Review responsibilities and capacity in existing positions re: corporate services and consider establishment of corporate secretary/ legislative services (records management, FOIPP, administrative procedural certainty and consistency, policies, legislation, inter-agency agreements and elections)	EC	MGMT	Funded by base budget	By whether the review is complete and presented to EC	Complete
		FY 2010/11 4.1.2.2 Hiring, orientation and transfer of functions from senior managers to legislative services manager position	MGMT		Funded by base budget	By whether a new position has been created/filled and functions transferred	Complete
		FY 2010/11 *to* 2012/13 4.1.2.3 Develop strategies for further improvement of corporate secretary/legislative services functions	MGMT		Funded by base budget	By whether there is a greater capacity and consistent delivery of corporate secretary/legislative services functions and a greater capacity for delivery of core services by senior managers.	Significant improvements achieved in records management, elections planning, and other legislative services. Increased capacity for senior managers realized (i.e. overdue annual reports completed). *New policies, meeting management software and Sharepoint planned to further improve efficiencies*
	4.1.3 Seek alternate forms of funding (i.e. grants)	**FY 2009/10** 4.1.3.1 Develop and implement policy and procedures for seeking funding and awards.	TAS		Funded by base budget	By whether a policy is in place and implemented (e.g. on-line data base)	Complete. Grant revenue is now 10 times that in 2008/09.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.1.4 Improve records management systems	**FY 2009/10 *to* 2012/13** 4.1.4.1 Develop records management procedures 4.1.4.2 Staff/trustee training 4.1.4.3 Destroy unneeded records	ADMIN	*Further implementation, staff training and record cull funded in 2012/13 budget.*	By whether records management bylaw and manual is in place By whether staff/trustee training is complete By whether unneeded records have been culled	Bylaw approved by Trust Council. New manual and file procedures *implemented. Staff training complete. Completion of record cull planned for 2012/13.*
		FY 2011/12 to 2012/13 4.1.4.4 Develop and implement auditing of records handling 4.1.4.5 Evaluate and revise 4.1.4.6 Evaluate RM software	ADMIN	Funded by base and program budgets	By whether RM procedures are in place	Not started.
		FY 2012/13 4.1.4.7 Purchase RM software 4.1.4.8 Incorp. RM software procedures 4.1.4.9 Staff training on new procedures	ADMIN	Subject to budget and staffing (12/13 budget)	By whether software has been purchased and procedures incorporated. By whether staff have been trained.	Not started.
	4.1.5 Develop new TC/LPC/FPC/TPC meeting procedure bylaw regarding electronic meetings	**FY 2009/10** 4.1.5.1 Amend TC meeting procedure bylaw or committee Terms of Reference as necessary	EC	Funded by base budget	By whether bylaw and/or committee terms of reference have been amended.	Complete.
	4.1.6 Develop new TFB meeting procedure bylaw regarding electronic meetings	**FY 2009/10 and 2010/11** 4.1.6.1 Prepare and adopt amendments to meeting procedure bylaw	TFB**	Funded by base budget	By whether the meeting procedure bylaw has been adopted	Complete.
	4.1.7 Ensure Trust Council policies are current and consistent	**FY 2009/10** 4.1.7.1 Amend administrative fairness policies	EC	Funded by base budget	By whether administrative fairness policies have been reviewed and amended.	Three policies amended in 2009.
		FY 2010/11& 2011/12 4.1.7.2 Select policies for review and amendment	EC	Funded by base budget	By whether selected policies have been reviewed and amended.	Eleven policies updated during the term.
		FY 2010/11 to 2012/13 4.1.7.3 Develop and implement a regular maintenance schedule for Islands Trust Council Policy Manual and Procedures Manual	EC	Funded by base budget	By whether the Islands Trust Policy Manual is being regularly maintained to keep policies current and consistent	Inventory of policy maintenance needs in development.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.1.8 Review of devt application fee levels and cost recovery mechanisms	**FY 2011/12** 4.1.8.1 Develop terms of reference and identify budget and data needs for review of application fees	FPC / LPC	Funded by base budget	By whether terms of reference has been developed and any necessary budget and data needs have been identified.	Complete.
		FY 2011/12 to 2012/13 4.1.8.2 Review of application fees, development of amendments to model fees bylaw and related policies	FPC / LPC	Funded by base budget	By whether application fees and cost recovery mechanisms have been reviewed, policies have been amended and a model fees bylaw has been developed.	Joint task force recommendations endorsed by Trust Council Sept 2011. Model bylaw in development for Council consideration in 2012.
		4.1.8.3 Adoption of amended fees bylaws	LTCs***	Funded by base budget	By whether all LTCs have adopted amended fees bylaws	Not started. For further consideration in 2012.
4.2 To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies	4.2.1 Advocacy to influence other levels of government (federal/provincial/RD)	**FY 2009/10** 4.2.1.1 Maintain existing levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits)	EC	Funded by base budget	By whether current levels of advocacy are maintained.	EC meeting with provincial government re PMFL Act. UBCM resolution re ferries. EC attendance at UBCM. Chair correspondence.
		FY 2010/11 to 2011/12 4.2.1.2 Maintain enhanced levels of advocacy (e.g. UBCM resolutions, letters to relevant jurisdictions as issues arise and staff capacity permits) with a high priority on marine advocacy.	EC	Funded by base budget	By whether enhanced levels of advocacy are maintained, and progress is made in protection of the marine environment	UBCM workshop and resolutions complete re derelict vessels and NMCA. More frequent Chair correspondence. Meeting with provincial agencies and Minister of Community, Sport and Cultural Development. Enhanced advocacy re marine issues approved by Trust Council. Minister meeting held at UBCM re derelict vessels.
		FY 2010/11 4.2.1.3 Repeat 2004 Ipsos Reid poll regarding public support for preservation and protection of Islands Trust Area	EC	Funded by base budget	By whether the 2004 Ipsos Reid poll has been repeated	Complete
	4.3.1 Develop new tools to communicate about organizational	***FY 2009/10 to 2012/13*** 4.3.1.1 Finalize Indicators Program reports	TPC	Funded by base budget	By whether Indicators Program reports are complete	Agricultural indicators complete. Economic dependency complete. Housing *and 2011 census analysis* next.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*	IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
4.3 To promote understanding and support of the Islands Trust and its object in island communities	successes	4.3.1.2 Develop plans/strategies/related budgets for new communications tools	EC	Funded by base budget.	TBD	Considering use of social media – staff training on-going. Some pilot projects underway.
		FY 2011/12 to 2012/13 4.3.1.3 Implement new communication tools. Add Advocacy sections to web-site	EC	Funded by 11/12 program budget	TBD	*Pending launch of new website*
	4.3.2 Develop new tools to communicate about the history and role of the Islands Trust	**FY 2009/10 & 2010/11** 4.3.2.1 Develop presentations for delivery at TC meetings/LTC meetings/professional conferences in 2009 (35 anniversary)	EC	Funded by base budget	By whether presentations have been created/delivered	Complete.
		FY 2010/11 to 2012/13 4.3.2.2 Develop video re interviews with former trustees	EC	Subject to external funding	By whether funding is received and a video is created	*Project on hold. EC to determine use of remaining funds.*
	4.3.3 Develop new tools and use plain language to communicate to communities about relevance of land use planning and conservation	***FY 2009/10 to 2012/13*** 4.3.3.1 Continue delivering approved communications strategy	EC	Funded by base budget	By whether approved priorities are delivered	*2011-12 strategy completed 2012-13 strategy awaiting EC approval*
		FY 2009/10 4.3.3.2 Develop presentation/display for use at public meetings to explain the linkage between GHG emissions and land use/conservation	EC	Funded by base budget	By whether a presentation has been developed and delivered	Complete.
	4.3.4 Review and redesign website	**FY 2009/10** 4.3.4.1 Develop plans and strategies and related budgets	EC	Funded by base budget	By whether a plan and related budget is in place to review and redesign website	Complete.
		FY 2010/11 4.3.4.2 Develop business case and proposed budget	EC	Funded by base budget	By whether a business case and proposed budget is complete	Complete.
		FY 2011/12 to 2012/13 4.3.4.3 Review and redesign website	EC	Funded by 11/12 program budget	By whether website has been reviewed and redesigned	*Launch delayed by other Council and LTC work priorities.* Now estimated for *summer* 2012.
		FY 2009/10 4.3.5.1 Hold legal session and develop checklist for trustees	EC	Funded by base budget	By whether a legal session and checklist have been prepared	Complete.

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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?*		IS FUNDING IN PLACE OR REQUIRED?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.3.5 Develop new tools to enhance administrative fairness practices	4.3.5.2 Develop staff checklist and hold staff workshop regarding administrative fairness	EC		Funded by base budget	By whether a staff checklist and workshop are complete	Complete.
		FY 2011/12 4.3.5.3 Develop focused training for orientation of new trustees in December 2011	EC		Funded by base budget	By whether new trustee orientation session includes a focus on administrative fairness	*Complete*
	4.3.6 Review and update Islands Trust Policy Statement	**FY 2010/11 & 2011/12** 4.3.6.1 Initial scoping of Policy Statement review topics and process	TPC		Funded by base budget	By whether an initial scoping exercise is complete	Complete.
		FY 2011/12 4.3.6.2 Preliminary research and design of review process	EC	TPC	Subject to external grants	By whether preliminary research is complete and review process has been designed	Complete.
		FY 2012/13 4.3.6.3 Public, agency and First Nations consultation regarding Policy Statement update and development of draft amendments	EC	TPC	Subject to budget (12/13 budget) or external grants	By whether consultation is complete and draft amendments prepared	*Council decision not to proceed*
		FY 2013/14 4.3.6.4 Adoption of revised Policy Statement bylaw	EC	TPC	Subject to budget (13/14 budget)	By whether an amended Policy Statement bylaw is adopted	*Council decision not to proceed*

Abbreviations:
ADMIN – Administrative Services
BIM – Bowen Island Municipality
DEM – Digital Ecosystem Mapping
EC – Executive Committee
FN – First Nations
FPC – Financial Planning Committee
FY – Fiscal Year
GHG – Green House Gases
ID -- identification
IM – Island Municipality
IT – Islands Trust
LPC – Local Planning Committee
LPS – Local Planning Services
LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSC – Ministry of Community and Rural Development
MGMT – Management Team
NA – Not Applicable
NAPTEP – Natural Area Protection Tax Exemption Program
OCP – Official Community Plan
PSSC – Policy Statement Sub Committee
PMFL – Private Managed Forest Land
RAR – Riparian Area Regulations
RCP – Regional Conservation Plan
RD – Regional District
RFD – Request for Decision document
RM – Records Management
SEM – Sensitive Ecosystem Mapping
SSI – Salt Spring Island
TAS – Trust Area Services
TEM – Terrestrial Elevation Mapping
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPA – Targets, Policies and Actions (re GHG emission reduction)
TPC–Trust Programs Committee
UBC – University of British Columbia
UBCM – Union of BC Municipalities

For more information, contact

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Visit our website at
www.islandstrust.bc.ca

Colour Key for fourth column:

Colour	Potential committee/unit/body taking lead for strategy/activity				
Pink	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)				
Blue	Trust Programs Committee or Trust Area Services staff	Purple	Financial Planning Committee/Administrative Services staff		
Yellow	Executive Committee/CAO's office	Orange	Management team	Light green	Trust Fund Board or Islands Trust Fund staff

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ISLANDS TRUST
REQUEST FOR DECISION

Date: May 30, 2012

TO: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: **STRATEGIC PLAN – IDENTIFICATION OF POTENTIAL OBJECTIVES AND STRATEGIES FOR PUBLIC COMMENT**

RECOMMENDATION:

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.

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.

That the Islands Trust Council request the Executive Committee to consult with Council committees, the Trust Fund Board and Bowen Island Municipalities 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council has assigned the Executive Committee to facilitate and coordinate development of its strategic plan. 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. Once Council has endorsed a draft list and public input regarding it has been received, the next steps will be to confirm which objectives and strategies are priorities, identify specific actions that contribute to the strategies, which part of the organization would perform the actions, performance measures, and budgetary needs. The Executive Committee, in consultation with Council committees and the Trust Fund Board, would then propose a draft strategic plan, including all of these elements, for Council's consideration in September 2012.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
Facilitation of public consultation and development of a draft strategic plan will take a considerable amount of effort by senior staff over the next quarter. Once a strategic plan is adopted, other organizational plans will be amended to reflect Council's strategic objectives for the term.

FINANCIAL:
Trust Council has not budgeted any funds for public consultation related to its strategic plan in the 2012-2013 fiscal year, so consultation will be primarily based on news releases and web-based opportunities for the public to provide input.

The process of developing a strategic plan is not anticipated to require additional funding and none has been budgeted. Once Council approves a plan in September 2012, the Executive Committee and senior staff would work to identify any potential resource requirements related to the adopted plan. These would be discussed by the Financial Planning Committee and Trust Council in December 2012 and proposed in either the 2012-2013 annual budget, or a future budget. In March 2013, Trust Council would have the option of either funding any new requirements, or amending its Strategic Plan to eliminate or delay those strategies or actions it does not wish to fund in the 2012-2013 fiscal year.

POLICY:
No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS:
The Executive Committee's adopted Strategic Planning Process is illustrated in Attachment 1 and illustrates the next steps in development of a strategic plan for the 2011-2014 term. Once Trust Council has approved a draft list of strategic objectives and strategies, the Executive Committee would solicit public input through a news release, a dedicated web page and centralized mail and email addresses, somewhat similar to the public consultation phase that precedes development of the annual budget. Trustees will be encouraged to refer all input to these centralized addresses so that Trust Council can consider all input received. All public input would be forwarded to Council committees in August, and included in Trust Council's September 2012 meeting agenda for consideration before adoption of a strategic plan for the 2011-2014 term.

Attachment 3 illustrates how a page of the strategic plan would appear, once completed.

OTHER:
n/a

BACKGROUND

The Islands Trust Policy Statement is partially implemented through Council's Strategic Plan and budget. Islands Trust Council has given its Executive Committee responsibility for facilitating development of an organizational strategic plan for Council's consideration.

Development of an organizational strategic plan allows the Islands Trust to focus its finite resources on those objectives that it believes are of highest priority. While Trust Council is asked to address many different issues and could allocate resources and staff in many different directions, experience has shown that there is more success if resources are focused on a few achievable priorities. Objectives identified on Trust Council's strategic plan become the focus of budget allocations, staff training, and advocacy by the Executive Committee.

To develop drafts of the plan for Trust Council's consideration, the Executive Committee has adopted a process to identify between 7 and 12 priority ***objectives***, along with related ***strategies***, through consultation with each of Council's three standing committees, the Trust Fund Board, local trust committees and Bowen Island Municipality***.*** A diagram outlining the process for development of the strategic plan is included in Attachment 1.

So far, the Trust Council has had two general discussions about *objectives* that it might consider to be priorities during its 2011-14 term, both at the local level and throughout the Islands Trust Area. Trustees have also begun to identify *strategies* and *actions* that could help reach those *objectives*. Council's committees, local trust committees, and the Trust Fund Board have also begun to identify *objectives*, *strategies* and *actions* through development of their work programs, which are summarized on a Priorities Chart which is considered by Council each quarter. The Executive Committee has considered these items in development of the attached draft. The Executive Committee has also invited input from Bowen Island Municipal Council.

On the basis of input received to date, the Executive Committee has prepared a discussion draft that identifies 7 to12 potential *objectives* that reflect the Executive Committee's current understanding of Council's priorities. The discussion draft organizes these potential *objectives*, *strategies* and *actions* according to broad goals found in the Islands Trust's object and Policy Statement. It also indicates which parts of the Islands Trust could take responsibility for the various *strategies* and *actions* identified.

REPORT/DOCUMENT:
Attachment 1 - Islands Trust Strategic Plan -- Potential Objectives and Strategies for 2011-2014

KEY ISSUE(S)/CONCEPT(S):
Initial identification of 2011-2014 strategic objectives and strategies for the purposes of public consultation in advance of further strategic plan development and adoption.

RELEVANT POLICY:
The Islands Trust Policy Statement identifies three goals that support the object of the Islands Trust. These goals form the basis for development of the strategic plan.

Trust Council's Policy 2.4.i indicates that the Executive Committee is responsible for coordinating 'the development, preparation and implementation of an organizational strategic plan'. As outlined in Attachment 1, the Executive Committee has adopted a strategic planning process to guide it during this task.

DESIRED OUTCOME:
Further development of a draft strategic plan that will form the basis of public input regarding Trust Council's proposed objectives, strategies and actions for the 2011-2014 term.

RESPONSE OPTIONS

Recommended:
As above

Alternatives:
To amend the draft Strategic Plan – Potential Objectives, Strategies and Actions for 2011-2014 before soliciting public input.

PREPARED BY: Linda Adams
Chief Administrative Officer

SUBMITTED BY: Executive Committee

REVIEWED BY: [signature]
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
April 30, 2012; May 8, 2012, May 28, 2012

OTHER REVIEW:
Trust Programs Committee
Local Planning Committee
Financial Planning Committee
Trust Fund Board
Bowen Island Municipal Council

Islands Trust

Preserving Island communities, culture and environment

Our Provincial Mandate

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

– *Islands Trust Act*

Islands Trust — Strategic Plan
Potential Objectives and Strategies for 2011-2014

The Trust Area

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

The beauty, tranquility, and unique natural environment of the islands in the Strait of Georgia and Howe Sound have given the area national recognition. The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council is made up of the 26 locally-elected officials of the Trust Area who are responsible for land use decisions in their island communities. Our Council has a unique mandate from the province to preserve and protect the environment and amenities of the area. It meets quarterly to make decisions about overall policy, staff resources and budget. Our current Council was elected for a 3-year term during BC Local General Elections in November 2011. Their term will end in November 2014.

Strategic Plan Development

The Islands Trust Policy Statement is partially implemented through Council's Strategic Plan. The Islands Trust Council has given its Executive Committee responsibility for facilitating development of an organizational strategic plan for Council's consideration. To develop drafts of the plan, the Executive Committee has adopted a process to identify between 7 and 12 priority ***objectives***, along with related ***strategies***, through consultation with each of Council's three standing committees, the Trust Fund Board, local trust committees and Bowen Island Municipality. Once the most important *objectives* are confirmed, more detailed *strategies*, activities, timelines, resource needs and progress measures will be identified. The plan development process also includes public consultation during the summer of 2012 to receive input about the *objectives* and *strategies* that Trust Council should identify as priorities (see next page for process outline).

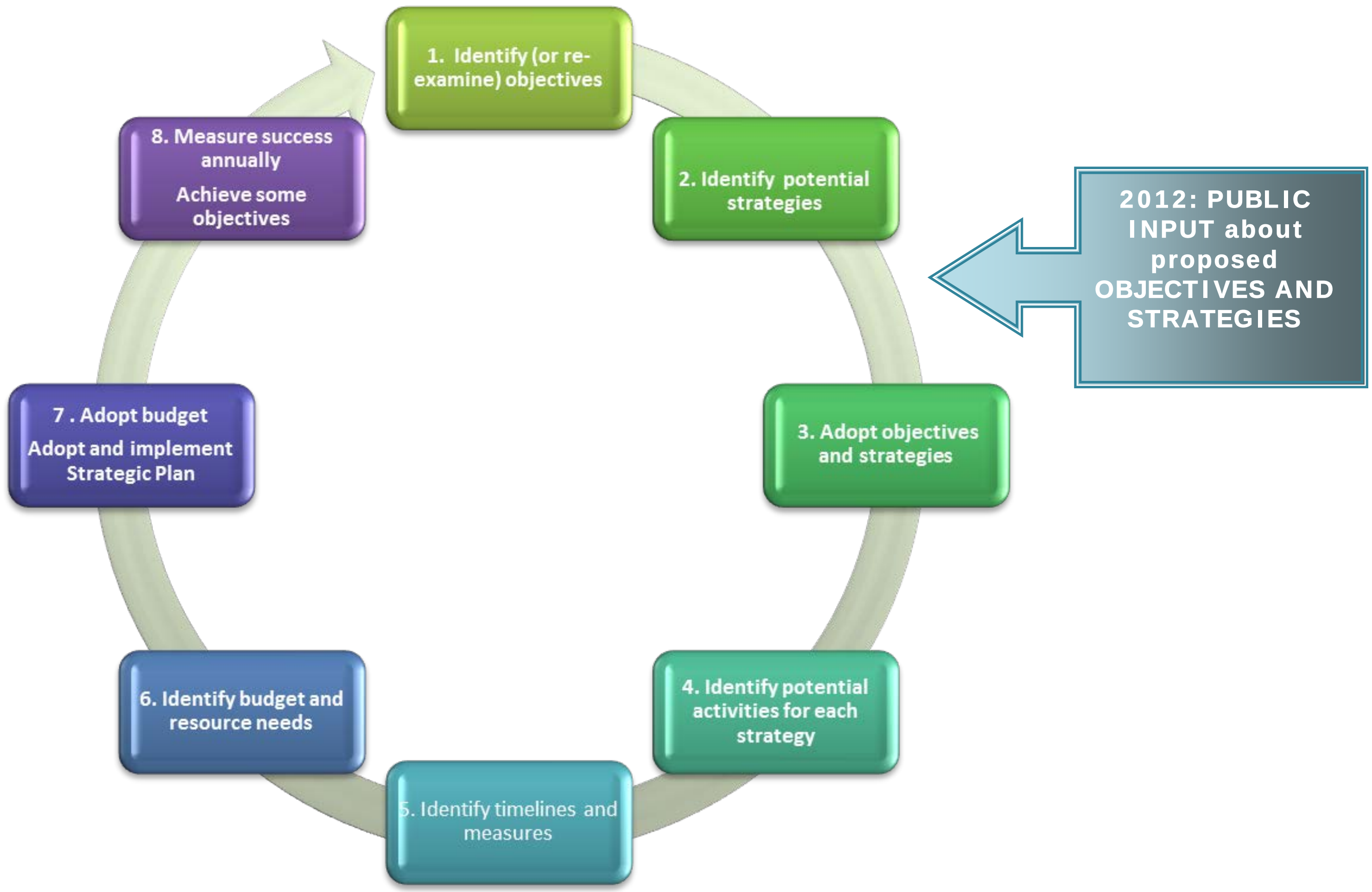
So far, the Trust Council has had two general discussions about *objectives* that may be priorities during its 2011-14 term, both at the local level and throughout the Islands Trust Area. Trustees have also begun to identify *strategies* that could help reach those *objectives*. Council's committees, local trust committees, and the Trust Fund Board have also begun to identify *objectives* and *strategies* through development of their work programs.

The table on the following pages identifies 7 to 12 potential *objectives* and *strategies,* reflecting the Executive Committee's current understanding of priorities, based on trustee input to date. It groups potential *objectives* and *strategies* according to broad goals found in the Islands Trust's Object and Policy Statement. It also indicates some examples of individual *actions* that would help to implement some of the *strategies*. It also identifies which parts of the Islands Trust could take responsibility for the various *strategies* identified.

Following further discussion at the June 2012 meeting of the Islands Trust Council, the Executive Committee will seek public input before developing further drafts of a strategic plan for Trust Council's consideration in September 2012.

Islands Trust

Strategic Planning Process Diagram



Policy Statement Goal 1: Ecosystem Preservation and Protection...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
1.1 PROTECT the natural environment of islands	Encourage voluntary stewardship of natural environment	Support conservation education Share information about best practices Improve mapping of special areas Education and outreach about private land conservation Support island-based land trusts	TPC / TFB
	Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	Seek confirmation from Bowen Island Municipality regarding interest in NAPTEP program Seek support from Metro Vancouver RD, subject to Bowen Island Municipality interest	TPC / TFB / BIM ***
	Protect fish habitat by implementing *Riparian Areas Regulation*	Improve mapping of riparian areas Adopt new bylaws to implement *Riparian Areas Reg.*	LPC/LTCs**/BIM***
	Establish reliable, adequate and sustainable funding for the Islands Trust Fund	Seek legislative change regarding TFB corporate status and name	TFB* / EC
	Establish core conservation areas to protect biodiversity priorities	Engage in fundraising and outreach to secure funds Protect property with high biodiversity	TFB*
	Use land use planning tools and decisions to increase protection of special areas	Develop policy, official community plan and land use bylaws that include protective measures for biodiversity Participate in local government working group to develop model land use planning tools that protect species and ecosystems at risk	LPC/LTCs**/BIM***
1.2 PROTECT coastal and marine ecosystems	Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	Support improved nearshore mapping Education and outreach about stewardship options	TPC / TFB*
	Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrialization	Chair correspondence regarding oil spill protection Participate in derelict vessel working group	EC
	Advocate for appropriate regulation of aquaculture	Pursue collaboration with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committees	EC / LTCs**
	Advocate for regulation of marine sewage		EC
	Participate in planning for National Marine Conservation Area	Attend NMCA workshops and consultation opportunities	EC
	Use land use planning tools and decisions to improve protection of coastal areas		LPC/LTCs**/BIM***
1.3 REDUCE the impacts of climate change	Use land use planning tools and decisions to help communities adapt to expected climate change impacts		LPC/LTCs**/BIM***
	Use land use planning tools and decisions to reduce GHG emissions and foster energy-efficient communities	Use new development permit tools to foster energy efficient community development	LPC/LTCs**/BIM***

Policy Statement Goal 2: Stewardship of Island Resources...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT IMPLEMENT POTENTIAL STRATEGIES (to be determined)	WHO WOULD WORK ON IT?	
2.1 PROTECT quality and quantity of water resources	Encourage understanding and voluntary stewardship of water resources	Develop educational materials about water resource concerns Hold community meetings to discuss local water resource concerns and encourage local stewardship actions	TPC	LPC
	Advocate for provincial *Water Act* reform		EC	
	Use land use planning tools and decisions to protect water quality and quantity	Amend OCPs to include new policies about water resource protection Amend LUBs to include new regulations aimed at protection of water quality and quantity Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC/LTCs**/BIM***	

Policy Statement Goal 3: Sustain Island Character and Healthy Communities...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
3.1 PROTECT and RESTORE community socio-economic diversity	Use land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing	Amend OCPs to include affordable housing policies Amend LUBs to improve availability of affordable housing Streamline application process for affordable housing projects	LPC/LTCs**/BIM***	
3.2 INCREASE local food production	Use land use planning tools and decisions to increase local food security and farmland protection	Amend OCPs to include food security and farmland protection policies Amend LUBs to improve food security	LPC/LTCs**/BIM***	
3.3 ENHANCE community economic sustainability and security	Use land use planning tools and decisions to support economic opportunities compatible with conservation of resources and protection of community character	Audit LUBs to identify and address barriers to appropriate economic development	LPC/LTCs**/BIM***	
	Create linkages between islands and Regional Districts to share effective & appropriate economic development models		TPC	
	Advocate for sustainable, affordable and appropriate ferry service	Continue advocacy program regarding ferry fares and service.	EC	TPC)

Goal 4: In cooperation with others...

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?
4.1 STRENGTHEN relations with First Nations	Develop a First Nations consultation strategy		TPC
	Improve consultation/engagement with First Nations during land use referrals	Trustee workshop on working with aboriginal peoples	LPC/LTCs**/BIM***
4.2 IMPROVE organizational cost and operational effectiveness	Confirm effective Local Planning Services (LPS) application processing service delivery	Identify terms of reference for a review of application processing (e.g. as a pilot project for one application type for one local trust committee)	LPC/LTCs**

POTENTIAL OBJECTIVE	POTENTIAL STRATEGIES	EXAMPLES OF ACTIVITIES THAT IMPLEMENT POTENTIAL STRATEGIES	WHO WOULD WORK ON IT?	
		Identify options for amending service delivery Recommend changes to service delivery		
	Confirm a fair distribution of Trust Area Services to Bowen Island Municipality	Identify Bowen Island Municipality needs for services provided by Trust Area Services unit Identify improved opportunities for Bowen Island Municipality to access services proved through Trust Area Services unit	TAS	FPC
	Review budget setting methodology	Identify terms of reference for budget setting methodology Identify options for amending the budget setting method Recommend changes to the budget-setting methodology	FPC	
	Improve cost-recovery from development application fees	Develop model fees bylaw for consideration by LTCs Consider adoption of amended fees bylaws.	LPC/LTCs**	
4.3 ENHANCE community engagement and participation	Develop new tools and strategies to communicate about and encourage community engagement in land use planning processes	Launch improved website Improve availability and accessibility of meeting agendas and minutes	LPC/LTCs**/BIM***	
	Improve opportunities for public consultation before local land use decisions	Trustee workshop on best practices in public engagement	LPC/LTCs**/BIM***	
	Improve opportunities for public consultation before Trust Council decisions	Improve availability and accessibility of meeting agendas and minutes	EC	
	Increase transparency about how the Islands Trust Policy Statement is used	Review Trust Council policies regarding Policy Statement implementation	EC	TPC

* subject to decisions of Trust Fund Board **subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

For more information, contact:

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Islands Trust Council
email smalcolmson@islandstrust.bc.ca
telephone 250.247.8078

Linda Adams, Chief Administrative Officer,
Islands Trust
email ladams@islandstrust.bc.ca
telephone 250.405.5151

Visit our website at
www.islandstrust.bc.ca

Colour Key for last column:

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

ISLANDS TRUST
BRIEFING

To: Islands Trust Council **Date:** June 4, 2012

SUBJECT: **CAMPAIGN FINANCIAL DISCLOSURE – UNFILED STATEMENTS**
(Statutory Requirement)

CONFIDENTIAL: No

DESCRIPTION OF ISSUE: Report of Islands Trust candidate in the 2011 local general election for whom a campaign financing disclosure statement was not filed within the required time period.

BACKGROUND:

- Pursuant to Section 90 of the *Local Government Act*, each candidate in a local general election must file with the local government a disclosure statement regarding campaign financing within 120 days after the general voting day.
- If a disclosure statement is not filed within 120 days, but is filed within the following 30 days, it must be accompanied by a late filing penalty to be paid to the local government.
- Failure to file a disclosure statement before the end of the late filing period results in the candidate being disqualified from nomination, election or holding of office in local government, until after the next general local election.
- A report regarding late and un-filed disclosure statements must be presented at an open meeting of the local government as soon as practicable after the circumstances are known. A copy of the report must also be sent to the Inspector of Municipalities.
- The following candidate has not filed a campaign financing disclosure statement and is not eligible for nomination, election or holding of office until after the next general local election:
    - Thomas Weinerth – Lasqueti Island Local Trust Committee

ATTACHMENT(S): No

AVAILABLE OPTIONS: Receive for information.

FOLLOW-UP:
Staff will forward a copy of this report to the Inspector of Municipalities as required by Section 92.2(3) of the *Local Government Act*.

PREPARED BY:	Carmen Thiel Legislative Services Manager	**REVIEWED BY EXECUTIVE COMMITTEE:**	
SUBMITTED BY:	Executive Committee	June 5, 2012	
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**	

Islands Trust

DIRECTOR, ADMINISTRATIVE SERVICES
2012-2013 FIRST QUARTER REPORT

Date: May 28, 2012

ACTIVITIES COMPLETED SINCE LAST REPORT	CURRENT ACTIVITIES (i.e. April to June)	NEXT QUARTER ACTIVITIES (i.e. July to September)
1. Council, Executive, Financial Planning Committees Travelled with Craig Elder to Bowen Island to review draft Bowen Contribution Policy. Collaborated with Craig Elder on Restructuring Policy.	Completion of year-end transactions and preparation of March 31, 2012 draft Financial Statements for review by auditors Presentation of draft Audited Financial statements to May 28, 2012 FPC Meeting and Audit Committee and June Trust Council Complete Restructuring Policy.	Develop "Whistleblower" Policy August 22, 2012 FPC meeting. Prepare first draft of 2013/14 Budget. Complete Bowen Contribution Policy review. Contribute to initial inventory re current implementation of public accountability principles
2. Administrative Unit Supervision Completion of staff annual reviews and training plans	Complete Desk Manuals for Finance Coordinator and HR Coordinator. Admin Team travelled to Gabriola and Salt Spring to meet with Area Staff.	
3. Human Resources and Payroll	All Staff Meeting June 20, 2012 Follow up with Public Service Agency on new contract Completed hiring process of permanent part-time By-Law Enforcement Officer.	Staff trip September 5, 2012 Investigate use of Time-On-Line with Public Service Agency Response strategy regarding staff survey results
4. Management Information Systems Developed 2012/13 information system work plan Moved Server Room to more secure location	Organized two-day training session on ESCRIBE meeting management software. Continue to support implementation of eSCRIBE meeting management software Work with management team to implement Sharepoint	Support organizational records management project system requirements for email storage

ACTIVITIES COMPLETED SINCE LAST REPORT	CURRENT ACTIVITIES (i.e. April to June)	NEXT QUARTER ACTIVITIES (i.e. July to September)
5. Financial Management	Complete process review of approval processes.	Quarterly financial statements for 1st Quarter 2012/13 Prepare allocated financial statements.
6. Risk/Safety/Contract Management Completed renewal of insurance policies.	On-going meetings of the Occupational Safety and Health (OSH) committee Completed 2-day OSH Committee Training. Finalize Safety Policy	Hold fire drills in three offices Safety inspections of three offices Develop OHS Program
7. Facilities Management	Monitor progress on water contamination in Northern Office	
8. Carbon Neutral Operations Participating in Inter-Municipal Climate Action Working group meetings organized by CRD.	Implement SMART Tool – meeting scheduled for June 21 Review requirements for carbon tracking by local governments published by the province.	Carbon Neutral Policy completed for September Trust Council.

Islands Trust

FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council **Date:** May 29, 2012

WORK PROGRAM

1. First draft of the 2013/14 Budget

Planned
- Review budget assumptions and principles at FPC August 22, 2012 meeting
- Prepare first draft of 2013/14 for September Trust Council

2. Complete the 2011/12 Year-End and Audit

Current
- 2011/12 Year-End Audit completed and draft Audited Financial Statements and Audit Findings presented to May 28, 2012 FPC Meeting.

Planned
- Presentation of draft Audited Financial Statements to June Trust Council for adoption.
- Appointment of Auditor for 2012/13.

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

Current
- Review the provincial requirements for creating a carbon inventory for Islands Trust operations and implement Smart Tool.

Planned
- Develop recommendations for September Trust Council on the components of the operational carbon inventory for 2012
- Estimate the sources and costs of carbon offsets to achieve carbon neutrality in 2012

4. Develop Policies on Whistleblower, Bowen Island Contribution and Restructuring

Current
- First drafts of Bowen Island Contribution and Restructuring Policies presented to Executive Committee.

Planned
- Finalize all policies for September Trust Council.

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

The Financial Planning Committee has adopted the above noted priorities for the first quarter of fiscal 2012/2013. New work program items will be reviewed and assessed throughout the year.

TRUST COUNCIL MEETING - REQUEST FOR DECISION ITEM(S)

- RFD for TC – Adoption of 2011/12 Year-end Audited Financial Statements

UPDATE (*on Meetings, Agency Liaison, Resource Requirements, etc.)* The Financial Planning Committee met on May 28, 2012. The next meeting is proposed to be held August 22, 2012. The committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

TO: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: MARCH 31, 2012 AUDITED FINANCIAL STATEMENTS (Annual Item)

RECOMMENDATION:

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

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Independent Auditor's report indicates that in their opinion the financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2012.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
None

FINANCIAL:
None.

POLICY:
None

IMPLEMENTATION/COMMUNICATIONS:
The year-end audited financial statements and auditor's report will be forwarded to the Minister of Community, Sport and Cultural Development as required by the *Islands Trust Act*, S.19, and made available to the public via the Trust's web site and at all office locations.

OTHER:
None

BACKGROUND

REPORT/DOCUMENT:
Islands Trust draft audited financial statements for the year ended March 31, 2012 attached

KEY ISSUE(S)/CONCEPT(S):

Statement of Financial Position

Wages and benefits payable is reduced from previous year by $104,000 due to the elimination of the retirement allowance accrual as stated in Note 2 of the financial statements. This also resulted in a restatement of Prior Year's and an increase in the Accumulated Surplus.

Other minor variances in Financial Assets and Liabilities resulted due to timing of operations from year to year.

Statement of Operations

The total Accumulated Surplus at March 31, 2012 is **$2,200,656,** an increase of $213,323 over the previous year and $514,323 over budget**,** due mainly to a surplus for the current year of $212,323 as compared to a projected deficit of $302,000 and the restatement of the retirement allowance accrual as noted above.

Variance Analysis of 2011/12 Actual to 2011/12 Budget as reported in the Statement of Operations:

Revenues were higher than budget by $217,000 due to:

- Increased funding under the Strategic Community Investment Fund Grant announced in March 2012 of $170,000
- Interest Income was $24,000 higher than anticipated as a result of actual returns on Municipal Fund Authority investments

Expenditures, overall, were under budget by $297,000 due to:

- Council Services expenses under budget by $28,000
- Local Trust Committee Services under budget by $251,000, mainly due to vacant positions in Planning Services and Local Trust Committee projects not being completed as anticipated during the fiscal year
- Trust Fund Services under budget by $18,000

Variance Analysis of 2011/12 Actual to 2010/11 Actual as reported in the Statement of Operations:

Revenues increased by $439,000 due to:

- Increased funding received under the Strategic Community Investment Fund Grant
- Increased interest Income as a result of actual returns on Municipal Fund Authority investments

Expenditures, overall, increased by $435,000 due to:

- Council Services expenses increased by $217,000 as a result of the new Trustee Remuneration Policy and the general election in Dec 2011
- Local Trust Committee Services increased mainly due to increased legal fees
- Trust Fund Services increased by $31,000

Variance Analysis of 2011/12 Actual to 2010/11 Actual Expenses by Object as reported in Note 9 to Financial Statements:

- Staff salaries and benefits increased by 1%
- Travelling/training and recruitment – slight decrease
- Council and trustee costs increased by 11% due to the new Trustee Remuneration Policy
- Office operations increased slightly due to new lease for office space in Victoria and increased IT spending
- Programs expense increased by $125,000 (27%) due to Website Redesign Project ($54,000); Records Management Project ($37,000); and an increase in Mapping – GIS costs ($40,000)
- Legal expenses increased by 21% ($54,000)
- Elections – general election held in Dec 2011
- Amortization – slight decrease as some assets fully amortized during the year

RELEVANT POLICY:
Bylaw No. 138, Islands Trust Financial Plan Bylaw 2011-2012.

Also, the *Islands Trust Act*, S.18 requires the Islands Trust to appoint an auditor to audit the accounts and transactions of the Islands Trust Council and local trust committees, and requires that the auditor report to Islands Trust Council and to the Minister.

DESIRED OUTCOME:
Approval of the audited financial statements for the year ended March 31, 2012.

RESPONSE OPTIONS

Recommended: Approval

Alternatives: n/a

PREPARED BY:	Cindy Shelest Director of Administrative Services	**REVIEWED BY EXECUTIVE COMMITTEE:**	May 29, 2012
SUBMITTED BY:	Audit Committee	**OTHER REVIEW:**	FPC – May 28, 2012 Audit Committee - May 28, 2012
REVIEWED BY:	[signature] **(Chief Administrative Officer)**		

DRAFT Financial Statements of

ISLANDS TRUST

Year ended March 31, 2012

ISLANDS TRUST

Financial Statements

DRAFT

Year ended March 31, 2012

Financial Statements

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of Islands Trust (the "Trust") are the responsibility of the Trust's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Trust's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Trust, acting through its Audit Committee, meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by Trust Council. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Trust's financial statements.

Chief Administrative Officer

Treasurer

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Islands Trust, which comprise the statement of financial position as at March 31, 2012, the statements of operations, change in net financial assets 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 public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our 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 audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2012, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

June 14, 2012
Victoria, Canada

ISLANDS TRUST

Statement of Financial Position

DRAFT

March 31, 2012, with comparative information for 2011

		2012		2011
Financial assets:				
Cash and cash equivalents (note 3)	$	3,494,644	$	3,409,216
Accounts receivable		105,458		104,658
		3,600,102		3,513,874
Financial liabilities:				
Wages and benefits payable		943,105		1,046,483
Accounts payable and accrued liabilities		337,145		297,003
Deferred revenue		87,997		155,518
Employee benefit obligations (note 4)		116,576		121,633
Obligations under capital leases (note 5)		50,714		44,589
Cost recovery deposits (note 12(ii))		29,902		34,007
		1,565,439		1,699,233
Net financial assets		2,034,663		1,814,641
Non-financial assets:				
Tangible capital assets (notes 6)		135,158		158,813
Prepaid expenses		30,835		14,879
		165,993		173,692
Commitments (note 10)				
Contingent liabilities (note 11)				
Accumulated surplus (notes 2 and 7)	$	2,200,656	$	1,988,333

The accompanying notes are an integral part of these financial statements.

On behalf of the Trust Council:

______________________________ Trustee

______________________________ Trustee

ISLANDS TRUST

Statement of Operations

DRAFT

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

	Budget	2012	2011
	(unaudited - note 8)		
Revenue:			
Property tax - general	$ 5,870,355	$ 5,870,356	$ 5,755,082
Property tax levy - Bowen Island Municipality	220,880	220,880	224,518
Provincial grant - operating	180,000	349,524	50,545
Fees and sales	110,000	125,403	127,613
Interest income	70,000	94,623	58,062
Other income	100,000	107,516	113,482
Total revenue	6,551,235	6,768,302	6,329,302
Expenses (note 9):			
Council services	1,195,675	1,167,154	949,994
Local trust committee services	4,995,619	4,744,401	4,558,047
Trust fund services	661,941	644,424	612,670
Total expenses	6,853,235	6,555,979	6,120,711
Annual surplus (deficit)	(302,000)	212,323	208,591
Accumulated surplus, beginning of year	1,988,333	1,988,333	
As previously reported	-	-	1,695,396
Restatement (note 2)	-	-	84,346
As restated	1,988,333	1,988,333	1,779,742
Accumulated surplus, end of year	$ 1,686,333	$ 2,200,656	$ 1,988,333

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Change in Net Financial Assets

DRAFT

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

	Budget (unaudited - note 8)	2012	2011
Annual surplus (deficit)	$ (302,000)	$ 212,323	$ 208,591
Acquisition of tangible capital assets	-	(31,234)	(56,304)
Amortization of tangible capital assets	55,000	54,889	64,790
	(247,000)	235,978	217,077
Acquisition of prepaid expenses	-	(15,956)	(13,922)
Change in net financial assets	(247,000)	220,022	203,155
Net financial assets, beginning of year	1,814,641	1,814,641	
As previously reported	-	-	1,527,140
Restatement (note 2)	-	-	84,346
As restated	1,814,641	1,814,641	1,611,486
Net financial assets, end of year	$ 1,567,641	$ 2,034,663	$ 1,814,641

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Cash Flows

DRAFT

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

		2012		2011
Cash provided by (used in):				
Operating activities:				
Annual surplus	$	212,323	$	208,591
Items not involving cash:				
Amortization of tangible capital assets		54,889		64,790
Change in non-cash operating assets and liabilities:				
Accounts receivable		(800)		(50,819)
Wages and benefits payable		(103,378)		39,053
Accounts payable and accrued liabilities		40,142		56,389
Deferred revenue		(67,521)		111,474
Employee benefit obligations		(5,057)		(11,472)
Cost recovery deposits		(4,105)		22,907
Prepaid expenses		(15,956)		(13,922)
Net change in cash from operating activities		110,537		426,991
Capital activities:				
Acquisition of tangible capital assets		(12,580)		(51,005)
Financing activities:				
Principal payments on obligations under capital leases		(12,529)		(12,473)
Increase in cash and cash equivalents		85,428		363,513
Cash and cash equivalents, beginning of year		3,409,216		3,045,703
Cash and cash equivalents, end of year	$	3,494,644	$	3,409,216
Supplemental cash flow information:				
Assets acquired under capital lease	$	18,654	$	5,299

The accompanying notes are an integral part of these financial statements.

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.

1. Significant accounting policies:

The financial statements of Islands Trust are prepared by management in accordance with Canadian public sector accounting principles for local governments as recommended by the Public Sector Accounting Board (“PSAB”) of the Canadian Institute of Chartered Accountants. Significant accounting policies adopted by the Trust are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, revenues, expenses, and changes in fund balances and in financial position of the trust council and the local trust committees.

The Trust occasionally conducts work on behalf of development applicants on a cost-recovery basis. These trust activities are not included in the financial statements.

(i) Consolidated entities:

The Trust does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(ii) Funds held in trust:

The Trust administers operations of The Islands Trust Fund. The annual expenses of The Islands Trust Fund are reported by the Trust in accordance with The Islands Trust Act (note 12).

(b) Basis of accounting:

The Trust follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Revenue unearned in the current period is recorded as deposits or deferred revenue.

1. Significant accounting policies (continued):

(c) Cash and cash equivalents:

Cash and cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition. Investments in the Municipal Finance Authority of British Columbia (“MFA”) Bond, Intermediate and Money Market Funds are recorded at cost plus earnings reinvested in the funds. Investment income is resported as revenue in the period earned.

(d) Employee future benefits:

The Trust and its employees make contributions to the Public Service Pension Plan, which provides benefits directly to employees upon retirement. These contributions are expensed as incurred.

A gratuity is also available to employees upon retirement. The cost of this benefit is born by the Public Service Pension Plan.

The costs of multi-employer defined contribution pension plan benefits, such as the Public Service Pension Plan, are the employyer's contribution due to the plan in the period. These contributions arre expensed as incurred.

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(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Furniture and equipment	5
Computers	3
Leasehold improvements	over the remaining term of the lease

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Trust's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Works of art and historical treasures:

Works of art and historical treasures are not recorded as assets in these financial statements.

(iv) Interest capitalization:

The Trust does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities and estimating historical cost and useful lives of tangible capital assets. Actual results could differ from these estimates.

2. Restatement:

The employee benefit obligations have been revised to correct for an immaterial error as certain benefits accrued by the Trust were determined not to be a liability of the Trust. This change has been recorded retroactively and accordingly, the comparative financial statements have been restated resulting in a decrease of $84,346 to employee benefit obligations and a corresponding increase in accumulated surplus as at April 1, 2010. The adjustment has no impact on the annual surplus, change in net debt or cash flows in 2011.

3. Cash and cash equivalents:

	2012	2011
Bank account balances	$ 778,875	$ 760,409
Municipal Finance Authority Bond Fund	2,654,705	1,690,695
Municipal Finance Authority Intermediate Fund	58,132	855,029
Municipal Finance Authority Money Market Fund	2,932	103,083
	$ 3,494,644	$ 3,409,216

4. Employee benefit obligations:

The Trust provides sick leave and certain other benefits to its employees and are recorded as follows:

	2012	2011
Vacation pay	$ 93,166	$ 96,115
Compensatory time off	23,410	25,518
	$ 116,576	$ 121,633

4. Employee benefit obligations (continued):

Vacation pay and compensatory time off represent the liability for accumulated banks for draw down at future dates and/or for payout either on an approved retirement, or upon termination or death.

Other pension plans

The Trust and its employees makes contributions to the Public Service Pension Plan (the "Plan"), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 51,000 active members and approximately 30,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and adequacy of Plan funding. The most recent valuation as at March 31, 2008 indicated an unfunded liability of $487,000,000 for basic pension benefits. The next valuation will be as at March 31, 2011, with results available in 2012. The actuary does not attribute portions of the unfunded liability to individual employers. Employee and employer contributions to the plan were increased by 0.15% of salaries effective April 1, 2009 in accordance with the plan actuary's recommendations. Contributions to the plan by the Trust totaled $245,590 (2011 - $241,889) during the year.

5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

	2012
2013	$ 17,296
2014	15,000
2015	14,288
2016	5,706
2017 and thereafter	4,429
Total minimum lease payments	56,719
Less amounts representing interest (at rates ranging from 2.25% to 6.25%)	6,005
Present value of net minimum capital lease payments	$ 50,714

Interest of $1,617 (2011 - $1,669) relating to capital lease obligations has been included in expenses on the statement of operations.

6. Tangible capital assets:

	Denman Island Site	Furniture and equipment	Computers	Leasehold improvements	Total 2012	Total 2011
Cost:						
Balance, beginning of year	$ 10,000	$ 100,618	$ 103,041	$ 231,687	$ 445,346	$ 389,042
Additions	-	18,654	-	12,581	31,235	56,304
Balance, end of year	10,000	119,272	103,041	244,268	476,581	445,346
Accumulated amortization:						
Balance, beginning of year	10,000	48,911	63,797	163,826	286,534	221,743
Amortization expense	-	18,063	16,859	19,967	54,889	64,790
Balance, end of year	10,000	66,974	80,656	183,793	341,423	286,533
Net book value, end of year	$ -	$ 52,298	$ 22,385	$ 60,475	$ 135,158	$ 158,813

Contributed tangible capital assets:

Contributed capital assets have been recognized at fair market value at the date of contribution. There were no contributed assets received during 2012 or 2011.

In fiscal 1994, the Denman Island Ratepayers' Association donated $10,000 which was used by the Trust to purchase the Denman Island Old School Site from School District #71. The Trust agreed to facilitate the sale of the school site between School District #71 and the Ratepayers' Association and to hold title to the property on behalf of the community. The Denman Island Ratepayers' Association has leased the building on the site from the Trust for 99 years for a total fee of $10.

7. Accumulated surplus:

Accumulated surplus consists of:

	2012	2011
Invested in tangible capital assets	$ 84,444	$ 114,224
General Revenue Fund	2,116,212	1,874,109
	$ 2,200,656	$ 1,988,333

8. Budget data:

The unaudited budget data presented in these financial statements is based upon the 2012 operating budget approved by Trust Council on March 9, 2011. The following reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Operating budget:	
Revenue	$ 6,853,235
Less appropriation from surplus	(302,000)
	6,551,235
Expenses	6,853,235
Annual deficit	$ (302,000)

9. Classification of expenses by object:

	2012	2011
Staff salaries and benefits	$ 3,692,973	$ 3,653,619
Traveling/training and recruitment	186,067	186,975
Council and trustee costs	662,698	597,521
Office operations	941,571	900,987
Programs	585,427	460,042
Legal	309,612	255,189
Elections	122,742	1,588
Amortization	54,889	64,790
Total expenses by object	$ 6,555,979	$ 6,120,711

10. Commitments:

(i) Minimum annual lease payments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

2013	$	89,649
2014		88,868
2015		84,864
2016		27,372
2017		480

(ii) Contracts:

At March 31, 2012, the following major contracts were incomplete:

		Total contract value		Amount remaining
Gulf Islands Film and Television School	$	20,000	$	20,000
ME Kelly Consulting		22,688		13,943
Murdoch de Greef Inc.		43,569		43,569
C. Ferris TFB Covenant Monitoring		20,868		20,868
Other		41,940		13,013

Other contracts include five contracts with values ranging between $6,720 and $10,000.

Of the amount remaining listed above, all will be funded from deferred revenues. All contracts are due for completion within one year of March 31, 2012.

11. Contingent liabilities:

In the normal course of operations, claims for alleged damages are made against the Trust. Costs, if any, are recorded when a liability is likely and reasonably determinable.

12. Trust activities:

(i) Trust Fund under administration

The Trust administers The Islands Trust Fund (the “Fund”) which is related through the composition of the Fund’s Board. The Fund is empowered to accept donations, grants and bequests on behalf of the Trust and to hold land and other property in compliance with a plan approved by the Ministry of Community, Sport and Cultural Development. The Fund’s Board is comprised of three members from Trust Council and up to three members appointed by the Minister of Community, Sport and Cultural Development.

For financial reporting purposes, the Trust and the Fund are reported on separately. These financial statements present the financial position and results of operations of the Trust.

The Fund’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These 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

(ii) Third party trust funds:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. The activities are as follows:

	2012	2011
Cash received during the year	$ 12,743	$ 52,759
Cash paid during the year	16,848	29,852

The net payable from development applicants of $29,902 (2011 - $34,007) is reported as a liability on the statement of financial position.

AUDIT

Islands Trust

Audit Findings Report

For the year ended March 31, 2012

KPMG LLP, Chartered Accountants

kpmg.ca

Audit Committee Members of the Islands Trust,

We have prepared this audit findings report to assist you with your review of the financial statements and the carrying out of your Council responsibilities. We are here to help. We encourage you to ask us for more information on any of the matters covered in this report—and beyond.

The quality of an audit and the resulting financial statements are receiving an increased level of scrutiny around the world. Audit quality is at the core of everything we do at KPMG, and we believe that it is not just about providing the right audit opinion, but also the steps we take to provide that audit opinion. One component of our efforts in this area is the development and implementation of the KPMG Audit Quality Framework to help ensure that every partner and professional concentrates on the fundamental skills and behaviours required to deliver an appropriate and independent audit opinion. We invite you to review "KPMG's Audit Quality Framework", summarized in the appendices of this report.

KPMG's Audit Committee Institute holds Audit Committee Roundtables across the country twice yearly. You are cordially invited to attend. For information and registration, please visit www.kpmg.ca/auditcommittee/roundtables.html.

We appreciate the assistance of management in conducting our audit. We hope this audit findings report is of assistance to you as you carry out your agenda, and we look forward to discussing our findings and answering your questions at the upcoming meeting.

Yours sincerely,

Lenora Lee
Partner

At KPMG, we are passionate about earning your trust. We take deep personal accountability, individually and as a team, to deliver exceptional service and value in all our interactions with you. Ultimately, we measure our success from the only perspective that matters—yours.

For KPMG's audit committee resources, please visit kpmg.ca/auditcommittee

Contents

Executive summary

Overview

The purpose[1] of this Audit Findings Report is to assist you in your review and approval of the financial statements of the Islands Trust for the period ended March 31, 2012.

Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures which include:

- Obtaining the response to the legal confirmations;
- obtaining the signed management representation letter;
- completing our discussions with the Audit Committee;
- obtaining evidence of Councils' approval of the financial statements.

Please refer to the draft financial statements for our draft audit report. We will update you on any significant matters arising from the completion of the audit, including completion of the above procedures. Our audit report will be dated upon completion of any remaining procedures.

Scope of the audit

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, results of operations, change in net financial assets and cash flows of the Islands Trust in accordance with Public sector accounting standards.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

Our responsibilities

- Our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter included in the appendices to this report.

[1] This Audit Findings Report should not be used for any other purpose or by anyone other than the Audit Committee and management. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.
- For the current period, materiality of $100,000 has been determined.

Significant financial reporting risks

As part of our audit planning, we identify significant financial reporting risks that, by their nature, require special audit consideration. By focusing on these risks, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

We did not identify any significant financial reporting risks.

Summary of audit procedures

Our audit focused on the areas identified during our audit planning as listed below:

- Cash and investments balances were confirmed with the respective financial institutions.
- Taxation revenues were tested by way of substantive analytical procedures. An expectation was prepared based on the approved property tax bylaws.
- Grant revenues and deferred revenues were substantively tested by obtaining grant terms and conditions and testing to determine if the criteria in relation to the grants had been met.
- Other revenue areas were tested using substantive procedures which included agreeing the sampled items to invoices and cash receipt.
- Salaries and wage expense included a test of controls surrounding management review and verification as well as substantive analytical procedures.
- Tangible capital asset additions and amortization were substantively tested. Those items not capitalized were sampled to determine their appropriateness as an expense.
- Employee future benefit obligations were recalculated based on our understanding of benefits provided by the Trust per employment agreements. A sample of data used in determining the obligation was agreed to source documentation.
- Disclosures were reviewed for appropriateness of presentation and disclosure under Public sector accounting standards.

Significant audit, accounting and reporting matters

Matters to discuss

Included in this report are matters we have highlighted for discussion. We look forward to discussing these matters and our findings with you.

Significant matters

We have highlighted below significant matters that we would like to bring to your attention:

Employee Retirement Obligations
• In 2011, the retirement of an employee triggered the Trust to clarify its arrangement with the British Columbia Public Service Agency (PSA) related to retirement allowances paid in the year of retirement. While the Trust had historically recorded the retirement allowance as a liability of the Trust, the PSA indicated that such allowances are a cost covered by the PSA agreement, and therefore, not a liability of the Trust. • Management recorded an adjustment on a retrospective basis to remove the retirement obligation of $84,346, increasing accumulated surplus and decreasing accrued benefit obligations as at April 1, 2010. No adjustment was made to the annual surplus in fiscal 2011, as the annual expense related to the liability was not significant.
KPMG comments
• KPMG inspected the agreement with the PSA and correspondence with the PSA regarding the obligation to pay the retirement allowance. Based on our audit procedures performed, we concur that the PSA has agreed to the responsibility and liability for retirement allowances, and therefore making it appropriate to remove the Employee Retirement Obligation related to retirement allowances from the financial statements of the Trust. • We recalculated the revised Employee Benefit Obligation for the current and prior periods and inspected the adjustment to accumulated surplus to remove the retirement allowance liability from the financial statements of the Trust.
Misstatements
• There were no misstatements noted related to the removal of retirement allowance liabilities from the financial statements of the Trust. • We proposed and management has included additional note disclosure be made for the restatement of prior period figures.

Tangible capital asset capitalization thresholds
• For administrative purposes, the Trust has chosen to apply capitalization thresholds to determine what items to capitalize during the year of acquisition. Capital items costing less than $5,000 are not evaluated to determine whether they are capital in nature and provide benefit to multiple years, but rather are expensed as purchased. The threshold is applied because the time to record, monitor and adjust these items is not considered to add any additional value due to the low dollar magnitude of these capital purchases.
KPMG comments
• KPMG reviewed the listing of capital items under the capitalization threshold of $5,000 to determine the maximum net effect of expensing items that are capital in nature. The total cost of furniture and fixtures, computer hardware and software, and renovations not capitalized was $64,263. The estimated amortization for the 2012 year would have been $24,333 resulting in a maximum potential understatement of tangible capital assets and accumulated surplus of $39,930. • This estimated difference has been included in the summary of uncorrected misstatements and is not considered material to the financial statements.

Investments
• The Trust holds investments in the Municipal Finance Authority ("MFA") Money Market, Intermediate and Bond Pooled Investment Funds. The MFA reports the investment values at market values while current Public Sector Accounting Standards require investments to be recorded at cost. • Consistent with prior years, there is a difference between the market value and cost in the MFA's Intermediate and Bond funds due to unrealized gains and losses. As the Trust has recorded the investments at the MFA values (market) there is an uncorrected difference to adjust the values to cost. This year the difference between market value and cost for the Intermediate and Bond funds results in an understatement in the investment balance of approximately $8,000 and overstatement in investment income of approximately $4,900.
KPMG comments
• An uncorrected difference has been noted in our summary of misstatements. The amount is not considered significant therefore the adjustment was not recorded by management. • We note that this recurring difference may be eliminated upon adoption of the new financial instruments standards which are required for the year beginning April 1, 2015 if the Trust elects to record these financial instruments at market value. Early adoption is permitted.

Misstatements

Identification of misstatements

Misstatements identified during the audit have been categorized as follows:

- uncorrected misstatements, including disclosures
- corrected misstatements, including disclosures.

Uncorrected misstatements

Professional standards require that we request of management and the audit committee that all uncorrected misstatements be corrected. We have made this request of management. However, management has decided not to correct certain misstatements and represented to us that the uncorrected misstatements—individually and in the aggregate—are, in their judgement, not material to the financial statements based on both qualitative and quantitative considerations.

We concur with management's representation. Accordingly, the uncorrected misstatements have no effect on our audit report. The following misstatements remain uncorrected:

- To capitalize and amortize $64,263 of Tangible Capital Assets not originally capitalized due to the application of thresholds, in accordance with Islands Trust policy.
- To adjust MFA investments to cost by reversing $8,118 of current year unrealized losses. (Unrealized losses in the prior year were $13,030 leaving a net impact on current year income of $4,913 had the correction had been made in the prior year.)

Corrected misstatements

We have communicated all misstatements to management which are listed in the representation letter included in the Appendices.

Summary of Corrected Audit Misstatements:

- To reclassify $29,902 of "cost recoveries" from a contra accounts receivable account to a "cost recovery deposits" liability account, as these are funds received to be used for future expenditures on legal costs for applications.
- To reclassify $180,166 from Accounts Payable and $72,939 from Accrued Liabilities to Wages and Benefits Payable, for financial statement presentation purposes.

The net effect of these adjustments resulted in no change to annual surplus from those values originally prepared by management.

Control deficiencies

Background and professional standards

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

Identification

We did not identify any control deficiencies that we determined to be material weaknesses in ICFR; however, we indicated in our audit plan that we would communicate opportunities for improvements in financial or operational processes or controls should we become aware of them during our audit. During the course of our audit, we became aware of such opportunities and have discussed them with management and provided our recommendations for performance improvement.

Observation	Recommendation
• In previous years, we noted that there is no Code of Conduct or Whistleblower policy currently in place. These policies promote proper conduct of staff on behalf of the Trust and allow channels of communication in instances of misconduct. • We followed up with management in the current year to determine if any progress had been made regarding our previous recommendation. We have been told that there is still no Code of Conduct or Whistleblower policy in place; however management is in the process of drafting this policy in a manner that meets the specific needs of the Trust.	• We concur that management is open in its communication with employees and has set an appropriate tone at the top for organizational behaviour. • KPMG supports management's continued effort to complete the policy in draft. • Once approved, we recommended that these policies be signed by all employees of the Trust or otherwise distributed to promote compliance and appropriate conduct in the workplace.

Observation	Recommendation
• During the audit, we noted that the Tangible Capital Assets policy has not been formally approved by the Trust Council and is not included in the current Operations Manual. Management commented that because this policy is not political in nature, it does not require Trust Council approval. • Formalization of the policy within the Operations Manual would allow clear understanding and recognition of the tangible capital assets policy throughout the organization. Management advises that they will obtain Executive Committee approval to have the policy added to the Operations Manual during the 2012/2013 fiscal year.	• KPMG understands that the policy does not require Trust Council approval due to its nature. • KPMG supports that the policy be approved by the Executive Council and that it be added to the Operations Manual to ensure awareness of the policy throughout the organization. • We also encourage management to review the policy periodically to ensure it is still appropriate based on the capital transactions of the Trust.
• The Trust establishes an annual service agreement with the BC Public Service Agency (BCPSA) for human resource activities and support. • While the agreement describes objectives of the relationship and responsibilities of each party, it does not provide sufficient details related to certain matters, such as which party is obligated to pay retirement and other non-recurring payroll benefits.	• We encourage management to review the terms of the agreement with BCPSA and incorporate sufficient detail into the next agreement (currently under negotiation) to clarify the obligation for payment of non-recurring payroll liabilities such as retirement benefits and other potential payments where there may be uncertainty regarding with whom the ultimate liability rests.

Definitions

Terminology	Definition
Deficiency in internal control	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when: (a) a control necessary to meet the control objective is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.
Significant deficiency in internal control	A significant deficiency in internal control is a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is less severe than a material weakness, yet is of sufficient importance to merit the attention of those charged with governance.
Material weakness in internal control	A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's annual financial statements will not be prevented or detected and corrected on a timely basis.

Appendices

Independence letter

Management representation letter

KPMG's Audit Quality Framework

Other current developments

Engagement letter

Independence letter

PRIVATE & CONFIDENTIAL

Members of the Audit Committee

Islands Trust

200-1627 Fort Street

Victoria, BC V8R 1H8

May 28, 2012

Professional standards specify that we communicate to you in writing, at least annually, all relationships between Islands Trust (and its related entities) and our firm, that may reasonably be thought to bear on our independence.

In determining which relationships to report, we are required to consider relevant rules and related interpretations prescribed by the Institute of Chartered Accountants of British Columbia and any applicable legislation or regulation, covering such matters as:

a) provision of services in addition to the audit engagement

b) other relationships such as:

- holding a financial interest, either directly or indirectly, in a client
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client
- economic dependence on a client.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since the date of our last letter dated May 31, 2011.

PROVISION OF SERVICES

The following summarizes the professional services rendered by us to the Islands Trust (and its related entities) up to the date of this letter:

- Audit of the March 31, 2012 financial statements of the Trust and the Trust Fund.

Professional standards require that we communicate the related safeguards that have been applied to eliminate identified threats to independence or to reduce them to an acceptable level. Although we have policies and procedures to ensure that we did not provide any prohibited services and to ensure that we have not audited our own work, we have applied the following safeguards regarding to the threats to independence listed above:

- We did not assume the role of management by instituting policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions
- We obtained management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services, if any, and we have not made any management decisions or assumed responsibility for such decisions

OTHER RELATIONSHIPS

We are not aware of any relationships between our firm and the Trust (and its related entities) that may reasonably be thought to bear on our independence during the period from April 1, 2011 to May 28, 2012.

CONFIRMATION OF INDEPENDENCE

We confirm that we are independent with respect to the Islands Trust (and its related entities) within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia as of the date of this letter.

OTHER MATTERS

This letter is confidential and intended solely for use by those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purposes.

KPMG shall have no responsibility for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

KPMG LLP

Chartered Accountants

Management representation letter

Prior to release of the auditors' report, the Director of Administrative Services will be providing KPMG with a letter confirming their conclusion that the accounts are fairly presented, complete and accurately reported in the financial statements. A copy of this letter is included in the following pages.

ISLANDS TRUST

200-1627 Fort Street,

Victoria, BC V8R 1H8

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

June 14, 2012

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Islands Trust ("the Entity") as at and for the period ended March 31, 2012.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

GENERAL:

1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated January 28, 2011 for:

   a) the preparation and fair presentation of the financial statements.

   b) providing you with all relevant information and access.

   c) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

   d) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

3) We have disclosed to you:

   a) the results of our assessment of the risks that the financial statements may be materially misstated as a result of fraud.

   b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Entity and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements.

   c) all information in relation to allegations of fraud, or suspected fraud, affecting the Entity's financial statements, communicated by employees, former employees, regulators, or others.

   d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.

   e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

COMMITMENTS & CONTINGENCIES:

4) There are no:

   a) other liabilities that are required to be recognized and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with the relevant financial reporting framework, including liabilities or contingent liabilities arising from illegal acts or possible illegal acts, or possible violations of human rights legislation.

   b) other environmental matters that may have an impact on the financial statements.

SUBSEQUENT EVENTS:

5) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

6) We have disclosed to you the identity of the Entity's related parties and all the related party relationships and transactions of which we are aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

7) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

MISSTATEMENTS:

8) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.

9) We approve the corrected misstatements identified by you during the audit described in Attachment II.

Yours very truly,

ISLANDS TRUST

By: Ms. Linda Adams, Chief Administrative Officer

By: Cindy Shelest, Director, Administrative Services

Attachments

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

RELATED PARTIES

In accordance with PSAB *related party* is defined as:

- One party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Two not-for-profit organizations are related parties if one has an economic interest in the other. Related parties also include management and immediate family members

In accordance with PSAB a *related party transaction* is defined as:

- A transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Attachment II – Summary of corrected and uncorrected audit misstatements

Uncorrected misstatements

- To capitalize and amortize $64,263 of Tangible Capital Assets not originally capitalized due to the application of thresholds, in accordance with Islands Trust policy.
- To adjust MFA investments to cost by reversing $8,118 of current year unrealized losses. (Unrealized losses in the prior year were $13,030 leaving a net impact on current year income of $4,913 had the correction had been made in the prior year.)

Corrected misstatements

- To reclassify $29,902 of "cost recoveries" from a contra accounts receivable account to a "cost recovery deposits" liability account, as these are funds received to be used for future expenditures on legal costs for applications.
- To reclassify $180,166 from Accounts Payable and $72,939 from Accrued Liabilities to Wages and Benefits Payable, for financial statement presentation purposes.

Corrected misstatements in presentation and disclosure

- KPMG recommended that disclosure be added regarding the restatement of prior period figures related to the Employee Retirement Obligation.

- Other minor changes to presentation and disclosure were recommended and accepted.

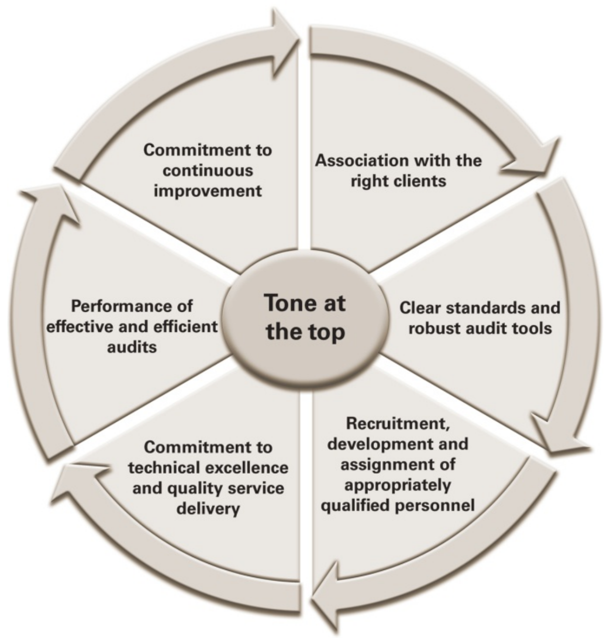
KPMG's Audit Quality Framework

Audit quality, and the respective roles of the auditor and audit committee, is fundamental to the integrity of financial reporting in our capital markets.

This is why audit quality is at the core of everything we do at KPMG. And we believe that it is not just about reaching the right opinion, but how we reach that opinion.

To help ensure that every partner and employee concentrates on the fundamental skills and behaviours required to deliver an appropriate and independent opinion, we have developed our global Audit Quality Framework.

The framework comprises seven key drivers of audit quality.



The seven key drivers of audit quality

Driver	What it does	What it means to you
Tone at the top	**Audit quality is part of our culture and our values and therefore non-negotiable** Allows the right behaviours to permeate across our entire organization and each of our engagements	**Assures you that:** • Our culture supports our promise to you of excellent client service and a high quality audit—consistently • You're receiving an independent, transparent, audit opinion • You're receiving an efficient and high quality audit that will help you maintain investor confidence in your financial statements. **Provides you with:** • An engagement team handpicked for your business needs – a team with relevant professional and industry experience • An audit engagement team whose qualifications evolve as your business grows and changes
Association with the right clients	**Ethics above all** Eliminates any potential independence and conflict-of-interest issues	
Clear standards and robust audit tools	**A solid rule book** Rigorous internal policies and guidance that help ensure our work meets applicable professional standards, regulatory requirements, and KPMG's standards of quality	
Recruitment, development and assignment of appropriately qualified personnel	**People who add value** Helps us attract and retain the best people and reinforces the importance of developing their talents Assigns Partners' portfolios based on their specific skill sets	

<table>
<tr><th>Driver</th><th>What it does</th><th>What it means to you</th></tr>
<tr><td>Commitment to technical excellence and quality service delivery</td><td>The right tools for the right job

Promotes technical excellence and quality service delivery through training and accreditation, developing business understanding and industry knowledge, investment in technical support, development of specialist networks, and effective consultation processes</td><td rowspan="3">• An audit opinion that continues to meet your needs as a participant in the capital markets

Assists you with:

• Assessing the effectiveness and efficiency of the audit

• Performing your governance role with confidence.</td></tr>
<tr><td>Performance of effective and efficient audits</td><td>We understand that how an audit is conducted is as important as the final result.

A code of conduct, audit delivery tools, and internal policies and procedures that help ensure the work performed by engagement personnel meets applicable professional standards, regulatory requirements, and our standards of quality</td></tr>
<tr><td>Commitment to continuous improvement</td><td>Comprehensive and effective monitoring

We solicit our clients regularly for feedback. Our robust internal quality review program ensures the work of each partner is reviewed every three years. Additionally, our procedures and a sample of our audits of listed clients are reviewed by the Canadian Public Accountability Board (CPAB), the independent regulator of the accountancy profession in Canada. The Public Accountability Oversight Board (PCAOB) in the US also conducts an annual inspection of a sample of our audits of SEC registrants. Finally, a sample of other audits and reviews is undertaken annually by the various provincial institutes in Canada. We consider the recommendations that come from these reviews and implement actions to strengthen our policies and procedures, as appropriate.</td></tr>
</table>

The regulatory landscape is changing

Uncertain economic forecasts and a changing regulatory environment define today's world; reliable financial information and high-quality audits have never been more essential.

We believe that high quality audits contribute directly to market confidence and we share your objectives of credible and transparent financial reporting.

Our Audit Quality Framework is particularly relevant to Audit Committees, and we see our role in being transparent to you as a key mechanism to support you in the execution of your responsibilities.

Our commitment to quality

The independence, judgment and professional skepticism of your auditors add value to your financial statements, and we believe it is important to be transparent about the processes we follow to develop a KPMG audit report. We want you to have absolute confidence in us and in the quality of your audit.

Our own professional standards dictate technical requirements for reaching and communicating an audit opinion. And we live and abide by these requirements. We invest heavily in our quality, and the Audit Quality Framework helps ensure these investments are the right ones—that they help us continuously drive and maximize our quality improvements. But we feel it is also important that we communicate to you how we view and implement audit quality. The seven key drivers outlined here, combined with the commitment of each individual in KPMG, are meant to do just that.

KPMG member firms across the world use this audit quality framework to describe, focus on and enhance audit quality for the benefit of our clients and in support of the efficacy of our capital markets.

It is our hope that sharing our vision of what audit quality means is a significant step in building confidence in the value of our audits.

Audit quality is fundamental to the way we work – it is non-negotiable.

Other current developments

Future PSAB accounting standards changes

New standards have been approved or are under development which are expected to be effective in fiscal years beginning in 2012.

PS 3410 Government Transfers

- New Accounting Standard, Government Transfers PS3410 has been approved and is effective April 1, 2012. Early adoption is encouraged.
- Government transfers (e.g. grants, contributions, in-kind) are recognized as revenue in the period that the transfer is authorized by the transferring government, and eligibility criteria, if any, have been met by the recipient, except when and to the extent that the transfer gives rise to a liability under PS3200. If a liability is created, then the corresponding amount is recorded as a liability (e.g. deferred revenue/contributions) and is recognized as revenue when and in proportion to how the liability is settled, through the transfer or use of assets, or the provision of goods or services.
- Applies to both operating and capital transfers.
- Application of this Section will require increased judgment by management.

PS3450 Financial Instruments

- A new standard on financial instruments and a revised standard on foreign currency translation have been approved and are effective April 1, 2015. Early adoption is encouraged.
  - Equity instruments quoted in an active market and free-standing derivatives are carried at fair value. All other financial instruments, including bonds, are carried at cost or amortized cost. Entities will have an option to record any financial instrument, including bonds, at fair value, however, this election must be made on initial recognition of the financial instrument and is irrevocable.
  - Hedge accounting is not permitted.
  - A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.

Impact on the Trust

- The new standards are not expected to have a significant impact on the financial reporting by the Trust.

Engagement Letter

A copy of our engagement letter has been included in the following pages.

5.1

DIRECTOR OF TRUST AREA SERVICES
2012-2013 FIRST QUARTER REPORT

Date: May 29, 2012

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. **TRUST COUNCIL / TRUST PROGRAMS COMMITTEE** • Developed options for implementing the policies relating to the Policy Statement. • Delivered legislative monitoring chart to Trust Council • Administered 2012 Community Stewardship Awards program • Contracted Statistics Canada to geo-profile 1991-2006 Census information • See advocacy achievements below	• Ongoing tracking of legislative and major policy / program changes in all levels of government • Prepare additional indicator program reports, including interpreting Trust Area Census data • Implement Trust Council's decision re Policy Statement implementation • Revise draft advocacy policy per Council direction • Conclude 2012 Community Stewardship Awards program
2. **AGENCY LIAISON and ADVOCACY** • Prepared Chair letters in support of the Joint Working Group for the Removal of Derelict Vessels in BC and to urge the provincial government to invest in cycling infrastructure in rural communities • Supported First Nations Task Force and edited final report for June Trust Council session • Drafted policy on advocacy for June Trust Council	• Complete first nations relations strategy • Develop flow chart on developing protocol agreements with first nations • Write letter to BC Ferries re protocol • Continue implementing marine advocacy program • Update memorandum of understanding with the BC agency responsible for Crown Lands
3. **ISLANDS TRUST FUND** • NAPTEP application to June Trust Council • Adopted new logo • Hosted annual liaison meeting with Executive Committee	• Launch new website • Assist with preparation of 2013-2017 Islands Trust Fund Plan for the Minister • 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
4. **COMMUNICATIONS** • Sent two letters to Trust Council delegates • Issued three news releases (budget, council highlights and community stewardship awards program) • Concluded website contract (March 31, 2012) • Drafted 2011-2012 Annual Report for June Council • Assisted with bylaw enforcement communications •	• Seek public input on strategic plan • Fix bugs in website, 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 • Bylaw Enforcement Communications and News Releases • Identify options for video project depending on remaining funding

5. <u>GRANTS ADMINISTRATION</u> • Confirmation received from Revenue Canada for Qualified Donee Status. *Grants in Progress:* • Received extensions to December 31, 2012 for two grants supporting the Green Shores program to accommodate new timelines for the project. ($50,700) • Submitted progress report and request for budget reallocation to Agriculture Investment Foundation for Denman Agriculture Area Plan. ($16,100) • Solar BC grant quarterly report submitted; continued liaison with community partner, Lasqueti Solar Community re: progress. ($5000) *Identifying Opportunities*: • Distributed grant Information to trustees, incl. E-Vehicle Planning & Infrastructure, Gas Tax grant intake, and upcoming deadlines. • Researched grant opportunities for Affordable Housing for Denman LTC. • Worked with SSI LTC and community organization to assess funding opportunity for further community sustainability planning. • Created list of 40 awards Islands Trust could apply for, for management committee and staff. • Worked with Bowen Island Municipality staff & trustee to identify & ascertain eligibility for Gas Tax and other funding opportunities • Information on grants and partnerships to Gabriola community group (housing) and Pender Island group (library).	• Request extensions for two grants supporting the Green Shores program Real Estate Foundation ($30,700), Stewardship Centre of British Columbia ($25,000) to accommodate new timelines for the project. • Complete interim report to Investment Agriculture Foundation for Denman Ag Area Plan ($16,100) • Continue to research and update community and planning grants database • Continue to seek project ideas with trustees and staff. • Explore more ways to support Bowen Island Municipality
6. <u>HUMAN RESOURCES</u> • Trained and provided support for 17 staff in webposting	• Complete performance reviews for 4 TAS staff. • Revise 3 TAS job descriptions to reflect new Legislative Services Manager role and increased emphasis on electronic communications

Islands Trust

TRUST PROGRAMS COMMITTEE REPORT

To: Islands Trust Council

Updated: May 25, 2012

WORK PROGRAM

1. **POLICY STATEMENT**
   - Support Trust Council's decision(s) on Policy Statement implementation and review (2012)
2. **ADVOCACY PROGRAM**
   - Draft new advocacy policy for Trust Council (June 2012)
   - Monitor legislative changes and report to staff and Trust Council (June 2012)
   - Continue tasks within marine advocacy strategy (June 2012)
3. **FIRST NATIONS RELATIONS**
   - Trust Council workshop June 2012
   - Implement selected recommendations from the First Nations Task Force report

CONTINUING ITEMS

CLIMATE CHANGE
- Mitigation: Draft policy on purchasing carbon offsets for Council (Sept 2012)
- Mitigation: Comply with UBCM Climate Charter (2013)
- Adaptation: Continue to seek information about impacts on Trust Area

INDICATOR PROGRAM
- Research further high priority indicators, such as housing (2012)

VACANT CROWN LAND PROFILES
- 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
- Deliver 2013 awards program (June 2013)

Lisa Gordon
Designate Staff

Paul Brent
Chair

5.3

ISLANDS TRUST FUND

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
1st Quarter 2012-2013

June 2012

ACCOMPLISHMENTS	CURRENT	PLANNED
1. STRATEGIC PLANNING/ ADMINISTRATION New logo adopted for the for Islands Trust Fund Provided input into the Islands Trust Strategic Plan	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 confirm TFB request for legislative change in writing Developing 2013-2017 Islands Trust Fund Board 5-Year Plan (as required in the *Islands Trust Act*) Participating in the development of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership with provincial, federal, regional and local governments, ENGOs and other stakeholder groups	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)	Facilitating private donation of 22nd nature reserve (Denman) Drafting six NAPTEP covenants (4 on Hornby, 1 on North Pender, 1 on Salt Spring) Drafting covenants for Mt Trematon Nature Reserve (Lasqueti), the 3 Gambier Island nature reserves, and C. Cunningham Nature Reserve (Salt Spring) with conservancy partners Developing methodology to determine sustainable firewood allowance for covenant areas Developing a method to assess biodiversity values of voluntary land and covenant donations	Revise Baseline Report Guidelines and update conservation covenant template Develop FAQ for conservation covenant co-holders

ACCOMPLISHMENTS	CURRENT	PLANNED
3. PROPERTY AND COVENANT MANAGEMENT Completed and adopted a Management Plan for the John Osland Nature Reserve (Lasqueti) Installed constructed wetland wastewater treatment system at Ruby Alton Nature Reserve (Alton) Completed invasive species removal contracts with Salt Spring Conservancy, Denman Conservancy Association, Galiano Conservancy Association and Habitat Acquisition Trust.	Developing the ecological monitoring program for the Mt. Trematon restoration project Continuing to monitor and address ATV use of Fairy Fen Nature Reserve (Bowen) Researching the implications of mineral titles on ITF nature reserves Developing a species at risk monitoring program for ITF properties Investigating archaeological sites at Horton Bayviary Nature Reserve (Mayne)	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) Address issues identified in ITF property monitoring Develop ecological monitoring plan for deer exclusion areas at Windthrow Covenant, Sidney Island (N. Pender)
4. COMMUNICATIONS Issued 'Letter from the Chair' to 'Our Isle and Times' in response to criticism regarding management of the John Osland Nature Reserve Hosted ITF information table at two events: Mayne Island and Victoria Distributed spring edition of the Heron: the ITF Newsletter Completed fact sheet regarding NAPTEP and Ecogifts Published abbreviated Regional Conservation Plan/ 'case for support' for public distribution	Rewriting content for the new ITF website Implementing new logo into ITF communication materials Coordinating a dedication event for the new John Osland Nature Reserve (Lasqueti)	Launch new Islands Trust Fund website Prepare communications regarding new nature reserve on Denman Island Revise policies and procedures regarding partnerships with island conservancies In collaboration with local partners, initiate landowner education program in a high biodiversity value neighbourhood as per the Regional Conservation Plan
5. FUNDRAISING Developed planned giving material for website (to be launched with new website)	Streamlining and improving online donation form for new website.	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 June 2012 the Trust Fund Board holds 21 properties and 63 covenants (of which 20 have NAPTEP certificates).

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

To: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: NATURAL AREA PROTECTION TAX EXEMPTION PROGRAM (NAPTEP) CERTIFICATE, MORTON PROPERTY, SALT SPRING ISLAND

RECOMMENDATION:

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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This is the 10th NAPTEP application from the Salt Spring Island Local Trust Area and Trust Council has issued 20 Natural Area Exemption Certificates since 2005. There are currently 6 NAPTEP applications in progress including the Morton application.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
Administration of the covenant registration will be the responsibility of TFB staff. Staff will ensure that both the covenant and the baseline inventory report meet NAPTEP standards.

FINANCIAL:
The costs of administering this application will be partly recovered through the application fees. Other associated costs such as covenant registration, survey costs and baseline costs will be covered by the landowner. Ongoing monitoring costs will be administered by the Trust Fund Board.

POLICY:
This application is consistent with Trust Council's policies regarding NAPTEP applications.

IMPLEMENTATION/COMMUNICATIONS:
- The applicant will be advised of Trust Council's decision.
- If Trust Council votes to issue a Natural Area Protection Tax Exemption Certificate, the applicant will then be required to complete the baseline inventory report, a legal survey and register the standard conservation covenant against the property title. The conservation covenant must be registered on title by October 1, 2012 for the landowner to receive a tax exemption in 2013.

- The certificate will only be issued when the above items are received.
- Once the certificate is issued to the applicant, the BC Assessment Authority, the Land Titles Office, and the Regional District and any other relevant agencies will be advised.
- Trust Fund Board staff also have a communications plan to advise members of the public regarding the successful completion of NAPTEP applications.

BACKGROUND

- An application under NAPTEP was received in January 2012.
- TFB staff have reviewed the proposal and confirmed that it is eligible under NAPTEP.
- The TFB has agreed to hold the conservation covenant for this application with the Salt Spring Island Conservancy.
- The application was sent as an information item to the Salt Spring Island Local Trust Committee on April 5, 2012.

REPORT/DOCUMENT:
Map, property details and list of NAPTEP Values and Amenities attached.

KEY ISSUE(S)/CONCEPT(S):
Approval of a Natural Area Protection Tax Exemption Certificate.

RELEVANT POLICY:
Islands Trust Act (7.1)
Islands Trust *Natural Area Protection Tax Exemption Regulation*
Trust Council procedure 2.1.x re: Administration of the NAPTEP program.

DESIRED OUTCOME:
Registration of a conservation covenant to protect natural areas under the NAPTEP program.

RESPONSE OPTIONS

Recommended:
As above.

Alternatives:
1. To decline to issue the certificate.
2. To delay issuance of the certificate subject to receipt of additional information.

PREPARED BY:	Kate Emmings **Ecosystem Protection Specialist**	**REVIEWED AND SUBMITTED BY TRUST FUND BOARD:** March 28, 2012
REVIEWED BY:	Jennifer Eliason **ITF Manager**	**REVIEWED BY EXECUTIVE COMMITTEE:** May 29, 2012
REVIEWED BY:	**Chief Administrative Officer**	**OTHER REVIEW:** Salt Spring Island Local Trust Committee April 5, 2012

Property Information

Applicant: Fred Arthur Morton (Art)

Property Description: PID 000-395-081, Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 except Plan 40974

Property size: 5.03 ha (12.8 acres)   Proposed covenant size: 3.54 ha (9 acres) (see Map 2).

Property notes: The proposed covenant area on the Morton property includes Douglas-fir / Salal / Sword fern, Douglas-fir / Oregon-grape, and Red alder / Western redcedar ecosystems interspersed with mossy rock outcrops and wet draws or seasonal streams. There is also a small pond just north of the driveway. The forested ecosystems are all second growth as evidenced by tree size and observed stumps with springboard notches. In addition to the species mentioned above the proposed covenant area includes twin flower, Nootka rose, red huckleberry, star flower, honeysuckle, bracken fern, vanilla leaf, Bigleaf maple, Salmonberry, Lady fern, Thimbleberry, Blackcap raspberry, Skunk cabbage, Oceanspray, Grand fir, Yarrow, Baldhip rose and Arbutus.

Map 1. Property Location
Map Showing Protected Areas.

Map 2. Air Photo, Covenant Area

NAPTEP Natural Values & Amenities - The natural values of the proposed covenant area, according to the NAPTEP Regulations, are listed below. Values were determined by evaluating the application submitted by the property owners and a site visit on March 14, 2012.

1. Areas that are relatively undisturbed by human activity and are good examples of one or more of the ecosystems described in the Schedule to the NAPTEP regulation (NAPTEP Regulation Section 2(a)): The area contains second growth forest estimated to be over 80 years of age as well as a pond and wetland area. There are also small pockets of rock outcrops and tiny pockets of woodland with Garry oak.

2. Areas that are critical habitat for native animal species in relation to breeding, rearing, feeding or staging (NAPTEP Regulation Section 2(c)): The area contains several wildlife trees and large woody debris that provide homes for small mammals and nesting cavities for birds. There is also a small pond and wetland that is likely habitat for amphibians, birds, small mammals and insects.

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

To: Islands Trust Council **Target Decision Date:** June 14, 2012

SUBJECT: **TANKER TRAFFIC EXPANSION**

RECOMMENDATIONS:

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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
In 2010, Trust Council passed a resolution requesting the Executive Committee and the Trust Programs Committee to 'develop, implement and report on an advocacy program to address shipping safety issues in the Trust Area'. The prospect of expanded shipments of oil through the Trust Area is an emerging issue that impacts shipping safety. Expansion of the Trans-Mountain pipeline, as proposed by Kinder Morgan, is expected to significantlyincrease the amount of oil shipped by tanker through the Trust Area from an average of 80,000 barrels per day. To date, the capacity for oil spill response has not kept up with the growth of the industry and has experienced recent cut-backs. If passed, this resolution would establish a clear position against such expansion of oil shipments and would result in Executive Committee involvement in the up-coming public consultation regarding expansion of the proposed Trans-Mountain pipeline.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Trust Council's process to approve its 2011-2014 Strategic Plan will not conclude until September 2012. Approving the recommendations in this document will not commit Trust Council to continuing the marine advocacy program for the entire term, but it will result in a continued presence for the Islands Trust in the consultation processes expected during the next quarter. In the absence of other higher priorities for the advocacy program, staff have the time to support elected officials through the next quarter. Staff time to prepare for Islands Trust participation in consultation processes is estimated to be 2 to 6 days depending on the depth of background materials needed.

FINANCIAL: Costs will depend on the location and frequency any public/ local government engagement meetings. Staff have requested information from Kinder-Morgan Canada about the proposed public engagement process.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff would draft a press release to announce Trust Council's decision and post it to the website. Staff would support the Chair in responding to any media interest by providing speaking notes.

BACKGROUND

A review of past Trust Council resolutions reveals marine advocacy resolutions on topics such as oil spill preparedness, sewage dumping, ocean dumping, forage fish protection, artificial reefs, and many other topics. Since 1979 Islands Trust Council has taken many advocacy positions regarding oil spills and tanker traffic (see attachment 1). The original Policy Statement (1983) included the following goal in the Pollution section: *To oppose increased oil tanker traffic in and adjacent to Trust waters and to support measures to reduce such traffic.*

Trust Council recently became actively interested in marine shipping and oil spill issues in 2009 when the bulk carrier, the Hebei Lion, grounded in Plumper Sound, located between Saturna, Mayne and North and South Pender Islands, in November 2009. After the incident, Dale Jensen, Manager of the Washington State Department of Ecology's Spill Prevention, Preparedness and Response, stated in a press release that damage to fuel tanks on a cargo ship that size could have oiled the islands on both sides of the border" and that "a major spill also could have forced a closure to vessel traffic."

Since then, there have been at least two more 'near misses' in Plumper Sound. On January 18, 2010, the bulk carrier Pacific Ace dragged anchor in Plumper Sound and had to be repositioned twice. On March 2, 2011 the bulk carrier Cape Vanguard dragged anchor in Plumper Sound during a forecasted windstorm while waiting to load coal at Roberts Bank. It came within 200 meters of shore but was able to fire up its engines and reposition just before grounding.

In June 2010 Islands Trust Council hosted a marine shipping safety session. At that session, trustees learned that accidents can happen, that the marine conditions in the Salish Sea make oil spill clean-up particularly challenging and that if a major spill occurred, responders would be unlikely to contain or recover more than 10%-15% of the spilled oil.

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 (see attachment 2). 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.*

Two reports that have been key to the marine advocacy program include:

1. The December 7, 2010 Oil Spills from Ships report of the Canadian Commissioner of the Environment and Sustainable Development, Office of the Auditor-General of Canada, which identified that Transport Canada and the Canadian Coast Guard are ill-prepared to deal with a major oil spill.

2. The April 2011*Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast* Project Report sponsored by the Pacific States/British Columbia Oil Spill Task Force which identifies many areas for improvement.

Proposed pipeline/tanker projects

Kinder Morgan Trans Mountain pipeline

Kinder Morgan Energy Partners has announced that it intends to expand the existing Trans Mountain pipeline system which delivers oil from Alberta to the Westridge Marine Terminal in Burnaby and to refineries in Puget Sound from the existing capacity of 300,000 bpd to 750,000 bpd. (see attachments 3 and 4)

This expansion could lead to 300 tankers 'calls' per year to Westridge Marine Terminal compared to the 32 in 2011 and 69 in 2010.

Kinder Morgan Canada has consistently stated that they are committed to an open and transparent engagement process and confirmed during their announcement that they:

- Believe thoughtful, factual and open minded engagement at the community level is critical to the project's design and their decision making process.
- Value the input and advice from local interests to be critical to their planning.
- Respect the relationships they have built with communities interested in their business.
- Will undertake an 18 to 24 month open, extensive and thorough engagements on all aspects of the proposed project along the route and marine corridor with local communities, Aboriginal groups, environmental organizations and all other interested parties and citizens commencing in summer 2012

Oil has been shipped by tanker from the Westridge Terminal since the 1960s to refineries in the United States by tanker and barge. The amounts shipped have grown dramatically in recent years. All tankers are double-hulled and the Pacific Pilotage Authority enforces a policy that requires tankers of over 40,000 tonnes deadweight transiting the Haro Strait and Boundary Pass to use two pilots and a tug escort of suitable size. Port Metro Vancouver also has several requirements for all loaded tankers that enter the Burrard Inlet and Indian Arm. For example, loaded tankers must be escorted by two tugs as they navigate towards the oil terminals. There are also pilotage requirements (two pilots); training standards; transit windows; navigational aid systems; transit safety controls; and a vessel traffic scheme.

As oil spills from tankers are considered low probability but high consequence events, a focus on prevention is paramount. A question and answer sheet about tankers in the Salish Sea is available in attachment 4.

The Islands Trust Chair met with representatives from the National Energy Board on April 3, 2012. At that meeting, the National Energy Board representatives explained that Kinder Morgan Canada is required to undertake a substantial public consultation program prior to filing a project application with the National Energy Board. The representatives encouraged the Islands Trust to raise shipping safety concerns during pre-application consultation processes hosted by Kinder Morgan Canada. The National Energy Board Filing Manual, section 3.3.3 (https://www.neb-one.gc.ca/clf-nsi/rpblctn/ctsndrgltn/flngmnl/flngmnl-eng.pdf) directs, among other requirements, that proponents must include within their application a summary of the comments and concerns expressed by potentially affected persons or groups; a summary of the response made regarding each of the concerns or comments including the measures taken, or that will be taken to address those concerns or an explanation of why no further action is required to address the concerns or comments; and an explanation of how outstanding concerns will be addressed.

Enbridge Northern Gateway Project

The Enbridge Northern Gateway Project involves the construction of two pipelines from Alberta to Kitimat Marine Terminal to transport on average 525,000 barrels per day of petroleum products west to Kitimat with another line to carry on average 193,000 barrels of condensate per day from Kitimat to Alberta. Enbridge estimated the tanker traffic volume resulting from their project to be 225 "calls" to the Kitimat terminal each year.

The Joint Review Panel for the Enbridge Northern Gateway Project is an independent body, mandated by the Minister of the Environment and the National Energy Board. The Panel is assessing the environmental effects of the proposed project and reviewing the application under both the *Canadian Environmental Assessment Act* and the *National Energy Board Act*. A recent Transport Canada report concluded that "[w]hile there will always be residual risk in any project, after reviewing the proponent's studies and taking into account the proponent's commitments, no regulatory concerns have been identified for the vessels, vessel operations, the proposed routes, navigability, other waterway users and the marine terminal operations associated with vessels supporting the Northern Gateway Project."

Consistency with previous Trust Council positions

The proposed resolutions are consistent with the following previous resolutions of the Islands Trust Council:

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.*

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.*

REPORTS/DOCUMENTS:
1. Previous Islands Trust Council resolutions regarding oil spills and tankers.
2. Marine Advocacy activities re shipping and oil spills 2010 – 2012.
3. Letter from Ian Anderson, President, Kinder Morgan Canada to Sheila Malcolmson, Chair, Islands Trust Council, April 12, 2012 with backgrounder (news release removed).
4. Tankers in Georgia Strait: Questions and Answers; Georgia Strait Alliance, February 2012.
5. "Crude oil tankers in Georgia Strait: A concerned citizen's perspective", BC Shipping News, Volume I, Issue 6: October 2011, pages 24-25.
6. "Tankers in Canadian waters: are we ready? Canada's marine pollution preparedness and response on the West Coast, Part One—The traffic and the existing regime" by K. Joseph Spears, BC Shipping News (Volume II, Issue 2) March 2012, pages 43-37.
7. Fact sheet : Who pays for oil tanker spills in Canadian waters?; Living Oceans Society, January, 2011.

KEY ISSUE(S)/CONCEPT(S): Advocacy re marine protection and greenhouse gases

RELEVANT POLICY: Draft advocacy policy

DESIRED OUTCOME: Protection of the Trust Area marine environment, economy and communities.

RESPONSE OPTIONS

Recommended: As above.

Alternatives:
1) 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 (Trust Council Chair wrote to Minister in June 2011 to ask him to consider Trust Council's endorsement of The Tides Canada's April 2011 New Energy Vision for Canada during his Council of Energy Ministers meeting.

2) Direct the Executive Committee to provide different options for consideration in September 2012.

3) Change the first resolution to reference only the Enbridge Northern Gateway Project or only the Kinder Morgan Trans Mountain Pipeline Expansion Project.

4) 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.

5) Defer taking a position until adoption of the Advocacy Policy and the Strategic Plan.

PREPARED BY: Executive Committee, with research by Clare Frater, Policy Analyst

SUBMITTED BY: Executive Committee

REVIEWED BY: [signature]
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
April 17, 2012; May 8, 2012; May 28, 2012; May 29, 2012

OTHER REVIEW:
TAS Director May 4 and 23, 2012

Attachment 1

Excerpts from past Trust Council minutes re oil spills and tanker issues

September 14/15, 1979

(h) Oil Tanker Traffic and Spills in the Trust Are
It was reported that Premier Bennett, in a recent press bulletin, stated his government's support for an all land pipeline route for oil shipments and opposes oil tanker traffic in British Columbia waters.

It was MOVED and SECONDED, that the Trust endorse• the Provincial Government position for an all land pipeline route and that this endorsement be. transmitted to the Premier~ -

CARRIED Unanimous

1983 Policy Statement

The following Policy Statement goal was in the Pollution section of the 1983 Policy Statement as Goal 7:

To oppose increased oil tanker traffic in and adjacent to Trust waters and to support measures to reduce such traffic.

March 3-4, 1989

10. Oil Transport and Spill Clean-Up

The Chairman introduced the issue and noted that the General Trustees had asked the Manager of the Islands Trust to investigate who was responsible for oil spill clean up in the Trust area.

Ms. Hawksworth spoke to her memo of February 3, 1989 to the General Trust Committee which outlines information obtained regarding oil spill clean up. She noted that she contacted Mr. Claude Daley, Manager, Plans and Operations, Provincial Emergency Program, Ministry of the Solicitor General, and he advised that if an oil spill occurs in a marine environment, clean up is the responsibility of the Federal Coast Guard. The Provincial Emergency Program provides support to volunteers who assist in the clean-up of oil reaching shore.

It was asked that representatives from the Provincial Emergency Program and the Federal Coast Guard be invited to speak to this issue at June Council.

Trustee John Fletcher noted he had observed the results of the recent oil spill on the west coast of B.C., and reported that incredible damage had been done, and it was impossible to say what the long term effects of this spill would be. He further noted that safe guards introduced for oil transport are extremely poor and that ultimately, an oil spill could effect every island in the Trust area.

Trustee John Stepaniuk reported that the San Juan County Board of Commissioners is taking measures to protect the San Juan islands against an oil spill, and that the Trust might be more influential if it could initiate contacts with this Board.

WHEREAS the recent small oil spill of Washington state has demonstrated the great potential for creating wide-spread environmental damage to the coastlines of the islands in the Trust area; and,

WHEREAS it appears that both the technology and the system for inspection and enforcement of the transporting of oil is totally inadequate; and,

WHEREAS it has been demonstrated that the coordination of Federal and Provincial agencies having jurisdiction among themselves and with local volunteers toward an immediate and effective clean up is sadly lacking,
THEREFORE THIS COUNCIL RESOLVES to request that the Chairman of the Islands Trust write to both Prime Minister Mulroney and Premier Vander Zalm asking them:

1. ***for a swift review and revision of the regulations of the transport of all oil by water especially regarding routing, the condition of hulls, seasons of transport, and seamanship;***
2. ***for an outline of the plans that the governments have for effective clean up of any future spills, particularly in the Trust area; and,***
3. ***to establish a task force to investigate the coordination of resources for responding to any future spills, including the development of special technology to ensure a maximum degree of clean up of any spilled material.***

CARRIED
Unanimous

In addition, Council requested that speakers, knowledgeable on any of the preceding issues, be invited to attend June, 1989 Council to discuss this potentially disastrous problem with the trustees.

It was noted that contacts would be initiated with the San Juan Country Board of Commissioners, and that a representative of this board would be invited to June Council.

June 2-3, 1989

7. Oil Spills

Chairman Gilbert read the resolution on oil spills made at the March Council meeting, and introduced the following guest speakers:

- Mr. Neil Coward, Provincial Emergency Program, Ministry of the Solicitor General
- Mr. Colin Hendry, Canadian Coast Guard
- Mr. Steve Pond, Regi anal Environment Emergency Coordinator, Environment Canada

Mr. Coward indicated that he is the Zone Manager for the area between Nanoose Bay and Victoria, and noted that his responsibility is to develop and maintain an effective disaster planning program for this area. Mr. Coward noted that his agency operates 7 days a week, 24 hours a day, and their emergency phone number is l-800-663-3456.
Mr. Hendry outlined the role of the Canadian Coast Guard Marine Emergencies Branch and reported that the prime responsibility of his agency is to ensure that appropriate reporting, surveillance and response capabilities are available to deal effectively with an accidental, or intentional discharge of oil or other noxious substances. Mr. Pond noted that his agency responds to oil spill emergencies by advising the Coast Guard on the best way to deal with the problem environmentally, by informing the Coast Guard on the sensitivity of the area in which the spill has occurred, and by conveying information to the Coast Guard on oil spill modelling.

Ms. Lynn Hunter noted that she is on the Federal Parliament's Standing Committee for the Environment. She gave background of the West Coast oil spill that occurred in early 1989, and noted that she has asked for a full public inquiry into the government's responsibility in responding to that oil spill.

WHEREAS the mandate and policies of the Islands Trust are directly concerned with the effects of oil pollution from spills in the Trust area;

AND WHEREAS there exists the possibility of an oil spill disaster In the Trust area;
AND WHEREAS there appears to be a fragment and view of the Trust area by disaster agencies;
AND WHEREAS there exists the need on the part of the Islands Trust to communicate with these agencies our:

a) particular peculiar coastal condition;
b) local volunteer network and plans; and
c) understand the agencies' disaster plans and work with them in upgrading their plans for dealing with spills in the Trust area;

THEREFORE BE IT RESOLVED that the Islands Trust prepare a position paper to be presented to the Federal Marine Oil Spills Reviews for the purpose of beginning the process of planning and communication;

"THEREFORE BE IT RESOLVED that the Islands Trust Council wishes to express its deep concern about the threat of an oil spill in Trust waters and to repeat its call for a full public inquiry and that this Council prepare a submission for presentation to that inquiry."

CARRIED
Unanimous

The trustees and the guest speakers participated in a question and answer period.
During this period, it was asked if there were any guidelines to help coordinate communities to responded to an oil spill situation.

Mr. Coward indicated that every island in the Trust area should set up a disaster plan program (currently, Pender Island is the only island working on such a plan), and that his agency could help to set up a program. Also, he noted that one Council member should become the contact person for the Islands Trust in case of an emergency.

Mr. Coward pointed out that Mr. John Consiglio, 660-3724, is the contact person in the Provincial Emergency Program for Gambier and Bowen islands.

Ms. Hunter noted that to encourage a public inquiry into the West Coast oil spill, perhaps a letter could be sent to the Minister of Environment, on behalf of the Islands Trust, with copies sent to the Prime Minister and her, asking for such an inquiry.

Chairman Gilbert thanked the speakers for attending Council, and proceeded to read the following correspondence regarding oil spills:

- Letter from Ann Walker, Special Assistant to the Prime Minister, to Chairman Gilbert, dated May 1, 1989;

- Letter from Bonnie Smith, Ministry of Transport, to Chairman Gilbert, dated May 18, 1989;
- Letter from Premier Vander Zalm to Chairman Gilbert, dated May 3,1989.

December 1-2, 1989

5.b.1 Oil Spills

Trustee John Fletcher referred to the background oil spill material previously sent to all trustees.

Trustee Fletcher noted that main two points should be considered:

a) Must continue to attempt to change the way oil is transported.
   There has been a 500% increase in the amount of oil being transported to Vancouver over the past 4 years. International standards which control the quality of oil transportation must be changed, and continuous pressure should be put on the government to do this.
b) Must have a plan to protect beaches & coastline in case of spill
   Environment Canada has set aside $50 million for a Partner's Fund to upgrade and protect the environment. It may be possible for the Trust to qualify to obtain emergency oil spill kits, to be used to contain a spill until the professionals (i.e. Coast Guard, Provincial Emergency Program, etc) begin their clean up process. The cost of a kit is $20,000, and would be fully funded by the Partner's Fund. Trustee Fletcher pointed out on a map of the Trust area1 seven bases where kits could be stored. He noted that the Trust would have to apply for a grant of $140,000 from the Partner's Fund to obtain these seven kits. He further noted that the application for this funding must be filed by March, 1990.

THAT the Islands Trust apply through Environment Canada's Partner's Fund for $140,000 to purchase seven emergency spill kits, consisting mainly of 1200 feet of 8 inch boom, and these seven kits would be based on 15 kilometre radius circles, as outlined on the map, that encompasses all the Trust islands&

CARRIED
22 1

THAT the local trustees liaise with local communities to find volunteer people and transportation to exercise the equipment in time of need.

CARRIED
UNJINIMOUS

THAT trustees respond by January 31, 1990 with their groups responsible for the spill kit on their island to Trustee John Fletcher.

CARRIED
UNJINIMOUS

THAT the Chairman write to the B.C. Ferry Corporation suggesting that they carry spill kits which have 1200 feet of boom an each ship.

CARRIED
UNANIMOUS

February 1990

c) Coastal Zone Management Committee
Trustee John Fletcher noted that the committee was submitting a plan by March 1st to obtain the oil spill kits offered *by* the Federal Government program.

It was MOVED and SECONDED that the Islands Trust write to the Vancouver Port Authority, asking them to advise the Trust of the protection provided and the liability involved in the Straits of Georgia and Juan de Fuca, of vessels carrying oil to and from the Port of Vancouver.

CARRIED
UNANIMOUS

Trustee Fletcher noted that all marine traffic stops in the Port of Vancouver when a tanker enters the port, and remains stopped until that vessel docks.

Trustee Fletcher said that there has been no response from the Federal Government regarding recommendations presented in David Anderson's report to the government, and felt that the issue was being ignored by the politicians.

December 2009

Freighter Traffic in Plumper Sound

It was MOVED and SECONDED that the Islands Trust Council direct staff to provide a report that identifies options for effectively addressing the issue of freighter traffic and anchoring within the Southern Gulf Islands area.

IN FAVOUR - 19
OPPOSED – 7
(Law-Hornby; Graham; Denman; Money-Saturna; Luckham-Thetis; Ehring-Salt Spring; Hagedorn-Gambier)
CARRIED

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.

CARRIED

Attachment 2

Islands Trust

Islands Trust Marine Advocacy Activities 2010-2012: Shipping safety / oil spills

January 2010
Chair sent letter to the Hon. John Baird, federal Minister of Transport, Infrastructure and Communities expressing concerns re shipping and anchoring in the Gulf Islands and Plumper Sound.

In March 2010, Minister Baird responded and stated that his department would issue a strong advisory to ship masters and agents regarding the anchoring of vessels in the designated anchorages within Plumper Sound during winter months.

Staff relayed residents' requests for action on Plumper Sound anchorage light and noise issues to contacts at Transport Canada, Pacific Pilotage Authority, Port Metro Vancouver and the Chamber of Shipping of British Columbia. (The Pacific Pilotage Authority and the Chamber of Shipping responded quickly with a memo to the masters of vessels using Plumper Sound anchorages).

June 2010
Trust Council hosted a Marine Shipping Safety information session to provide trustees with an overview of shipping in the region and oil spill risk prevention and response measures.

Sept. 2010
Trust Council amended the 2008-2011 Strategic Plan to place a high priority on marine advocacy.

Staff attended Transport Canada Canadian Marine Advisory Committee –Pacific Region meeting.

December 2010
San Juan County and Islands Trust sent a joint letter to Canadian and US federal governments re cross border cooperative review of maritime safety standards. (Response received)

Chair sent letter to the Hon. Murray Coell, BC Minister of Environment re need for an expanded spill response program and additional provincial resources for oil spill planning and response. (Response received)

January 2011
Executive Committee met with the Hon. Murray Coell, BC Minister of Environment and provided him with the Executive Summary of *the Living Oceans Society's Major Marine Vessel Casualty Risk and Response Preparedness in British Columbia 2008 report.*

March 2011
Staff attended Transport Canada Pacific Regional Advisory Committee on Oil Spill Response meeting and Transport Canada Canadian Marine Advisory Committee –Pacific Region meeting.

April 2011
Chair sent letter to Coast Guard staff requesting observer status for Islands Trust for June 2011 Joint Canada-United States oil spill response exercise. (Invited but did not attend due to travel time and costs).

Chair sent letter to Chamber of Shipping of BC and Pacific Pilotage Authority re continuing concerns about Plumper Sound anchorage.

Chair sent letter to Port Metro Vancouver and Transport Canada with a request for consultation on anchorages and the Container Capacity Improvement Program. (Response -Port Metro Vancouver) (Response - Transport Canada)

June 2011
Chair sent letter to National Energy Board re: Trans Mountain Pipeline Application with copies sent to numerous partners (Response received) (National Energy Board decision)

Chair sent letter to the Hon. Denis Lebel, Minister of Transport, Infrastructure and Communities re Developing Geographic Response Plans for Oil Spills in the Trust Area of the BC Coast. (Response received)

November 2011
Chair sent letter to the Hon. Denis Lebel, Minister of Transport, Infrastructure and Communities re unconventional oil spill concerns. (Response received)

Chair sent letter to Port Metro Vancouver re need for assessments of Deltaport Terminal, Road and Rail Improvement Project to consider waterways and communities of the Salish Sea.

Chair sent letter to mayors and councils of all Association of Vancouver Island and Coastal Communities members, San Juan County, Bowen Island Municipality, City of Vancouver with copies of four oil spill letters sent in 2011.

Executive Committee successfully proposed to the Association of Vancouver Island and Coastal Communities that they host a workshop on local government involvement in oil spill response during the Association of Vancouver Island and Coastal Communities 2012 convention in April 2012.

December 2011
Chair participated in a public letter with six mayors to the National Energy Board calling for public consultation before decisions leading to oil tanker traffic expansion.

January 2012
Chair spoke by phone with Ian Anderson, President, Kinder Morgan Canada about the need for meaningful consultation with communities about any expansion in oil tanker traffic.

March 2012:
Chair and Vice-Chair Luckham attend the San Juan Marine Resources Committee 2012 Marine Managers Workshop on San Juan Island to learn about transboundary issues related to prevention and readiness for major oil spills.

April 2012

Chair met with representatives from the National Energy Board to discuss the National Energy Board's public consultation programs for pipeline applications.

Chair provided a presentation during the Role of Local Government during Oil Spill Response session at the Association of Vancouver Island and Coastal Communities convention.

Attachment 3

KINDER MORGAN
CANADA

April 12, 2012

RECEIVED
APR 17 2012
ISLANDS TRUST

Sheila Malcolmson
Islands Trust
#200 - 1627 Fort Street
Victoria BC V8R 1H8

Dear Ms. Malcolmson:

Today we announced that Kinder Morgan Canada had strong binding support from its customers and will take next steps in a proposal to expand our existing Trans Mountain Pipeline system – a process that could take five years to complete (2017).

As we embark on this early stage of our planning, I want to take the opportunity to provide you with an update; for your reference, today's media release and backgrounder are attached.

We understand that you and your constituents have questions about our proposed plans. We share many respectful relationships with local communities interested in our business and we will undertake open, extensive and thorough engagement on all aspects of the proposed project along the pipeline route and marine corridor with communities, First Nations and Aboriginal groups, environmental organizations and all who are interested.

We value the input and advice and regard it to be critical to our planning. We anticipate commencing the engagement this summer and will continue to meet with elected officials, staff and others interested in our plans and take the time needed to consider the input received during the 18 to 24 month dialogue.

Following extensive engagement, detailed engineering and environmental and socio-economic assessments, we will file a comprehensive facilities application with the National Energy Board, initiating a regulatory review. Our proposal must meet regulatory and permitting requirements of all levels of government in order to proceed. The submission of the application is anticipated in 2014. If our application is approved, construction is currently forecast to commence in 2016 with the proposed project in operation 2017.

The preliminary scope of the project includes:

- Projected capital cost $5.0 billion;
- Twinning the existing pipeline, where possible, within the existing right-of-way;
- Adding new pump stations along the route;
- Increasing the number of storage tanks at existing facilities; and,
- Expanding our Westridge Marine Terminal.

...over

Kinder Morgan Canada
Suite 2700, 300 – 5th Avenue SW, Calgary, AB T2P 5J2
Phone: (800) 535-7219 Fax: (403) 514-6401 www.kindermorgan.com

We know that building and operating infrastructure like pipelines affects many along the route and we are respectful of those communities where we have facilities.

Kinder Morgan Canada and its predecessor companies have safely operated a critical piece of British Columbia's energy infrastructure for almost 60 years. The pipeline system provides the only existing west coast access for Canadian oil products, including about 90 per cent of the gasoline supplied to BC's interior and south coast.

We are proud of our long history, demonstrated commitment to safe and reliable operations, and relationships with everyone affected by our business. The pipeline industry's safety record is first class compared to any other way of moving large quantities of energy that people need to use every day.

In addition to our stipulations, the stringent regulations and requirements of Transport Canada, Port Metro Vancouver and other regulators ensure that oil tankers navigate local waters safely. All tankers in local waters are double-hulled and guided by BC Coast Pilots. Recent Port Metro Vancouver-led changes have improved the navigational safety of all local marine traffic.

We believe that thoughtful, factual and open-minded engagement at the local level is critical to the project's design and our decision making process. I want you to know that as our plans develop we will be in touch with you to openly discuss the proposed project, answer your questions and receive your advice and input.

In the meantime, we would be happy to meet with you or discuss on the phone the proposed project.

Sincerely,

Ian Anderson
President

Attachments (2)

Kinder Morgan Canada
Suite 2700, 300 – 5th Avenue SW, Calgary, AB T2P 5J2
Phone: (800) 535-7219 Fax: (403) 514-6401 www.kindermorgan.com

BACKGROUNDER – APRIL 12, 2012

The Trans Mountain Pipeline System was first built in 1952. Since that time, the pipeline capacity has been increased a number of times by twinning parts of the line and adding associated facilities. On April 12, 2012 Kinder Morgan Canada announced it will proceed with its proposed plans to expand the existing Trans Mountain system following receipt of strong commitments from its commercial customers.

PROPOSED EXPANSION PROJECT

The preliminary scope of the project includes:

- Projected capital cost $5.0 billion
- Twining the existing pipeline within the existing right-of-way where possible, minimizing Greenfield construction
- Expanding to result in a dual line operation:
  - Legacy (existing) line for refined products, iso-octane, synthetic crude oils, light crude oils
  - Heavy oil line
- Adding new pump stations along the route
- Additional storage capacity
- Expanding Westridge Marine Terminal
- Increasing capacity between Burnaby Terminal and Westridge Marine Terminal

BY THE NUMBERS

- Existing Trans Mountain Pipeline was built in 1952 and is 1,150 kms
- Over 2,200 landowners
- Over 20 Municipal and Local Governments
- Over 80 First Nation and Aboriginal groups interests
- Approximately 890 km of new pipeline for the proposed expansion project
- Almost 30 per cent of system has been previously expanded through twinning the pipeline; most recent was the award winning Anchor Loop in 2008
- Current capacity of the Trans Mountain Pipeline system is 300,000 barrels per day
- Expansion will increase the capacity to 850,000 barrels per day

KEY PIPELINE COMMUNITIES

All communities along the proposed route, the existing line and marine corridors within British Columbia and Alberta.

NEXT STEPS

Late Spring/Early Summer 2012:	Meetings and discussions with regulators to the define process and determine federal, provincial and regulatory requirements needed for the facilities application.
June 2012 to Fall 2013/Spring 2014:	• Commence open and transparent First Nation/Aboriginal groups, landowner and stakeholder engagement. • Undertake comprehensive pipeline routings, traditional knowledge studies, environmental and socio economic assessments.

BACKGROUNDER – APRIL 12, 2012

Summer 2012:	Preceding the facilities application Kinder Morgan Canada will file a tolling application that outlines the Company's proposed tolling structure for its customers. This will not be an approval for the project but is intended to have the National Energy Board endorse/approve how the Company will charge its customers for moving product through the proposed pipeline.
2014:	File a comprehensive facilities application with the National Energy Board initiating a regulatory project review.
2016:	Pending approval, construction to commence.
2017:	Proposed project to commence operating.

WITH OUR COMMITMENT TO OPEN AND TRANSPARENT ENGAGEMENT, WE:

- Believe thoughtful, factual and open minded engagement at the community level is critical to the project's design and our decision making process.
- Value the input and advice from local interests to be critical to our planning.
- Respect the relationships we have built with communities interested in our business.
- Will undertake an 18 to 24 month open, extensive and thorough engagements on all aspects of the proposed project along the route and marine corridor with local communities, Aboriginal groups, environmental organizations and all other interested parties and citizens commencing this summer (2012).

COMMITMENT TO SAFETY

- The pipeline industry's safety record is first class compared to any other way to move large quantities of energy that people need and use every day.
- Kinder Morgan Canada and its predecessor companies have safely and efficiently operated a critical piece of British Columbia's energy infrastructure for almost 60 years.
- The stringent regulations and requirements of Transport Canada, Port Metro Vancouver and other regulators ensure that oil tankers navigate local waters safely. Kinder Morgan Canada also has stringent requirements for vessels coming to our marine facility.
- All tankers in local waters are double hulled, guided by BC Coast Pilots, and recent Port Metro Vancouver led changes have benefited all local marine traffic by improving navigation safety.

FOR MORE INFORMATION:
If you would like further information please email: tmx@kindermorgan.com.

Attachment 4

Georgia Strait Alliance
Caring for Our Coastal Waters

Oil Tankers in the Strait of Georgia

Some questions and answers by and for concerned citizens

What's the issue?

Crude oil tanker traffic is on the rise in Burrard Inlet and the Strait of Georgia, creating increased risks of a major oil spill for which we are woefully unprepared.

Since when do we have crude oil tankers in the Burrard Inlet and the Strait of Georgia?

The earliest oil tanker traffic dates back to 1908 when crude oil was delivered to the BC Oil Refinery in Port Moody (in small tankers compared to those of today). The volume of crude oil tanker traffic ebbed and flowed until around 1995 and ended temporarily with the last sailing of the Imperial Skeena from the Ioco. Refined product however continued to be shipped. After the Trans Mountain Pipeline was completed in 1953 to supply 3 refineries, mostly refined product was shipped through our waters even after the early 1990's when the refineries closed. [1]

How many crude oil tankers travel through our waters now?

In 2003 the number was 12, which has steadily increased annually to 71 in 2010. In 2011 the number was down to 39 however the shipments are expected to increase rapidly once again. [2]

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[1] www.cityofportmoody,com, http://kennedystewart.ndp.ca/issue-kinder-morgan-trans-mountain-pipeline, Ballantyne, Richard (2011), Personal Communication

[2] Baker, Peter, 2010, A Crude Affair – *West Coast Crude Oil Exports from Vancouver Harbour – A briefing Slide Deck;* Pacific Pilotage Authority*, 2011, Personal Communication;* Port of Metro Vancouver, 2010, *Second Narrows Transit Procedures Overview –Power Point Presentation,* http://www.bclocalnews.com/opinion/137496303.html

Georgia Strait Alliance
Caring for Our Coastal Waters

How big are the tankers coming into the Strait of Georgia?

Panamax tankers are typically around 200 metres (656 ft) in length and 32 metres (106 ft) wide while their bigger cousins the Aframax tankers are around 245 metres (803 ft) long and 42 metres (137 ft) wide. Aframax tankers are the largest that can be accommodated today at the Westridge terminal in Burnaby, but plans are afoot to bring Suezmax tankers as large as 275 metres (935 ft) long into Burrard Inlet as soon as 2016.[3]

How much oil do they carry?

The largest tankers currently travelling our waters (i.e. Aframax have capacity up to 879,600 barrels (120,000 metric tons) of crude oil. While at this time most tankers departing Vancouver are not fully loaded (approx. 87%) because of draft restrictions (how deep the vessels can be below the waterline) the load levels have slowly been increased because the draft restrictions have become progressively less strict and tankers can be loaded to a draft of 13.5 metres! Plans are to eventually dredge and deepen the Second Narrows, allowing the tankers to be fully loaded. Even at current capacity, they are still carrying huge amounts of oil. Suezmax tankers have capacity up to 1,759,200 barrels (240,000 metric tons).[4] The Exxon Valdes was a singled hulled Suezmax vessel that spilled up to 750,000 barrels from its load when it ran up on Bligh Reef in Prince William Sound, Alaska.[5]

Do these tankers have double hulls?

All of the large tankers transporting crude oil from the Westridge terminal now must have double hulls.[6]

Do double hulls on tankers eliminate the risk of a spill?

No. While most tankers throughout the world today have double hulls, which undoubtedly help reduce the risk of a spill, double hulls have some limitations and are no guarantee to eliminate

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[3] http://en.wikipedia.org/wiki/Suezmax; Port of Metro Vancouver (2010) *Second Narrows Transit Procedures Overview* by Yoss Leclerc, Director Operations and Security; Anderson, Ian, 2011, President Kinder Morgan Canada Group *Power Point presentation for investors*

[4] Pacific Energy Partners, L. P. 2005 *Tanker Information For Pier 400 Crude Oil Receiving Terminal;* http://en.wikipedia.org/wiki/Suezmax

[5] http://en.wikipedia.org/wiki/Exxon_Valdez_oil_spill

[6] Transport Canada, 2009, *Standards for the Double Hull Construction of Oil Tankers- 4th Edition*

the risk of a spill. There have been several significant spills from double hulled tankers in other parts of the world.[7]

Are there any plans to increase oil shipments through Vancouver and Georgia Strait?

Yes. Plans are extensive.

The oil pipeline company, Kinder Morgan, wants to increase shipments from a current 75,000 barrels per day to 450,000 barrels per day by 2016, which translates to approximately 288 transits of large fully loaded tankers each year. To increase that much, the Second Narrows in Burrard inlet would have to be dredged to allow even larger tankers into the Westridge loading facilities.[8] Although there has never been a significant spill from the Westridge terminal or the the ships servicing it that we are aware of, the possibility is always there and increases with increased traffic.

What are the chances of an oil spill?

An analysis done by an Ottawa consultant for the Canadian Coast Guard in 1999[9] estimated we can expect a major spill (greater than 10,000 barrels) in Canadian waters every 7 years! The analysis was conducted before the major increases in oil tanker traffic out of Vancouver during the last decade. However in that time there have been some notable improvements in risk mitigation, especially in technology including navigation and communications software, so the actual probability of a big spill is hard to say. Although a comprehensive study is desperately needed and was recommended by the Auditor General in 2009[10], we have yet to see a full and comprehensive risk analysis. The 1999 study averaged together the risks throughout Canada. Simple probability and common sense tells us that more tanker transits in our local waters equal an increased risk of a catastrophic spill here. Probability, however, is not enough to consider the full risk and the consequences of a spill on the environment, social fabric and economy must be also taken into consideration.

There have been other risk analyses done including the Second Narrows Vessel Transits - Pilotage Risk Management Methodology (PRMM) in July 2008[11]. We understand Port of Metro Vancouver is currently undertaking another risk study but have no details on it yet. However, these risk analyses are either out of date, don't cover the whole transit through the Strait of

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7 Living Oceans Society, 2011, *Tanker Technology - Limitations of Double Hulls*

8 Anderson, Ian, 2011, President Kinder Morgan Canada Group *Power Point presentation for investors*

9 SL Ross Environmental Research Ltd., 1999, *Probability of Oil Spills from Tankers in Canadian Waters*

10 Office of the Auditor General of Canada, 2010, *Report of the Commissioner of the Environment and Sustainable Development to the House of Commons FALL Chapter 1 Oil Spills from Ships*

11 Hudson Gordon, 2008, *Second Narrows Vessel Transits -Pilotage Risk Management Methodology (PRMM) - Prepared for Vancouver Fraser Port Authority*

Georgia and transboundary islands or simply don't consider the full ecological, social and financial consequences of a large spill here.

What will a crude oil spill do to Georgia Strait? (Adapted from Tanker Free BC[12])

Crude oil has a much greater impact on marine environments than refined gasoline products. Crude oil is thicker and heavier, so it does not easily evaporate. The impact of modified crude oil, like what is being shipped through Vancouver, is yet to be fully researched and documented but is likely to be similar to, or worse than straight crude. Crude oil and modified crude can vary in composition and may contain sulphur, paraffins, asphaltics, naphthene, benzenes, and other compounds that have toxic effects on plants and animals including heavy metals. [13]Depending on the composition some of it may sink in the water column.

Ecosystem damage in our area means damage to our economy and quality of life, from ruined fisheries to impacts on tourism and recreation.

From studies of historic oil spills, these are some of the impacts from crude oil in a marine ecosystem:

Photo: Mike Richards

Persistence: evidence from the Ixtoc spill in the Gulf of Mexico in 1979 and the Amoco Cadiz spill in France in 1978 shows that oil remains in the substrate after 30 years. Researchers have estimated that the crude oil may persist for a century, with impacts on flora and fauna.

Death: Fish, birds, marine mammals, reptiles, amphibians, shellfish, and plants are suffocated and poisoned. The Ixtoc spill killed 50-80% of the bottom dwelling animals along some shorelines. In the case of the Exxon Valdez, a population of killer whales (AT1) lost most of its reproductive age members due to the spill, and is now headed towards extinction.[14]

Photo: Mike Richards

12 http://www.notanks.dreamhosters.com/?p=51

13 Parviz M. Rahimi and Thomas Gentzis, 2006 ,*The Chemistry Of Bitumen And Heavy Oil Processing*, National Centre for Upgrading Technology http://chentserver.uwaterloo.ca/aelkamel/che720/che735/lectures_che735_students/new-book-practical-advances-refinery/chapter19-bitumen-and-heavy-oil-processing.pdf, http://en.wikipedia.org/wiki/Bitumen

14 Matkin, C. O., E. L. Saulitis, G. M. Ellis, P. Olesiuk, S. D. Rice 2008. Ongoing population-level impacts on killer whales *Orcinus orca* following the "Exxon Valdez" oil spill in Prince William Sound, Alaska (2008). Mar Ecol Prog Ser., Vol. 356: 269-281, 2008

Georgia Strait Alliance
Caring for Our Coastal Waters

Disease: Oil is known to cause cancer, liver decay, tumours, ulcers, respiratory failure, narcosis, and other diseases in animals, including humans.

Erosion: Oil kills and stunts wetlands grasses and other plants, causing root structures to decay and soil to erode potentially destroying whole plant communities.

Food web disruption: Following the loss of phytoplankton, shellfish, fish and birds. Enough disruption can cause species to go extinct and biodiversity to dramatically decline reducing the overall health of the ecosytstem.

Breeding habitats destroyed: The loss of plants and eroded soil destroy wetland nurseries for birds, fish, and other animals.

Now if risk equals probability by consequence, we could potentially argue all day about the probability of a major spill happening here. But if you understand anything about ecology, ecosystems and an economy dependent on them, then the dire consequences are pretty clear**.** Although there have been no comprehensive studies done in BC with regards to ecological and economic consequences of a major oil spill in the region, next door in Washington State they have. Several years ago, Department of Ecology conducted a study to determine what the economic impacts of a major spill might be. [15] They concluded that a major spill would cost 165,000 jobs and 10.8 billion dollars in economic impacts alone. This does not include individual claims or environmental impacts. According to NOAA scientists, of all the threats posed to orca whales in the region, the threat of a major oil spill is the single greatest risk to the species. Such a spill could easily eliminate our resident orca populations.

Are we prepared for a catastrophic oil spill?

No.

We have a very professional response organization here in BC but if the spill is large enough, they simply don't have the capacity to handle it in a timely way on their own. Because our waters are narrow and the currents fast-moving, an effective response would have to be almost immediate. Yet Transport Canada requires that a response be capable of handling only 73,300 barrels (10,000 tonnes)[16], a small fraction of a potential tanker spill. Actual experience with spills around the world has demonstrated time and time again that meaningful response efforts take many hours, days and even weeks to mobilize. We also learned recently that spill response counterparts south of the border have been advised by their lawyers not to respond in Canada[17] as there is currently no immunity for non-Canadian responders under the Canada Shipping Act. [18]

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15 People for Puget Sound, 2011, *The Gulf Oil Spill: A Wakeup Call for Washington State*

16 Marine Safety Directorate-Transport Canada, 1995, *Response Organizations Standards*

17 Knox,Graham, BC MoE, 2011 Personal Communication

18 http://laws-lois.justice.gc.ca/eng/acts/C-10.15/index.html

This is significant as there are not enough resources and staff available to be able to cover all spill possibilities in BC.[19]

The 2009 Auditor General's report[20] also points out that our Coast Guard is not ready for a big spill, and the 2011 Oil Spill Task Force Transboundary report[21] lists 17 pages of recommendations to various agencies, response organization and industry to improve response, that have mostly yet to be implemented.

What sort of oil is being shipped through our waters?

Diluted Bitumen (Dibit), Synthetic Crude (Syncrude) or Modified Crude are all names for the tar sand extract that has been modified from its original form to allow for easier flow through the Trans Mountain pipeline. [22]

Where does the oil come from?

The Alberta tar sands, Canada's single greatest and fastest growing greenhouse gas emitter, which is also having a negative impact on the local environment in that province.[23]

Where is the oil going to?

West coast refineries in the US, as well as some Asian markets.[24]

Who owns the tankers that are transporting crude oil in our waters?

Several different International shipping companies including:

Teekay Corporation; Tokyo Marine; Kyklades Maritime Corporation; Express Maritime Ltd.; Ap Moller Maersk[25]

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[19] Reid, Stafford, 2008, *Major Marine Vessel Casualty -Risk and Response Preparedness in British Columbia*, Living Oceans Society

[20] Office of the Auditor General of Canada, 2010, *Report of the Commissioner of the Environment and Sustainable Development to the House of Commons FALL Chapter 1 Oil Spills from Ships*

[21] Pacific States/British Columbia Oil Spill Task Force, 2011, *The Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast - Final Project Report*

[22] http://en.wikipedia.org/wiki/Unconventional_oil, http://en.wikipedia.org/wiki/Dilbit, http://en.wikipedia.org/wiki/Synthetic_crude

[23] International Boreal Conservation Campaign, 2008, *Canada's Tar Sands*

[24] Anderson, Ian, 2011, President Kinder Morgan Canada Group *Power Point presentation for investors*

[25] www.marine traffic.com; http://twitter.com/#!/BurrardInletOil

Who has to clean up any spills?

Under the Canada Shipping Act, whoever causes the spill is regarded as the "Responsible Party" or RP. They are charged with cleaning up any spill and paying for any associated costs. All shipping companies and terminal facilities operating in Canada must retain the services of a Response Organization (RO) who will conduct a response on their behalf. In BC the only RO is Western Canada Marine Response Corporation (WCMRC) previously known as Burrard Clean. Oil spill response and clean up is coordinated by the RP and overseen by the Canadian Coast Guard and/or the BC Ministry of the Environment depending where the oil ends up.[26] If the spill is regarded as a "mystery spill" or the RP is ineffective, these agencies will take over the clean up coordination.

Who pays for the clean-up, damages and other costs of a spill?

The responsible party is liable, but given that the Exxon Valdez disaster back in 1989 has cost at least $3.5 billion USD[27], whoever it is may not be able to cover the costs. The limit of liability on Canada's Ship Source Oil Pollution Fund is under $1.6 Billion CAD[28] and the limit on The International Oil Pollution Compensation Funds is approximately $1.15 billion USD[29]. That could mean that BC taxpayers may have to foot part of the direct financial cost along with all the local social, environmental and economic costs.

How long after a spill does a clean-up start?

It depends on many factors: where and when the spill occurs; how soon it is reported; if there is any other response occurring at the same time, the weather conditions. For a relatively small spill (up to 1100 barrels or 150 tonnes) in the Port of Metro Vancouver area, we can expect a full response within 6 hours as required by Transport Canada. For larger spills up to 73,300 barrels or 10,000 tonnes the response time is within 72 hours (3 days). So for a large spill near

Photo: Alan Wilson

[26] http://laws.justice.gc.ca/eng/acts/C-10.15/

[27] http://www.livingoceans.org/sites/default/files/reports/Who%20Pays%20factsheet.pdf

[28] http://www.ssopfund.gc.ca/documents/AnnualReport2010-2011-e.pdf

[29] http://www.iopcfund.org/SDR.htm

the Gulf Islands or in the Strait of Juan de Fuca the oil could have up to 12 tide changes before a full response is underway. Currents experienced in this region would spread any spilled oil far and wide.[30]

Can all the oil from a spill be recovered?

No! Depending on where and when the spill occurs, the type of oil and the weather conditions, less than 10% may be recovered with a full response. It also is very dependent on response times especially in areas of high current that we have around the Strait of Georgia. Even in a best case scenario perhaps only 25% or less of the spilled toxic oil in open waters may be recovered. Even though much of the remaining oil will eventually biodegrade or photodegrade (decomposition by radiant energy), the effects on our local waters in the meantime can be devastating.[31]

When a large spill happens here, how will it be cleaned up?

Several methods will be used to contain, recover and clean up the spilled oil. Mechanical recovery will involve the use of skimmers, booms and other equipment. Given the geography of our region there is a good chance chemical dispersants and in-situ burning would be used to try to stop the oil reaching shorelines.[32]

Who's concerned about the possibility of an oil spill?

Citizens who live, work and recreate around this beautiful body of water; professional fishermen, sports fishermen, shellfish farmers and First Nations. The Tsleil-Waututh First Nation of Burrard inlet, oppose Kinder Morgan Pipeline Expansion to Pacific saying it is "a risk too great to accept"[33].

In polling commissioned in April of 2011 by several environmental groups, and conducted by Strategic Communications[34], 56% of respondents reported that they thought it 'very likely' or 'somewhat likely' that there would be a major oil spill in Georgia Strait. In addition, 65% of respondents 'strongly disagreed' or 'somewhat disagreed' that oil spill response plans were adequate to protect the marine environment. If more people knew the risk, these figures would no doubt be higher--only 1 in 10 people polled knew that tanker traffic had increased significantly (9% - another 21% knew it increased somewhat).

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[30] 1995, Marine Safety Directorate-Transport Canada, *Response Organizations Standards*

[31] Steiner, Richard, 2011, *Oil Spill Expert – Personal Communication,*
Graham, Gerald, 2011, *World Ocean Consulting – Personal Commucication*
http://www.livescience.com/6380-experts-gulf-oil-spill-won-cleaned.html

[32] BC Ministry of Environment (2011) Incident Management Team Training

[33] http://www.twnation.ca/~/media/Files/Press%20Releases/TWN_PressRelease_KinderMorgan_31Oct2011.ashx

[34] Organizing for Change, 2011, *Opinion Research*

What's being done to minimize the risk of an oil spill in our waters?

Port of Metro Vancouver has some very stringent procedures in place for tankers transiting the Second Narrows in Burrard Inlet[35]. Pilots for these vessels are highly trained and experienced and have access to the latest technology. There are also a number of Canadian and international regulations that pertain specifically to oil tankers. Escort tugs are used on some sections of a tanker's journey from the Westridge terminal in Burrard Inlet to the Pacific Ocean[36].[37]

Will anyone involved in the oil shipments absolutely guarantee there will never be a major spill from an oil tanker in our waters?

No one that we have talked to would guarantee that, and no guarantees have been found in all our research. The reality is that accidents can and do happen. As several independent experts have told us, it's really a matter of when, not if.

Are oil tankers the only risk for oil spills around the Strait of Georgia?

Unfortunately there are other significant risks. Firstly, all the other shipping that uses the Strait carry fuel and oil. Oils spills from these types of vessels can be large[38]. Many happen each year throughout the world and even here we have had our share. Remember the 2009 Westwood Annette spill in Squamish and the Squamish Estuary[39] where approximately 243 barrels (29,000 litres) of Bunker C oil was spilled when the M/V Westwood Annette, departing under tow from the Squamish docks during high wind conditions, punctured a starboard fuel tank on a metal piling. Spills from pipelines can also be significant and there are a number of pipelines close to marine waters. The Burnaby spill from the ruptured Transmountain pipeline in 2007[40] spilled approximately 1470 barrels (234,000 litres) of Crude Oil gushed out of a Kinder Morgan crude oil pipeline connecting their Burnaby Tank Farm to the Westridge Marine Terminal which was punctured by a construction crew digging along the Barnett Highway.

Then there are the cumulative small spills that occur from recreational boating, parking lot run off and other sources. In fact "nearly 85 percent of the 29 million gallons of petroleum that

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[35] Port Metro Vancouver, 2010, *Second Narrows Movement Restriction Area Procedures*

[36] Pacific Pilotage Authority, 2010, *Notice to Industry 05/2010 Interim Operating Rules for Loaded Crude Oil Tankers in excess of 40, 000 Dead WeightTonnage*

[37] BC Chamber of Shipping Promotional Video

[38] Reid, Stafford, 2008, Major Marine Vessel Casualty -Risk and Response Preparedness in British Columbia, Living Oceans Society

[39] http://www.env.gov.bc.ca/eemp/incidents/2006/westwood_06.htm

[40] http://www.env.gov.bc.ca/eemp/incidents/2007/burnaby_oil_spill_07.htm

enter North American ocean waters each year as a result of human activities comes from land-based runoff, polluted rivers, airplanes, and small boats and jet skis"[41]

Is the level of risk associated with increasing tanker traffic worth it?

Well that depends on who you talk to. Conversations we've had with interested parties in the shipping and oil industries say it's definitely worth it to build a strong economy and expand our trade. Speak to some of the locals in the Gulf Islands where a spill could wash up and we've heard an almost resounding"no". In actual fact, so far in this region, the majority who live, work and play here have not been asked. As told to us during our research, the public has been purposely left out of the discussion.

What more needs to be done to prevent the risk of a large spill in our waters?

- It is imperative that **comprehensive public consultation** is held to find out if all the other people who live work and play in this region are willing to take the risks associated with increases in crude oil shipments.
- Much **more in-depth risk analyses than has been done to date** needs to be undertaken that will **consider the full ecological, social and financial consequences** of a large spill here.
- **More extensive tug escort requirements** should be considered.
- As our society transitions from a fossil fuel- based economy to something more sustainable the shipping industry will become an even more important leader in global transportation as this new reality evolves. That is already happening in many ways but with climate change, pipeline leaks, rig blow outs and more, it is past time to **move beyond our addiction to the whole oil economy** and find new ways to prosper together.

Oil from the Westwood Annette spill in the sensitive Squamish River Estuary

***** January, 2012 - ***Information contained in this document is believed correct at time of publication. Please advise us of any errors or omissions.***

What can I do to help make sure our precious waters and shore are protected from crude oil spill damage?

[41] National Research Council, 2002, Oil in the Sea III: Inputs, Fates, and Effects

Act Now! Share your opinions respectfully.

- Write/email our politicians:
  - Prime Minister Stephen Harper
  - Minister Denis Lebel, Transport Canada
  - Minister Terry Lake, BC Ministry of the Environment
  - Minister Peter Kent, Environment Canada
  - Minister Keith Ashfield, Fisheries and Oceans Canada
  - Rob Fleming, NDP Provincial Environment critic
  - Megan Leslie, NDP Federal Environment critic
  - Kirsty Duncan, Liberal Environment critic
  - Rodger Cuzner, Liberal Fisheries and Oceans critic
  - Fin Donnelly, NDP Fisheries and Oceans critic
  - Denis Coderre, Liberal Transport critic

- Write/email Government Staff:
  - Michael Henderson, Regional Director – Transport Canada
  - James Lawson, Regional Director, Marine – Pacific - Transport Canada Marine Safety
  - Jim Standen, Assistant Deputy Minister, BC Ministry of Environment

- Write/email the Port of Metro Vancouver
  - Craig Neeser, Chair, Board of Directors
  - Robin Silvester, President and CEO
  - Duncan Wilson, Vice President, Corporate Social Responsibility
  - Darrell Desjardin, Director, Environmental Programs

- Write/email to Industry Leaders:
  - Ian Anderson, President, Kinder Morgan Canada
  - Captain Stephen Brown, President, BC Chamber of Shipping
  - Kaity Stein, President and Secretary General, International Ship-Owners Alliance of Canada Inc.
  - Jane McIvor, Editor, BC Shipping News
  - Captain Phil Nelson, Council of Marine Carriers
- Make purchasing choices with low hydrocarbon input
- Make lifestyle choices with low hydrocarbon usage
- Consider joining a legal, non-violent protest about the issue.
- Support initiatives that are helping our society transition away from fossil fuels
- Support organizations like us who are working on this issue

Partial support provided by:

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Tankers in Canadian waters: are we ready?

Canada's marine pollution preparedness and response on the West Coast

Part One—The traffic and the existing regime

By K.Joseph Spears

The public perception is that there are no oil tankers in west coast Canadian waters. That is simply not true. There is both destinational and in-transit tanker traffic. Tankers transit from Vancouver to export markets and have done so for 60 years. They carry bulk chemicals to and from Kitimat on a regular basis. The local petroleum market on the West Coast is served by a number of Canadian and U.S. companies. These companies are world leaders in tank barge movements and are highly regarded for their safety management systems using state-of-the-art tugs and double-hulled oil barges. As an oil importer, 70 per cent of Canada's oil tanker traffic takes place on the East Coast with unloading at Canadian ports in Quebec City, Come by Chance, Port Hawkesbury, and Saint John.

There are approximately 20,000 tanker passages yearly in Canada with 3,000 on the West Coast. The safety record for tanker incidents in Canada has been a very good one as was noted in my previous article on the Pacific Pilotage Authority for all commercial vessels. Canada takes a private and public risk-based management approach to ship-source oil pollution for all vessels including oil tankers. This ship risk management approach has been evolving over time to include governance and management practices. This was examined in earlier articles on Transport Canada's *Moving Forward* document which sets out a strategic direction for safety and security management. There is a strong public perception that a total ban on oil tankers is the only option available to protect Canada's West Coast marine environment from ship-source pollution. The reality is much different.

> Canada takes a private and public risk-based management approach to ship-source oil pollution for all vessels including oil tankers.

Former Minister of Industry and Trade, David Emerson, wrote in the February 2011 issue of *Policy Options* a magazine article entitled "Why Canada needs an Energy Strategy". He noted:

"Canada has spent billions on the Asia-Pacific Gateway Corridors Initiative, but failure to include 21st Century oil and gas transportation and logistics capacity is a glaring gap that will seriously constrain the economy over time."

Former Minister Emerson held that Canada should commit to a high standard of resource stewardship with environmental performance standards across air, water, land and ecosystem protection. It must be a cornerstone of Canada's shipping regulation that we have a robust ship-source oil pollution preparedness and response capability which can be an integral component of a Canadian energy strategy and foreign policy. Prime Minister Harper recently stated at the World Economic Forum in Davos that his government is making it a priority to ensure we have the capacity to export our energy products to Asia. There is only one way to do this — and that is by tanker.

Public attention has been focused on oil tanker traffic and the status of oil spill response because of recent energy export proposals. The proposed Enbridge Pipeline Northern Gateway Initiative would see 225 oil tankers yearly loading at Kitimat for the export of oil sands bitumen (a heavy synthetic crude oil). Increased tanker traffic of oil sands exports from Kinder Morgan's Trans

OIL SPILL RESPONSE

Mountain pipeline terminus at the Westridge Terminal through the Port of Vancouver (which has been ongoing for the last eight years) has created public, political and media interest and opposition. This article, the first of two parts, will provide an overview of Canada's comprehensive industry-funded and managed "Marine Oil Spill Preparedness and Response Regime"(the regime).

Canada's approach has focused primarily on pollution response and clean-up rather than intervention involving pollution salvage.

This regime can be traced back to the grounding of the oil tanker *Arrow* on Cerberus Rock in Chedabucto Bay off the entrance to Nova Scotia's Strait of Canso. Since 1970, Canada has developed a robust response to the regulation of ship-source pollution and response and has led the way in pollution prevention matters at the international level at the International Maritime Organization (IMO). The provisions of the old Part 20 of the then *Canada Shipping Act*, was considered radical at the time. The regime has developed a strong overlapping fabric of prevention elements of a holistic risk management approach to ship-source marine pollution prevention and preparedness. There are many components which we have examined in earlier articles including marine pilotage and the NASP. Over time, this regime has developed and has responded to gaps and problems identified as lessons are learned from pollution incidents both domestically and internationally. In a September 2010 report to Parliament, the Office of the Auditor General and the Commissioner of the Environment and Sustainable Development examined and identified concerns which are being addressed by the Government of Canada. This, and the government's response, will be examined in Part Two.

Canada's approach has focused primarly on pollution response and clean-up rather than intervention involving pollution salvage for marine vessel casualties. The last major tanker incident in Canada was the break-up of the tanker *Kurdistan* in the Strait of Belle Isle off Nova Scotia in 1979. The *Nestucca* incident off Washington saw oil coming ashore on Vancouver Island during the Christmas period in 1988 from the holed barge. The Canadian response to the *Nestucca* spill and the *Exxon Valdez* three months later led to the *Public Review Panel on Tanker Safety and Spills Response Capability*, commonly referred to as the Brander-Smith report, chaired by David Brander-Smith, Q.C., and examined all aspects of pollution in Canadian waters. The Brander-Smith report made specific reference to the need for prevention and specifically included this as one of its 107 recommendations. This served to shape the industry/government partnership which we see today. Here is one recommendation for the West Coast:

In order to promote navigational safety:

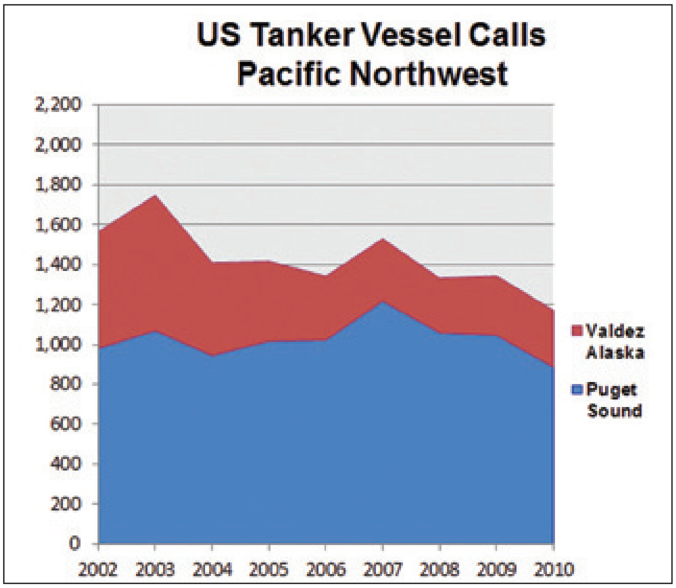
Decisions regarding shipping routes should take into account the environmental impact on the British Columbia coast of high seas break-ups or accidents.

The waters along the West Coast of Vancouver be submitted to the IMO for recognition as a "Special Area". In the interim, a traffic separation scheme should be developed and implemented in the area…

Canada is dependent on foreign crude oil imports for a large portion of its energy supply. Our economy depends on exports from the Alberta oil sands to existing continental and foreign offshore markets. Since the development of Alaska's North Slope oil and gas in 1977, tankers from Valdez, Alaska to ports in the lower 48 states of America have transited Canadian waters, both in the Exclusive Economic Zone (EEZ) and internal waters. In the period between 2002 and 2010, tankers made an average of 1,429 tankers port calls each year in Puget Sound and Alaska. The state of Washington has passed a restriction limiting tankers to 125,000 dwt in state waters. The larger tankers transit to ports in California. Traffic density is set out on the attached table. The reality is that there is a large number of oil tankers transiting Canadian waters. The actual number of tankers from Valdez has decreased in recent years. From Victoria, it is possible to see oil-laden tankers in the Strait of Juan de Fuca inbound to Cherry Point and the four other petroleum refineries in Puget Sound — these cross into Canadian waters along with their escort tugs mandated by the State of Washington. These also include other non-Alaskan tankers inbound to Puget Sound.

It is important to realize that many non-tanker vessels have a substantial amount of bunker fuel that can, if released in the marine environment, cause a great deal of damage.

The American-flagged tankers, which range from 125,000 to 225,000 dwt are subject to the U.S. Jones Act (which requires movements between two American ports to be an American vessel) and transit West Coast waters on a daily basis. The U.S. tanker fleet is a relatively modern fleet with redundant propulsion and steering systems that exceed IMO tanker standards. This tanker traffic from Alaska led to a tanker exclusion zone (TEZ) in 1988 which keeps tankers more than 100 miles west off Haida Gwaii. This was a voluntary agreement between industry (Chamber of Shipping of America), the Government of Canada and the U.S. Coast Guard. It has no statutory or international (IMO) foundation such as a Special Area under MARPOL. The thinking being was this exclusion zone would allow salvage and/or assist tugs to take a disabled supertanker in tow well before grounding on Canada's



It is estimated that up to 50 per cent of the U.S. tanker port calls will be vessels travelling under ballast (without cargo) due to the nature of products being shipped and the origin and destination of the cargo. The above graph is reprinted here with the permission of Wave Point Consulting Ltd. (from open source USMARD data).

West Coast and serve to protect the marine environment. However, this has never been tested in real time or exercised to determine if a salvage tug could take a laden tanker under tow.

Canada, unlike other coastal nations, has no prepositioned, dedicated, state-funded salvage tugs such as is seen in the United Kingdom or France. The Canadian regime is silent with respect to pollution salvage. The tanker safety record on the Alaskan route has been effective to date save for the tanker *Exxon Valdez* in 1989 which spilled 67,000 tonnes of oil as a result of a grounding on Bligh Reef. Arguably, these new U.S.-flagged, double-hulled tankers have some of the most stringent safety requirements in the world and are subject to a joint Co-operative Canada/U.S. Vessel Traffic Management system operated by the Canadian and U.S. Coast Guards both offshore and in the Salish Sea.

It is important to bear in mind that these waters are within the Canadian EEZ but are still subject to the right of innocent passage — i.e., a foreign-flagged vessel is able to transit these waters subject to Canadian marine laws for environmental protection as set out in the UN Law of the Sea Convention which Canada adopted but the United States has not yet ratified. There has been a great deal of attention focused on a legislated tanker ban in the northern portion of the coast in Dixon Entrance, Hecate Strait and Queen Charlotte Sound. Bill C-606 was moved forward for debate but died on the order table when the present government of Stephen Harper was elected. In 2011, the private member's bill banning tanker traffic was re-introduced as Bill C-21.

All the attention in the public debate has focused on oil tankers. It is important to realize is that many non-tanker vessels have a substantial amount of bunker fuel that can, if released in the marine environment, cause a great deal of damage. On the West Coast we have over 13,000 foreign-flagged vessel movements each year of all types. This does not include pleasure vessels and Canadian-flagged commercial vessels or U.S. vessels transiting the Inside Passage.

Canada, unlike other coastal nations, has no prepositioned, dedicated, state-funded salvage tugs such as is seen in the United Kingdom or France.

Spills from non-tankers can have as much of an environmental effect as tankers, especially if they occur in specific geographical areas during certain times of the year, for example around seabird colonies during breeding season. We only have to look to Italy to see the grounding of the cruise ship *Costa Concordia* off Giglio Island to see the environmental threat posed by cruise ship bunkers. Cruise ships and ferries frequent Canadian waters. The *Queen of the North*, with its bunkers remains in 1,200 feet of water off Hatley Bay. We have to remember that we have had a long-standing safe history of marine traffic moving oil to remote locations both in coastal communities and logging and mining camps. Potentially large VLCC tankers would also transit these internal waters if Kitimat is developed as a load port. It will be happening for LNG tankers.

In Canada, ship-source oil pollution response is governed under the *Canada Shipping Act, 2001* in Parts 8 (Pollution Prevention and Response) and 9 (Pollution Prevention). This assumes that the oil has been discharged from the vessel which

Oil tankers at the Anacortes Refinery in the Puget Sound.

triggers the regime. There are three federal departments involved: Transport Canada, Environment Canada and the Canadian Coast Guard (under Fisheries and Oceans Canada). Transport Canada sets response policy and certifies the Response Organization. The Canadian Coast Guard is responsible for ensuring an appropriate response has been undertaken; and Environment Canada provides environmental advice. The Response Organization must be able to respond to ship-source oil spills of up to 10,000 tonnes. The onus is on the vessel owner and oil-handling facilities to have an arrangement with the Response Organization. The concept that the polluter pays and responds to its own oil spill can be traced back to the Brander-Smith Report in 1990. Ships in excess of 400 gross tonnes and tankers in excess of 150 gross tonnes must have an arrangement with the Response Organization. On the West Coast, the Response Organization is Western Canada Marine Response Corporation.

The regime has developed a strong overlapping fabric of prevention elements in a holistic risk management approach to ship-source marine pollution prevention. It is a cornerstone of Canada's ocean management strategy to protect the marine environment and regulate shipping in an efficient and sustainable manner. Part Two will examine recently identified gaps.

The Government of Canada, through the Canadian Coast Guard, takes a supervisory role and monitors the ship owner's response to a spill. While the goal is for the polluter to be responsible for taking action, the CCG can request and cascade response capability from one region to another should it be felt that the response is unsatisfactory. As was seen in the *Deep Horizon* oil spill from a fixed offshore oil production platform in the Gulf of Mexico, what works in theory may not always work in practice. It is important to have well-developed contingency plans in order to deal effectively with major incidents.

It is a cornerstone of Canada's ocean management strategy to protect the marine environment and regulate shipping in an efficient and sustainable manner.

The *Canada Shipping Act, 2001* in section 180 allows the Government of Canada the necessary statutory power to take all available steps with respect to ship-source oil pollution response to prevent, mitigate or clean up pollution. Prior to 1995, the Canadian Coast Guard was the sole oil pollution response agency. North of 60° the Canadian Coast Guard is still the overseeing response agency and can step in on spills over 10,000 tonnes. Spills over the 10,000-tonne threshold can also activate the Federal Emergency Response Plan which brings with it a wider government response, including the use of resources from the provincial

This bulk carrier (seen entering Vancouver Harbour) holds roughly 2,000 to 2,500 tonnes of fuel.

government. B.C. has been active in this field.

The pollution response approach taken in the United Kingdom, an island state with dense marine tanker traffic and offshore oil production, is in sharp contrast to Canada. The British approach is unique. One individual is appointed to take control of major oil spills as the Secretary of State's representative (SOSREP) with clear and defined powers for control of pollution incidents to intervene and prevent the discharge of oil such as beaching a vessel in a port of refuge. It was held by the Donaldson Inquiry that a response could not be done by committee because of overlapping interests and jurisdictions. In Canada, with overlap between departments, the regime has never been tested in a real incident. It is important to realize that the Canadian Coast Guard may be required to take over when the vessel owners monetary pollution limits are reached. In a real incident this could happen in a matter of days because of the high costs operating along a remote coastline.

The Canadian regime has worked in small spills but with increased proposed traffic we need a detailed risk assessment and a testing of response both in Canada and the United States to determine whether Canada is ready for a major oil spill on the West Coast. It has been over 40 years since there has been a major ship-source pollution incident in Canadian waters. While we hope that there never is another pollution incident, we cannot let down our guard. As a coastal nation, Canada needs to train harder then we fight. It is hoped that we never get to find out whether Canada is ready for the big one.

> The Canadian regime has worked in small spills but with increased proposed traffic we need a detailed risk assessment and a testing of response...

The goal of marine safety management is to be strong at the prevention and protection phase so that we need never get to the response and mitigation phase of pollution response. This regime is an important pillar of Canada's energy policy as former Minister David Emerson stated above. We need to develop the mechanisms and dialogue to ensure we get this right — whether as part of the Asia-Pacific Gateway Initiative or other shipping policy. Canada's economic future depends on getting this right and being a leader in ship-source oil pollution prepardness and response if we are to export energy to Asian-Pacific markets. Part Two of this article will explore whether Canada is ready for the big one.

Joe Spears is the principal of HBMG and recently spoke with colleague Darryl Anderson of Wave Point Consulting at a Canadian Heavy Oil Association meeting on west coast tankers policy issues in Calgary. His father, Ken, sailed into Icco on Imperial oil tankers in 1948. He can be reached at kjs@oceanlawcanada.com

Attachment 6

Crude oil tankers in Georgia Strait:
A concerned citizen's perspective.

By Mike Richards, Georgia Strait Alliance

I've always loved ships and the sea. As a child I grew up in a home overlooking the entrance to a minor port on Australia's east coast. The highlight of every month was to watch the sugar ship come in over the bar to load at a local refinery. The sea was in my blood when I joined the Navy, still in my teens, and while the Navy did not continue to enthrall me, the specialness of our sea still does and partly explains how I've ended up working in the marine conservation field focusing on the Strait of Georgia.

Even though there are many threats to this amazing body of water and all the life that depends on it, including people, there really is no one single "smoking gun" to explain the decline of its environmental health since research on it started. However, that will change if there is a major spill of crude oil here. The potential non-approval of the Northern Gateway/Enbridge pipeline proposal and the Keystone XL pipeline through the U.S. would increase pressure to ship more tar sands crude out of Vancouver and from my perspective that means more risk.

Now if risk equals probability by consequence, we could potentially argue all day about the probability of a major spill happening here. But if you understand anything about ecology, ecosystems and an economy dependent on them, then the dire consequences are pretty clear. Therefore from my perspective, along with many others in the region, the risk is large indeed.

Oil tanker traffic through Vancouver has been largely ignored by the general public until recently but has now become a huge red flag for many concerned individuals and organizations who care about our region. In polling conducted in April of this year by the collaborative environmental project Organizing for Change, 56 per cent of respondents reported that they thought it 'very likely' or 'somewhat likely' that there would be a major oil spill in Georgia Strait. In addition, 65 per cent of respondents 'strongly disagreed' or 'somewhat disagreed' that oil spill response plans were adequate to protect the marine environment.

I'm certainly impressed with the level of commitment to reducing the risk in shipping oil through new technologies, extensive training and heightened procedures and want to give kudos to all

Photo credit: Paul Fletcher, Courtesy of GSA.

Images like this remind us what's at stake.

those involved. As more than one person in the industry told me, they live here too and would hate to see a large spill in our home waters. However all my conversations and research in recent months have done little to assure me that a major spill will never happen here. Double-hulled tankers do have limitations and accidents do happen. In fact, as several experts have told me it is not a matter of "if", it's a matter of "when".

We have a very professional response organization here in B.C. but if the spill is large enough they simply don't have the capacity to handle it on their own.

We have a very professional response organization here in B.C. but if the spill is large enough they simply don't have the capacity to handle it immediately on their own. We also learned recently that their counterparts south of the border have been advised by their lawyers not to respond in Canada as there is no immunity for non-Canadian responders under the Canada Shipping Act and, as the 2009 Auditor General's report points out, our own Coast Guard is also not ready for a big spill. Additionally, the 2011 Oil Spill Task Force Transboundary report lists 17 pages of recommendations to various agencies, response organizations and industry to improve response. Most of those recommendations have not yet had a chance to be implemented and some may never be.

Even if the ability and capacity to respond to the spill was complete, the reality is that most spills only have a very low recovery rate (sometimes only 10 per cent if we're lucky, according to independent experts). So, often, much of the oil is left for the ecosystem to deal with and, along with the initial devastation, many of the toxins will enter the food web and be around for years to come.

So, is it worth the risk? Well, obviously that depends who you talk to, and so far in this region the majority who live, work and play here have not been asked. As told to me during my research, the public has been purposely left out of the discussion. Additionally, as far I am aware, the risk analyses done to date, are either out of date, don't cover the whole transit though the Strait of Georgia and transboundary islands, or simply don't consider the full ecological, social and financial consequences of a large spill here. The Southern Strait of Georgia is described as Canada's "most at-risk natural environment" and for those of you who spend any time out on the water and among the islands and estuaries you probably have a feeling of just how special it is.

...it is imperative that comprehensive public consultation is held along with much more comprehensive risk analyses than has been done to date.

From my point of view, and that of many of the folks in the region I talk to, before any further increases in tanker traffic occur, it is imperative that comprehensive public consultation is held along with much more comprehensive risk analyses than has been done to date. The immediate and long term effects of oil introduced into an ecosystem are well documented but don't fully demonstrate the reality of dying critters, poisoned waters, coated shores and ruined economies.

As our society transitions from a fossil fuel-based economy to something more sustainable, the shipping industry will become an even more important leader in global transportation as this new reality evolves. That is already happening in many ways but with climate change, pipeline leaks, rig blow-outs and more, it is past time to move beyond our addiction to the whole oil economy and find new ways to prosper together. As I look out upon the Strait of Georgia in the years to come, I'll always want to see ships going about their business and am looking forward to a truly sustainable transportation system.

Mike Richards is Director of Special Projects for Georgia Strait Alliance (GSA) where his work includes solutions-focused policy, advocacy and public education initiatives. His formal education is in Environmental Science, Education and Program Development and his lifelong passion is with the ocean. Mike can be reached at mike@georgiastrait.org.

Photo credit: Alan Wilson

The currents in and around the Strait of Georgia could spread spilled oil far and wide.

Attachment 7

Who pays?

For oil tanker spills in Canadian waters?

Why the Northern Gateway Project puts Canadian taxpayers at risk

If Enbridge's Northern Gateway pipeline is approved, Canadian taxpayers could be on the hook for billions of dollars to cover the cleanup and compensation costs in the event of a catastrophic oil tanker spill. The maximum amount of money available to deal with a worst-case scenario oil tanker spill in Canadian waters is approximately $1.33B CAD. These funds may fall drastically short of what is needed to adequately clean up and pay compensation in the event of a spill, given that the price tag from the 1989 *Exxon Valdez* spill in Alaska was at least $3.5B USD. This price does not include losses from passive-use industries such as sport fishing and tourism, which were estimated at another $2.8B USD.

Oil tankers servicing the Northern Gateway pipeline could easily cause a spill like the *Exxon Valdez* disaster on Canada's Pacific North Coast. Communities in Alaska are still dealing with the environmental, social and economic repercussions of this spill more than 20 years after it happened. Exxon was responsible for the majority of cleanup and compensation costs due to the U.S. oil spill funding framework of the time. In Canada today however, the federal government (i.e. taxpayers) would be responsible for upwards of 67 percent of the bill. A spill equivalent in size to the *Exxon Valdez* could cost Canadians over $2B USD in cleanup and compensation alone, plus countless and long-lasting social and ecological damages.

Who is liable for an oil tanker spill?

In Canadian waters, the tanker owner is responsible for pollution damages from oil spills. The owner of the oil, pipeline or terminal is not liable for the spill and does not have to pay for the cleanup, compensation or natural resource damages, nor does the company which charters the tanker. Although Enbridge claims "extended responsibility" for the Northern Gateway Pipelines project, they are in no way legally responsible for any of the costs associated with an oil tanker spill since they will not own the ships carrying the oil.

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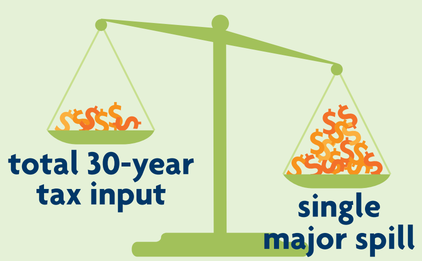
This fact sheet is based on a report titled *Financial Vulnerability Assessment: Who Would Pay for Oil Tanker Spills Associated with the Northern Gateway Pipeline* written by the Environmental Law Centre at the University of Victoria.



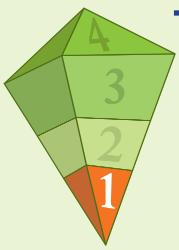
Tax Revenue Gained vs. Lost

Enbridge estimates that total local, provincial and federal tax revenues over the 30 year lifespan of the project will be approximately $2.6B. This includes an estimated $36M per year to be paid by Northern Gateway in local property taxes.[1] This is likely not enough to cover the cost of even one major spill. It could never account for the cultural, social and environmental losses borne by the people of the coast for years to come.

Who pays?

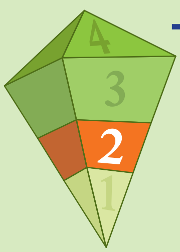
Canada's Compensation Regime – A Four Tiered Approach

In Canada, liability and compensation for oil pollution damage is governed by the Marine Liability Act. Through various provisions, several international conventions are incorporated into Canadian domestic law. These treaties limit (i.e. cap) the liability of ship owners and set the amounts available for clean up, compensation and natural resource damages. There are four tiers of funding.



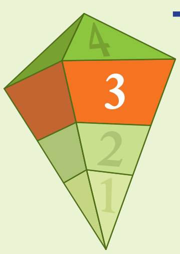
Tier 1 - Civil Liability Convention and Protection & Indemnity Insurance

Imposes strict liability on the ship owner ("Responsible Party") for oil pollution damage and is calculated according to ship tonnage. Ship owners are liable for a maximum of approximately $140M CAD, paid by the ship's insurer, usually a Protection & Indemnity Club. Once this limit is reached, the ship owner can legally designate the government as the new Responsible Party in charge of response.



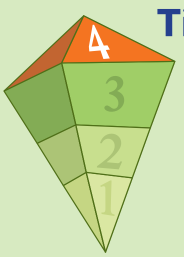
Tier 2 - International Oil Pollution Compensation Fund, 1992

Provides a maximum of approximately $317M CAD[2], (inclusive of the Tier 1 compensation) accessible after Tier 1 funds are exhausted or in instances where the ship owner is legally exempt from liability.[3]



Tier 3 - International Oil Pollution Compensation Supplementary Fund

Provides a maximum of approximately $1.18B CAD (inclusive of compensation from Tier 1 and 2). These funds only become available once Tier 2 funding is exhausted. It is worth noting that Tier 2 and 3 funding only cover costs associated with spills from tankers carrying persistent oils as cargo in bulk. Crude oil is considered a persistent oil, but condensate (used to thin oil sands bitumen) is not. Of the 220 supertankers expected to service Enbridge's Kitimat Terminal each year, 71 will be carrying condensate.[4]



Tier 4 - Canada's Ship Source Oil Pollution Fund

Provides a maximum of $155M CAD (exclusive of compensation from Tiers 1-3) when funding from the other tiers is exhausted. Initial claims can also be made to this fund, but the fund's administrator must attempt to recover all costs from the Responsible Party.

1 Enbridge Northern Gateway project website: http://northerngateway.ca/economic-opportunity.

2 The value is based on the tonnage of the ship and measured in Special Drawing Rights (SDR) as defined by the International Monetary Fund. Value of SDR on July 23, 2010 was approximately $1.56 CAN. The maximum funding available is 203,000,000 SDR.

3 A ship owner may be able to avoid responsibility entirely if he can prove the damage was beyond his control, as articulated in Article III, (paragraphs 2 and 3) of the Civil Liability Convention.

4 Enbridge Northern Gateway Pipelines Regulatory Application: Volume 8C: Risk Assessment and Management of Spills – Marine Transportation.

ISLANDS TRUST
BRIEFING

TO: Islands Trust Council **Date:** May 29, 2012

SUBJECT: **PROPOSED SOUTHERN STRAIT OF GEORGIA NATIONAL MARINE CONSERVATION AREA**

DESCRIPTION OF ISSUE:
On March 7, 2012 Trust Council received a delegation from Laurie Gourlay of the Mid Island Sustainability and Stewardship Initiative (MISSI) seeking support for inclusion of all the waters surrounding Gabriola Island and the Nanaimo Estuary in the proposed federal Southern Strait of Georgia National Marine Conservation Area (NMCA) reserve. Trust Council responded by passing resolution TC 100/12:

> *It was Moved and Seconded that the Islands Trust Council delegate the Executive Committee to address the issue of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area and to respond to the Mid Island Sustainability and Stewardship Initiative accordingly.*

Chair Malcolmson responded to Mr. Gourlay in writing on April 4 (attached). Executive Committee then directed staff to explore the issue further in order to report back to Trust Council and to Mr. Gourlay.

BACKGROUND:
On October 13, 2011 the Governments of Canada and British Columbia announced that the parties had reached an agreement about the proposed boundary for a feasibility study of the Southern Strait of Georgia NMCA reserve. The proposed feasibility study area (see map attached) extends to the southern tip of Gabriola Island. The announcement stated that the next step is to begin consultations about the boundary with First Nations, followed by consultation with local governments. A preliminary consultation meeting with local government was held in Sidney on May 24, 2012 and was attended by Vice Chairs Ken Hancock and Peter Luckham and CAO Linda Adams. Further consultation with other local governments, local trust committees and neighbouring communities (including islands) is planned.

For the previous eight years, Parks Canada and the Province of BC have been engaged in assessing the potential to create an NMCA in the Southern Strait of Georgia. In 2011, the Islands Trust successfully sponsored resolutions supportive of the NMCA at the Association of Vancouver Island and Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM). Also at UBCM, the Islands Trust Executive Committee convened a meeting between the Minister of the Environment and other supportive local governments, encouraging creation of the NMCA.

In December 2003, Trust Council asked the Chair to write to Parks Canada recommending that consideration be given to including the entire Islands Trust Area in the feasibility study. The Gabriola Island LTC advocated in late 2005 to extend the study area boundary north to specifically include Gabriola Passage but the Official Community Plan does not support including the whole island. Trust Council was satisfied with Parks Canada's eventual inclusion of Gabriola Pass and Dodd Narrows.

Islands Trust representatives have also since been involved in several meetings and open houses, in data-sharing exercises with Parks Canada and in meetings of an “NMCA Coalition” convened by the Canadian Parks and Wilderness Society and the Georgia Strait Alliance.

Trust Area Services Director Lisa Gordon attended a meeting of the Coalition on May 15, 2012, and asked the members for their advice on supporting the boundary change as requested by MISSI. The members (including a Parks Canada staff person) explained that all the busy harbours are currently excluded from the feasibility study area (e.g. Ladysmith, Cowichan, Sidney, Brentwood and Ganges). The Nanaimo Estuary is currently excluded under the same rationale. There was no representation at the coalition meeting from north of Galiano Island, but the members in attendance were unanimous that there were no compelling ecological reasons to include busy harbours in the study area boundary.

While Parks Canada indicated that they are still receptive to good arguments about NMCA boundary changes, they reiterated some of the management challenges of including busy harbours within either the feasibility study area or within a final NMCA boundary. They also indicated that the total size of the NMCA is unlikely to expand, so inclusion of new areas in one location may result in a similar loss elsewhere. At this time, staff do not have compelling evidence to support the MISSI request in exchange for loss of another area currently within the NMCA study area.

ATTACHMENT(S):
1. April 4, 2012 Letter from Chair Malcolmson to Laurie Gourlay
2. Proposed boundary map

AVAILABLE OPTIONS: Continue to do further research with additional partners, such as the Snuneymuxw First Nation.

FOLLOW-UP: Continue to participate in local government consultation and coalition meetings. Write a follow-up letter to Mr. Gourlay supporting the conclusions reached during staff research.

PREPARED BY: Lisa Gordon, TAS Director

SUBMITTED BY: Executive Committee

REVIEWED BY: [signature]
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
May 29, 2012

OTHER REVIEW:

Islands Trust

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April 4, 2012 File No.: 2960-20-03

via e-mail: thistle@shaw.ca
Laurie Gourlay
President, Mid Island Sustainability and Stewardship Initiative
PO Box 333, Cedar BC V9X 1W1

Dear Laurie Gourlay:

Re: March 2012 Islands Trust Council Submission

I am writing on behalf of the Islands Trust Council to thank you for your presentation at Trust Council's March meeting on Gabriola Island. We really appreciate you making the trip to attend the meeting.

We appreciate your leadership on marine protection and the Mid Island Sustainability and Stewardship Initiative's support for a large ecologically-zoned Southern Strait of Georgia National Marine Conservation Area Reserve (NMCA).

Your presentation about the need to extend the proposed northern boundary for the NMCA around Gabriola Island and into the Nanaimo River estuary resulted in Trust Council voting unanimously to adopt the following resolution:

> *That the Islands Trust Council delegate the Executive Committee to address the issue of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area Reserve and to respond to the Mid Island Sustainability and Stewardship Initiative accordingly.*

We are now consulting with Parks Canada, the Snuneymuxw First Nation and other partners to explore the idea. We will follow up with you when the Executive Committee determines its next steps.

Thank you again for your presentation on this issue and for your participation in the March meeting of the Islands Trust Council.

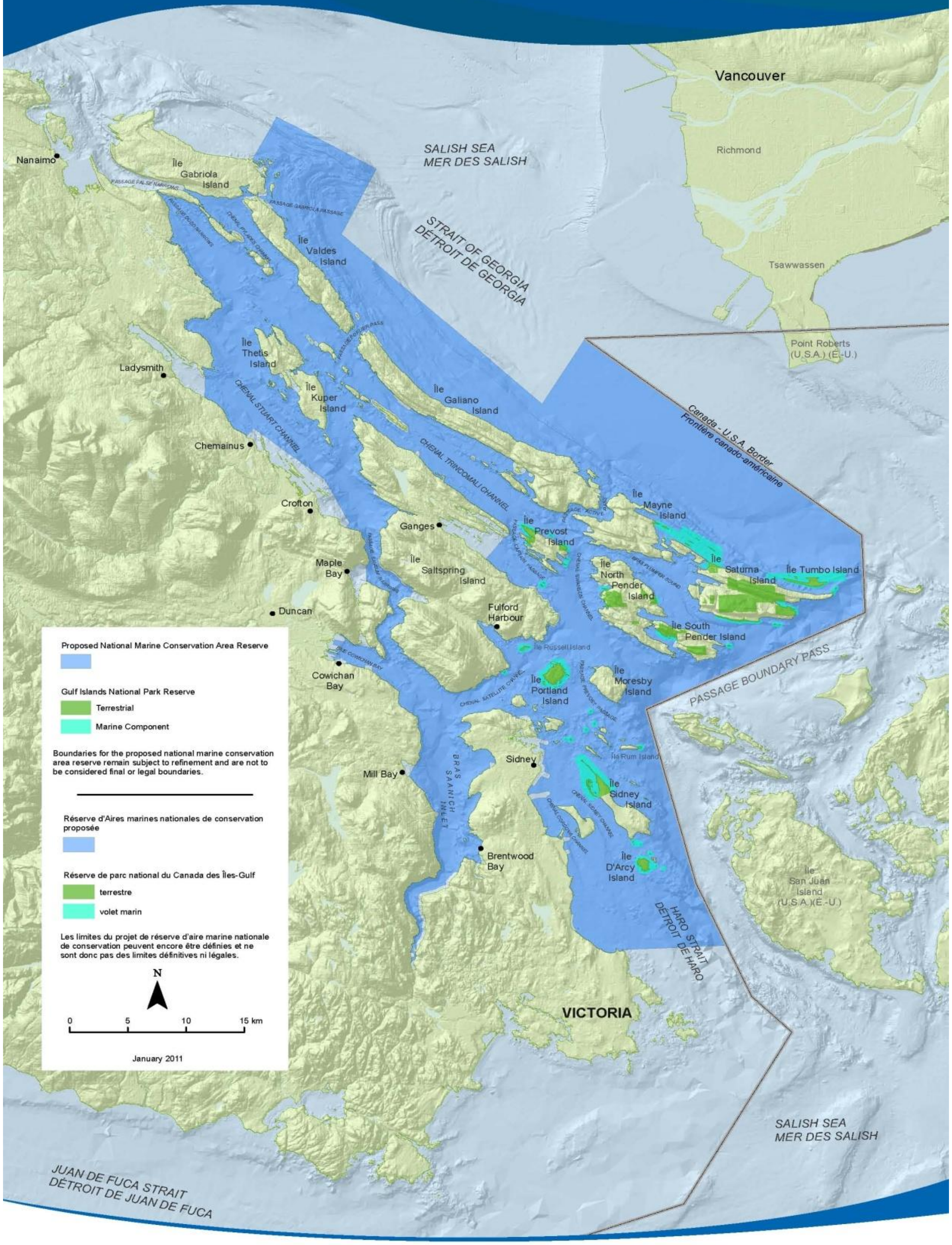
Yours sincerely,

Sheila Malcolmson
Chair, Islands Trust Council

cc: Sabine Jessen, Canadian Parks and Wilderness Society
Chief Douglas White III, Snuneymuxw First Nation

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

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



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ISLANDS TRUST
REQUEST FOR DECISION

To: Islands Trust Council **Date:** May 25, 2012

Target Decision Date: June 14, 2012

SUBJECT: **2011-2012 ANNUAL REPORT**

RECOMMENDATION:

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

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
Under the *Islands Trust Act*, Trust Council has the authority to approve annual reports. Once approved, this report, along with the audited financial statement goes to the Minister and to the Islands Trust website.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None. The 2012-2013 budget contains funds for desktop publishing and a few printed copies.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS:
Once approved, this report will be professionally formatted for printing and web-publishing, and conveyed to the Minister of Community, Sport and Cultural Development and other recipients listed in Policy 6.10.i.

BACKGROUND

REPORT/DOCUMENT: Attached Draft 2011-2012 Annual Report

KEY ISSUE(S)/CONCEPT(S): Meeting legislative requirements for annual reporting.

RELEVANT POLICY: 6.10.i Annual Report Policy

DESIRED OUTCOME: Timely reporting of Trust Council's achievements

RESPONSE OPTIONS

Recommended: As above

Alternatives: Approve the report with changes determined by Trust Council

PREPARED BY:	Lisa Gordon, Trust Area Services Director	**REVIEWED BY EXECUTIVE COMMITTEE:**
SUBMITTED BY:	Executive Committee	May 29, 2012
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**

DRAFT ISLANDS TRUST ANNUAL REPORT 2011-2012
Table of Contents

Page numbers will be added to final lay out

Message from the Islands Trust Chair

BC's local government elections were in November 2011, making fiscal year 2011-2012 a time of transition from one term of Trust Council to the next. This election was remarkable in the number of candidates (57) who ran for the 26 positions. Thirteen of the trustees on this term's council are elected for the first time and I'm grateful for their willingness to serve. In December 2011, trustees elect the Chair and three vice-chairs to serve for three years. I was honoured to be given a second term as Chair and to share Executive Committee duties this term with David Graham of Denman Island, Peter Luckham of Thetis Island and Ken Hancock of North Pender Island. (More detail on election results and trustees provided on page x)

I would also like to convey my sincere gratitude to the many trustees who served so selflessly from 2008-2011, in particular the significant contributions of Louise Bell (Denman Island) Vice Chair on the Executive Committee who retired from public office after serving 15 years as trustee, and trustees Alison Morse (Bowen Island), George Ehring (Salt Spring Island) and Christine Torgrimson (Salt Spring Island), who served Council last term as committee chairs and chose not to run for re-election this term.

The Executive Committee started off the new term focused on developing the strategic plan that would set Trust Council's goals and guide our activities for the next three years. One of the major projects we proposed to Trust Council in March 2012 was a comprehensive review of the Policy Statement, with a grant of $250,000 from Canada's Gas Tax Fund. The new Trust Council carefully considered input from trustees and constituents and concluded that there was no appetite for such a comprehensive review.

Cooperating with others
Our provincial mandate to preserve and protect relies on the cooperative efforts of many government agencies, first nations and community organizations. This year, Trust Council committed to focus on several significant advocacy projects and to develop a first nations strategy.

Under the *Islands Trust Act*, one of Trust Council's roles is to make recommendations to BC government agencies about policies that affect the preservation and protection of the unique amenities and environment of the Islands Trust Area. In recent years, and in response to many requests from concerned islanders, Trust Council has approved staffing and budget increases that have created greater capacity to promote those interests – in both the provincial and federal arenas. On a practical level, more capacity for advocacy means more staff research into threats to the environment and economy of the islands, a greater presence at inter-agency meetings, more letters from the Islands Trust Chair to ministers and more partnerships built with communities with similar goals and concerns. The highest priority goes to topics addressed in the Islands Trust Policy Statement, topics being debated in the legislature and topics trustees hear about from islanders during town hall sessions at Trust Council and at local trust committee meetings.

Over the last few years, significant attention has gone to BC Ferries' fares, groundwater protection, abandoned and derelict vessels in island waters, and shipping safety. Based on original staff research into the number of oil tankers already traveling in the Salish Sea from the Port of Vancouver, the Islands Trust recently made a submission to the National Energy Board on a particular application to further expand port capacity. Given the intimate connections between the vitality of island communities, the economy and the marine environment, Trust Council has a particular interest in preventing oil spills large and small. Click here to read this year's advocacy letters. More detailed information on our advocacy initiatives is also found on page x

A working group consisting of a consultant, ten staff and two Executive Committee members drafted a first nations consultation strategy that sets priorities for short and long term actions to improve relationships with the more than 20 first nations with interests in the Islands Trust Area. The group's vision is "to have enduring relationships with first nations based on trust, honour and goodwill," and its mission is "to respect first nations constitutional rights while carrying out the Object of the Islands Trust."

New direction for Council's work on advocacy, first nations relations and other priorities will come from Council's 2011-2014 strategic plan, which should be finalized at our September 2012 meeting.

Community Stewardship Awards 2011
Each year, the Islands Trust recognizes individuals and groups who support the Islands Trust mandate with significant contributions towards preserving the community, culture or the natural environment of an island.

The individual awards recipients in 2011 were Sue Ellen Fast of Bowen Island, for her community and conservation work and to Galiano Island's Jane Wolverton for her work with the Galiano Food Program. Group awards went to the Hornby New Clinic Committee for planning, coordinating and building a new community medical clinic and to the Pender Island Fire Rescue Department for serving and protecting the Pender Islands. Barry Mathias of the Pender Islands was recognized with the climate change award for the Car Stops Program.

Sara Steil of the Pender Islands was also acknowledged with a special enduring achievement award for her community and conservation work.

I'm grateful to the many islanders who work to steward these beautiful islands.

Message from the Islands Trust Fund Board Chair

When Lasqueti Islander John Osland passed away in 2010, the island community learned that John had left his property to the Trust Fund Board, protecting the land and ancient trees on the property forever. This past year, John's vision for his land became a reality. The John Osland Nature Reserve was transferred to the Islands Trust Fund in 2011 to become our twenty-first nature reserve. John's legacy will live on forever in the habitat he's protected – a lasting gift to his community and the trust area. (See page XX)

The Islands Trust Fund provides information, support, resources and opportunities to empower people to conserve their island landscapes and the biodiversity they provide. The true conservation heroes are the individuals like John Osland and others mentioned in this report, who are safeguarding island habitat for the future. Those who actively support land conservation are leaders in keeping these islands we love beautifully natural. They inspire the work we do.

People give to land conservation in different ways. Some, like John, give a gift of land, creating sanctuaries of habitat for future species. Others, like Bob and Fran Rose, or Marilyn King, give conservation covenants, binding promises to protect private property in perpetuity. Some people give their time, volunteering with one of the dozen or more local land trusts in the islands, working with others to reach conservation milestones in our communities. Still others give money, enabling organizations like the Islands Trust Fund to carry out conservation work on their behalf, contributing directly to the ecological health of our region.

This past year, we've been inspired by the many ways that people give to conservation. They are part of a community that cares deeply about our islands' sensitive ecosystems and habitat. What continues to surprise us is that the community is nation-wide; people across Canada give to conservation in the Islands Trust area. The islands and these waters are truly recognized as a national treasure.

To ensure responsible management of this treasure, the Islands Trust Fund has a full time property manager. We are committed to fulfilling our role as custodians of the special values of the lands we protect.

The Trust Fund Board continues to work with diligence and vision to identify how we can best focus our conservation efforts in the islands to save those landscapes and ecosystems most in danger of disappearing. We encourage all who love these islands to join us in that effort. Working hand in hand with the islands' conservation heroes, we can sustain these special places into the future.

Christine Torgrimson
Chairperson
January – December 2011

Tony Law
Chairperson
January – March 2012

Message from the Chief Administrative Officer

This fiscal year was a time of intense activity as one term of office came to an end and another began in early December 2011. Trustees and staff worked throughout 2011 to complete a multitude of projects -- some initiated early in the term -- before we entered the new election cycle. This intense activity was followed by renewal, as we welcomed 15 enthusiastic and newly elected trustees to the 26 seats at the Trust Council table. With so many new faces, staff put an extra effort into orientation to ensure trustees were well-equipped to take on their new roles as representatives of their island communities. Almost all of Trust Council's December 2011 meeting was devoted to orientation (and refreshers for experienced trustees) on topics as diverse as land use planning, ethics, meeting procedures and financial management. By the time the March 2012 meeting of Trust Council had arrived, new trustees were clearly beginning to find their way, working to identify new community priorities for the new term.

Behind the Scenes

While many of our staff work at the forefront of Islands Trust operations, regularly visible at public meetings or reception counters, others do important work behind the scenes to make the Islands Trust function smoothly. Some of the vital, but almost invisible work undertaken by staff this fiscal year included:

Records Management Project

Like any similar organization, the Islands Trust has a lot of files! And they must be managed in an efficient and timely way, ensuring they are accessible and available to the public, trustees and staff. Unfortunately, a lack of resources in earlier years meant our filing system had not been up-dated since the Islands Trust was created. And over 35 years of archives were stacking up in a warehouse, at unnecessary expense. Once our new Legislative Services Manager position was filled in 2010, things began to look up in the records management department. First, an up-to-date file classification system was developed, following a standard model created by the Local Government Management Association. During the 2011-2012 fiscal year, Islands Trust Council adopted a bylaw that endorsed the new system, along with new procedures for managing our many records.

As the fiscal year ended, all paper files had been converted to the new system, based on best practices in records management. The new classification system also identifies the retention schedule for each classification category based on legal requirements. We are now systematically sorting through those old warehouse files, cataloguing and saving the important ones. Duplicate and unimportant documents are being purged, with significant savings in storage costs.

Electronic document management, including emails, will be the next area of focus of this multi-year records management project.

Professional Development

Land use planning is not for amateurs! And as it makes up so much of the work of the Islands Trust, we put a lot of emphasis on ensuring our planning staff can take advantage of opportunities for professional development. In British Columbia, this often means attending and participating in training opportunities provided by the planners' professional organization -- the Planning Institute of BC. In 2011, the annual conference was close to home, held from May 31 to June 3 in Nanaimo. Islands Trust staff not only learned new skills, they played a significant role in contributing to this successful conference.

Regional Planning Manager Chris Jackson from our Northern office on Gabriola Island was on the organizing committee. They met for more than a year to plan the four-day event that attracted more than 425 planners and related professionals from across the province. Chris was also a master of ceremonies during the conference. Chris Jackson and planners Sonja Zupanec, Kaitlin Kazmierowski and Courtney Campbell volunteered as session moderators while other planners from all three Islands Trust offices attended the conference.

Kaitlin Kazmierowski and Courtney Campbell presented at a session focused on food security and agriculture planning. Kaitlin made a presentation on food security in the Islands Trust area based on the report she prepared for Trust Council, and Courtney presented the Denman Island Agriculture Strategy with the two consultants who worked on the project. There was a lot of interest in the Islands Trust work from other local government planners who are addressing similar topics in their own communities.

MapIT

The GIS (Geographical Information System) staff at the Islands Trust have had a vision for some time of giving islanders easy online access to the wealth of mapping information that the Islands Trust staff and trustees use during the land use planning process. Using a lot of innovative thinking and very little budget, they developed and launched MapIT, our new online mapping system, in January 2012. It quickly proved popular, with almost 6400 hits by the end of the fiscal year. People can now explore the islands with the click of a mouse in their own home. Click on the MapIT logo on the Islands Trust homepage. Highlights of MapIT include:

- an intuitive easy-to-use interface;
- up-to-date information, including sensitive ecosystems, zoning and publicly-available property information such as assessment and land title data;
- access to Trust-wide topographic, contour, road, lot line, and air photo data;
- standard web map tools and functionality that allow you to control visible layers, adjust transparency, and explore associated features;
- mark-up tools for adding text and graphics to your map;
- measuring tools to determine distance or area;
- access to current and historical air photos;
- integration of Google Street View (where available);
- printable maps and reports; and
- compatible with standard web browsers.

2011-2012 Staff – Comings and Goings

This fiscal year saw a few staff changes, as some staff retired, accepted promotions, or went on to new opportunities. This year, we said goodbye to:

- **Craig Elder**, our Director of Administrative Services – Craig was originally hired on February 4, 2005 and acted ably as Islands Trust treasurer until his retirement on March 31, 2012.

- **Alison Fox**, hired as Planner on Salt Spring Island in 2004 – left the Islands Trust to take on a new position with the Ministry of Agriculture in May 2011.

We also congratulated some existing staff who were promoted to new roles at the Islands Trust and some new staff, joining us for the first time. Those transitions included:

- **Cindy Shelest**, who joined the Islands Trust on January 16, 2012 as our new Director of Administrative Services, replacing **Craig Elder**. Cindy is a Certified General Accountant and Certified Human Resources Professional with 23 years of experience in a variety of finance positions for government and private organizations.
- **Robert Kojima** was promoted from Island Planner to Regional Planning Manager of our Southern Team, effective April 12, 2011 (replacing **David Marlor** who became the new Director of Local Planning Services on April 1, 2011).
- **Kaitlin Kazmierowski**, moved from our Northern team to our Southern team to replace **Robert Kojima** as an Island Planner effective July 4, 2011.
- **Chloe Fox** joined the Islands Trust on September 6, 2011 as Island Planner in our Northern office, filling the position left by **Kaitlin Kazmierowski**.
- **Justine Starke** was appointed to an Island Planner position in our Salt Spring office on April 8, 2011, replacing **Mark Broderick**, who had left November 2010 to accept a position with the District of North Saanich.
- **Stefan Cermak**, replaced **Justine Stark** as Planner 2 on Salt Spring Island on May 30, 2011
- **Caitlin Brownrigg**, was hired as a Planner 1 September 19, 2011 to replace **Stefan Cermak**.
- **Kris Nichols** was hired February 6, 2012 as a Planner 1, with our Southern Team, filling the position vacated by **Alison Fox.**
- **Corlynn Strachan** was hired June 20, 2011 as a part-time Receptionist in our Victoria office
- **Geoff Kinnear** was hired April 4, 2011 as an auxiliary part-time Bylaw Enforcement Officer for the Southern Islands.

At the December 2011 meeting of Trust Council, I had the pleasure of presenting the fifth annual staff recognition awards. Our staff recognition award program was developed by staff to recognize the achievements and contributions of their colleagues.

Staff Recognition

The Service Excellence Award goes to an individual who provides excellent customer service (internally or externally), is courteous, cooperative and dependable, assists others and is an excellent team member. There were four nominations for the award this year. The winner of the Islands Trust Service Excellence Award for 2011 was Finance Officer Nancy Roggers for her professionalism and excellent level of service to Local Planning Services

The Excellence in Leadership Award is for an individual who encourages teamwork, empowers the team, mentors staff and communicates well. The 2011 recipient of the Islands Trust Excellence in Leadership Award was Island Planner Justine Starke, who “brought life to her projects and the office in general. Justine pursues the highest ideals of Islands Trust, guiding planning staff via engagement and sharing of experiences.”

The Unsung Hero Award goes to an individual who willingly takes on tasks no one else want to do and for dependability, courtesy, cooperation and assisting other. This year’s winner was Planner Kristen Aasen who “processes more applications than seems human.”

The Innovation Award is for an individual or group for a particularly innovative program, project, system or process, for efficiency and for going over and above the normal job description. The award in 2011 went to the Geographic Information Systems team of Barb Dashwood, GIS Technician, Mark Van Bakel, GIS Coordinator and Blair Underhill GIS Coop Student. The team provides essential mapping services reliably, quickly and beautifully and has shown great creativity and innovation in delivering those essential services. Their work supports local trust committees and staff by providing up to date, accurate mapping resources.

The Legacy Award goes to a staff member who has done something that makes a significant difference for all of us who work for the Islands. I was delighted to present Craig Elder, out-going Director of Administrative Services who retired in March 2012, with the 2011 Legacy Award for his exceptional leadership, encouragement and continuing education opportunities for his Administrative Services Team.

Linda Adams
Chief Administrative Officer

The Islands Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox, with the exception of Texada Island. It is approximately 5200 square kilometres (2000 square miles) in size and has a resident population of more than 25,000.

Located in the Strait of Georgia and Howe Sound, the Trust Area is a unique and special place—a scenic archipelago of 13 large islands and more than 450 smaller islands and islets. The area provides habitats for an exceptional variety of species: more than 200 types of migratory and resident birds and numerous species of fish and other marine and inter-tidal life, terrestrial wildlife and vegetation. Outstanding scenery and recreational resources include panoramic viewpoints, sheltered bays, protected marine waterways and anchorages, all of which contribute to the beauty, appeal and tranquility of this area.

INSERT MAP

The unique natural environment of the islands in the Strait of Georgia and Howe Sound has given the area national recognition. Realizing this, the government of British Columbia enacted special protective legislation in 1974 entitled the *Islands Trust Act*. The *Act* states that the object of the Islands Trust is to "preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with the municipalities, regional districts, improvement districts, other persons and organizations, and the government of British Columbia".

Organization & Responsibilities

The Trust is a unique federation of local government bodies, including the Bowen Island Municipality, which plan land use and regulate development in the Trust Area. Like other communities in British Columbia, island communities elect their local representatives every three years.

Two local trustees are elected for each group of islands designated as a local trust area or island municipality. For the twelve local trust areas, the two local trustees, together with an appointed chair from the Executive Committee, are responsible for the land use decisions within their local area. For the Bowen Island Municipality, the two local trustees are part of a seven-member council that is responsible for all functions of a local government, including land use decisions. Unlike the Bowen Island Municipal Council, each local trust committee has jurisdictional authority for the smaller islands and water that surround the major island in that local trust area.

The Islands Trust consists of a number of distinct corporate entities: the Trust Council, Executive Committee, twelve local trust committees and Trust Fund Board. The Bowen Island Municipality is also located within the Islands Trust Area. Two municipal trustees represent the Bowen Island Municipal Council on Trust Council. The Bowen Island Municipal Council has responsibilities related to the *Islands Trust Act*.

The Islands Trust Council

The twenty-six member Trust Council establishes general policies for carrying out the object of the Islands Trust. The Council also adopts an operational budget for the Islands Trust and manages the financial undertakings of all parts of the Islands Trust except for the Trust Fund, which manages its own operations. Trust Council appoints staff and auditors and adopts an annual budget. Tax levies on properties within the Trust Area are the primary funding source for the operations of the Islands Trust; additional revenue comes from a provincial grant and development application fees.

The *Islands Trust Act* requires Trust Council to implement an Islands Trust Policy Statement that is applicable to the whole Trust Area. The Minister of Community Services must approve the Policy Statement before it is adopted. The Policy Statement provides broad policy guidelines for Trust Council, the Trust Fund Board and the local trust committees and island municipality regarding the protection of ecosystems, the stewardship of resources and the promotion of sustainable communities. The positions and philosophy of Trust Council contained in the Policy Statement also constitute a policy framework for reference by the public and other agencies such as the regional districts of the Trust Area, the Province and its agencies.

Trust Council has three standing committees of trustees—the Local Planning Committee, Trust Programs Committee and Financial Planning Committee—which provide policy advice to Trust Council on issues referred by the Council and on committee initiatives.

Executive Committee

The Executive Committee comprises the Chair of the Islands Trust Council and three Vice-Chairs, all of whom are elected for a three-year term by Trust Council from among its members. The Executive Committee carries out the daily business of the Islands Trust and reviews the bylaws of local trust committees to ensure compliance with the Islands Trust object and the Policy Statement. The Executive Committee also acts as a local trust committee for a particular part of the Trust Area that is not included in any of the local trust areas or the island municipality.

Executive Committee (to December 6, 2011)
Sheila Malcolmson, Chair, Gabriola Island
Louise Bell, Vice-Chair, Denman Island
Peter Luckham, Vice-Chair, Thetis Island
Gary Steeves, Vice-Chair, North Pender Island

Executive Committee (as of December 6, 2011)
Sheila Malcolmson, Chair, Gabriola Island
David Graham, Vice-Chair, Denman Island
Ken Hancock, Vice-Chair, North Pender Island
Peter Luckham Vice-Chair, Thetis Island

Local Trust Committees / Island Municipality

A local trust committee exists for each group of islands designated as a local trust area under the *Islands Trust Act,* except for Bowen Island, which is an island municipality.

Each local trust committee has three members—two locally elected trustees and one Executive Committee member who serves as Chair. A local trust committee is responsible for land use planning and regulation for its area of jurisdiction. The responsibilities include preparation and adoption of Official Community Plans, Land Use Bylaws, zoning and subdivision bylaws, regulation of soil removal and deposit, and authorization of permits under Part 26 of the *Local Government Act*.

The Bowen Island Municipality is served by a seven-member Council which holds broad municipal powers including land use planning. Two of the municipal councilors are elected to Trust Council by the community.

The *Islands Trust Act* requires all local trust committees to submit all bylaws to the Executive Committee for approval before they can be adopted. Island municipalities must submit an Official Community Plan to the Executive Committee for approval before adoption. Any island municipality bylaw that refers to matters included in the Islands Trust Policy Statement also requires Executive Committee approval. The *Islands Trust Act* and municipal letters patent establish the necessary procedures, should the Executive Committee find a bylaw at variance or contrary to the Policy Statement.

Trustees of the Islands Trust as of December 6th, 2011

In November 2011 the following individuals were elected as trustees and formed the Islands Trust Council in December 2011. Eleven incumbents (+) and 15 new trustees were sworn in on December 6, 2011.

Bowen
Wolfgang Duntz
Andrew Stone

Denman
Laura Busheikin
David Graham (+)

Gabriola
Sheila Malcolmson (+)
Gisele Rudischer

Galiano
Louise Decario (+)
Sandy Pottle (+)

Mayne
Brian Crumblehulme
Jeanine Dodds (+)

North Pender
Ken Hancock
Gary Steeves (+)

Salt Spring
George Grams
Peter Grove

Saturna
Paul Brent
Pam Janszen

Gambier
Jan Hagedorn (+)
Kate-Louise Stamford

Hornby
Alex Allen
Tony Law (+)

Lasqueti
Peter Johnston
Susan Ann Morrison (+)

South Pender
Mike Jones
Liz Montague

Thetis
Sue French (+)
Peter Luckham (+)

Trustees of the Islands Trust 2008 to December, 2011

Prior to the 2011 local government election the following trustees formed the Islands Trust Council.

Bowen
Alison Morse
Nerys Poole

Denman
Louise Bell
David Graham

Gabriola
Deborah Ferens
Sheila Malcolmson

Galiano
Louise Decario
Sandy Pottle

Gambier
Joyce Clegg
Jan Hagedorn

Hornby
Fred Hunt
Tony Law

Lasqueti
Jen Gobby
Susan Ann Morrison

Mayne
Jeanine Dodds
Colin Shew

North Pender
Derek Masselink
Gary Steeves

Salt Spring
George Ehring
Christine Torgrimson

Saturna
John Money (until October 7 2010)
Dian Johnstone (from February 15 2011)
Beverley Neff

South Pender
David Greer
Wendy Scholefield

Thetis
Sue French
Peter Luckham

Trust Fund Board

The Trust Fund Board has six members: two trustees elected by Trust Council, one trustee appointed by the Executive Committee and three members appointed by the Minister of Community, Sport and Cultural Development for terms of one to three years.

As the conservation land trust of the Islands Trust, the Islands Trust Fund acquires and manages land for conservation, receives donations of land, conservation covenants and cash to help preserve places of natural or cultural significance within the Trust Area, and undertakes stewardship education activities. The Islands Trust Fund provides tax receipts for all eligible donations.

Every five years, the Trust Fund Board prepares an Islands Trust Fund Plan for approval by the Minister of Community Services, to establish policies regarding the operations of the Islands Trust Fund. In 2010, the Trust Fund Board adopted the 2011-2015 Regional Conservation Plan, which will help the Islands Trust Fund and its partners focus limited resources on the areas and projects that yield the greatest benefit to biodiversity in the islands.

Trust Fund Board Members

Christine Torgrimson, Salt Spring Island (January 2008 – December 2011, Chairperson, January 2009 – December 2011)
Louise Bell, Denman Island (December 2008 – December 2011)
Nerys Poole, Bowen Island (December 2008 – December 2011)
Michael Dunn, Mayne Island (Appointed Member, January 2008 – December 2011)

Tony Law, Hornby Island (December 2011 – present, Chairperson, January 2012 – present)
Peter Luckham, Thetis Island (December 2011 – present)
Susan Morrison, Lasqueti Island (December 2011 – present)

Dereck Atha, Mayne Island (Appointed Member, June 2010 – present)
Julie Glover, Vancouver and Hornby Island (Appointed Member, December 2011 – present)
Robert Grant, Vancouver and Denman Island (Appointed Member, July 2009 – present)

Islands Trust Legislative Structure Chart

– To Be Inserted –

Annual Report 2011–2012 Accomplishments

Strategic Plan for the 2008–2011 Term
Trust Council uses a strategic plan to set priorities and goals for each term. A strategic plan was adopted in September 2009 and updated March 24, 2010 to align Council's strategic priorities with its budget. The goals for this term were:

Goal 1 Ecosystem Preservation and Protection
We can create a legacy for the future by preserving and protecting the most significant parts of our natural environment:

- We will identify and protect our most significant riparian areas.
- We will improve the identification and protection of island biodiversity, as well as our most sensitive environments, and significant natural areas.
- We will work to reduce greenhouse gas emissions, both by managing our internal operations and by fostering energy-efficient communities in our land use decisions.

Goal 2 Stewardship of Island Resources
We will work to steward island resources, and to ensure that the scale, rate and type of development is compatible with the maintenance of island ecosystems.

- We will use land use planning tools to address the sustainability and quality of freshwater resources.
- We will support initiatives to achieve reliable, adequate and sustainable funding for the Trust Fund Board, our conservation land trust.
- We will take steps to advance good management of coastal areas, by encouraging landowner stewardship and by considering new planning tools.

Goal 3: Sustain Island Character and Healthy Communities

We recognize that the health of our communities is improved if our islands are safe and secure, if there is strong public involvement in decision-making, and if we accommodate people of differing age groups and income levels.

- We will work to support and restore socio-economic diversity with strategies for affordable, accessible and appropriate community housing.
- We will work to understand and minimize the negative effects that climate change could have on island communities.
- We will cultivate community engagement and participation in land use planning.

Goal 4 Organizational Effectiveness
Our island communities need effective and efficient government services:

- We will continue our work to provide services on an increasingly cost-effective basis.
- We will encourage recognition and support of the Islands Trust object by our communities and by other agencies and levels of government.

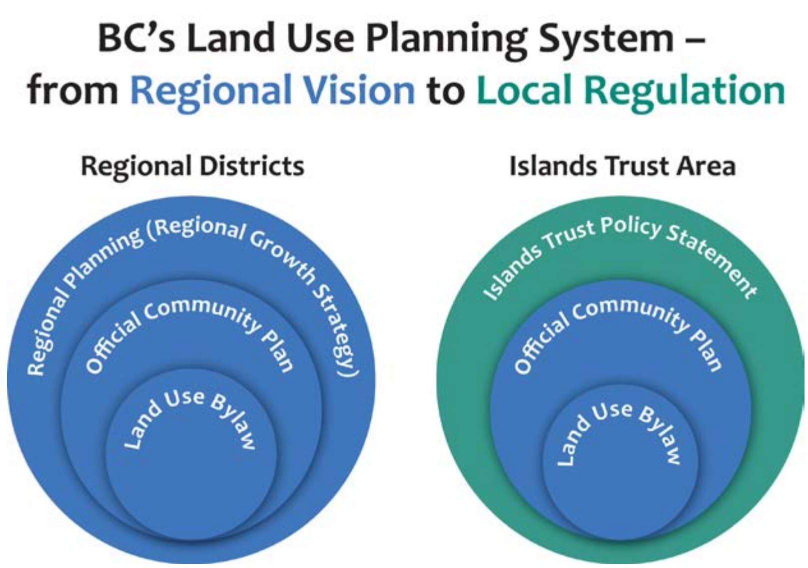
Trust Council's work flows from this strategic plan. A copy of the complete plan is available on the Islands Trust web site at: http://www.islandstrust.bc.ca/tc/pdf/tcstrategicagenda2008-2011.pdf

A strategic plan for the 2011-2014 term will be complete by the September 2012 quarterly meeting of Trust Council.

1. Executive Committee

The Executive Committee has a variety of responsibilities. In addition to the responsibilities of individual members serving as chair of local trust committees, the committee oversees external communications for the Islands Trust, liaises with the provincial government, reviews and implements the Policy Statement and conducts other functions as directed by Trust Council.

Policy Statement Implementation



Trust Council has a goal to review the Policy Statement every five years, although this has not been accomplished consistently due to competing priorities and the anticipated costs. During 2010-2011, a Policy Statement Assessment Task Force completed a review of the Policy Statement. Trust Council then directed staff to apply to Canada's Gas Tax Fund under the planning category in April 2011, for sufficient funding to support a two-year consultation process to review the Policy Statement. In December 2011, the Islands Trust was offered up to $250,000, and the decision of whether to accept the funding fell to the newly elected council. After in-depth deliberations on the impact of the proposed two-year review on the work of trustees and staff, and taking into account concerns voiced by the public, Trust Council decided not to proceed with a comprehensive review of the Policy Statement in the 2011-14 term and not to accept the offer of funding from Canada's Gas Tax Fund. In March 2012, Council asked staff to develop alternative approaches to implementing the Policy Statement within the current budget.

Grants Program

The grants program seeks funding from outside agencies to enable Trust Council, Local Trust Committees and Island Municipalities to take on strategic projects without taxing island property owners. The Islands Trust has recently been recognized by the Canada Revenue Agency as a qualified donee for work classified as 'charitable' under Canada Revenue Agency definitions. This enables access to funding from private foundations and other charitable donors.

During 2011-2012, twelve grants supported eight different projects. Grants totaling $163,400 had been received in 2010-2011 for projects still in progress during 2011-2012, and grants totaling $17,200 were added during 2011-12:

- Investment Agriculture Foundation of British Columbia funded the development of the Denman Island Agriculture Area Strategy and ensuing Plan, to be completed in 2012-2013.
- DenmanWorks funded a survey of Denman Island agricultural producers and consumers, completed in summer 2011.
- Pacific Climate Impacts Consortium, the Real Estate Foundation of British Columbia and the Stewardship Council for BC continued their support of the Trust-area wide, ongoing Green Shores for Homes program.
- Solar BC grants supported the ongoing development of Community Energy System on Lasqueti Island and the now completed Salt Spring Island Solar Community project.
- Service Canada's New Horizon for Seniors Program supported an intergenerational video project intended to highlight and celebrate civic leadership on the islands.
- UBCM's Seniors Housing & Support Initiative provided two grants, both completed in May 2011, to support a Trust area-wide Seniors Affordable Housing Strategy and a Seniors Community Gardens project carried out on three islands.

Communications

News Releases
The Islands Trust issued 28 news releases in 2011–2012 on subjects including bylaw enforcement, public input on the annual budget, quarterly Islands Trust Council meetings and agendas, land conservation activities, Community Stewardship Awards, special initiatives, court decisions and staff appointments. Islands Trust news releases are distributed to local media throughout the Islands Trust Area and outlying media interested in the area, other elected officials, and other interested agencies and governments, as well as subscribers to the Islands Trust electronic distribution service.

Electronic Communications
In 2011-2012 the Islands Trust website had almost 106,000 visits and with 292,309 individual page views, but the site was due for an overhaul. At its final meeting in 2010-2011, Trust Council approved $40,000 to upgrade the Islands Trust website for improved customer service and a more open and transparent government. Trust Area Services staff sought competitive bids early in 2011-2012 and the new website will be launched in mid-2012. The new software platform enables staff in all the offices to update the site quickly and easily, and to customize pages for each local trust committee.

Anyone may subscribe to e-mail notifications of information including news releases, chair correspondence, local island updates, meeting schedules and new publications. Nearly 2000 subscribers take advantage of this service. To subscribe to one or more topics click "subscriber options" on the homepage. *Live link on electronic version please Annie).*

The Islands Trust also has a twitter feed under the user name Islands_Trust.

Executive Committee Advocacy

The Executive Committee takes direction for its advocacy program from both the Islands Trust Policy Statement and Trust Council's Strategic Plan. The Policy Statement states that *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.*

In response to concerns raised by communities through their elected trustees and supported by the 2008-11 Strategic Plan objective 4.2 “To encourage recognition and support of the Island Trust object in policies and programs of other levels of government and agencies,” Trust Council continued to support enhanced levels of advocacy, with a high priority on marine topics. The resulting letters from the Islands Trust Council Chair as well as submissions by the Executive Committee can be read in full on the Chair Correspondence page on the Islands Trust website.

In 2011, the Executive Committee took action on Trust Council’s advocacy priorities by writing letters, preparing presentations, hosting meetings, and working with partners on the following topics.

Ecosystem Preservation and Protection

Oil spill preparedness and response: Geographic Response Plans, Unconventional Oils, 2012 Federal Budget (consistent with Policy Statement policies 3.1.9; 5.3.8)

On June 30, 2011, Chair Malcolmson wrote to the Honourable Denis Lebel, federal Minister of Transport, Infrastructure and Communities requesting geographic response plans for oil spills in the Islands Trust Area, in support of the recommendation of the Transport Canada Pacific Regional Advisory Council on Oil Spills which proposed establishing a pilot project to determine a response plan. She explained that the Islands Trust Area should be considered a priority for oil spill prevention planning as petroleum products spilled in the Salish Sea will not readily flush out to sea and disperse and because the circular tides and currents of the region will result in the oil spill repeatedly washing up on local shorelines and needing repeated cleanup, and because the route travelled by vessels in this area is close to shore, making it essential to have a rapid, effective on-water and near-shore response,.

In August, 2011, Minister Lebel responded and said that the proposal was being considered by the planning and logistics sub-committees of a Director General Interdepartmental Marine Pollution planning and logistics sub-committees and that “[t]he Coast Guard will continue the cyclical updating of regional and area plans, which includes consultations with coastal communities, first nations, municipal province and territorial authorities, industry and other stakeholders.”

In November, 2011, Chair Malcolmson again wrote to the Honourable Denis Lebel to request information about the current state of oil spill response preparedness for unconventional oils which are much heavier and stickier than conventional types of oil. Minister Lebel responded in March, 2012, and stated “Transport Canada continues to collaborate with its international and federal partners to develop and implement a range of prevention and preparedness initiatives” and that “Canadian response regime experts are working collaboratively to ensure that industry and government can respond, as regulated, to all types of oil spills.”

On February 6, 2012, Chair Malcolmson wrote to the Honourable James M. Flaherty, federal Minister of Finance requesting that Budget 2012 maintain or increase staffing and funding levels for oil spill mitigation, preparedness, response, and recovery activities in all departments, including Transport Canada, Environment Canada, Fisheries and Oceans Canada and the Canadian Coast Guard.

On March 26, 2011, Chair Malcolmson and Vice-Chair Peter Luckham participated in a San Juan Marine Managers workshop on oil spill preparedness with members of the San Juan County Council and local, state and federal United States representatives. A principle of the Islands Trust marine advocacy program is that the Salish Sea is an ecosystem that does not recognize human borders and jurisdictions so it is important that regulatory agencies and communities work together to develop solutions that reflect this reality. Shipping traffic in local waterways is predicted to increase as the provincial and federal governments press for more shipping activity through their Pacific Gateway and Asia-Pacific Gateway programs. The growing risk of oil spills posed by these increases is of concern to agencies on both sides of border.

Oil Tanker Traffic Increases: National Energy Board (consistent with Policy Statement policies 3.1.6; 3.1.9)

In June, 2011, Chair Malcolmson wrote to the National Energy Board regarding Kinder Morgan’s Trans Mountain Pipeline’s Firm Service Application to express concern that approval of the application would lay the foundation for increasing tanker traffic in the Salish Sea and to request more consultation with coastal communities before the Board made a decision. The Chair expressed concern that the contractual certainty the requested Firm Service transportation service agreements would offer to Canadian producers and their potential off-shore buyers, when combined with the requested reallocation of capacity, could lead to increases in tanker traffic.

In July, 2011, Secretary of the Board Anne-Marie Erickson wrote back to convey that the Board had received a number of letters requesting that the oral hearing be moved to Vancouver, Victoria or a Gulf Islands location, and that the deadline for filing comments be extended, but that "[t]he Board is not persuaded that the oral hearing should be moved to another location or that the deadline for filing comments should be extended." The National Energy Board approved the firm service application in November.

In September, 2011, at the Union of British Columbia Municipalities Convention, Executive Committee members supported late resolution LR6 on "Oil Pipelines and Tanker Traffic in BC" co-sponsored by City of Victoria and City of Burnaby. The resolution was endorsed by the UBCM membership. It supported the Islands Trust's June 2011 submission to the National Energy Board highlighting concerns about Kinder Morgan's Trans Mountain Pipeline's application for "firm service" contracts. The resolution called on regulators to ensure that any applications to expand the amount of oil transported by pipeline or tanker in British Columbia undergo the highest degree of environmental assessment and include meaningful public consultation, including direct engagement with affected municipalities, regional authorities and British Columbia first nations.

In December, 2011, Chair Malcolmson was a joint signatory on a letter to the National Energy Board with the following local government mayors :Mayor Derek Corrigan, City of Burnaby; Mayor Darell Mussatto, City of North Vancouver; Mayor Dean Fortin, City of Victoria; Mayor Darren Inkster, District of Sechelt; Mayor Lois Jackson, Corporation of Delta; and Mayor Ken Lalamen, Resort Municipality of Whistler. The letter included a request "that the Board ensure that there is a robust process of public consultation and hearings, providing ample opportunity for involvement by our residents and civic governments, before any decision is made to permit the expansion of crude oil flows and oil tanker traffic through Vancouver harbour."

Derelict and Abandoned Vessels, Barges and Docks: long-term solutions, support for Bill C-231; Joint Working Group participation (consistent with Policy Statement policy 3.1.9)

At the Union of British Columbia Municipalities convention, the four members of the Islands Trust Council's Executive Committee met with the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations and included invited representatives from other local governments to seek an update on the province's commitment to collaborate with other agencies on the removal of abandoned vessels and docks. At the meeting Chair Malcolmson 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.

In response to this request, Minister Thomson wrote to the Honourable Denis Lebel, federal Minister of Transportation, Infrastructure and Communities on October 31, 2011, to "request an update on the federal ministry's initiative to fund and remove abandoned and derelict vessels and floating structure (vessels) along the pacific Coast and within the inland waters of British Columbia."

In September 2011 Chair Malcolmson wrote to Minister Lebel in support of Bill C-231, an *Act to Amend the Canada Shipping Act*, *2001* tabled by Jean Crowder, Member of Parliament for Nanaimo-Cowichan. In her letter Chair Malcolmson said "The Islands Trust has been active for several years in seeking a sustainable solution from senior governments to address the increasing numbers of derelict vessels littering our coastlines. Our community members raise concerns regularly about the impacts that derelict vessels have on the environment, navigation and the aesthetics of our islands."

On October 25, 2011, Minister Lebel responded explaining that Transport Canada is working to develop a strategy to address issues related to abandoned and derelict vessels in Canada and will be proceeding with a study to assess the scope and extent of the problem. In January 2012 the Islands Trust staff, after requesting information from Islands Trust trustees, provided a four page response to the Transport Canada survey about derelict vessel issues.

In March, 2012, Chair Malcolmson wrote to Chair Joe Stanhope, President of the Association of Vancouver Island Coastal Communities to confirm that the Islands Trust would continue to be represented on the Joint Working Group for the Removal of Derelict Vessels in British Columbia, subject to Trust Council deciding to keep this topic on its strategic plan. She also encouraged the working group to develop a fact sheet for local governments answering commonly asked questions about dealing with derelict and abandoned vessels, barges and docks.

Plumper Sound Anchorage (consistent with Policy Statement policies 3.1.9; 5.1.2)

In April, 2011, Chair Malcolmson write to Capt. To For (John) Yeung, Regional Director, Transport Canada, Marine and Robin Silvester, President and Chief Executive Officer, Port Metro Vancouver to convey concerns by community members about an increase in the number of vessels anchored in Plumper Sound and vessels dragging their anchors during storms. In a May 2011 response, Capt. Yeung explained why there had been an increase in anchored vessels and noted that Transport Canada Marine Safety values the close working relationship it has had with Islands Trust for 25 years working together on issues relating to Plumper Sound and the Southern Gulf Islands. “We feel that your members are the ears and eyes of the area and we value your input and thoughts on any solutions you may wish to propose, “said Yeung.

In April Chair Malcolmson also wrote to Stephen Brown, President of the Chamber of Shipping of British Columbia and Kevin Obermeyer, President and CEO of the Pacific Pilotage Authority to express appreciation that, in response to prior correspondence with Islands Trust, the Chamber of Shipping had issued the *Memo to Masters of Vessels using Plumper Sound Anchorages*. The memo outlined specific steps to be taken by the crews of anchored vessels to minimize light and noise pollution. She also expressed her appreciation that in June 2010, in consultation with industry, Transport Canada issued an *Anchorage Advisory for Plumper Sound* to advise ships masters and agents that there are special safety guidelines to observe when using the anchorage. In the letter she explained that despite these measures residents continued to experience noise and light pollution from anchored vessels and that there was another incident of a vessel dragging anchor in Plumper Sound when on March 2, 2011, the *Cape Vanguard* dragged anchor during a forecasted wind storm and came within 200 metres of shore.

Concerns about Impacts and Risks of Increased Container Vessel Traffic (consistent with Policy Statement policies 3.1.9; 5.1.2; 5.3.8)

On November 9, 2011, Chair Malcolmson wrote to the Port Metro Vancouver to request that studies into the Deltaport Terminal, Road and Rail Improvement Project address the potential social and environmental impacts of increased container vessel traffic on the waterways and communities of the Salish Sea.

Proposed National Marine Conservation Area Reserve in the southern Strait of Georgia (consistent with Policy Statement policies 3.4.2; 3.4.6)

In April, 2011, Chair Malcolmson wrote to elected officials of partner local governments who had attended an Islands Trust meeting with the Honourable Barry Penner in 2010 to update them on progress towards establishment of Southern Strait of Georgia National Marine Conservation Area Reserve and to encourage them to continue to advocate for the conservation area.

On October 13, 2011, the Honourable Peter Kent, Canada’s Environment Minister and Minister responsible for Parks Canada, announced with the Honourable Terry Lake, British Columbia’s Minister of Environment, that the governments of Canada and British Columbia had agreed on a proposed boundary for a national marine conservation area reserve in the Southern Strait of Georgia. The proposed area extends from the southern tip of Gabriola Island to Saanich Inlet and Cordova Bay, just north of Victoria. The ministers also announced that their governments will undertake in-depth consultations with first nations, local governments and stakeholders on the proposed national marine conservation area reserve. This announcement was welcome news as the trustees and staff of the Islands Trust have been involved in consultations on the proposed national marine conservation area reserve for over a decade and have continuously promoted the need for better marine protection to all levels of government.

Raven Underground Coal Mine (consistent with Policy Statement policy 3.1.9)

In June, 2011, Chair Malcolmson wrote to Andrew Rollo of the Canadian Environmental Assessment Agency and Rachel Shaw of the Environmental Assessment Office on behalf of the Islands Trust Council and of concerned residents of Denman and Hornby Islands to express concern about the proposed Raven Underground Coal Mine on Vancouver Island. She conveyed the need for the environmental assessment process to include a full review by a panel of independent experts and outlined concerns about the potential impact on marine water within the Islands Trust Area, in particular on Baynes Sound, and the greenhouse gas emissions that would result from the project.

Sustainable Communities

BC Ferries Fares and Service (consistent with Policy Statement policy 5.3.1)

In June, 2011, Chair Malcolmson wrote the Honourable Blair Lekstrom, Minister of Transportation and Infrastructure, to request an increase in provincial support for BC Ferries, in order to stabilize BC Ferries fares on minor routes. In her letter, Chair Malcolmson said “the Islands Trust Area is the most ferry-dependent part of British Columbia, and BC’s *Islands Trust Act* gives Trust Council a clear mandate to preserve and protect diverse island communities, for the benefit of all British Columbians. But we cannot achieve that provincial mandate alone. We are calling on your government to revisit its policy of expecting local people to carry the costs of operating what is clearly part of the provincial highway system.” The Chair’s letter outlined the impacts of increased ferry fares on island communities and businesses and referred to the 2009 Islands Trust resolution, endorsed by the Union of BC Municipalities, which requested that the BC Ministry of Transportation and Infrastructure work with coastal communities and BC Ferries to develop a strategy for the minor southern coastal ferry routes, as proposed by the Ferry Advisory Committee Chairs.

In July, 2011, Chair Malcolmson met with Minister Lekstrom as part of a delegation led by the Powell River Regional District to discuss the goal of pricing all minor ferry routes at a level that will sustain the economies of ferry-dependent communities. After the meeting, Minister Lekstrom wrote to Chair Malcolmson to thank her for writing and meeting with him. In that letter he said “Families living in our island and coastal communities need affordable, efficient ferry service, and I understand British Columbians’ frustration with the rising cost of ferry travel.” He also referred to the comprehensive review of the *Coastal Ferry Act* to be conducted by BC Ferry Commissioner Gordon Macatee in 2011.

On September 15, 2011, the Islands Trust Council hosted a session with BC Ferry Commissioner Gordon Macatee and Deputy Commissioner Sheldon Stoilen to discuss issues related to ferry fares and their impacts on island communities. Chair Malcolmson gave a presentation illustrating the relationship of BC Ferries services to island communities, the impacts of rising fares and an evaluation of the delivery of the initial objectives of the *Coastal Ferry Act*.

Chair Malcolmson noted that island communities had developed over the past 50 years in step with the coastal ferry system, just as other BC communities grow in relation to the provincial road network. She pointed to former provincial ministers who treated the coastal ferry network as an important element in BC’s economic development – as important as the highways they built into BC’s hinterland. She emphasized that island communities developed based on repeated assurances that ‘ferries are highways’ and explained that contrary to some suggestions, Trust Area communities are not wealthy, with average family income below or close to average BC levels.

She explained that “In 2006, an Islands Trust position paper warned that rising fares could lead to decreased ridership, threatening the system’s viability. The latest information about revenues indicates these concerns are becoming reality.”

During the presentation, she also noted that declining ridership has negative impacts on the provincial economy as it results in decreased economic activity and declining provincial revenues. She further stated that fares have risen continually with no assessment of the socio-economic impacts on our communities urged the government to take immediate action, while longer term solutions are developed.

Malcolmson concluded with a number of recommendations for the commissioner. These included:

- a significant increase in the provincial contribution, to enable drastic and immediate fare cuts and fare freezes
- that subsequent fare increases be at a level consistent with the Consumer Price Index
- changes to the *Coastal Ferry Act* to recognize BC Ferries as an essential part of the public infrastructure, similar to provincial highway
- a long term strategy for BC Ferries’ service to the minor routes that considers the socio-economic impact of ferry fares and schedules and the sustainability of the ferry service itself
- identification, in consultation with Ferry Advisory Committees, communities and local governments, options for modifying service to increase efficiency while meeting the needs of ferry-dependent communities

In September, 2011, Chair Malcolmson participated in a meeting the Honourable Christy Clark, Premier of British Columbia, the Honourable Blair Lekstrom, Minister of Transportation and Infrastructure and Regional District Chairs and presented on behalf of the communities served by the minor routes

At the Union of British Columbia Municipalities Convention, Executive Committee members supported resolution A3 on BC Ferries rate increases. The resolution was endorsed with amendments suggested by the Islands Trust. The resolution called on the Union of British Columbia Municipalities to lobby the provincial government to:

> *recognize our coastal ferry services as essential extensions of our provincial public highway system and provide the independent BC Ferry Commission with a mandate to provide comprehensive recommendations aimed at creating equity between our terrestrial and marine highways and keeping jobs in coastal BC; and, to ensure that BC ferry fares are reduced and service levels are maintained at current levels until such time as the provincial*

government implements legislation that recognizes our coastal ferry services as essential extensions of our provincial public highway system and creates equity between BC's terrestrial and marine highway systems.

Slides from the Chair's presentation to the BC Ferry Commissioner and links to all other Islands Trust positions on BC Ferries are on the BC Ferries advocacy page of the Islands Trust website.

Proposed Artificial Reef (consistent with Policy Statement policy 3.4.3)

In June 2011 Trust Chair Malcolmson wrote to the Honourable Terry Lake, provincial Minister of Environment opposing the proposed sinking of the decommissioned destroyer escort Annapolis in Halkett Bay Marine Provincial Park for the purpose of creating an artificial reef based on the following concerns: environmental risks, possible zoning violation, inconsistency with the Islands Trust Policy Statement, and lack of public consultation."

Minister Lake responded in August, 2011, saying "I appreciate the information you provided but must inform you that I remain committed to the proposal to sink the ship in Halkett Bay Provincial Marine Park as an artificial reef, pending final approval by the federal government undertaking a Canadian Environmental Assessment."

New Energy Vision (consistent with Policy Statement policy 5.8.8)

In June, 2011, Chair Malcolmson wrote to the Honourable Rich Coleman, provincial Minister of Energy and Mines and the Honourable Joe Oliver, federal Minister of Natural Resources Canada to advise that Trust Council had endorsed 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.

Minister Oliver responded in July, stating that "federal, provincial and territorial officials have been discussing an approach to energy that ensures our energy policies are coordinated and serve the best interest of Canadians."

Smart Meters (consistent with Policy Statement policy 3.1.9)

In response to concerns by Islands Trust Area residents regarding the BC Hydro Smart Metering Program, Chair Malcolmson wrote to the President of BC Hydro in June encouraging the company to consult with Trust Area Residents regarding smart metering and wrote to the Honourable Rich Coleman, provincial Minister of Energy and Mines and Minister responsible for BC Hydro in November to advise him that Trust Council had passed a resolution requesting that the province place a moratorium on the mandatory installation of wireless smart meters until any problems identified regarding wireless smart meters are independently assessed and until acceptable alternatives can be made available at no added cost to the consumer.

Other Executive Committee Highlights

Working in Cooperation:

2011 Union of British Columbia Municipalities Annual Convention September 26 - 30
The annual UBCM convention allows Island Trust representatives to meet, and share ideas with MLAs and Electoral Directors. Chair Sheila Malcolmson and Vice-Chairs Louise Bell, Peter Luckham and Gary Steeves represented the Islands Trust Council; Bowen Island Municipal Trustees Alison Morse and Nerys Poole attended on behalf of Bowen Island Municipal Council and Islands Trust Chief Administrative Officer Linda Adams also participated.

Islands Trust representatives met with MLAs Nicholas Simons – Powell River Sunshine Coast (Gambier), Murray Coell – Saanich North and the Islands (Salt Spring/S. Gulf Islands), Don McRae – Comox Valley (Denman and Hornby), Doug Routley – Nanaimo North Cowichan (Gabriola and Thetis), Ron Cantelon – Parksville Qualicum (Lasqueti and Exec. Islands) as well as Electoral Area Directors Maria Harris – Metro Vancouver RD (Gambier), Ken Hancock – Capital Regional District (S. Gulf Islands), Mel Dorey – Cowichan Valley RD (Thetis), Bruce Jolliffe – Comox Valley RD (Denman and Hornby) Garry Nohr – Sunshine Coast RD (Gambier), Peter Frinton – Greater Vancouver RD (Bowen), Lee Turnbull – Sunshine Coast RD (Gambier LTA), Merrick Anderson – Powell River RD (Lasqueti), and Garth Hendren – Capital Regional District (Salt Spring Island).

Coastal Community Network

Chair Malcolmson participated in a meeting of the Coastal Community Network which represents municipalities, regional districts and tribal councils from BC's coastal communities and promotes sustainable economic and social development on the West Coast. The Coastal Community Network focuses on areas of agreement, but is not an advocacy group. The group discussed a wide range of issues, including oil spill preparedness, derelict vessels and BC Ferries.

San Juan County
At their September 2011 meeting on Salt Spring Island, members of Islands Trust Council and the San Juan County Council exchanged information and discussed areas of mutual interest, including shipping safety; oil spill prevention / response; ferries issues; affordable housing; and, the Green Shores project. Green Shores is a program of the Stewardship Centre for BC, a non-profit organization to support an information based approach to minimize the impacts of human settlements on the shoreline. In conjunction with the San Juan Islands, the Islands Trust has been creating a rating system that would recognize property owners applying Green Shores principles.

Trust Council Presentations
Trust Council heard a number of presentations during Trust Council quarterly meetings:

- By the Denman Island Marine Stewardship Committee about the marine environment surrounding Denman Island and particularly the Baynes Sound area;
- By Jan Garnett, Ecololegacy International and Mike Vitt, 3GreenTree Ecosystem Services Ltd. about carbon offsets and carbon neutral operations;
- By Noba Anderson, Cortes Island, Strathcona Regional District about two island developments using the principles of sustainable rural design;
- By Anne Macey, Salt Spring Island Agricultural Alliance and Conrad Pilon, Salt Spring Island Farmland Trust about a variety of agricultural initiatives on Salt spring Island;

Delegations addressing Council in 2011–2012
At the June 2011 Trust Council meeting on Denman Island, Chris Anderson of Salt Spring Island spoke on behalf of the Gulf Islanders for Safe Technology seeking Council's opposition to BC Hydro's "Smartmetering and Infrastructure" Program. The presentation and work of Gulf Islanders for Safe Technology resulted in Trust Council unanimously passing a resolution to convey to BC Hydro concerns received from Trust Area residents regarding the Smart Metering Program; and to encourage BC Hydro to engage in consultations with Trust Area residents regarding smart metering.

At the September 2011 Council meeting on Salt Spring Island, Council heard from several delegations:

- Tom Varzeliotis of Salt Spring Island with regard to the Islands Trust website redesign and the importance of the website as a vehicle for democracy;
- Julia Lucich of Salt Spring Island on behalf of the Islands Transparency and Accountability in Government (TAG) Team regarding fiscal restraint;
- Valeria VanDeWint of Galiano Island about the Galiano Island Official Community Plan Process;
- Salt Spring Islands Conservancy's 'Stewards in Training' school program to teach children about stewardship;
- Robert Steinbach of the Salt Spring Island Chamber of Commerce about ways to support island business; and
- Jean Gelwicks of Salt Spring Island Pathways about the Ganges pathway network and rural cycling issues.

At the December 2011 Council meeting in Victoria, Council heard from three delegations:

- Howard Robins of the Artificial Reef Society of British Columbia asked Trust Council to reconsider its policy against artificial reefs and described his society's plans to sink the former HMCS Annapolis in Halkett Bay.
- Nick Majendie of the Save Halkett Bay group spoke in favour of Islands Trust's policy on artificial reefs and raised concerns about the proposed sinking of the former HMCS Annapolis by the Artificial Reef Society of B.C.
- Maxine Leichter of Salt Spring Island made a presentation and gave advice to Trust Council about improving public participation methods in major local trust committee decisions.

At the March 2012 Council meeting on Gabriola Island, Council heard from three delegations:

- John Rowlandson of Island Pathways of Salt Spring Island asked for Council's support for rural cycling. As a result, the Islands Trust Council voted unanimously to adopt the resolution that Mr. Rowlandson proposed.
- Jacinthe Eastick addressed Council about her opposition to accepting Gas Tax monies to fund a Policy Statement review and suggested the Executive Committee be increased to five members.
- Laurie Gourlay of the Mid Island Sustainability and Stewardship Initiative requested Council's support for an extension of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation, to include Gabriola Island and Nanaimo River estuary.

Any member of the public may address the Islands Trust Council at any of its quarterly scheduled meetings, currently held March, June, September and December. This can be done formally, by making a delegations or presenting a petition, or informally at the town hall session. All correspondence, formal delegation presentations and petitions are available to the public.

Formal Complaints Received

Islands Trust policy requires the reporting of the number of administrative fairness complaints received each year. There were three complaints in 2011-2012 regarding local trust committee or staff procedures and trustee conduct. Each complaint was handled according to Trust Council's policy. Complainants who are unsatisfied with the outcome of the Islands Trust's complaint handling procedure are advised of the option of making a complaint to the BC Office of the Ombudsperson. The Office of the Ombudsperson reports indicate that they received three complaints about the Islands Trust in 2011-2012. Two complaints were closed as unsubstantiated and the third was closed after the complainant did not respond to further requests for information.

Bylaw Approvals

Before a local trust committee can adopt a bylaw, the bylaw must first be approved by the Executive Committee. The Executive Committee reviews all local trust committee bylaws that affect land use for compliance with the Islands Trust Policy Statement. Before Bowen Island Municipal Council adopts an Official Community Plan bylaw, the bylaw must first be approved by the Executive Committee. The Executive Committee also comments on land use bylaws for the Bowen Island Municipal Council. In 2011-2012, the Executive Committee approved 52 bylaws.

Legal Action - Court Clears Salt Spring Island Local Trustees

In January, 2012 the Supreme Court of British Columbia cleared two former members of the Islands Trust on Salt Spring Island of significant claims made against them in October by 15 island residents. The claims were made against then-trustees Christine Torgrimson and George Ehring, formerly members of the Salt Spring Island Local Trust Committee. . Similar claims against former Electoral Area Director Garth Hendren of the Capital Regional District were dismissed in a judgment released on November 18, 2011.

The claims against the Salt Spring local trustees were dismissed on all grounds. In reasons for judgment released on January 13, the Honourable Mr. Justice Brian D. MacKenzie of the BC Supreme Court declared that “there is no basis for disqualification” of Ehring and Torgrimson from elected office. While Torgrimson and Ehring did not run in the November 19 election on Salt Spring Island, they are qualified to run in the future, should they choose to do so. None of the funds paid by the Islands Trust to community groups must be repaid.

Note: Reasons for judgment - http://www.islandstrust.bc.ca/news/pdf/newsjan132012attachment.pdf

2. Trust Council Advisory Committees

Every term, members for three standing committees of the Islands Trust Council (Local Planning, Trust Programs and Financial Planning) are appointed by the Chair to explore selected topics in detail and make recommendations to Council.

Local Planning Committee

Local Planning Committee as of December 6th, 2011

Louise Decario, Galiano Island (Chair)
Brian Crumblehulme, Mayne Island
Sue French, Thetis Island
David Graham, Denman Island, Executive Committee Representative
George Grams, Salt Spring Island
Jan Hagedorn, Gambier Island
Pamela Janszen, Saturna Island
Peter Johnston, Lasqueti Island
Mike Jones, South Pender Island
Sheila Malcolmson, Gabriola Island, Ex Officio Member
Gisele Rudischer, Gabriola Island

Local Planning Committee to December, 2011

Members

George Ehring, Salt Spring Island, (Chair)
Joyce Clegg, Gambier Island
David Graham, Denman Island
Jen Gobby, Lasqueti Island
Louise Decario, Galiano Island
Fred Hunt, Hornby Island
Tony Law, Hornby Island
Derek Masselink, North Pender Island
Gary Steeves, North Pender Island, Executive Committee Representative
Sheila Malcolmson, Gabriola Island, Ex Officio Member

During 2011-2012 Trust Council asked the Local Planning Committee to focus on the following projects.

Conservation Covenant Management
The Local Planning Committee completed work on a management system for conservation covenants held by local trust committees.

Shoreline Mapping Project
The Local Planning Committee received a report indicating that the mapping and classification of shorelines was complete and that the maps would be rolled out in 2012.

Green Shores for Homes
The Local Planning Committee continued to monitor the progress of the Green Shores for Homes credit rating and incentive program that is being led by Seattle, with San Juan County and Islands Trust as partners. Draft credit rating system is expected in late 2012.

Food Security
The Local Planning Committee completed work on Food Security by recommending to Council release of a report on Food Security and further actions to support food security in the Islands Trust Area.

Application Fee Review
The Local Planning Committee participated in a joint Task Force with the Financial Planning Committee on a review of the development application fees. The Task Force recommended amendments to the fee bylaws to address the wide-range costs associated with rezoning applications and temporary use permit applications, and improve cost recovery for application processing generally.

Affordable Housing
The Local Planning Committee's Community Housing Task Force developed a brochure on affordable housing. The brochure was designed to pull together information all of the approvals from different agencies required for the development of affordable housing in the Islands Trust area.

Bylaw Enforcement Notification
The Local Planning Committee received reports from bylaw enforcement on the status of the implementation of a Bylaw Enforcement Notification system for each of the local trust committees.

Green Technologies
The Local Planning Committee began work on development of model wording to encourage green technologies in the Trust Area. The first focal area is on wind generated power with reports to the Local Planning Committee expected in 2012.

Trust Programs Committee

Trust Programs Committee as of December 6th, 2011

Paul Brent, Saturna Island, Chair
George Grams, Salt Spring Island, Vice Chair
Alex Allen, Hornby Island
Laura Busheikin, Denman Island
Ken Hancock, North Pender Island, Executive Committee Representative
Tony Law, Hornby Island

Sheila Malcolmson, Gabriola Island, Ex Officio Member
Liz Montague, South Pender Island
Kate-Louise Stamford, Gambier Island
Andrew Stone, Bowen Island Municipality

Trust Programs Committee to December, 2011

Members
Tony Law, Hornby Island, Chair
George Ehring, Salt Spring Island, Vice Chair
Jeanine Dodds, Mayne Island
Sue French, Thetis Island
Jen Gobby, Lasqueti Island
David Greer, South Pender Island
Jan Hagedorn, Gambier Island
Susan Ann Morrison, Lasqueti Island
Beverley Neff, Saturna Island
Peter Luckham, Thetis Island, Executive Committee Representative
Sheila Malcolmson, Gabriola Island, Ex Officio Member

Trust Council's 2008-2011 strategic plan asked the Trust Programs Committee to assess what is needed to conduct a full review of the Islands Trust Policy Statement. A "Policy Statement Assessment Task Force" presented its final report to Trust Council in June 2011 (add link to report).

The members of the Policy Statement Assessment Task Force were:
Nerys Poole, Bowen (Chair)
George Ehring, Salt Spring
David Greer, S. Pender
Tony Law, Hornby
Sheila Malcolmson, Gabriola
Susan Ann Morrison, Lasqueti

After the election of the new Council in November 2011, Trust Programs Committee members considered the merits of proceeding with a full review of the Policy Statement, with the assistance of funding from Canada's Gas Tax. Trust Council decided in March 2012 not to accept the funding offer, nor to proceed with a policy review. The existing Policy Statement is on the Islands Trust website.

Trust Programs Committee's regular work program includes reviewing all the nominations and making recommendations to Trust Council on the recipients of the annual Community Stewardship Awards. The results of this year's work are reported under the Trust Council Chair's introduction on page XX.

The committee also provides oversight for the "Indicator Program," which provides research and statistics on social, economic or environmental trends on the islands and in the region.

Financial Planning Committee

Financial Planning Committee as of December 6th, 2011

Gary Steeves, North Pender Island, Chair
Paul Brent, Saturna Island
Louise Decario, Galiano Island
Jeanine Dodds, Mayne Island
David Graham, Denman Island, Executive Committee Representative
Peter Grove, Salt Spring Island
Ken Hancock, North Pender Island, Executive Committee Representative
Peter Luckham, Thetis Island, Executive Committee Representative
Sheila Malcolmson, Gabriola Island, Executive Committee Representative
Susan Ann Morrison, Lasqueti Island

Financial Planning Committee to December, 2011

Members
Alison Morse, Bowen Island, Chair
David Graham, Denman Island, Vice-Chair
Louise Bell, Denman Island, Executive Committee Representative
Joyce Clegg, Gambier Island
Sue French, Thetis Island
Peter Luckham, Thetis Island, Executive Committee Representative
Sheila Malcolmson, Executive Committee Representative
Susan Ann Morrison, Lasqueti Island (as of August 2010)
Gary Steeves, North Pender Island, Executive Committee Representative
Christine Torgrimson, Salt Spring Island

2011-2012 Financial Plan
On March 9, 2011 the Islands Trust Council approved a new annual budget for 2011-2012 of $6.85 million which resulted in a 1% property tax increase over the previous year. Island property owners paid 64 cents more per $100,000 of assessed property value, or $2.87 more on a property assessed at $450,000. Islands Trust taxes account for approximately 10-20% of total property taxes, depending upon other jurisdictions listed on the tax bill.

The budget covered the costs of maintaining current levels of service, as well as increasing trustee remuneration for the next term (2011-2014). Trustees debated the funding challenges associated with the core work of the Islands Trust for several hours, balancing recent public input about the current economic situation with the ongoing requests the public makes for additional services and programs.

The budget also responded to ongoing requests the Islands Trust receives from island communities to:

- improve the accessibility of public information, including improving the Islands Trust website and the accuracy and availability of Islands Trust digital mapping;
- proactively plan communities through review of Official Community Plans and Land Use Bylaws; and
- continue building relationships with first nations groups that have interests in the Islands Trust Area.

The budget also supported several programs that are important to individual island communities such as:

- affordable housing, climate change mitigation, and conservation on Salt Spring Island with enhanced levels of community engagement;
- finalizing a farm plan for Denman Island;
- mapping sensitive ecosystems in the Northern Region;
- protecting fish habitat with Riparian Area Regulations;
- providing information and supporting community discussions about groundwater on Galiano and Saturna Islands; and
- expanding the Natural Area Protection Tax Exemption Program (NAPTEP) program to Bowen Island (subject to approval of the Bowen Island Municipal Council and Metro Vancouver Regional District).

3. Local Trust Committees and Bowen Island Municipality

There is a local trust committee for each group of islands designated as a local trust area by regulation under the *Islands Trust Act*. A local trust committee is responsible for advancing the object of the *Act* through land use planning and regulation for its area of jurisdiction.

Day-to-day planning activities of local trust committees and the Bowen Island municipality included application processing; public, agency and trustee inquiries; local trust committee or municipality meetings; and Board of Variance support.

Ballenas-Winchelsea (Executive) Local Trust Committee

Staff continue to work on the development of the first Official Community Plan and Land Use Bylaw for the Ballenas-Winchelsea Group. The Ballenas-Winchelsea Group is located northwest of the Gabriola Local Trust Area and south of the Denman and Hornby Local Trust Areas. Referrals for Draft Bylaw No. 27 (OCP) and Draft Bylaw No. 28 (LUB) were sent out in late 2011 and early 2012. The Executive Committee acting as a Local Trust Committee is continuing to review and work with the comments received. Key issues include recognition of first nations concerns, shellfish aquaculture, the disposal of Crown lands and ecosystem protection.

Bowen Island Municipality

Councilors Alison Morse and Nerys Poole represented Bowen Island Municipality on the Islands Trust Council until December, 2011 when Wolfgang Duntz and Andrew Stone were sworn in as trustees. Bowen Island Municipality produces its own annual report, which can be found on-line at www.bimbc.ca. (Lisa asked BIM for more direct link)

Denman Island Local Trust Committee

The Denman Island Local Trust Committee held ten regular meetings, two special meetings, four public hearings and one community information meeting. The public consultations focused on a rezoning application for affordable housing by the Denman Community Land Trust Association, the Denman Island Farm Plan, bylaw amendments to exempt agricultural activity in a seasonally flooded agricultural field within the Agricultural Land Reserve from requiring a development permit in the Streams, Lakes and Wetlands Development Permit Area, and bylaw amendments for several Official Community Plan and Land Use Bylaw updates.

This year saw the completion of the Official Community Plan and Land Use Bylaw Targeted Review project with the adoption of amending bylaws. Work continues on the Denman Island Farm Plan project; a survey of farmers and consumers was completed in the summer of 2011 to provide a detailed snapshot of farming and local food consumption habits, and work on the Farm Plan itself began in the fall with hiring a consultant team who began meeting with the Steering Committee and hosted a community forum and focus groups in November.

In total twenty three applications were received including two Agricultural Land Reserve, three development permit, one rezoning, one subdivision, fourteen siting and use permit and one temporary use permit application. Of particular interest to the community is the rezoning application from the Denman Community Land Trust Association for affordable housing. Work on this application continues into 2012.

Gabriola Island Local Trust Committee

The Gabriola Island Local Trust Committee held 12 regular business meetings, ten special meetings, two public hearings and two Community Information Meetings. Work focused on continuing with Phase 1 of the Gabriola Island Official Community Plan review, culminating with the adoption of amending Bylaw No. 262 in September 2011. Bylaw No. 262 includes new and updated policies relating to multi-dwelling affordable housing and density banking for affordable housing, first nations cultural references, bicycle and bus routes, housekeeping, and community context updates. A list of recommended topic areas for Phase 2 of the Official Community Plan review was also developed, which will inform the work of the Gabriola Island Local Trust Committee through the next fiscal year.

To kick-start some of the work recommended for Phase 2 of the Gabriola Island Official Community Plan review, the Gabriola Island Local Trust Committee held a World Café workshop on the Village Core in October 2011 and established both an Agricultural Advisory Commission and a Transportation Advisory Commission. The Gabriola Island Local Trust Committee also began exploring options for using online public engagement tools as part of community consultation during Phase 2 of the Gabriola Island Official Community Plan review.

A stream mapping and assessment contract was carried out between November 2011 and February 2012 as a first step in achieving compliance with the provincial Riparian Areas Regulation. This work will help inform the creation of Development Permit policy over the course of 2012. The Gabriola Island Local Trust Committee also developed a Development Permit Area Factsheet designed to enhance community knowledge of Development Permit Areas, their purpose and current use on Gabriola Island.

Two Agricultural Land Reserve applications, two Development Permit applications, two Development Variance Permit applications, four Subdivision Referral applications, and one Temporary Use Permit application were received over the course of this fiscal year. In addition, the emergency medical clinic rezoning was approved and work continued on several rezoning and subdivision referral applications from previous years.

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee held 12 regular business meetings, five special meetings, one community information meeting and four public hearings. These public consultations focused on bylaw amendments to update various sections of the land use bylaw, as well as rezone several Forestry designated properties, and amend the Official Community Plan. The Official Community Plan review was completed in late November 2011. Amendments included the addition of a new Community Housing section, the inclusion of the Road Network Plan, and the addition of several new Development Permit Areas including Shoreline and Marine, Riparian Areas, Sensitive Ecosystems and Steep Slope Hazard Areas
.

In late February of 2012 a special meeting was held where staff from the Ministry of Forests, Land and Natural Resource Operations spoke about potential amendments to Section21 of the *Private Managed Forest Land Act,* and held a question and answer session as well as a town hall. Potential amendments could see dwellings regulated, but not prohibited; however, province-wide consultation is anticipated to take place in 2012–2013. Other projects included the completion of the second phase of a groundwater study and further review of Land Use Bylaw amendments.

In total, 14 applications/ referrals were received including seven development variance permits, two building permits, and two rezoning applications. Several applications from previous years were advanced and/ or completed which reduced the overall number of active applications.

Gambier Island Local Trust Committee

The Gambier Island Local Trust Committee held ten regular business meetings, one public hearing and four special meetings, ranging in location from Gibsons, Vancouver and Keats Island. A new Land Use Bylaw for Passage and Bowyer Islands was adopted in 2011 after extensive community engagement and consultation. Work was begun on a new Land Use Bylaw for the Associated Islands and is anticipated to be completed in early 2013. The LTC reviewed five Development Variance Permit Applications, two Rezoning Applications and three Subdivisions. Staff reviewed 34 building permit referrals and several referrals for private moorage.

Hornby Island Local Trust Committee

The Hornby Island Local Trust Committee held 11 regular business meetings, one public hearing and six special meetings on Hornby Island. New policies and regulations for vacation home rentals were developed and adopted after extensive community consultation. Work on the targeted Official Community Plan and Land Use Bylaw Review project was commenced and is anticipated to continue into 2013. The LTC reviewed one Agriculture Land Commission Inclusion/Exclusion Application; two Development Variance Permit Applications; one Development Permit Application; one Rezoning Application and four Subdivisions. Staff reviewed 14 siting and use permits. “

Lasqueti Island Local Trust Committee

The Lasqueti Island Local Trust Committee held five regular business meetings. The Local Trust Committee also held the following workshops: Forage Fish; Arable Land Mapping; Riparian Areas Regulation; Tracking Greenhouse Gas Emissions; and, Mapping Information Gathering Meeting.

In addition, the Lasqueti Island Local Trust Committee undertook the following special projects:

- Approved and distributed “Best Practices for Building and Living on Lasqueti Island” as drafted by the Advisory Planning Commission;
- Established an Annual Local Sustainability Awards Program and issued the first award in the summer of 2011; and,

- Embarked on a False Bay Parking and Master Plan

The Local Trust Committee also received one temporary use application and completed two subdivision referrals.

Mayne Island Local Trust Committee

Over the reporting period, the Mayne Island Local Trust Committee (LTC) held six regular business meetings. The LTC considered applications for two development variance permits, three temporary use permits, and two rezoning applications. Eleven referrals from the CRD for building permits were received for review.

Projects during this period included reviewing housing options and a Housing Options Task Force was created. The Task Force prepared a survey to determine current and future housing needs for Mayne Islanders. The results of the survey led to a move towards exploring the permitting of secondary suites by the LTC.

A Commercial Land Use Task Force was also created during this period to determine the need for retail and service commercial zoning, as well as determining appropriate locations for future waste transfer operations.

Sensitive Ecosystem Mapping was completed. The mapping was extensively reviewed by the public during numerous meetings and eventually incorporated into the Mayne Official Community Plan.

Shoreline development was reviewed and remains on the LTC work program; and implementation of the Riparian Area Regulation was initiated. Mapping was carried out and next steps will be discussed at upcoming LTC meetings.

North Pender Island Local Trust Committee

Over the reporting period, the North Pender Island Local Trust Committee (LTC) held nine regular business meetings and one community information meeting. The LTC considered applications for ten development permits, eight development variance permits, two temporary use permits, and two rezoning applications. Four new subdivision applications were referred from the Ministry of Transportation and Infrastructure, as well as approximately thirty referrals for building permits and special occasion licences. Two ongoing subdivision files have also had various aspects considered by the LTC. The final phase of the Harbour Hill subdivision, a fifteen-lot subdivision, was discussed at three separate meetings. The four-lot subdivision file on Hooson Road was also considered by the LTC; most notable the related road works on Hooson Road, one of North Pender's heritage roads.

During 2011 the Local Trust Committee also came into compliance with the provincial *Fish Protection Act* by adopting the Riparian and Aquatic Development Permit Area; including the creation of a new information brochure. Although it is not the jurisdiction of the Local Trust Committee, the Trustees have become involved with bringing residents and stakeholders together to address safety concerns with the Gardom Pond dam. The LTC also contributed to the development of three new Frequently Asked Questions information sheets and the Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands.

Salt Spring Island Local Trust Committee

The 2011 -2012 fiscal year was one of enhanced community engagement in the business of the Salt Spring Island Local Trust Committee. Community members attending scheduled public hearings exceeded the seating capacity of the venues and many monthly Local Trust Committees had a full house during the Town Hall Sessions. It was also an election year and as the 2008-2011 Local Trust Committee wrapped some projects up, a new Local Trust Committee was elected for the 2011-2014 political term.

Community Planning

The Environment:

Community planning in the spring and summer of 2011 focused on a proposal to amend Salt Spring Island Development Permit Area 4 (Lakes, Streams, and Wetlands) in order to implement the Provincial Riparian Areas Regulation. This project received much community interest and scrutiny, finally culminating in a decision to revisit the approach and conduct more detailed mapping of the island's fish supporting streams and riparian areas.

Affordable Housing:

The Salt Spring Island Community Affordable Housing Strategy (CAHS) was finalized in the summer of 2011. The strategy is an action plan designed to address Salt Spring Island's critical affordable housing needs. The strategy was a top priority of the Salt Spring Island Local Trust Committee and was made possible through the coordination of several community agencies.

Throughout the summer, policy work considering the legalization of secondary suites took a grass roots approach to community outreach and consultation, with information booths set up at the Tuesday Farmer's market and at the Fall Fair. Many stakeholder groups also took advantage of specialized consultation sessions and staff conducted an on-line survey to broaden opportunities for input into the project.

The Economy:
As a result of recommendations of the Industrial Task Force, Bylaw 448 was adopted. The bylaw amended the Salt Spring Island Land Use Bylaw 355 by re-defining *light industry* to include food processing facilities for agricultural products and changed the regulations for home-based businesses to allow more non-resident employees as well as increasing the allowable floor area that can be used for a home-based business.

Accessibility:
In early 2012, the Salt Spring Island Local Trust Committee initiated a pilot project to videotape its LTC business meetings. The recorded meetings are posted on the internet which allows community members to watch the deliberations and proceedings of the LTC remotely.

Development Applications
The Salt Spring Island Local Trust Committee considered or deliberated on 45 applications in 2011, up from 37 in 2010 – a 22% increase. This included eight Zoning Bylaw amendments, two Agricultural Land Reserve decisions, twelve Development Permits, six Development Variance Permits, and two Temporary Use Permits. A Heritage Alteration Permit was also issued for the Ganges Village Core. In addition, 33 Building Permits, 14 Subdivisions and three Crown Land applications were reviewed by the Salt Spring planning office.

Throughout the 2011-2012 fiscal year, the following applications were of specific interest to the community:

In 2011, a foreshore Development Permit was issued for Salt Spring Marina – the final step in a complex application which involved a Crown Lease expansion, a rezoning application and an Official Community Plan amendment.

A Salt Spring Island "Mobile abattoir" was approved by the issuance of a Temporary Use Permit on Fulford Ganges Road. In 2008, Salt Spring's Area Farm Plan identified agricultural infrastructure as a key requirement for the revitalization of agriculture on Salt Spring Island. A local abattoir was identified as a pressing need by livestock producers. The application was made by Salt Spring Island's Agricultural Alliance and will contribute to the food security and local agricultural economy of the island.

Rezoning application SS-RZ-2010.1 resulted in a bylaw amendment that successfully removed 6.9 hectares of sensitive habitat on Channel Ridge from the potential to be developed.

The rezoning of Brinkworthy Place in 2011 converted a mobile home park to allow for fee simple ownership of mobile home lots. Now mobile home residents can own their lot where before they could only rent the land their home was on.

A Rezoning application (SS-RZ-2011.1) on Rainbow Road created a new commercial/residential mixed use zone in Ganges Village, while preserving riparian values and heritage trees.

In 2012, the Salt Spring Island Fire Protection District was supported by the Local Trust Committee in their request for Non-Farm Use in the Agriculture Land Reserve (ALR) – an application needed in order to develop a new Emergency Response Centre on ALR land, (land that was donated to the Fire Protection District by the owners of Brinkworthy Place).

The Beddis Development (Slegg Lumber) application to rezone an Agricultural/Industrial parcel on Beddis Road to permit a building supply centre, a lumber yard, and an agricultural distribution centre gained momentum in 2011-2012. The applicants are contributing a produce distribution centre as a community amenity to a local agricultural organization as a condition of approval from the Agricultural Land Commission.

In 2012, the Gulf Islands School District #64 has also made progress with its rezoning application. The Salt Spring Island Local Trust Committee has given third reading of Bylaw 455 and Bylaw 454 that will permit an expansion of high school uses on the split zoned property of Gulf Islands Secondary School (GISS).

Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee held six regular business meetings during this period. In addition, two special meetings were held to determine if there was public support to use a Gas Tax Grant for an Islands Trust Policy Statement review. The LTC considered development applications and referrals which included; a rezoning application, two subdivision referrals and several building permit referrals. Project work included: a water workshop involving several specialists in the field of geohydrology; implementation of the Riparian Area Regulation (RAR) was initiated; review of parkland zoning was initiated; water catchment for storage buildings was considered; the LTC was an advocate of the island car stop program; and the review of geothermal energy was made a top priority.

South Pender Island Local Trust Committee

Over the reporting period, the South Pender Island Local Trust Committee (LTC) held three regular business meetings, two community information meetings and two public hearing meetings with the outgoing LTC, as well as holding the first regular business meeting with a newly elected LTC.

During 2011 the Local Trust Committee completed a review of the Official Community Plan (OCP); as well as, adopted two bylaws to amend the Land Use Bylaw (LUB) to implement new policies adopted in the OCP. Those bylaws amending the LUB introduced three new Rural Residential zones to replace the previous one, and amended the definition of a cottage so that their occupancy was no longer limited to short-term rental only.

The LTC also focused on improving communication by sending out three Trustee Newsletters during the OCP Review and LUB amendments, and working closely with staff in the development of three new Frequently Asked Questions information sheets and the Guide to Environmentally Friendly Building and Renovating in the Southern Gulf Islands.

Thetis Island Local Trust Committee

Thetis LTC meets May 23rd
Needs updating

The Thetis Island Local Trust Committee continued work on the Official Community Plan/Land Use Bylaw review this last fiscal year, hiring a biologist to map the one watershed applicable to the Riparian Areas Regulation (RAR), and drafting a development permit area for shoreline protection which underwent peer review by professional biologists and geotechnical engineers. Both the shoreline development permit area and the RAR implementation have been put on hold, requiring more community review or staff work, and the proposed bylaws 88 and 89, the OCP and LUB, are proceeding without them.

The Local Trust Committee also undertook work on Thetis Island Sustainability Guidelines, modeled after the Salt Spring Island Sustainability Checklist and the Lasqueti Island Sustainability Guidelines. The Advisory Planning Commission reviewed both documents and recommended how Guidelines for Thetis could be created through a combination of the two examples. A planning consultant was hired to draft the Sustainability Guidelines based on their work. The draft is awaiting further review and discussion with the Cowichan Valley Regional District regarding implementation.

4. Trust Fund Board

The Trust Fund Board administers the Islands Trust Fund, a conservation land trust established in 1990 to preserve endangered landscapes and ecosystems in the Islands Trust Area. The Islands Trust Fund works with Trust Area landowners and communities to protect special places in perpetuity through voluntary land donations, conservation covenants, land acquisition and stewardship education.

As of March 2012, the Trust Fund Board protects 1073 hectares of natural and cultural values on 84 properties.

Conservation Planning

The Islands Trust Fund's Regional Conservation Plan identifies the region's species and habitats most in need of protection and the actions needed to protect these biodiversity priorities. The 2011-2015 Regional Conservation Plan sets short-term conservation targets for the Islands Trust Fund and its partners that will help achieve the broader vision and long-term goals of the Plan.

In the first year of the 2011-2015 Regional Conservation Plan, the Islands Trust Fund focused on the development of a biodiversity mapping model to assist the Trust Fund Board in assessing conservation proposals. Created with the help of landscape ecologist John Gallo and GIS consultant Randal Greene, the model will be reviewed by a scientific advisory panel over the next 6-9 months. Once complete, the biodiversity mapping model, which is designed to be updated and improved as better information becomes available, will help the Islands Trust Fund meet the remaining goals and objectives of the Regional Conservation Plan. The information may also be used by the Local Trust Committees to identify protected area networks for each local trust area.

Protected Area in the Islands Trust Area

As of March 2012, more than 16.6% of the Islands Trust Area has been protected by public and non-profit conservation organizations.

Conservation Goals for the Islands

1. Protect Core Conservation Areas
   Secure core conservation areas (through land donation, direct purchase, and covenants) that conserve biodiversity priorities within the Islands Trust Area.
   *The Islands Trust Fund does not acquire land through expropriation
2. Protect Biodiversity on Lands Outside of Core Conservation Areas
   Research ways biodiversity priorities can be maintained outside core conservation areas, including working landscapes.
3. Assist in the Conservation of Marine Ecosystems
   Work with partner organizations and the Islands Trust to conserve marine ecosystems and habitats
4. Encourage Local Governments to Prioritize Biodiversity
   Work with the Islands Trust Council, local trust committees and island municipalities to implement Regional Conservation Plan goals and objectives within official community plans and land use bylaws
5. Empower Islanders to Conserve the Islands
   Encourage islanders to get involved in conservation and steward private land by supporting conservation education and share information on best practices
6. Build Strong Conservation Partnerships
   Support and enhance the work of conservation partners working in the Islands Trust Area
7. Take Care of What We Have
   Monitor and manage existing Islands Trust Fund core conservation areas to maintain and enhance existing biodiversity features.

Local Trust Area/Island Municipality	Protected Area at March 31, 2012 (ha)	Protected Area (%)
Bowen Island	687.60	13.61
Denman Island	1265.10	24.55
Ballenas-Winchelsea Islands	23.38	13.14
Gabriola Island	527.24	9.06
Galiano Island	1122.30	18.60
Gambier Island	1047.80	10.67
Hornby Island	680.10	22.71
Lasqueti Island	871.88	11.85
Mayne Island	100.70	4.25

North Pender Island	997.36	19.03
Saturna Island	1548.10	43.35
South Pender Island	295.90	32.38
Salt Spring Island	3771.31	19.16
Thetis Island	154.50	3.17
TOTAL	**13093.26**	**16.56**

Islands Trust Fund Protected Area Successes in 2011-2012

Lasqueti's Newest Nature Reserve
In November 2011, the Trust Fund Board received the gift of a 64-hectare property on Lasqueti Island. The new John Osland Nature Reserve protects a mature forest with several at-risk plant communities. A wetland pond occurs near the center of the property, with several small streams nearby. Rocky outcrops on the property are home to abundant moss and lichen communities. Lasqueti homesteader John Osland bequeathed the property in his will in the hopes that visitors would enjoy the veteran firs and other delights of nature as much as he did. With that intention in mind, the Islands Trust Fund will involve the community in caring for the nature reserve, starting with a management planning process in 2012-2013.

Conservation Covenant Donations
Since 1990, the Islands Trust Fund has helped island landowners protect more than 500 hectares of privately owned land with conservation covenants. Covenants are the best conservation tool currently available to permanently protect natural features on a private property while allowing a landowner to retain ownership of the land they love.

King Lots 44 and 45 Covenants, North Pender Island
Demonstrating a strong conservation ethic, Marilynn King also donated covenants on two Stanley Point properties to the Trust Fund Board and the Pender Islands Conservancy Association that when combined, provide 1.62 hectares of permanently protected waterfront habitat for area species. The covenanted areas protect a young Douglas-fir forest and woodland with rare plant communities. The sites feature a steep slope largely inaccessible to people. With high amounts of coarse woody debris, the newly protected area provides ideal habitat for shy species, such as river otters.

Great Beaver Swamp Covenant, Galiano Island
The Great Beaver Swamp is one of the largest wetlands on Galiano, an island where surface water is scarce. It provides valuable habitat for birds and amphibians and is a regular watering hole for Black-tailed Deer, River Otter, Mink and other mammals. In 2003, the Galiano Conservancy Association purchased the property, protecting the swamp – an integral component of the Beaver Creek watershed. In 2012, the Conservancy registered a conservation covenant with the Islands Trust Fund and Habitat Acquisition Trust to provide added protection to the sensitive habitat. The covenant protects 10.2 hectares.

The Natural Area Protection Tax Exemption Program (NAPTEP) is a voluntary program that provides landowners with an annual 65% property tax reduction on portions of their land protected by a conservation covenant. NAPTEP was first introduced in 2005 in the Sunshine Coast and Capital Regional Districts. In 2009 and 2010 it was expanded to the Cowichan Valley, Comox Valley, and Powell River Regional Districts, and Regional District of Nanaimo. In 2011, the Bowen Island Municipality agreed in principle to the implementation of NAPTEP on Bowen Island. Staff are now taking the next steps to seek approval from Metro Vancouver to include Bowen, Bowyer and Passage Islands in the program. There are currently twenty properties in the Natural Area Protection Tax Exemption Program. In total, 69 hectares (170 acres) of private land are now protected through the program.

In 2011-2012 Trust Council issued two new Natural Area Exemption Certificates:

Garry Oak NAPTEP Covenant, North Pender Island
Bob and Fran Rose donated this conservation covenant to protect 0.5 hectares of habitat on their North Pender property. The covenant, co-held with the Pender Islands Conservancy Association, protects a Garry oak meadow where the Roses find a carpet of camas, fairy-slippers, buttercups and blue-eyed Mary each spring. In addition to the meadow, the covenant protects a grove of Garry oak, and a forest of veteran Douglas-fir, arbutus, bigleaf maple and western redcedar.

King Lot 16 NAPTEP Covenant (expansion), North Pender Island

Marilynn King, a woman passionate about land conservation, expanded the original covenant she placed on her Stanley Point property in 2008 to encompass her entire property. Her most recent covenant donation to the Trust Fund Board and the Pender Islands Conservancy Association ensures the property will never be subdivided or developed, protecting 0.48 hectares of rare ecological communities. The King Lot 16 covenant is part of a network of protected properties on Stanley Point, making this neighbourhood a haven for many bird, plant and animal species.

Islands Trust Fund Fundraising Campaigns

The Islands Trust Fund is recognized by the Canada Revenue Agency as a qualified donee and undertakes work classified as 'charitable' under Canada Revenue Agency definitions. With the Islands Trust Fund's core operational expenses covered by the Islands Trust, 100% of funds donated to the Trust Fund Board go directly to 'on-the-ground' conservation work. Donated funds are used by the Trust Fund Board to cover costs associated with land acquisition (e.g. property purchase, appraisals, baselines) and special conservation projects (e.g. ecosystem mapping, regional conservation planning).

Opportunity Fund

The Opportunity Fund provides funding to partner agencies working on regionally important conservation projects. The Fund provides support for hard to fundraise costs associated with land protection and is used to lever increased donations to land acquisition projects. It is funded by donations from the general public and proceeds from the sales of Islands Trust Fund birthday calendars. The Regional Conservation Plan guides investments made by the Opportunity Fund.

In 2011-2012, the Opportunity Fund received $7,054.50 in donations. The Trust Fund Board distributed $5,597.90 to the Salt Spring Island Conservancy to cover legal and closing costs associated with the purchase of the new Alvin Indridson Nature Reserve (130 hectares), and administrative costs associated with a potential land purchase on Mt. Tuam (13 hectares). The Trust Fund Board also committed $2,500 to the Lasqueti Island Nature Conservancy for legal costs related to negotiating a property acquisition on Tucker Bay; the grant will likely be distributed in 2012-2013.

Covenant Management and Defence Fund

The Board is committed to maintaining and in some cases enhancing the natural areas and features protected by the covenants it holds. To do this, the Board established the Covenant Management and Defence Fund which will provide the financial resources needed to defend and manage our covenants long into the future. It is funded by donations, often by people who care deeply about a certain covenant area. It is an added security feature offered by the Islands Trust Fund to ensure we can protect our covenants in perpetuity.

In 2011-2012, the Covenant Management and Defence Fund received $50 in donations.

Geographically Restricted Funds

Some donors feel passionate about land conservation on a specific island. The Trust Fund Board strives to accommodate donors who wish to designate donated funds for defined geographical areas in the Islands Trust area. The Board's Geographically Restricted Fund Guidelines sets out the circumstances when the Board will create an island specific conservation fund. To date, two geographically restricted funds have been established –for Lasqueti and Gambier– to support future acquisition projects on those islands.

In 2011-2012, the Lasqueti Island Geographically Restricted Fund received $500 in donations.

Stewardship Education Activities in 2011-2012

The Islands Trust Fund recognizes that the most influential land stewards operating in the Islands Trust area are landowners themselves, as their daily decisions have a direct effect on the health of fragile island ecosystems. The Islands Trust Fund partners with island conservancies to provide the most up-to-date ecological information and support to local landowners, enabling islanders to make positive decisions that benefit themselves and their land.

In 2011-2012, the Islands Trust Fund sponsored island conservancy representatives to attend regional or provincial conservation training seminars and networking events by subsidizing travel costs. The Islands Trust Fund sponsored a special session for BC land trusts with conservation financing expert Story Clark at the 2011 Land Trust Alliance of BC Seminar Series. Islands Trust Fund staff also hosted a covenant writing workshop.

In the fall of 2011, the Islands Trust Fund hosted a restoration work-party for False Bay Elementary students at the Mt. Trematon Nature Reserve on Lasqueti Island. Fourteen students joined the Islands Trust Fund and other community volunteers to learn about tree species, ecology and ecosystem restoration. The event provided the students with hands-on experience in conservation work, leaving them with a lasting impression of protected areas near their homes.

Property Management in 2011-2012

Acquiring a property or conservation covenant is just the first step in ecosystem protection. Each protected property is unique and requires a different level of management or restoration. The Islands Trust Fund manages its protected areas carefully, and develops a management plan for each nature reserve to guide the work. The goal is to ensure that the natural ecosystems on our Gulf and Howe Sound Island properties stay healthy for future generations. Here are some of the ways the Islands Trust Fund did this in 2011-2012:

- Adopted a management plan for Fairy Fen Nature Reserve, acquired in 2010;
- Planted and protected tree seedlings at the Mt. Trematon Nature Reserve (Lasqueti), restoring sections of the nature reserve that were logged in the later-half of the last century, and the Singing Woods Nature Reserve (Bowen);
- Removed exotic and invasive species from the Morrison Marsh and Lindsay Dickson Nature Reserves (Denman), Trincomali Nature Sanctuary and Laughlin Lake Conservation Covenant (Galiano), Vogt Conservation Covenant (Salt Spring), and South Winchelsea Island Conservation Covenant through our partnerships with management groups and landowners (local conservancies);
- Addressed ATV and equine use on some nature reserves;
- Supported the construction of deer exclusion areas on the Windthrow Covenant (Sidney Island) to examine the effects of fallow deer browsing on native species; and,
- Conducted annual monitoring of all 84 properties protected by the Trust Fund Board to ensure that the natural values are maintained.

Ruby Alton Nature Reserve Maintenance

The Islands Trust Fund continues to maintain the house Ruby Alton bequeathed in 2002 as part of the Ruby Alton Nature Reserve. In 2011-2012, the Trust Fund Board addressed necessary upgrades to the home’s heating and septic systems. A new compact electric furnace was installed to improve the energy efficiency and heating performance of the house. A Vegetative Tertiary Filter was constructed on the site to replace the aging septic system. Combined with the rainwater catchment system installed in 2004, these new systems at the Ruby Alton house are great examples of green-home renovations for older homes.

Islands Trust Fund Branding

As part of a long-term communications and fundraising strategy, the Trust Fund Board commissioned the re-design of its logo. The purpose of the new logo is to help people clearly distinguish the work of the conservation land trust from the land use planning functions of the Islands Trust.

Old Logo

Islands Trust Fund
Creating a legacy of special places

New Logo

ISLANDS TRUST FUND
A Conservancy for Canada’s Islands in the Salish Sea

INSERT AUDITED FINANCIAL STATEMENTS HERE

ISLANDS TRUST
REQUEST FOR DECISION

Date: May 29, 2012

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

SUBJECT: ISLANDS TRUST POLICY STATEMENT

RECOMMENDATION:

1. **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.**

2. **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.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

In March 2012, Trust Council decided not to engage in a comprehensive program to review and update the Islands Trust Policy Statement. Instead, it asked the Executive Committee and the Trust Programs Committee to recommend options for implementing its existing policies regarding the Policy Statement. The first part of this proposal is to increase understanding of the way the Policy Statement affects island communities. The second part of the proposal is to review those of Council's policies that currently determine how Council amends and implements its Policy Statement.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Recommendation 1: Adding an Objective to the Strategic Plan would ensure that the topic will be addressed through committee and staff work programs during the 2011-14 Trust Council term. If Trust Council adds this objective to 'public consultation' draft of the Strategic Plan, members of the public would have an opportunity to comment on the significance of this objective. Based on that input, the Trust Programs Committee, Executive Committee members and senior staff would identify the types of activities that could achieve this objective, and return to Trust Council in September with some specific recommendations (and implications for staff and budget) to approve as part of the Strategic Plan.

Recommendation 2: Effective review and re-drafting of Trust Council policies 1.2.i, 1.3.i and 1.3.ii will require collaboration between Trust Area Services, Local Planning Services and the management team. Trust Programs Committee would develop recommended changes to Policy 1.3.i in 2012, and would recommend changes to policies 1.2.i and 1.3.ii by the end of this term. Staff estimate 5-7 days of the Policy Analyst's time and up to a day each from the TAS Director, the LPS Director and the CAO to revise all three policies. The revised policies could bring about significant organizational changes to improve the implementation, review and amendment of the Policy Statement.

FINANCIAL:

Recommendation 1: Staff do not anticipate costs during this fiscal year to increase broad understanding of Policy Statement's function. Costs associated with any proposed initiatives may be recommended by the Trust Programs Committee or the Executive Committee and would be proposed to Trust Council through the budget development process.

Recommendation 2: None anticipated at this time.

POLICY:

Recommendation 1: None.

Recommendation 2: Possibly significant amendments to Trust Council policies 1.2.i, 1.3.i and 1.3.ii.

IMPLEMENTATION/COMMUNICATIONS:

Recommendation 1:

Should Trust Council agree with this recommendation, the 'public consultation' draft of the strategic plan would retain the wording currently proposed about increasing transparency about how the Islands Trust Policy Statement is used**.** Based on feedback from the public and trustees, staff would report back to Trust Programs Committee and Executive Committee before the September Trust Council meeting to describe in more detail the activities that could achieve this objective.

Examples of ways to increase the relevance of the Policy Statement could include:
Near-term:

- Renewed focus on explicitly referencing the Policy Statement in Islands Trust internal and external communications to make clear how it affects daily life on the islands
- Trust Council being explicit about how the Policy Statement affects Strategic Plan and budget decisions
- Changes at the local trust committee level to ensure the Policy Statement is more clearly referenced and considered as outlined in the existing Policy Statement Implementation Policy

Long-term

- Renaming / rebranding of the Policy Statement in order to help the public understand its purpose, role and significance.
- A communications strategy aimed at making the impact of the policy statement more transparent to those affected by it.
- Renewal of the Policy Statement by amending or adding topics that matter to islanders.

As the Strategic Plan is developed, the implementation and communication implications of this objective will become clearer and would be subject to budget approval.

Recommendation 2:

The implications for implementation/communications will depend on the types of changes made to the policies. Should Trust Council approve amendments to the policies, there could be a new framework for implementing, reviewing and amending the Policy Statement. Staff and trustees would need to be oriented to the implications of those changes.

The Policy Statement Implementation policy (1.3.i) could be amended to better address how the Policy Statement requirement that *"Trust Council will implement a plan for advancement of the Policy Statement"* will be carried out. It could also be amended to indicate how Trust Council may review the Policy Statement annually or how the Executive will monitor and make recommendations on *"the progress of Trust Council in achieving the goals defined in the Policy Statement."*

The *Policy Statement Implementation Policy* could be amended to specify policies and procedures for proactively implementing the Policy Statement through an annual process, as specified in the Policy Statement.

A review of the policies that support the Policy Statement could result in recommendations to amend other policies as well. For example a review could reveal that the *Executive Committee Terms of Reference* could be amended to specify its role in coordinating and monitoring the implementation of the Policy Statement, as specified in the Policy Statement. Amendments to the Policy Statement Implementation Policy could also result in the need to amend Policy 5.9.i Best Management Practices for Delivery of Local Planning Services to Local Trust Committees.

BACKGROUND

In March 2012 Trust Council passed the following resolution:

> *That the Islands Trust Council not proceed with a comprehensive review of the Policy Statement in the 2011-14 term, not accept the offer of funding from Canada's Gas Tax Fund and request the Executive Committee and Trust Programs Committee to prepare options for consideration at Trust Council's June 2012 meeting for implementing existing Council policies 1.2.i, 1.3.i and 1.3.ii relating to the Policy Statement within the Strategic Plan for the current term.*

<u>Staff recommend that before focusing on options for implementing existing policies, that the policies be updated and streamlined to better achieve their intended purpose.</u>

The purpose of the policies is:

- Policy Statement Amendment Policy (1.2.i) - to outline the required steps for Trust Council to amend the Policy Statement Bylaw.

- Policy Statement Implementation (1.3.i) - to establish policy and procedures for statutory bylaw referrals and other Policy Statement implementation strategies, and to establish policy to implement and further develop the Policy Statement.

- Policy Statement Topic Review Framework (1.3.ii) - to provide a framework to maintain an inventory of Policy Statement topic areas for review and to determine the priority topic areas for attention through Trust Council.

Roles for implementing the *Policy Statement* are defined as follows:

- 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.
- Trust Council may review the Policy Statement annually to prioritize actions, assess progress, and consider possible amendments.
- The Executive Committee also monitors the progress of Trust Council in achieving the goals defined in the Policy Statement, and makes recommendations to Council in this regard.

Task Force Recommendation 7

"That the next Trust Council review the three policies related to the Policy Statement and consider, in particular, whether the timing of the schedule of regular reviews and reporting of monitoring activities set out in those policies needs to be modified to reflect the reality…. As noted previously in this report, recent Trust Councils have not supported regular monitoring with the necessary budget or work plan priorities."

Task Force Recommendation 9

"That the next Trust Council consider the comments and suggestions of staff and the task force members as set out in Appendix C when reviewing the three policies related to the Policy Statement."

Trustee and staff suggestions for changes to the policies related to the Policy Statement are noted in the margins of the three policies attached to this RFD. The same information was in Appendix C of the Policy Statement Assessment Task Force May 2011 Report. All suggestions are from trustees except where noted.

REPORT/DOCUMENT:
3 annotated policies (less checklists)
Link: Final Report of the Islands Trust Policy Statement Assessment Task Force, May 2011
(previously included in item 2.6 of the March 2012 Trust Council agenda package)

KEY ISSUE(S)/CONCEPT(S): Policy Statement implementation and amendment

RELEVANT POLICY:
Links:
Islands Trust Policy Statement
Policy Statement Amendment Policy (1.2.i)
Policy Statement Implementation (1.3.i)
Policy Statement Topic Review Framework (1.3.ii)

DESIRED OUTCOME: Revitalize and renew the approach to Policy Statement implementation and amendment.

RESPONSE OPTIONS

Recommended:
As above.

Alternatives:

1) Focus on implementation of the existing policies without revisions.

2) To review and/or add specific topics to the Policy Statement after seeking public input on which of the topics listed in the 2010 Topic Review Inventory should be priorities for Trust Council to review as possible Policy Statement amendments,

PREPARED BY: Clare Frater, Policy Analyst

SUBMITTED BY: Executive Committee

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
May 28, 2012; May 29, 2012

OTHER REVIEW:
Trust Programs Committee, May 11, 2012

Policies annotated with trustee and staff suggestions for changes to policies related to the Policy Statement from Appendix C of the 2011 Policy Statement Assessment Task Force final report

1.3.i. Policy

POLICY STATEMENT IMPLEMENTATION

Trust Council: June 11, 1994
Amended: March 11, 1995; December 8, 2000; and June 16, 2005

A: PURPOSE:

1. To establish policy and procedures for statutory bylaw referrals and other implementation strategies in connection with the Islands Trust Policy Statement Bylaw No. 17.

2. To establish policy to implement and further develop the Islands Trust Policy Statement.

B: REFERENCES:

1. The *Islands Trust Act*:

   1.1 Part 2 Trust Council, Trust Policy Statement Section 15 (4) and Approval of Bylaws Section 16,

   1.2 Part 3 Executive Committee Section 22 Approval of Bylaws, and

   1.3 Part 4 Approval requirement for local trust committees Section 27

2. The Islands Trust Council Bylaw No. 17, A Bylaw to Adopt a Policy Statement for the Trust Area cited as "The Islands Trust Policy Statement Bylaw, 1993.

3. The Islands Trust Policy Manual:

   3.1 Policy Statement, Implementation Policies 1.3. ii. Topic Review Framework (Amended March 2005),

   3.2 Trust Council Executive Committee 2.4.iv. Executive Committee Legislative Role (June 1994), and

   3.3 Land Use Planning Bylaw Amendments 5.7.i. Bylaw Checklists (draft May 17, 2005)

Comment [CF1]: Add reference to annual budget process

Comment [CF2]: Consider adding communications section.

Comment [CF3]: General comment: The *Policy Statement Implementation Policy* has two stated purposes:

1.To establish policy and procedures for statutory bylaw referrals and other implementation strategies in connection with the Islands Trust Policy Statement Bylaw No. 17.
2.To establish policy to implement and further develop the Islands Trust Policy Statement.

However, the policies with respect to the second purpose do not address how the very explicit Policy Statement requirement that *"Trust Council will implement a plan for advancement of the Policy Statement"* will be carried out. Neither do they indicate how Trust Council may review the Policy Statement annually nor how the Executive will monitor and make recommendations on *"the progress of Trust Council in achieving the goals defined in the Policy Statement."*

The *Executive Committee Terms of Reference* states that one responsibility of the Committee is *"to coordinate the development, preparation and implementation of an organizational strategic plan"* but no reference is made to how this may relate to implementing the Policy Statement.

Comment [CF4]: General comment: The *Policy Statement Implementation Policy* could be amended to specify policies and procedures for proactively implementing the Policy Statement through an annual process, as specified in the Policy Statement.

The *Executive Committee Terms of Reference* could be amended to specify its role in coordinating and monitoring the implementation of the ...

Comment [CF5]: Staff:
•Update references to other policies
•Add reference to tracking form used when bylaws are submitted for approval.
•Add reference to Bowen Island Municipality Protocol and Letters Patent.
•Consider whether any protocols should be referenced.

Comment [CF6]:

Policies annotated with trustee and staff suggestions for changes to policies related to the Policy Statement from Appendix C of the 2011 Policy Statement Assessment Task Force final report

C: INTERPRETATION:

1. The Islands Trust Policy Statement Bylaw includes three types of policies:

   1.1 Commitments of Trust Council state the position or philosophy of Trust Council on various matters. For this category of policy, several introductory phrases are used, for example, "Trust Council holds that .…", "It is the position of Trust Council that ....", and "It is Trust Council's policy that ...."

   1.2 Directive Policies direct local trust committees and island municipalities to address certain matters in their official community plans and regulatory bylaws under Part 26 of the *Local Government Act.* Where a policy requires a local trust committee or island municipality to address a particular matter, the official community plans must contain policies that implement the policy stated by Trust Council, unless the plan sets out explicitly the reasons and justifications for local policies that do not implement that policy. Directive policies commence with the phrase "Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address ...."

   1.3 Recommendations of Trust Council serve as recommendations from Trust Council to government agencies, non-government organizations, property owners, residents, and visitors regarding decisions or actions that they might undertake in support of the Policy Statement and the Islands Trust object, and specify principles of guidance for protocol agreements between the Trust and other agencies. These policies begin with the phrase "Trust Council encourages ....

2. The implementation of the Policy Statement Directive Policies is addressed under Section D.1. of this Policy.

3. The Commitments and Recommendations of Trust Council relate to other types of implementation strategies that are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies. The implementation of these non-directive policies is addressed under Section D.2.

4. As interpreted by the courts, "contrary to or at variance with" means that there is an absolute and direct collision between the bylaw and the Policy Statement.

Comment [CF7]: Did Executive Committee research in the 2005-2008 term provide clarity?

Policies annotated with trustee and staff suggestions for changes to policies related to the Policy Statement from Appendix C of the 2011 Policy Statement Assessment Task Force final report

D: POLICY AND PROCEDURES:

1. STATUTORY BYLAW REFERRALS

Background

1.1 Local trust committees and island municipalities are required to submit bylaws to the Executive Committee for approval as follows**:**

a) Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to the Executive Committee for approval before adoption.

b) Under Section 38 (1) of the *Islands Trust Act*, all island municipality bylaws adopting official community plans that apply to land in the trust area and all bylaws under Part 26 of the *Local Government Act* that apply to land in the trust area to which no official community plan applies must be submitted to the Executive Committee for approval before adoption.

1.2 Local trust committees and island municipality bylaws have no effect until they are approved as follows**:**

a) Under Section 27(2) of the *Islands Trust Act*, a bylaw of a local trust committee has no effect until it is approved by the Executive Committee or Trust Council.

b) Under Section 38(2) of the *Islands Trust Act*, an island municipality bylaw referred to under Section 38(1), has no effect until it is approved by the Executive Committee, Trust Council, or the Minister.

1.3 Under Section 15(4) of the *Islands Trust Ac* a bylaw submitted to the Executive Committee by a local trust committee under Section 27(1), or an island municipality under Section 38(1), must not be approved by the Executive Committee, or Trust Council, if it is contrary to or at variance with the Islands Trust Policy Statement.

1.4 The Islands Trust Policy Statement require local trust committees in the official community plan and regulatory bylaws, and island municipalities under Section 38 (1) of the *Islands Trust Act* to address certain matters from the Policy Statement, or explicit reasons and justifications for not doing so. A bylaw will <u>not</u> be contrary to or at variance with the Policy Statement if it fails to include a particular policy or regulation, so long as the bylaw contains sufficient reason or justification for not doing so.

1.5 Where a proposed bylaw does not include a particular policy or regulation required by the Policy Statement and the bylaw sets out reasons for that, the

Comment [LG8]:

Comment [CF9]: Clarify the intent by adding the words “and adopted by a local trust committee” at the end, and in D.1.2 (b) “and adopted by an island municipality.”

Comment [CF10]: Fix typo in *Islands Trust Act*

Comment [CF11]: Fix the typos: “...Trust Policy Statement requires local trust committees in their official community plan....” I believe it should read further on “...or give explicit reasons...”

Executive Committee and Trust Council will assess the sufficiency of those reasons using such criteria as:

a) whether the reasons are explicitly set out such that it is clear that the local trust committee directed its attention to the matter in question and made a considered decision not to include the policy or regulation.

b) whether the reasons have to do with particular local circumstances that may not have been contemplated in the drafting of the Policy Statement.

c) whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously.

d) whether existing planning studies or reports relied on by the local trust committee indicate that the Policy Statement is inapplicable in the circumstances.

Policy Statement Directive Policies Checklist

1.6 The primary responsibility for demonstrating that an official community plan or regulatory bylaw is not contrary to or at variance with the Islands Trust Policy Statement rests with each local trust committee, or island municipality.

1.7 The Policy Statement Directives Policies Checklist identifies the directives policies for each component of the Policy Statement that local trust committees and island municipalities are required to address in their bylaws. (Attachment I)

1.8 Staff will reference relevant sections of the Policy Statement in staff reports to the local trust committees and island municipalities. Staff may use the Directives Only Checklist to assess whether bylaw amendment applications in process and bylaws prior to first reading comply with the Policy Statement.

1.9 Planning staff will provide the local trust committees and island municipalities with a staff report that includes the proposed bylaw and the Directives Only Checklist to assess that a bylaw complies with the Policy Statement before submitting a bylaw to the Executive Committee.

1.10 Planning staff assigned to work with local trust committees, or island municipalities, will refer to the Policy Statement and Directives Only Checklist while developing official community plans and regulatory bylaws to ensure that the bylaws address the required matters. Staff will also make recommendations as to address the Policy Statement during the consideration of alternative policy and regulatory responses to particular issues in a local trust area.

Approval and Appeals

1.11 The Executive Committee will notify the local trust committee or island municipality staff of its decision as to whether to approve a bylaw within one month of receiving a submission including a completed Directives Only Checklist. Staff will then update the bylaw to show Executive Committee approval and submit it to the local trust committee or island municipality for adoption consideration. Where the decision is not to approve, the Executive Committee will advise the local trust committee, or island municipality of its reasons and of the nature of the changes that would be required to enable the Executive Committee to approve the bylaw.

1.12 On referral of a bylaw to Trust Council under Section .27(3) or 38(3) of the *Islands Trust Act*, the local trust committee, or island municipality, will provide to Trust Council the Directives Only Checklist, the advice of the Executive Committee that accompanied its refusal to approve the bylaw, and the local trust committee or island municipality reasons why the bylaw cannot be changed in the manner the Executive Committee indicated.

1.13 Trust Council will notify the local trust committee or island municipality staff of its decision as to whether or not Trust Council has approved a bylaw and will deliver a decision as soon as practicable after giving such notice. Where the decision is not to approve, Trust Council will advise the local trust committee, or island municipality, of its reasons and of the nature of the changes that would be required to enable Trust Council to approve the bylaw.

Comment [CF12]: Amend to clarify and reflect 60 day time limit for Trust Council approval.

2. OTHER COMMITMENTS AND RECOMMENDATIONS OF COUNCIL

Background

2.1 The Policy Statement also contains policies which are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies.

Policy Statement Commitments and Recommendations Checklists

2.2 To ensure consistency between the Policy Statement and the activities of the Islands Trust, Trust Council, the Executive Committee, Trust Fund Board, local trust committees and island municipalities, Trust staff will highlight activities that are consistent with the Policy Statement by referencing the Policy Statement and any relevant policy sections in meetings, staff reports, work programs, inter-agency agreements (including protocols, letters of understanding and memoranda of understanding) .and other agency referral responses.

Comment [CF13]: Consider implications for staff resources of this policy.

Comment [CF14]: Remove period in last line.

2.3 The Policy Statement Council Commitments and Recommendations Checklist may be used by staff to refer to relevant sections of the Policy Statement. (Attachment II)

2.4 Islands Trust staff preparing recommendations or information for the Islands Trust entity concerned with the decision or activity in question will be responsible for referencing the Policy Statement and any relevant sections.

2.5 As inter-agency agreements are updated or created, Islands Trust staff will conduct a review of the Policy Statement and any relevant sections, including review of the Trust Council Commitments and Recommendations Checklist and, if appropriate, recommend amendments of those agreements, which contradict policies contained in the Policy Statement.

Communication and Advocacy Strategy

2.6 Island Trust will provide copies of the Policy Statement and amendments to departments and agencies of the Government of Canada, the Government of B.C., Regional Districts, non-governmental organizations having jurisdiction over or interests in any part of the Trust Area, and to other local governments having jurisdiction in the Howe Sound-Georgia Basin region.

2.7 The Executive Committee may convene a meeting with any department, agency, or organization for the purpose of introducing the Policy Statement and reviewing its applicability to and impact on a particular issue of interest to or area of jurisdiction of the department, agency, or organization.

2.8 Upon becoming aware of any decision or action affecting the Trust Area by any of the departments, agencies or organizations, whether contemplated or executed, the Executive Committee or Trust Council may, by whatever means it considers appropriate, communicate with the department, agency or organization with respect to the Policy Statement and the extent to which the decision or action either furthers or contradicts the Policy Statement.

2.9 Islands Trust will provide copies of the Policy Statement and amendments to all First Nations having Reserves or other interests within the Trust Area and to any Treaty Group or other organization with which such a First Nation is affiliated.

2.10 Copies of the Policy Statement and amendments to it will be made available to the island municipalities, property owners, residents, and visitors at the offices of the Islands Trust.

3. MAINTENANCE AND FURTHER DEVELOPMENT

3.1 Local trustees and staff may request Trust Area Services staff to clarify areas of understanding particular components of the Policy Statement. Requests for

Comment [CF15]: Suggest this policy be expanded versus developing an additional policy on Islands Trust Policy Statement advocacy.

Comment [CF16]: Add an additional policy after 2.8 on Islands Trust Policy Statement advocacy.

Comment [CF17]: Include reference to legislative monitoring work.

Comment [CF18]: Combine 2.9 into 2.6.

clarification will be reviewed by staff and may be in the annual Trust Programs Committee Topic Review Inventory for Council consideration.

Amendments

3.2 Amendment of the Policy Statement is subject to the same procedural requirements, including approval of the Minister, as the original adoption of the Policy Statement. Trust Council will establish a work program to amend the Policy Statement on a periodic basis.

3.3 Each local trust committee and the Trust Fund Board may propose in writing specific amendments to the Policy Statement, for consideration by the Trust Council.

3.4 All suggestions for amendment from all sources will be compiled for review by the Trust Programs Committee to recommend areas for amendments to Council via the Executive Committee.

Five Year Review

3.5 It is the objective of Trust Council to subject the Policy Statement to a periodic review every five years.

Comment [CF19]: Does not appear consistent with the annual review of the Trust Policy Statement that is to be conducted by the Trust Programs Committee in accordance with Policy 1.3.ii and the annual prioritization of topic areas by Trust Council.

3.6. For the purposes of the review, Trust Council will consult with particular government agencies having jurisdiction over or interests in the Trust Area, and with members of the public throughout the Trust Area.

Monitoring Activities

3.7. The Trust Programs Committee will monitor the implementation of the Policy Statement in a report to Trust Council on a quarterly basis.

3.8. The Trust Programs Committee will monitor and report on the implementation of this policy to Council on an annual basis for inclusion in the Islands Trust Annual Report.

E: ATTACHMENTS:

ATTACHMENT I. **-** Directives Only Checklist **-** May 17, 2005

ATTACHMENT II. **-** Council Commitments and Recommendations Checklist **-** May 17, 2005

1.3.ii. Procedure

POLICY STATEMENT
TOPIC REVIEW FRAMEWORK

Trust Council: June 11, 1994
Amended: September 15, 1995; March 10, 2005

A: PURPOSE:

1. To provide a framework to maintain an inventory of Policy Statement topic areas for review and to determine the priority topic areas for attention through Trust Council.

B: REFERENCES:

Comment [CF20]: Staff: Add reference to Policy Statement Amendment Policy 1.2.i.

1. *Islands Trust Act*: Section 15

2. Policy Statement Bylaw (No. 17) 1993

3. Policy Manual:
   - 3.1. Policy Statement Implementation (1.3.i.)
   - 3.2. Policy Statement Bylaw (1.2.)

C: BACKGROUND:

1. The Trust Programs Committee (TPC) will complete an Annual Policy Statement Report that includes a Policy Statement Topic Review Inventory.

Comment [CF21]: Continue annual timeframe? Should be changed if we are not doing an annual review now.

2. The Trust Programs Committee will maintain a Policy Statement Topic Review Inventory that will include the review topics, brief descriptions, and the source of the suggested topics.

D: PROCEDURE:

1. MAINTAINING THE INVENTORY

Comment [CF22]: Add First Nations

1.1. The Trust Programs Committee will maintain an inventory of suggested policy statement topics for review as identified through the following:
   - i. requests from external agencies or the public,
   - ii. other policy or legislative initiatives of the Islands Trust, the province or other government agencies, and
   - iii. requests from staff, trust bodies, or trustees of the Islands Trust.

2. TRUST PROGRAMS COMMITTEE RECOMMENDATIONS

2.1. The Trust Programs Committee will prepare a Policy Statement Topic Review Inventory by September of each year.

2.2. The Trust Programs Committee will make suggestions for policy statement topics review to Trust Council, the Trust Fund Board, local trust committees, and staff by October of each year.

2.3. The Trust Programs Committee will make priority topic recommendations to Trust Council from the Topic Review Inventory in November of each year.

3. TRUST COUNCIL CONSIDERATION

3.1. Trust Council will establish the annual priority of the specific topics for review by resolution in December of each year.

3.2. The priority Policy Statement review topics will be those items approved by Trust Council as part of Trust Council's work program or the work program of a trust body.

4. REVIEW TOPIC IMPLEMENTATION

4.1. The Trust Programs Committee will forward resource requirements requests, as required, for all priority Policy Statement review topics to Trust Council within the annual budget process.

4.2. The Trust Programs Committee will recommend adjustments to the priority Policy Statement review topics as required based on resource allocations from the annual budget, emerging issues and topic review completions.

4.3. The Trust Programs Committee will provide guidelines for priority Policy Statement topic reviews relative to agency referral, internal processing, and Policy Statement Bylaw amendment requirements.

5. ANNUAL POLICY STATEMENT REPORT

5.1. The Trust Programs Committee will forward an Annual Policy Statement Report that includes the recommended priority review topics from the Topic Review Inventory to Trust Council in December of each year.

Comment [CF23]: D.2.1 - 2.3 Consider simplifying the process described in these three clauses to reflect quarterly meetings of the Trust Programs Committee, and encourage the Trust Programs Committee to undertake the annual review of policy topics for review as outlined in the policy.

Comment [CF24]: Does it make sense for TC to be establishing annually the specific topics for review? What about each term – in the middle year for completion in the final third year?

Comment [CF25]: If section 3.1 were to change, then section 5.1 would change too as an Annual Policy Statement Report would not be included every year.

1.2.i. Policy

POLICY STATEMENT AMENDMENT POLICY

Trust Council: December, 1995
(Amended: March 6, 1998)

A: PURPOSE:

1. To outline the required steps for Trust Council to amend the Policy Statement Bylaw.

B: REFERENCES:

1. *Islands Trust Act*: Sections 15, 16, 22 and 27
2. Policy Statement Bylaw (No. 17)
3. Policy Manual: Policy Statement Implementation (1.3.i.)

C: POLICY:

1. REQUIREMENTS

1.1. The Policy Statement Bylaw may be amended by the Islands Trust Council with the approval of the Minister of Municipal Affairs.

1.2. Policy Statement Amendments will generally be processed over 2 regular Trust Council meetings unless a waiver of this requirement is approved by at least 2/3 of Trust Council members present at a meeting at which the vote and adoption takes place.

1.3. The Executive Committee is responsible for maintaining the Policy Statement Implementation Work Program.

1.4. The Executive Committee is responsible for preparing Policy Statement amendments at the direction of Trust Council.

2. PROPOSED AMENDMENTS

2.1. Trust Council through its quarterly review of the Policy Statement Implementation work program, will establish priority areas for Policy Statement topic reviews.

2.2. Trust Council upon reviewing the outcomes of a Policy Statement topic review may, by resolution, request that proposed policies be prepared for consideration as amendments to the Policy Statement Bylaw.

3. AMENDMENT PROCESS

Comment [CF26]: If a future Trust Council decides to proceed with a review of the Policy Statement, reconsider Policy 1.2.i, *Policy Statement Amendment Policy* in its totality.

Comment [CF27]: Staff: Add reference to Bowen Island Municipality Protocol and other relevant protocols and incorporate referral requirements from those agreements.

Comment [CF28]: Amend with current ministry name.

Comment [CF29]: Consider amending this paragraph to reflect current practice.

Comment [CF30]: Reconsider in light of current practice

Comment [CF31]: Consider whether the "quarterly review" is realistic as it has not been met – consider annual review? First year of Trust Council term?

3.1. Trust Council may establish a Trust Council meeting date to consolidate proposed policies to amend the Policy Statement Bylaw.

3.2. Trust Council, unless otherwise determined in accordance with clause 1.2., will give first reading to an Amendment Bylaw at one meeting; second and third reading at a subsequent meeting; and 4th reading at further regular meeting of Trust Council or by way of a resolution without meeting following approval by the Minister of Municipal Affairs.

3.3. Trust Council after first reading of the amendment bylaw will, by resolution, request that the amendments be referred to municipalities, regional districts, Provincial Government agencies or departments and Government of Canada agencies or departments having jurisdiction in the Trust Area.

3.4. Trust Council after first reading of the amendment bylaw will, by resolution, request that a public brief be prepared to enhance public awareness of the amendments through the media and local trust committees.

3.5. Trust Council, prior to 2nd and 3rd reading, will provide trustees with an opportunity to review input received from the corporate entities, trustees or staff of the Islands Trust, referral agencies and the public. The minimum referral period to other agencies will be 30 days unless otherwise waived by Trust Council (as per Clause 1.2.).

3.6. The Executive Committee or Trust Council may provide for persons or agencies, having input to the amendments to address Trust Council directly in accordance with the Meeting Procedures Bylaw of Trust Council.

From the task force report (general comment from a trustee): "I suggest that Trust Council direct staff to write a plain language summary, maximum two pages, combining in one summary information about the *Policy Statement Amendment Policy*, the *Policy Statement Implementation Policy* and the *Topic Review Inventory Procedure*. Another alternative is to rewrite the three into one document (two policies plus one procedure) to make it simpler."

Comment [CF32]: Consider whether there needs to be an additional policy (to insert after C.3.3.) for referral to First Nations to consult with them about amendments (similar to section D.2.9 in Policy Statement Implementation 1.3.i)

Comment [CF33]: Staff: Update communications requirements.

Comment [CF34]: Add First Nations to "input received from"– if something added to refer to First Nations

Comment [CF35]: Staff: Update public consultation process.

5.9

Islands Trust

LEGISLATIVE MONITORING CHART

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

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

It also tracks Trust Council's legislative change requests.

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

PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Review of the Agricultural Waste Control Regulation **(Provincial)**	Consultation period open until May 31, 2012	The Ministry of Environment is doing a comprehensive review of the Agricultural Waste Control Regulation (AWCR) with the intention of shifting to a code of practice to replace the current regulation. A code of practice (or "minister's regulation") is a legally binding and enforceable set of rules that must be followed by the agricultural industry for environmental and human health protection. The AWCR describes environmentally sound practices for using, storing and managing wastes, such as manure, and by-products, such as composted materials or other materials used in agriculture, such as wood waste. There are no land use planning implications. The primary environmental issues of concern to the ministry are surface water quality, ground water quality, cumulative effects, and air quality. The intentions paper and response form for providing comments to the ministry, as well as further information and links to related legislation, are available at: http://env.gov.bc.ca/epd/codes/awcr/index.htm		

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

LEGISLATION IN PROCESS

LEGISLATION IN PROCESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTIONS - FUTURE
Coastal Ferry Amendment Act, 2012	First reading May 9, 2012	The amendments were introduced in response to the recommendations contained in the independent B.C. Ferry Commissioner's report, presented to the Province in January of this year. The principles of the Act are being amended to ensure that the primary role of the B.C. Ferry Commissioner is to balance the interests of ferry users, the interests of taxpayers and the financial sustainability of ferry operators. The amendments will provide the Ferry Commissioner with additional tools and discretion to ensure the sustainability of the ferry system. In particular, the Ferry Commissioner will: have greater discretion when setting price caps, cross subsidize between routes; approve major capital expenditures; conduct routine performance reviews; request ferry operators to prepare plans, review policies, conduct public consultations; and use measures, other than fare increases, to respond to extraordinary situations. The Act will also allow the commissioner to avoid publishing information provided by a ferry operator if that information might be harmful to the financial or economic interests of the ferry operator or to the business interests of a third party. Elizabeth Denham, Information and Privacy Commissioner for British Columbia, has asked Minister Lekstrom, BC Minister of Transportation and Infrastructure to amend Bill 47 by removing section 3 as in her opinion, public release of service and financial information used to establish price caps is in the public interest. On May 9, 2012, the government also announced that: • The government will increase its financial contribution to BC Ferries by $79.5 million through to 2016 • BC Ferries will need to find efficiencies • There will be significant adjustments to service levels, and discussions with communities about trade-offs among service adjustments, fare increases and potential community contributions. • Government will seek public input to develop strategies to support a vision for connecting coastal communities. • Future investments will look at providing greater interoperability of ferries between routes, reducing operating costs by implementing new technologies, such as LNG-fuelled and cable ferries, and allowing for alternative methods to connect coastal communities, such as passenger-only ferries and other service improvements.	On September 27, 2011, the Islands Trust Chair and eleven coastal regional district chairs met with the BC Premier and the Minister of Transportation and Infrastructure to continue their collaborative work to improve the coastal ferry service. At this meeting the Premier agreed to meet the FAC Chairs after the BC Ferry Commissioner issued his report. This meeting did not take place before the legislation was introduced.	

LEGISLATION IN EFFECT

LEGISLATION IN EFFECT	STATUS	KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Amendments to the Canada Shipping Act establishing the Regulations for the Prevention of Pollution from Vessels and for Dangerous Chemicals (RPPVDC) **(2007)** **(Federal)**	Enters into full force in May 2012.	▪ The RPPVDC replaces the *Pleasure Craft Sewage Pollution Prevention Regulation.* ▪ The regulations stipulate that: o All boats and ships with a toilet facility to be fitted with a marine sanitation device or holding tank. o Sewage treated using a marine sanitation device must not be discharged closer than 1 nautical mile from the shoreline o Raw, untreated sewage must not be discharged within 3 nautical miles of the shoreline. o If the distance from shore to shore is less than 6 nautical miles and *no pump-out service is available*, raw sewage may be discharged into the deepest water. ▪ The RPPVDC prohibits discharge of any sewage (raw or treated using a marine sanitation device) within the 'Designated Sewage Areas' (including: Montague Harbour (Galiano) and Pilot Bay, (Gabriola). ▪ Concerns raised by marine advocacy groups include: o Unless pump-out stations are available, boats travelling in narrow channels may discharge raw sewage less than 3 nautical miles from shore. o There is currently no government plan or process to establish more sewage pump-out station infrastructure. *From Ken Hancock: Eight of the 13 major island OCPs specifically mention the importance and desirability of providing pump-out facilities for recreational boaters, Bowen, Mayne, North and South Pender, Thetis, Lasqueti, Denman and Galiano. Gambier, Hornby and Lasqueti mention and support existing and increased no discharge zones. Gambier and Hornby support holding tanks for marine vessels. I was unable to find any reference on Gabriola apart from support for toilets at wharves and marinas. The issue is addressed in a variety of ways from advocating to DFO or the RD to local encouragement for establishment of on-island pump-out facilities in conjunction with marinas. The Salt Spring Island OCP includes a policy calling on marina rezonings to include a program to manage boat sewage, it also identifies two areas (harbours) that should be designated as no-discharge zones and asks marina operators to encourage good practices among boaters.	TC recommended that LTCs establish OCP policy requiring marinas applying for rezoning or a development permit provide pump out facilities* TC recommended that LTCs and BIM create OCP advocacy policy encouraging neighbouring local governments to require that marinas serving vessels travelling within the Trust Area install pump-out facilities when applying for rezoning or a development permit.* TC requested that EC write to Transport Canada regarding this issue.	LTCs may consider related advocacy statements in their OCPs Staff forwarded recommendation to all Regional Planning Managers Letter is on the Exec Ctte follow up action list

LEGISLATION IN EFFECT	STATUS	KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Bill 27 Local Government (Green Communities) Statutes Amendment Act **(2008-11)** **(Provincial)**	Fully in-effect as of October 1, 2008.	▪ Requires municipalities and Local Trust Committees to include GHG emission targets, polices, and actions in their OCPs by May 21st 2010 ▪ Requires regional districts to include GHG emission targets, polices, and actions in their RGS by May 31st 2011 ▪ Expands local government Development Permit Area and zoning variance authority to promote energy and water conservation, the reductions of GHGs, and encourage alternative transportation options for off-street parking. ▪ Expands Regional District's Development Cost Charges authority to exempt small, energy efficient development.	Eighteen OCPs amended. OCPs to be amended: • Piers Island	Further consideration of other planning tools.
Freedom of Information and Protection of Privacy Amendment Act (2011) **(Provincial)**	Royal Assent Nov 14, 2011	Resulted in a number of changes to the *Freedom of Information and Protection of Privacy Act* (the "Act"). In response to the changes, the Local Government Management Association of BC has produced an updated edition of their Freedom of Information and Protection of Privacy Act Toolkit for Local Government.	Islands Trust staff will be introducing this manual at a staff training session in fall 2012.	Staff workshop in fall 2012

DISCUSSION / ADVOCACY TOPICS

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Solar Hot Water Ready for Single Family Homes **(2011)** **(Provincial)**	Due to strong interest, the opportunity for more local governments to sign on to the Regulation was extended to July15, 2012.	On June 21, 2011, the Province of BC's Solar Hot Water Ready Regulation for single family homes came into force. The Solar Hot Water Ready requirement is a provincial regulation that communities can voluntarily choose to adopt. Local governments who 'opt-in' adopt a new building regulation requires all new single family homes in their communities to be built to accommodate future installation of a solar hot water system. Currently, the requirement only applies in the 36 local government jurisdictions that are listed on the regulation, including two in the Trust Area -Greater Vancouver Regional District and the Cowichan Valley Regional District. Staff have requested information on which additional regional districts have expressed an interest in being added to the regulation.		Local trust committee could pass resolutions to encourage/ discourage their regional district re opting-in. Those local trust committees whose regional district has opted-in to the new regulation may wish to amend bylaws with regard to building siting or orientation of roof surfaces to the sun.

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Proposed National Marine Conservation Area for the Southern Strait of Georgia **(2008-11)** **(Provincial / Federal)**	Federal government consulting with First Nations on proposed boundary	▪ Parks Canada in partnership with the Province of British Columbia is assessing the idea of creating a national marine conservation area (NMCA) in the Southern Strait of Georgia ▪ The Islands Trust has engaged in the stakeholder consultation process and continues to stay in touch with federal staff on the issue. ▪ In October 2011 Canada and BC announced proposed NMCA boundary for consultation. ▪ The Islands Trust will be invited to participate in a stakeholder consultation process in mid-2012. ▪ First Nation consultation underway.	Islands Trust submitted successful resolution to UBCM regarding support for NMCA in 2010. EC raised the NMCA during Sept 2010 meeting with Minister Penner and during Jan 2011 meeting with Minister Coell. LA has represented Islands Trust throughout the consultation process. March 2012: Council delegated the Executive Committee to address the issue of the proposed northern boundary for the BC/Canada Southern Strait of Georgia National Marine Conservation Area	Staff to monitor zoning implications and attend meetings. (May 24th, 2012)

DISCUSSION/ ADVOCACY TOPICS	STATUS	KEY IMPLICATIONS FOR TRUST AREA	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Bylaw standards related to the creation of on-farm energy **(2012)** **(Provincial)**	Consultation ended March 15, 2012	The Ministry of Agriculture is developing two bylaw standards related to the creation of on-farm energy. Bylaw standards are not legally binding. Rather, they provide interested local governments with criteria on a topic, should they be interested in developing a bylaw. Anaerobic digestion on farms in the Agricultural Land Reserve (ALR) Anaerobic digestion systems use a combination of manure and organic materials to produce renewable energy in the form of methane gas. This methane gas can be upgraded to natural-gas quality or converted to electricity. A discussion paper and survey propose: minimum farm size for using a system; restrictions on the materials and their origins that can be used in the system;· planning, administrative and record-keeping requirements; and criteria for anaerobic digestion activities that would not require local-government rezoning. This discussion paper and survey are available at: http://www.agf.gov.bc.ca/resmgmt/sf/anaerobic_digestion_in_ALR/index.htm Cogeneration systems used by greenhouse growers in the Agricultural Land Reserve (ALR) Natural gas-based combined heat and power co-generation systems to produce electricity, heat and carbon dioxide are used to fertilize greenhouse crops. A discussion paper and survey propose: · Requirements that cogeneration production be commensurate with the heat demand on the farm and/or total greenhouse size. · Minimum operating efficiency. · Sites and management that minimize noise impacts. · Criteria for cogeneration activities that would not require local-government rezoning. This discussion paper and survey are available at: http://www.agf.gov.bc.ca/resmgmt/sf/co_generation_in_ALR/index.htm These bylaw standards may have impacts as they could result in the Minister issuing farming standards for the guidance of LTC (under s.916 of the LGA). The guidelines are not mandatory, but local governments are encouraged to follow them. An example of these guidelines is the "Guide for Bylaw Development in Farming Areas" – which is a document planners use when recommending regulations in the ALR. Our experience is if we are at odds with the guidelines, we will not get favourable support from the ALC on the bylaws.	Feb 29, 2012 Director of Local Planning Services sent to Regional Planner Managers to respond to survey	Planner to consider the bylaw standards once finalized.

ISLANDS TRUST REQUESTS FOR CHANGES TO ISLANDS TRUST LEGISLATION / REGULATION

ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
1. **Amendments to the Islands Trust Act that would cause four local trustees to be elected to sit on the Salt Spring Island Local Trust Committee.**	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum Turned down by Salt Spring Island LTA referendum November 15, 2008
2. Amendments to the Islands Trust Act that would cause four local trustees from the Salt Spring Island Local Trust Area to sit as full voting members of the Islands Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	In a May 23, 2008 letter the Minister advised that she agreed with the Islands Trust Governance Review Report and found the rationale for increasing the size of the Islands Trust Council (ITC) by adding the two additional Salt Spring Island Trustees is “less” compelling that request #1.
3. Changes to the Islands Trust Act that would enable the Islands Trust Council to determine the size of its Executive Committee.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Never formally turned down
	June 2011	Raised during a meeting with the Hon. Ida Chong, Minister of Community Services	
4. The necessary changes to provincial / legislation and regulations to permit Islands Trust bodies to hold meetings through electronic or other communication facilities.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Achieved in 2009.
5. Changes to provincial/legislation and regulations be made, if necessary, to confirm that Islands Trust bodies may perform their duties and functions while outside of the Islands Trust Area.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Later turned out to be a non-issue.

ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
6. Natural Area Protection Tax Exemption Program (NAPTEP) – extension to Bowen Island Municipality	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved June 2010
7. Electronic meetings	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2009.
8. Bylaw dispute adjudication system	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2011
9. Trust Fund Board corporate status and name change	June 2011	Name change raised during a meeting with the Hon. Ida Chong, Minister of Community Services	Advised by Minister to explore other solutions first to determine if can resolve challenges in other ways. Trust Fund Board has asked Trust Council Chair to seek this change in writing.
	After June 2011	Staff met with Ministry staff	

ISLANDS TRUST
BRIEFING

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

SUBJECT: DRAFT ADVOCACY POLICY

DESCRIPTION OF ISSUE:

Trust Council and Executive Committee are enabled by the *Islands Trust Act* to seek the cooperation of other levels of government in order to achieve the Islands Trust mandate. The only policy currently guiding this activity is the communications policy. The need for a dedicated policy has arisen as staff capacity has increased to carry out the resolutions of Trust Council related to advocacy, and as other bodies within the Islands Trust have been playing roles within the advocacy program. Policy would help Trust Council and staff respond more effectively to the many competing issues (e.g. BC Ferries, oil spill prevention and *BC's Water Act*).

BACKGROUND:

Advocacy at the Islands Trust is rooted in the legislated mandate to seek the cooperation of other levels of government. For the purpose of carrying out the object of the Islands Trust, sections 8 and 9 of the *Islands Trust Act* empower Trust Council to:

- coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the trust area and its unique amenities and environment;
- make recommendations to the Lieutenant Governor in Council respecting the acquisition, use and disposition by the government of land located in the trust area; and
- make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment,
- enter into agreements respecting the coordination of activities in the trust area with:
    - the government of British Columbia or the government of Canada;
    - an agent of the government of British Columbia or Canada;
    - a first nation, municipality, regional district, board of school trustees or francophone education authority.

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. Based on the lack of feedback received, staff have not significantly altered the roles described in that briefing. The current draft reflects the lessons learned during the course of the advocacy work done in the last term, and is intended to return to Trust Council in September 2012 with revisions suggested by staff and trustees.

ADVOCACY TECHNIQUES (Ways to seek the cooperation of others)

Trust Council's 2008-2011 Strategic Plan placed a high priority on marine issues in its advocacy program. That topic provides an excellent example of the kinds of techniques, that may be used to advance Islands Trust's advocacy positions:

- 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.

ATTACHMENT(S): YES – Draft Advocacy Policy 6.10.iii

AVAILABLE OPTIONS:

1) Adopt by resolution the policy as drafted.
2) Request changes to the draft policy by resolution.
3) Request changes to the draft policy by informal comments and/or e-mails.
4) Cancel the advocacy policy development project.

FOLLOW-UP:

Staff will implement Trust Council decisions as directed. If Trust Council or individual trustees suggest further changes to the policy, staff will revise the draft policy and return the draft to Trust Programs Committee and Executive Committee in August 2012 and to Trust Council in September 2012 for consideration for adoption.

PREPARED BY: Clare Frater, Policy Analyst and Lisa Gordon, Trust Area Services Director

SUBMITTED BY: Trust Programs Committee

REVIEWED BY:
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:
May 29, 2012

OTHER REVIEW:
LPS Director, May 4, 2012
Trust Programs Committee May 11, 2012

6.10.iii Policy & Procedure

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.

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.iv & vi Use of Islands Trust letterhead and logo

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

21. Trust Council Three-year Strategic Plan

22. Local Trust Committee Official Community Plans

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

24. Trust Fund Board Policy 96009 Roles and Responsibilities

    Trust Fund Board Policy 03006 Relationships with External Groups
    Best practices during elections (not yet adopted as policy)

D. DEFINITIONS

In this policy,

1. **"Advocacy"** is the range of tools used to seek 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.

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 respect 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.

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) related Official Community Plan policies; c) relevant evidence; d) contextual information; e); an assessment of partnership opportunities; f) implications of proceeding or not proceeding with certain courses of action, and g) 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. Islands Trust bodies will adapt their advocacy strategies in response to changing political and economic contexts and new information.

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

9. 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 requestand;
   - demonstrate adequate knowledge and expertise, using scientific knowledge where appropriate.

10. Islands Trust bodies will ensure that when advocacy strategies involve partnerships that there is agreement among all partners on the roles and responsibilities within the partnership and the decision-making processes.

11. When entering partnerships Islands Trust bodies will consider:
   - that the Islands Trust's credibility and reputation may depend on sustaining commitment to partnership roles for the duration of a given advocacy project and;
   - whether there is a need to authorize employees to receive confidential information on conditions acceptable to both the Trust Council or the Executive Committee and the source of the information as per the Receipt of Confidential Information from External Government Organizations and Agencies Policy 7.1.viii

12. Before announcing an advocacy position, Islands Trust bodies will prepare to respond to media attention and criticism from constituents, stakeholders or partners.

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 and encourages a coordinated approach to external liaison by local trust committees, island municipalities and the Trust Fund Board.

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

3. 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.

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

5. The Executive Committee will provide direction to staff on government-to-government advocacy at the staff level.

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

7. 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 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, it will seek staff support from the Executive Committee through its Chair.

6. If a local trust committee wishes to advocate on an issue specific to another local trust area or island municipality, it will consult with the affected governing body.

Trust Fund Board

1. Trust Fund Board advocacy is governed by Trust Fund Board policies TFB 96009 Trust Fund - Roles and Responsibilities and TFB 03006 Relationships with External Groups Policy. Before considering resolutions overlapping with the mandate of another Islands Trust body, the Board should consult with that body.

Individual trustees

1. Policies on communications, letterhead and logo exist to guide trustees when communicating about advocacy or other topics.

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

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

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 an 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.

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. Local Planning Services staff should notify the Director of Trust Area Services of any local trust committee resolution related to advocacy. Executive Committee will consider the requests for service and offer the support of Trust Area Services staff to carry out the local trust committee direction as time allows.

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

7. When researching advocacy positions, staff should 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.

8. Trust Area Services staff should notify the appropriate Regional Planning Manager when involved in advocacy work for a local trust committee, and as appropriate, work with local planning staff to prepare briefing and decision documents for the local trust committee.

9. Trust Area Services staff should notify the Trust Fund Board Manager when involved in advocacy work related to Trust Fund Board activities or interests, and as appropriate, work with Trust Fund Board staff to prepare briefing and decision documents for the local trust committee.

10. When staff draft advocacy letters to elected officials, the letter should be signed by an elected official and be grounded in a publically debated resolution.

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 issues by thanking or congratulating key decision-makers as appropriate.

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
BRIEFING

TO: Trust Council **DATE:** May 24, 2012

SUBJECT: **ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS PROGRAM 2012**

DESCRIPTION OF ISSUE:
At a June 13, 2012 closed session, Islands Trust Council will decide the recipients of the 2012 Community Stewardship Awards program.

BACKGROUND:

This program provides an opportunity to promote the Islands Trust Object by celebrating the community service and environmental stewardship efforts of island residents.

The Community Stewardship Awards program is intended to provide recognition to individuals or organizations for programs or actions that have made a significant contribution towards the Object of the Islands Trust. The awards program requires two full time equivalent weeks of management and support staff time in program communications and administration. The annual cost of the program is $500.00 for awards from the Trust Programs budget.

The 2012 program was administered as follows:

- Members of the public and other agencies are invited to nominate individuals or organizations for recognition. The program was publicized through a news release, on-line information, posters, and, for the first time, advertisements in the Island Tides and Bowen Island Undercurrent newspapers which cost $680 in total.

- The deadline for award nominations was April 30, 2012.

- The Trust Programs Committee considered all of the nominations in May to develop recommendations to Council. Trust Programs Committee evaluated nominations based on the following criteria: relationship of the project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and the level of community support and involvement.

- The names of nominees were released to the media and the Islands Trust Chair sent all nominees a congratulatory letter and a certificate of nomination.

Trust Council will decide on the recipients in a closed meeting on June 13, 2012 and announce the results in the open part of the meeting.

Awards will be presented at local trust committee meetings in the fall of 2012. Should an award be made for Bowen Island, the municipal trustees may determine the method of making the award. Where an award recipient has done work in more than one local trust area, trustees will need to discuss and decide which local trust committee will present the award. The names of award recipients will be publicized through a news release. Detailed information will be made available on the Islands Trust website, and will be featured in e-news.

ATTACHMENT(S): YES

1) 2002-2012 Overview - Community Stewardship Awards
2) List of nominees for 2012 Community Stewardship Awards
3) Profiles of nominees for 2012 Community Stewardship Awards
4) Evaluation form

PREPARED BY:	Clare Frater, Policy Analyst	**REVIEWED BY EXECUTIVE COMMITTEE:**
SUBMITTED BY:	Lisa Gordon, Director, Trust Area Services	May 29, 2012
REVIEWED BY:	**(Chief Administrative Officer)**	**OTHER REVIEW:**

Attachment 1

Community Stewardship Award Program

2002-2012 Overview

Number of Nominations – Since 2002, there have been 140 nominations in total, with an average of 13 nominations per year. This year holds the record for the most nominations at 19 nominations from 12 of 13 local trust areas/island municipality. The second highest number of nominations occurred in 2003 and 2008 with 17 nominations. In 2009 Islands Trust received the lowest number of nominations with only six nominations.

Nominations per Island 2002 - 2012

	2002-2011	2012-Indiv.	2012-Group	**Total 2002-2012**
Pender	35	4		**39**
SSI	21	3		**24**
Hornby	17		1	**18**
Mayne	8	1		**9**
Denman	7	1	1	**9**
Saturna	6	1	1	**8**
Galiano	6	1		**7**
Lasqueti	5	1		**6**
Gabriola	5		2	**7**
Thetis	4			**4**
Bowen	4	1		**5**
Gambier	1	1		**2**
Trust Wide	2			**2**
Total	**121**	**14**	**5**	**140**

Number of Recipients – Since 2002, there have been 49 Community Stewardship Awards recipients. There has been a range in the number of awards given each year from three awards in 2002 to six awards given in 2007, 2008 and 2011.

Recipients per Island – The awards have been distributed as follows: Salt Spring Island - 12 awards; Pender Islands - 11 awards; Hornby Island - 5 awards; Denman Island - 4 awards; Mayne, Saturna and Bowen Islands - 3 awards, Lasqueti and Galiano Islands - 2 awards; Gabriola, Gambier, Thetis and All Islands - 1 award.

Summary
Community Stewardship Award Recipients

2011

Island	Recipient	Project	Award
Bowen	Sue Ellen Fast	For her community and conservation work	Individual
Hornby	Hornby New Clinic Committee	For planning, coordinating and building a new community medical clinic	Group
North and South Pender	Pender Island Fire Rescue Department	For serving and protecting the Pender Islands.	Group
Galiano	Jane Wolverton	For her work with the Galiano Food Program	Individual
North and South Pender	Barry Mathias	Car Stops Program	Climate Change
North and South Pender	Sara Steil	For her community and conservation work	Enduring Achievement

2010

Island	Recipient	Project	Award
Denman	Patti Willis	For preservation of the Denman Island environment.	Individual
North Pender	Tekla Deverell	For her gardening mentorship program for young people	Individual
North Pender	Sylvia Pincott	For preservation of the Pender Island environment	Enduring achievement
Salt Spring	Dorothy Cutting	For the West Coast Climate Equity website and her climate change education work	Climate change
Saturna	Jon Guy	For his many contributions to the vitality of Saturna Island's community life	Enduring achievement

2009

Island	Recipient	Project	Award
Denman	Patricia McLaughlin	For her work on marine stewardship.	Individual
Hornby	Hornby Island Residents and Ratepayers' Association	For its efforts to mitigate our impacts on the climate by developing a non-motorized trails network on Hornby Island.	Group
Salt Spring	Salt Spring Island Conservancy	For its "Stewards in Training" schools program	Group
Salt Spring	Kelsey Mech	For her work in developing Environmental Action Day and an environmental action youth group	Individual
Salt Spring	Jacqueline Booth (Posthumous nomination)	For her work on terrestrial and marine ecosystem mapping and conservation.	Individual

2008

Island	Recipient	Project	Award
Lasqueti	Lasqueti Island Nature Conservancy	For its work in expanding Squitty Bay Provincial Park from 13 to over 51 hectares	Group
Saturna	Lyall Creek Salmon and Trout Enhancement Project	For their work to restore Lyall Creek's salmon and trout habitat	Group
Mayne	Mary Cooper	For her work with the Mayne Island Integrated Water Systems Society to conserve water	Individual
Salt Spring	Maureen Moore	For her work to save Salt Spring Island's Creekside Rainforest	Individual
Saturna	Geri Crooks	For her work to stabilize the future of emergency medical responses on Saturna	Enduring Achievement
Lasqueti	Alisdair and Nancy Gordon	For their donation of Mount Trematon to the Trust Fund Board, to be protected for the community in perpetuity	Special Contribution

2007

Island	Recipient	Project	Award
Gambier	Gambier Island Conservancy	For its fund-raising to acquire and protect Mount Artaban as a nature reserve.	Group
Salt Spring	Salt Spring Island Alternative Gypsy Moth Control Program	For implementing an ecologically-friendly program to control the outbreak of gypsy moths.	Group
Gabriola	Jenny Brown McLeod	For her work on groundwater management and protection on Gabriola Island.	Individual
North Pender	Karl Hamson	For his community service and commitment to sustainability.	Individual
North Pender	Ursula Poepel	For her work in removing invasive plants on the island since 1986 and her donation of land to the Pender Island Parks Commission.	Special Enduring Achievement
North & South Pender	The Pender Post, a non-profit publication established in 1971	For its dedication to building the Pender Islands community	Special Enduring Achievement

2006

Island	Recipient	Project	Award
Pender	Michelle Marsden and the BC Coastal Clean Up Campaign	For the removal of marine wrecks and beach cleanup.	Group
Salt Spring	Salt Spring Island Conservancy	Mount Erskine Campaign to create Mount Erskine Provincial Park.	Group
Thetis	Bob Burgess, Gulf Islands Rainwater Connection Ltd.	For his work on rain water harvesting.	Individual
Mayne	Ann Johnston	For her work on recycling on Mayne Island.	Individual

2005

Island	Recipient	Project	Award
Hornby	The Hornby Water Stewardship Project	For their work on water testing and public education to protect water quality.	Group
Mayne	Mayne Island Japanese Gardens	For creating a memorial garden to honour the Japanese families of Mayne Island.	Group
Hornby	Hilary Brown	For her ongoing work of almost seven decades to make Hornby Island a better place to live.	Individual
Bowen	Katherine Dunster	For her conservation work and promotion of the 'slow islands' movement.	Individual
Denman	Denman Conservancy Association	For their annual house and garden tour fund-raising event.	Special Honourable Mention
Pender	Nicholas and Naomi Wilde-Van Ginkles of Pender	For their work to sensitize the community to the environmental impact of chemicals.	Special Honourable Mention

2004

Island	Recipient	Project	Award
Salt Spring	Spring Island Stream and Salmon Enhancement Society	For their watershed and stream restoration work, primarily on Salt Spring Island.	Group
Salt Spring	Salt Spring Island Residents For Responsible Land Use	For their work in the preservation of Walker Hook.	Group
Galiano	Ken Millard	For his ongoing work as the Director of the Galiano Conservancy.	Individual
Salt Spring	Tom Gossett	For many years of work for watershed protection.	Individual

2003

Island	Recipient	Project	Award
Bowen	Bowen Island Forest and Water Management Society	For compiling a vast range of community information onto a single CD Rom.	Group
All Islands	Islands in the Salish Sea Mapping Project	For gathering diverse community knowledge and communicating it through artistic maps.	Group
Denman	Jenny Balke	For restoration work in Valens Brook and enhancing community awareness about the need to preserve environmentally sensitive areas.	Individual
Hornby	Tony Quin	For his work in preserving the 170 hectare Link-Parsons property as a park.	Individual

2002

Island	Recipient	Project	Award
North Pender	Trincomali Improvement District	For providing and maintaining a secure water supply to the Trincomali subdivision and educating new property owners about the restrictions on water use.	Group
Salt Spring	Island Wildlife Natural Care Centre	For their naturopathic approach to the care and rehabilitation of wildlife.	Group
Salt Spring	Maureen Milburn	For her work in negotiating the Maxwell Lake conservation covenant.	Individual

Attachment 2

Islands Trust

COMMUNITY STEWARDSHIP AWARDS PROGRAM 2012

2012 NOMINATIONS

Nominations Received

- Islanders have nominated a total of 14 individuals and 4 groups for the 2012 Islands Trust Community Stewardship Awards Program, with one group being nominated twice.

Individual Nominations

- Dr. Donald Marshall, Bowen Island, for his work on resource recovery
- Peter Karsten, Denman Island, for his work on conservation programs and projects
- Ken Millard, Galiano Island, for his work on the Galiano Restorative Learning Centre property acquisition
- Stuart Watson, Gambier Island, for his work with the Gambier Fire Equipment Group and Langdale Access Group
- Patricia Forbes, Lasqueti Island, for 25 years of community service
- Michael Dunn, Mayne Island, for his work on the preservation of the natural environment of the southern Gulf Islands
- Lindsay Hamson, North/South Pender Islands, for contributions to community life on South/North Pender Islands
- Margot Venton, North/South Pender Islands, for her work on legal action to protect the Southern Resident Killer Whale
- Monica and Paul Petrie, North/South Pender Islands, for their work with the Brooks Point Park Completion Committee
- Shirley LePers, North/South Pender Islands, for her work for the Pender Islands telephone book
- Anne Macey, Salt Spring Island, for her work to support for agriculture and food security
- Bob Watson, Salt Spring Island, for his work on sustaining potable water supplies
- Dr. John Sprague, Salt Spring Island, for his work on freshwater preservation and protection
- John Wiznuk, Saturna Island, for his commitment as Fire Chief for Saturna Island Volunteer Fire Department

Group Nominations

- Denman Island Residents Association’s Parks Committee for their support for facilities at Morning Beach Park and Maple Park on Denman Island
- Gabriola Island Health Care Foundation, Society and Auxiliary for their work on building the Gabriola Island Community Clinic
- Hornby Quilters Group for 36 years of fundraising through the yearly Hornby Quilt
- Saturna Ecological Education Centre for building an Ecological School on Saturna Island

Who Took Part?

Seven organizations and 15 people provided nominations. The nominations are from:

- Ann Johnston, Marie Elliott, Louise Vallee
- Merrick Anderson
- Devon Jones
- Denman Conservancy Association
- Pender Island Conservancy Association
- Salt Spring Island Conservancy Board
- Colleen O’Neil
- Cheyl Bastedo
- John Chapman
- Salt Spring Island Water Council
- David Boyd
- Robert Ostiguy
- Saturna Island Fire Protection Society
- Brian Allaert – Comox Valley Regional District
- Gabriola Island Ratepayers
- John Hodges
- Mary MacKenzie
- Priscilla Ewbank

Next Steps

- Islands Trust will send a certificate to all nominees to applaud their efforts and to thank them for participating in the awards this year.
- Islands Trust will announce all nominees in a press release to local media in order to highlight the positive actions of these individuals, groups, businesses, and families.
- Trust Council will determine the award recipients at its June 2012 meeting.

Attachment 3

COMMUNITY STEWARDSHIP AWARDS 2012 LIST OF NOMINEES AND PROJECTS

Individuals

Nominee	Island	Title of Project/ Description of Work	Nominator	Previously Nominated?
1. Dr. Donald Marshall	Bowen	Resource recovery	Colleen O'Neil	No
2. Peter Karsten	Denman	Conservation programs and projects	Denman Conservancy Association (2005 recipient)	No
3. Ken Millard	Galiano	Galiano Restorative Learning Centre property acquisition	Cheyl Bastedo	2004 winner for work with Galiano Conservancy Association
4. Stuart Watson	Gambier	Gambier Fire Equipment Group and Langdale Access Group	Robert Ostiguy	No
5. Patricia Forbes	Lasqueti	25 years of community service	Merrick Anderson	Nominated in 2003
6. Michael Dunn	Mayne	Preservation of the natural environment of the southern Gulf Islands	Ann Johnston (2006 recipient) Marie Elliott Louis Vallee	No
7. Lindsay Hamson	Penders	Contributions to community life on South/North Pender Islands	Devon Jones	No
8. Margot Venton	Penders	Legal action to protect the Southern Resident Killer Whale	David Boyd	No
9. Monica and Paul Petrie	Penders	Brooks Point Park Completion Committee	John Chapman	No
10. Shirley LePers	Penders	Pender Island telephone book	Pender Island Conservancy Association (2007 nominee)	No
11. Anne Macey	Salt Spring	Support for agriculture and food	Salt Spring Island	No

Nominee	Island	Title of Project/ Description of Work	Nominator	Previously Nominated?
		security	Conservancy Board	
12. Bob Watson	Salt Spring	Sustaining potable water supply	Salt Spring Island Water Council	No
13. Dr. John Sprague	Salt Spring	Freshwater preservation and protection	Salt Spring Island Water Council	No
14. John Wiznuk	Saturna	Fire Chief for Saturna Island Volunteer Fire Department	Saturna Island Fire Protection Society	No

Groups

Nominee	Island	Title of Project/ Description of Work	Nominator	Previously Nominated?
1. Denman Island Residents Association's Parks Committee	Denman	Support for facilities at Morning Beach Park and Maple Park, Denman Island	Brian Allaert, Comox Valley Regional District	No
2. Gabriola Island Health Care Foundation, Society and Auxiliary	Gabriola	Gabriola Island Community Clinic	Gabriola Island Ratepayers + John Hodges	No
3. Hornby Quilters Group	Hornby	36 years of fundraising through the yearly Hornby Quilt	Mary MacKenzie	No
4. Saturna Ecological Education Centre	Saturna	Building an Ecological School on Saturna Island	Priscilla Ewbank	No

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

Dr. Donald Marshall, Bowen Island

Category: Individual

Project: **Initiatives to Reduce, Reuse and Recycle**

Nominator(s): Colleen O'Neil

Letters of Support: N/A

Project Description:
Don Marshall has committed the last 15 years of his life on Bowen Island to resource recovery. He has served, and continues to serve, on numerous committees whose mandates have been to find a way to reduce, reuse, and recycle our "garbage". He works tirelessly on the ground while continuing to educate others through workshops, seminars and research. Don connects with others who work in the same area and readily shares what he learns as a local resource recovery educator. Don's volunteer work has included:

- Bowen Island Recycling Depot Society (1998 - 2012)
- Compost Bowen, Board Member (2007) (transformed into Zero Waste)
- Zero Waste, Chair (2008 - present)
- Sustainability Community Advisory Committee – Committee of Bowen Council - 2006 - 2009
- Solid Waste Resource Management Advisory Committee (Committee of Bowen Council) (2011- present)
- Knick Knack Nook Re-Use-It Store, Collaborative / supportive / advisory role – 2008-2009
- Bowen In Transition (2010 - present)
- Suzuki Elders, member 2011 - present

Don is a well-respected community member who goes out of his way to build bridges throughout the community to make Bowen Island more sustainable and resourceful. His work is very well received: eighty percent of Bowen Islanders use the Recycling Depot, and the re-use-it store is so profitable, it not only supports itself, but financially supports three other organizations. Don and his new solid waste management committee are now developing new strategies for organic waste collection for Bowen Island.

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

Peter Karsten, Denman Island

Category: Individual

Project: Conservation Projects and Programs

Nominator(s): Denman Conservancy Association

Letters of Support: N/A

Project Description:
Peter Karsten is nominated for this award in recognition of his recent activities; although he has a lifetime of activities that demonstrate his deep commitment to the preservation, protection and appreciation of our natural world. Peter is truly a force of nature, an inspirational leader, a doer, a creative person, an educator and a tireless worker. As an artist, environmentalist, and retired CEO, Peter unites and transcends the diverse groupings that characterize island communities and involves the whole community in the projects he leads.

Examples of his achievements during the past year alone include:

- His initiative and hard work were instrumental in the activation of three new parks on Denman Island: Stanehill Park (a little over a year ago), Morning Beach Park, and Maple Park, and particularly the construction of a long staircase to access Morning Beach.
- Peter serves as a director and Co-Chair of the Denman Conservancy Association and chairs the Outreach Committee. He serves on (and until recently chaired) the Parks Committee of the Denman Island Residents Association and serves on the association's Wildlife Advisory Committee (which he earlier founded to assist injured wildlife). Peter is heavily involved in all the work of his committees, and liaises with the Denman Residents Association, the Comox Valley Regional District and B.C. Parks
- Peter's efforts to support the recovery of Purple Martins included organizing a tour of his aviaries, educational talks, an art sale for which he created all the drawings, paintings and sculptures, and building and installing new bird houses. An international expert in breeding endangered birds, he also mentors children in this and other nature projects.

- Peter was involved in the building of a community dock, and created not only the sign for the dock, but also a small replica of the sign as a recognition gift.
- He helped build a bridge for the Island Equines group to protect a stream.
- He designed and built a memorial bench with a carved eagle in the back, helped install it and then volunteered for a committee to develop policies for future bench requests to the Denman Conservancy Association.
- Peter was instrumental in organizing a scientific speakers program involving prominent biologists. Peter arranged the speakers, advertising, venue, entertainment and housing.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Ken Millard, Galiano Island

Category: Individual

Project: Galiano Restorative Learning Centre property acquisition

Nominator(s): Cheryl Bastedo

Letters of Support: N/A

Project Description:

Ken Millard, a founding Director and a driving force behind the Galiano Conservancy for over 23 years, played the lead role in the decade-long negotiations that finally led to the recent purchase of a 76 hectare property suitable for the planned Galiano Restorative Learning Centre. The ecologically important property includes two kilometres of undeveloped waterfront in the rare Coastal Douglas-fir ecosystem with several related species at risk.

For years, Ken worked with the owners of the property, their agent, directors and members of the Galiano Conservancy and with the Galiano Island community to protect this property. He negotiated with the Nature Conservancy of Canada for $1.7 million in matching funds towards the purchase, and secured a loan from the Vancity Resilient Capital Fund to meet the closing deadline for the property purchase. Many community members donated to this project with some becoming monthly donors to cover interest payments on the loan, while others guaranteed the loan from Vancity.

As the initiator of the Galiano Conservancy's mapping, forest restoration, and environmental education projects Ken has encouraged a program that aims to restore the wellbeing and behaviour of urban youth. While some urban youth have camped in a Provincial Park for a three day program this does not provide the safe environment most teachers prefer. The purchase of this property will enable the development of the Galiano Restorative Learning Centre which will aim to provide affordable life-changing multi-day programs for inner-city youth.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Stuart Watson, Gambier Island

Category: Individual

Project: Gambier Fire Equipment Group and Langdale Access Group

Nominator(s): Robert Ostiguy

Letters of Support: Rick Gayton and Rob Pitman, Keats Island Fire Equipment Group

Project Description:

Stuart Watson's dedicated volunteer work has contributed to the sustainability of Gambier Island's economy and social life.

Stuart proactively responded to a need for fire-fighting capacity on Gambier Island by creating the Gambier Island Fire and Equipment Group to provide fire-fighting equipment and training to Gambier Island residents. For the last ten years he has shown a strong sense of duty to his neighbors and to his island by training islanders and finding funding to equip Gambier Island with fire pumps, trailers, and all the ancillary equipment necessary to combat forest and house fires. There are now three trailers and a make-shift fire hall fully equipped and maintained by Stuart and his group of volunteers. Stuart also created a Gambier Island map that shows residential properties and water source locations to facilitate quick and effective response by rescuers not familiar with Gambier Island. He then developed and maintained the Gambier Island email database, which has made a huge difference to community communication on Gambier Island, an island which has 85% non-resident property owners and some communities that are not connected by road. Stuart is generous with his time and readily shares his experiences and knowledge with anyone who shows interest.

In 2009, BC Ferry Services announced its plan to close a dock at the Langdale Ferry terminal to private boats, restricting the ability of islanders to transport necessary supplies and people to and from Gambier and Keats Islands. Stuart devoted many hours to the Langdale Access Group, ensuring that Islanders' concerns and views were presented and shared during a negotiating process, which was brought to a mutually successful conclusion in 2011.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Patricia Forbes, Lasqueti Island

Category: Individual

Project: 25 years of community service

Nominator(s): Merrick Anderson

Letters of Support: N/A

Project Description:

Pat Forbes' dedicated volunteer work has enriched the Lasqueti Island community in many ways for at least 25 years and has been integral to the functioning of the Lasqueti Island community.

Pat has provided expert and accurate secretarial and organizational skills to various groups, including the Advisory Planning Committee, the Ferry Committee and the Ramp Committee. She has also represented the community on the French Creek Harbour Authority and has patrolled parking in False Bay and handled parking permits for the ferry parking lot in French Creek. Pat has worked for years to get unlicensed and derelict vehicles off Lasqueti Island roads, and provided a place for wrecks to be gathered for export. Pat donated waterfront property to facilitate the construction of our loading ramp, solving years of impasse and conflict.

Now in her 80's Mrs. Forbes continues to serve the Lasqueti community on various committees, writing historical profiles of early Lasqueti residents, and eulogizing our passing elders.

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

Michael Dunn, Mayne Island

Category: Individual

Project: Preservation of the natural environment of the southern Gulf Islands

Nominator(s): Marie Elliott, Louis Vallee, Ann Johnston

Letters of Support: N/A

Project Description:

As an avid naturalist and community educator for 35 years, Michael Dunn is a shining example of a tireless volunteer and good citizen. He is dedicated to helping everyone from children to seniors understand and appreciate the natural world, while protecting, monitoring and restoring ecologically important areas. Michael's efforts have enhanced Mayne Island's social life and benefitted the natural environment.

For many years, Michael has organized school programs and nature walks and led the Mayne Island Christmas Bird Count and other bird watching expeditions. He co-founded the very popular Young Naturalist Club at the Mayne Island school and is generally available year-round to anyone with questions about the natural environment.

As a co-founder of the Active Pass Important Bird Area project, he organized Active Pass property owners to participate in BC's first community-based monitoring program for an Important Bird Area. He also works with the Galiano Conservancy and Parks Canada on interpretive signage and is supervising and raising funds for the restoration of Henderson Hill Park. Michael has also organized many community meetings to help residents consider the ecological future of Mayne Island.

Michael was a valued member of the Islands Trust Fund Board from 2008-11 and is now president of the Mayne Island Conservancy Society. All of Michael's activities support the Islands Trust mandate, including his commitment to riding his bike whenever possible.

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

Lindsay Hamson, the Pender Islands

Category: Individual

Project: Contributions to community life on the Pender Islands

Nominator(s): Devon Jones

Letters of Support: N/A

Project Description:

Lindsay Hamson has spent many hours organizing events that enrich the social and cultural life on the Pender Islands and to raise funds for people in need. She inspires community cooperation and creativity and has contributed to a thriving interest in the arts on the Pender Islands. Her efforts and enthusiasm inspire others to pick up the torch of community volunteerism.

For four years in a row, Lindsay has spent months organizing the Pender Island Talent Show at the Pender Island Community Hall. The event attracts 50 volunteers and 100 performers from age five to adult. In addition, Lindsay has organized talent shows, music festivals, concerts, dance shows, karaoke nights, and glamour photo days

Lindsay organized the music and entertainment for the Hope Bay Family Day, an event organized in partnership with the vendors at the Hope Bay store to raise funds for the volunteer fire department and the volunteer Coast Guard auxiliary. She also played a major role in the “I Love Henry Down” fundraiser which supports a local family whose one year-old son was diagnosed with cancer.

Lindsay’s events usually promote health and exercise in a fun way. They also promote island social life by bringing Penderites together for days and evenings of fun, music, dance and entertainment.

Lindsay also offers low-cost dance classes for adults and children that improve the quality of life and improve self-esteem by providing an outlet for creativity where previously there were no programs of this type offered on Pender Island. Thanks to Lindsay, children are growing up wanting to be dancers and musicians and adults are taking up dance for the first time.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Margot Venton, North Pender Island

Category: Individual

Project: Legal action to protect the Southern Resident Killer Whale

Nominator(s): David Boyd

Letters of Support: N/A

Project Description:

Everyone in the Southern Gulf Islands loves the Southern Resident killer whales. These whales reflect the wild heart of the Salish Sea ecosystem and are an intelligent, inspiring species.

The *Species at Risk Act* places a mandatory duty on the federal government to protect species and their habitats. Margot Venton, a lawyer with Ecojustice, filed a lawsuit in 2008 with assistance from lawyer Lara Tessaro on behalf of nine local and national environmental groups, alleging that DFO was in violation of the *Species at Risk Act* and that DFO fundamentally misunderstood its obligation to protect critical habitat. The Department of Fisheries and Oceans (DFO) argued that existing policies and programs were sufficient to protect the critical habitat of this critically endangered population. The Federal Court ruled in the whales' favour in 2010.

That victory was short-lived as the government appealed the court decision. Margot argued the appeal, assisted by lawyer Tim Leadem. In February 2012, the Federal Court of Appeal upheld the trial decision, confirming that DFO had failed to adequately protect the whales' habitat. Finally, in April 2012, DFO confirmed that they would not appeal to the Supreme Court of Canada.

This precedent-setting legal victory will ensure that wide-ranging and long-lasting changes are made to environmental protection in the Trust Area region. Fisheries management must change to accommodate the whales' particular affinity for chinook salmon. Marine traffic will have to become more respectful of the whales' need for peace and quiet. Industrial practices will have to change to prevent pollution of the air and water. The cumulative impact will be a substantial long-term improvement in the environmental quality of the Islands Trust area. Indeed, by setting such a strong precedent, the case will benefit all marine and terrestrial species in the Trust Area that are endangered or threatened.

The victory increases the likelihood that our grandchildren will share the same thrill that we enjoy when the whales appear.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Paul and Monica Petrie, The Pender Islands

Category: Individual/Other

Project: Brooks Point Regional Park Completion Committee

Nominator(s): John Chapman

Letters of Support: N/A

Project Description:
The Southern tip of South Pender Island is the site of the astonishingly beautiful Brooks Point Regional Park. The park consists of two parcels, separated by one parcel owned by the Capital Regional District and zoned rural residential. The Capital Regional District retains the option to subdivide the lot for sale to recover the cost of acquiring the lot.

To prevent the subdivision of this lot and enable the Capital Regional District to recover acquisition costs, while integrating it fully into Brooks Point Regional Park, Paul and Monica Petrie formed the Brooks Point Completion Committee, a subcommittee of the Pender Islands Conservancy Association, or PICA. The Petries provide inspirational and organizational leadership to a committee of 10 whose fundraising, publicity and educational work is still ongoing. The Petries formed relationships with Capital Regional District Regional Parks and The Land Conservancy of BC and activated a significant number of Pender residents to organize and support a dance, an auction, a dinner, a bocce ball tournament, and many other fundraising activities.

During a time of economic slowdown, $130,000 was raised in this community of only 2300 residents, demonstrating the support of Pender Islanders for completing Brooks Point Park.

The work of the committee under the Petries continues, as the Capital Regional District Parks Committee and Board have yet to make their decisions regarding Brooks Point Regional Park.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Shirley LePers, The Pender Islands

Category: Individual

Project: Pender Islands Telephone Book

Nominator(s): Pender Islands Conservancy Association

Letters of Support: N/A

Project Description:

Shirley has volunteered countless hours since 1998 coordinating the annual free Pender Islands telephone book on behalf of the Pender Islands Lions Club. The telephone book is a huge support to the social and business life of the island by providing information specific to the community and facilitating communication amongst residents. The telephone book is the major fundraiser (through advertising) for the Lions Club, which generously supports many community projects.

Every fall, Shirley contacts all households and businesses on North and South Pender Islands by mail and personal follow up, if needed, to learn about all new or changed information. She sleuths out changes in the community and makes about 300 changes to the book, which also includes a map for local postal codes. She also contacts advertisers and follows up personally with more than half of them. In 2005, Shirley introduced an e-mail directory section to the telephone book in response to the growing use of home computers. Shirley works alongside Michel Pelletier, who does the layout work, to have the book printed through a carbon neutral printing program.

Each year the Pender Islands Lions Club produces 1500 books, of which 800 are mailed out. Shirley handles the distribution with some help from other Lions Club members.

Shirley has been nominated for her long term work on the phone book, but it should be noted that Shirley has also served the Pender Islands community by running the Lions tourist information bureau (no longer in existence) for nine years; serving eight years on the Board of the Pender Islands Health Care Society, chairing the Board during the last Medical Clinic extension campaign. Shirley also served eight years on the Library Board; and held various positions with the Pender Island Choral Society.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Anne Macey, Salt Spring Island

Category: Individual

Project: Enhancement of agriculture and food security on Salt Spring Island

Nominator(s): Ashley Hilliard, President, Salt Spring Island Conservancy

Letters of Support: N/A

Project Description:

Anne Macey is a driving force, a cheerful leader, a tireless promoter, and an encouraging spirit who has brought about positive changes for agriculture and food security on Salt Spring Island.

Anne has served the agricultural community on Salt Spring Island for many years in many ways. As Chair of the committee to develop Salt Spring Island's Area Farm Plan, Anne was instrumental in bringing together community members, ministry staff and local government in an extensive collaborative process to create a plan for the long-term enrichment of agriculture in the community. When it was released in 2008, the Salt Spring Island Area Farm Plan was one of the few of its kind in the province.
As Chair of the Salt Spring Island Agricultural Alliance (created as a direct result of the 2008 Area Farm Plan), Anne worked a tirelessly and selflessly to help implement the Plan's recommendations. Anne has played a key role in getting the initial Salt Spring Island Farmland Trust board off the ground and has been a vocal advocate and leading volunteer for the local abattoir that is scheduled to begin operation this spring. Anne consistently demonstrates a determined, but always cheerful way of working with community members and bringing them together in a collaborative way.

Anne, as Chair of the Salt Spring Agricultural Alliance, also sits as a member of the Salt Spring Island Climate Action Council.

Islands Trust

2012 Nominee Profile

Bob Watson, Salt Spring Island

Category: Individual

Project: Sustaining Potable Water Supply

Nominator(s): Salt Spring Island Water Council

Letters of Support: North Salt Spring Waterworks District Board of Trustees and staff; Salt Spring Island Water Preservation Society; Angus Mitchell, Chair, St Mary Lake Stewardship Committee and Director, Salt Spring Island Water Council

Project Description:
Bob's work has focused on protecting potable water supplies on Salt Spring Island and promoting effective policies and bylaws. As a trustee for the North Salt Spring Waterworks District, he has helped guide the District's future planning and, for over 10 years, has voluntarily undertaken numerous studies to better understand the processes affecting the quality and flow of surface water sources. He continues his work to this day.

Since moving to Salt Spring Island in 1993, Bob's voluntary community activities have included:

- Founding member of the Salt Spring Island Water Council and regular contributor to discussions
- Preparation of "What-If scenarios" for the North Salt Spring Waterworks District, addressing future effects of customer growth, climate change, system supply options, water conservation and other factors.
- Long-term engineering study and cost estimates for North Salt Spring Waterworks District
- Member of the Potable Water Focus Group for the 2006-08 OCP Review
- Member of the Salt Spring Island Local Trust Committee Advisory Planning Commission
- Member of the Restructure Committee leading to the Salt Spring Island incorporation referendum in 2002
- Member of the Infrastructure Focus Group for the 1995-98 Official Community Plan Review

Bob's efforts to protect finite sources of drinking water on the island are directly related to restoring and maintaining the natural ecology of our lakes. A clean and safe potable water supply on the island is also important to the many visitors to the island who contribute to the Salt Spring economy.

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

John Sprague, Salt Spring Island

Category: Individual

Project: Freshwater Preservation and Protection

Nominator(s): Salt Spring Island Water Council
Letters of Support: North Salt Spring Waterworks District Board of Trustees and staff; Salt Spring Island Water Preservation Society; Angus Mitchell, Chair, St Mary Lake Stewardship Committee and Director, Salt Spring Island Water Council

Project Description:

Since the early 1990s, Dr. John Sprague has volunteered his time and expertise to community efforts to promote public awareness and analysis of recurring water quality problems and other environmental concerns. Through his extensive experience, knowledge, and efforts he has benefitted Salt Spring Island and Trust Area communities by helping residents understand influences on drinking water supplies and by demonstrating the analytical approach and modeling necessary to address concerns.

His volunteer community activities on Salt Spring Island have included:

- Member, Salt Spring Island Water Council Society
- CRD Liquid Waste Disposal Local Service Commission (2 terms)
- Director, Salt Spring Island Conservancy, (Chair of Governance Committee)
- St. Mary Lake Watershed Management Plan Committee, SSI (Member, and a primary researcher and writer)
- Cusheon Watershed Management Plan Steering Committee, Salt Spring Island (Member and a primary researcher and writer)
- Islands Trust, Advisory Planning Commission (3 terms)
- Vice-President, Salt Spring Island Water Preservation Society
- Ganges Sewer Local Service Commission, Salt Spring Island (5 terms)
- Secretary, Waterbird Watch Collective, Salt Spring Island.

John has voluntarily provided essential scientific analysis of lake water quality and the relative impacts of sources of contamination in St. Mary Lake and Cusheon Lake, two of Salt Spring Island's major surface drinking water sources. He continues to assist the Salt Spring Island Water Council in addressing topical issues such as their recent submission to the Government of Canada on the proposal to amend the *Fisheries Act.*

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

John Wiznuk, Saturna Island

Category: Individual

Project: Fire Chief for Saturna Island Volunteer Fire Department

Nominator(s): Saturna Island Fire Protection Society

Letters of Support: N/A

Project Description:

On a Tuesday evening in May 1992, John Wiznuk showed up at the old Fire Hall on Saturna Island. He had been invited there to join in a practice session of the island's volunteer fire department, which consisted of three other residents and a 1950s Dodge fire truck.

What followed were twenty years of service to the community as a firefighter and leadership as Chief. The "Wiz", as John has come to be known, has overseen the steady growth and development of a fire department that, while it remains volunteer, is professional in its training, its equipment and its outlook. Instead of four, there are now close to twenty volunteers. Instead of an aging truck and an old, inadequate fire hall, there are now modern trucks, auxiliary equipment and two brand new, strategically located fire halls. Instead of relying upon the proceeds of pig barbecues, the operations of the fire service are now securely funded by taxes collected from property owners.

John Wiznuk remained a volunteer fire fighter for the next 20 years, with most of that time on Saturna except for three years for North Pender Island. For seven years, until March 2012, John Wiznuk led the Saturna Fire Department as its Chief and he remains a firefighter and a member of Saturna's Firefighters Association.

It is the dedication of individuals like John Wiznuk that enable communities on the Gulf Islands to create and maintain safe, secure environments within which to live, work and play.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Denman Island Residents Association's Parks Committee

Category: Group

Project: Support for facilities at Morning Beach Park and Maple Park, Denman Island

Nominator(s): Brian Allaert, Comox Valley Regional District

Letters of Support: N/A

Project Description:

In 2011, the Denman Island Residents Association's Parks Committee volunteers were instrumental in establishing park facilities in two Comox Valley Regional District parks that enhance opportunities for residents and visitors to explore the natural beauty of Denman Island.

Committee chair Peter Karsten and several committee members worked in cooperation with the Comox Valley Regional District to consider designs for a staircase that would eliminate the need for visitors to scurry down the slope hanging onto a rope. Visitors can now walk to the beach via a 103 step staircase and trail that protect the sensitive, sandy slope from further foot generated erosion. The committee erected fencing, made and installed both park entrance and interpretive signs, planted trees, and sowed grass seed. DIRA volunteers also played a helpful role in the park's official opening. Members of the committee continue to monitor the park and improvements.

Even before the Morning Beach project was completed, the Parks Committee undertook a second project to open McFarlane Road Park. On the committee's suggestion, the Comox Valley Regional District changed the name of the park to Maple Park. The committee built a trail into Morrison Marsh to allow wildlife viewing. Again, the committee created and erected all the signs while also providing a bench and a log book where visitors could share their experiences. With the exception of the wood for the signs, all supplies and labour were volunteered. This work was done again under the leadership of Peter Karsten.

Sustaining the Islands – Community Stewardship Awards Program

Islands Trust

2012 Nominee Profile

Gabriola Island Health Care Foundation, Society and Auxiliary, Gabriola Island

Category: Group

Project: Gabriola Island Urgent Care Clinic

Nominator(s): 1. John Hodges
2. Gabriola Island Ratepayers

Letters of Support: Gabriola Land and Trails Trust and Derek Kilbourn, Editor and Co-Owner, Gabriola Sounder Media Inc.

Project Description:
The Gabriola Island Urgent Care Clinic was initiated six years ago by a small number of people concerned with the lack of access to emergency care and adequate health care services for residents of Gabriola Island. It was also intended to help recruit and retain qualified medical professionals.

Most of the Gabriola Island population became fully engaged in the process of planning and fundraising for the Centre. Local residents and visitors raised more than $1.3 million, and more than 500 volunteers provided 95% of the labour, from planning to design to construction. Local building trades also contributed materials and machinery. Community volunteers will manage the building into the future. This project demonstrated that a collective of citizens can conceive and execute a complicated project that is normally the responsibility of various levels of government.

The high level of collaboration was accomplished by open public conversations that encouraged input from diverse sources. Positive collaboration with Gabriola Health care providers and organizations, the BC Ministry of Health and the Vancouver Island Health Authority created an inclusive planning process and helped provide funding support towards the recruitment of an additional on-call family practice physician for Gabriola Island.

The new Gabriola Island Urgent Care Clinic will operate within an integrated health services framework and act as a focus for community-based services and well-being initiatives. It may well result in lives saved and will benefit islanders who would otherwise be forced to leave the island to be closer to emergency services.

Islands Trust

2012 Nominee Profile

The Hornby Quilters Project, Hornby Island

Category: Group

Project: 36 years of fundraising through the yearly Hornby Quilt

Nominator(s): Mary MacKenzie

Letters of Support: N/A

Project Description:

The Hornby Quilters Project raises funds for Hornby Island non-profit organizations while raising awareness of the goals and aspirations of community organizations. The project has run for 36 years, raising $252,000 (an average of $7,000 per year), involved hundreds of volunteers, and benefitted more than sixty non-profit agencies

The first quilt was conceived as a fundraiser for Hornby Residents' and Ratepayers' Association in 1976 by Eleanora Laffin who, with a friend or two, made the first pictorial quilts and sold tickets. Over the years, more people collaborated and created an informal quilting group to keep a wonderful idea going by producing astonishing, historical pieces of art.

The project modernizes the traditional quilt process by turning it into a themed project. For instance, the 1978 quilt depicted Island wild flowers and the 2012 quilt will depict the essential element - water. The funds raised in 2012 will benefit the Hornby Water Stewardship Project and the First Edition, a free community newspaper aimed at keeping residents informed about issues affecting them.

This large, sustained project attracts an eclectic collection of participants and supporters on the island. Every year, twenty-five to thirty people create squares on the relevant theme with some unifying fabrics, another group of ten or twelve then assembles and stitches the work. Volunteers sell tickets every day from June to September. The interactions between quilt creators, ticket sellers and the public offer wonderful opportunities to generate awareness of island issues, foster appreciation of island life and promote protection of the island.

Sustaining the Islands – Community Stewardship Awards Program

2012 Nominee Profile

Saturna Ecological Education Centre, Saturna Island

Category: Group

Project: Building an ecological school on Saturna Island

Nominator(s): Priscilla Ewbank

Letters of Support: N/A

Project Description:
The Saturna Ecological Education Centre is a joint project with School District #64 to create a live-in environmental centre on Saturna Island for 12 elementary students per semester. The Saturna Ecological Education Centre site, or Haggis Hollow as it is known, has innovative buildings that use state-of-the-art wood sections and other newly developed design features. The school's mandate is to teach, live and learn in a natural system on a micro and macro level on Saturna Island. The school encourages stewardship of the land and provides the opportunity for students to study and understand their impacts on the environment. Integration into the local community is key. The students are valued members of the community and in turn, respect and value the community.

Project partners are
- School district #64 Superintendent, Jeff Hopkins
- Saturna Island Community
- Saturna Ecological Education Society (SEES), a Liaison group
- Saturna Island School Trustee, Susanne Middleditch
- Cameron Fraser Saturna Elementary teacher and vice principal
- Saturna Islander builder, architect, project manager, Richard Blagborne
- Haggis Farm, where the school is located.

The project benefits the Saturna community by keeping the elementary school viable and retaining or attracting young families to the island. It can benefit visiting high school students from all over southwestern BC by teaching them about ecological concepts using the unique ecosystems of the Gulf Islands, along with community values and skills. The people who collaborated to make the centre possible worked with determination, enthusiasm, trust and vision.

Attachment 4

COMMUNITY STEWARDSHIP AWARDS – EVALUATION FORM 2012

Please rate each nomination on a range of 1 (low) to 5 (high) according to the criteria below.

INDIVIDUAL EVALUATION FRAMEWORK:

Individual Nominations	Relationship to Policy Statement (1-5)	Benefits to the Community or Trust Area (1-5)	Collaboration with others (1-5)	Innovation (1-5)	Level of community support and involvement (1-5)	TOTAL SCORE
1. Dr. Donald Marshall						
2. Peter Karsten						
3. Ken Millard						
4. Stuart Watson						
5. Patricia Forbes						
6. Michael Dunn						
7. Lindsay Hamson						
8. Margot Venton						

Individual Nominations	Relationship to Policy Statement (1-5)	Benefits to the Community or Trust Area (1-5)	Collaboration with others (1-5)	Innovation (1-5)	Level of community support and involvement (1-5)	TOTAL SCORE
9. Monica and Paul Petrie						
10. Shirley LePers						
11. Anne Macey						
12. Bob Watson						
13. Dr. John Sprague						
14. John Wiznuk						

COMMUNITY STEWARDSHIP AWARDS – EVALUATION FORM 2012

Please rate each nomination on a range of 1 (low) to 5 (high) according to the criteria below.

GROUP EVALUATION FRAMEWORK:

Group Nominations	Relationship to Policy Statement (1-5)	Benefits to the Community or Trust Area (1-5)	Collaboration with others (1-5)	Innovation (1-5)	Level of community support and involvement (1-5)	TOTAL SCORE
1. Denman Island Residents Association's Parks Committee						
2. Gabriola Island Health Care Foundation, Society and Auxiliary (2 nominations)						
3. Hornby Quilters Group						
4. Saturna Ecological Education Centre						

Gulf Islands Alliance
P.O. Box 795 Ganges, BC V8K 2W3
www.gulfislandsalliance.ca

May 31, 2012

Islands Trust Council
Islands Trust
200 - 1627 Fort St
Victoria, BC
V8R 1H8

Re: Trust Policy Statement

Dear Madam Chair and Trust Council members,

At its May 18, 2012 meeting, the board of the Gulf Islands Alliance voted unanimously to encourage Islands Trust Council to strengthen the Trust Policy Statement to further the object of the Islands Trust Act.

While GIA agrees that the proposal for a Trust Policy Review as presented at the last Trust Council meeting should have been defeated, we still feel that there are deficiencies in the present Trust Policy Statement that should be addressed. Some of GIA's major concerns are noted in the attached working paper.

GIA is a non-profit, non-government volunteer organization dedicated to the protection of the Gulf Islands, their natural environments, rural nature and unique cultures. GIA supports the Islands Trust in achieving its legislated object to preserve and protect the Trust Islands.

Sincerely,

Misty MacDuffee
Vice Chair, Gulf Islands Alliance

Dave Steen
Chair, Gulf Islands Alliance

joining hands across the waters ...

Gulf Islands Alliance
P.O. Box 795 Ganges, BC V8K 2W3
www.gulfislandsalliance.ca

Working paper in support of strengthening the Trust Policy Statement
May 2012

1. The Trust Policy Statement, as the chief instrument of the Islands Trust Act to preserve and protect the Trust Area as a special place, must be strengthened to provide Trust Council with the sufficient authority to carry out its mandate. GIA regards the Trust Policy Statement as the heartbeat of Trust land-use governance. The Policy Statement introduction states "sustainability of the region's physical environment, native species and quality of life are threatened by low-density urban sprawl and rapid population growth." GIA believes that lack of policy clarity will contribute unnecessarily to local conflicts over land use proposals and open the door to excessive development and environmental damage. Removing governance ambiguity advances democracy, fairness, community understanding and harmony.

2. One interpretation of the recent vote to set aside the Trust Policy Statement Task Force's recommendation to launch a comprehensive Trust Policy Statement review is that the new Trust Council wasn't ready to fully embrace the commanding role the Trust Policy Statement must take in guiding the decisions and work of Trust Council and staff. The Act says the Trust Policy Statement "must be a general statement of the policies of the Trust Council to carry out the object of the Trust".

3. In 1994 the Trust adopted an official mechanism to review the Trust Policy Statement. It includes an annual report from its programs committee that must include an inventory of selected review topics. The process for amending the policy statement, approved in 1995, involves inviting comment on the proposed changes from municipalities, regional districts, other government agencies and the public in the Trust area. The province must then approve changes. In describing the Policy Statement as an 'evolving document' the Trust promises that it "will be subject to periodic reviews and revision and will be sensitive and responsive to changing conditions and strategies to support the object of the Islands Trust." No significant changes have been made in the last decade despite a dramatic rise in public awareness of environmental health and sustainability issues.

4. When Gas Tax funds from the Union of BC Municipalities were made available for the proposed review of the policy statement, they were rejected by Trust Council. The money carried a cost that some people inside and outside the Trust couldn't accept -- the adoption of an 'integrated community sustainability planning' model for the Trust area. This model was 'remarkably similar' to the 'growth strategy' of many BC municipalities. That this was suggested to Trust Council as a valid source of conditional funding is an example of actions that appear to favour growth for the islands. What some island constituents may perceive as a growth bias of the trust bureaucracy can be tempered by strengthening the Trust Policy Statement.

5. Key to the needed review is to better define 'preserve' and 'protect'. The human impulse to accelerate the growth rate is at odds with the environmental objective of the Trust Act. Identifying excessive growth as problematic for the future of the natural world has become a mainstream concern in recent years. GIA is urging Council to make sure the Trust Area remains an envied model of responsible environmental behaviour. It helps if Council continues to regard its duty and jurisdiction as matters of trust, not politics. This 'duty of care' policy, to preserve and protect the natural environment of the Trust area, is implicit in the Trust Policy Statement. It needs to be explicit.

6. GIA believes Islands Trust should devote more of its resources to promoting -- to its own trustees, staff, islands property owners and residents, and the province -- the Trust Area as a special environmental area, distinct from the business-as-usual local governments that surround it. GIA is confident most islanders embrace the values of this special place and island life and will support strengthening policies to protect it.

7. The existing Trust Policy Statement is complicated and easy to misinterpret or ignore. Key words such as 'environment' and 'amenities' are not defined. Further, it does not set out the responsibilities of trust planners to local trust committees. Because the Trust Act was established to serve residents of the Trust Area and everyone else in the province, the review process should involve consultation with representatives from both groups. Provision should also be made for the underlying ecological foundation to be strongly reflected in the review.

8. An improved Trust Policy Statement will show more clearly how the powers of the Islands Trust -a confederation of all local trust areas - relate to federated powers of each local trust area. The Trust Act insists that local land use planning must conform to the Act and Trust Policy Statement, but the statement allows local trust areas to opt out if they find reasons to do so. GIA believes that focusing on a common goal for the islands is fundamental to their sustainability and should be achieved without any significant loss of local autonomy and rural community character. A more clearly described governance model will increase pride and participation in caring for these beautiful islands. The existing disconnect between some local issues and overarching trust values exposes the islands to erosion of the Trust's preserve and protect mandate, a circumstance harder to identify and counter in the absence of a visible, strong policy statement.

6.2

From: ivan bulic [mailto:leonivan1950@gmail.com]
Sent: June-04-12 7:48 PM
To: Sheila Malcolmson
Subject: Request for Islands Trust to consider Coast Guard cuts

To Islands Trust Council
c/o Trustee Malcolmson

RE: That Island Trust Council consider cuts to Coast Guard search-and-rescue services and environmental response at your next Trust Council meeting.

This is a request for the Island Trust Council to consider at your next meeting, federal Fisheries and Oceans Minister Keith Ashfield's recent decision to cut services provided by Vancouver and Comox Coast Guard radio, and the Kitsilano Coast Guard search and rescue station in Vancouver.

The Minister's decision has raised serious concerns among numerous individuals and organizations.

The mayors of Vancouver and Burnaby, the Province of British Columbia, the United Fishers and Allied Workers Union, retired coast guard officers, and recreational boaters organizations including the Silva Bay Yacht Club (see attached), have expressed their concerns about Minister Ashfield's decision.

The coastal waters of southern Georgia Strait are among the busiest in Canada. And the Kitsilano station handles the most calls in the country. To close this station, and reduce coast guard radio services, may jeopardize lives and the environment. At a time when Kinder Morgan is proposing to expand oil tanker traffic in Burrard Inlet and waters adjoining the Gulf Islands, cutting the Coast Guard's environmental emergency capacity is retrogressive.

The Islands trust is on record (February 6, 2012, File No.: FG/04) as urging the federal government to " maintain or increase staffing and funding levels for oil spill mitigation, preparedness, response, and recovery activities in all departments, including Transport Canada, Environment Canada, Fisheries and Oceans Canada and the Canadian Coast Guard."

In light of the Trust's above stated position on the need to maintain the Coast Guard's environmental emergency response levels, I urge you to consider this serious matter at your earliest convenience, and to advise Minister Ashfield of the outcome of your deliberations.

Sincerely,

Ivan Bulic
1385 Marvin Rd,
Gabriola Island, BC

Hon Keith Ashfield,
Minister of Fisheries and Oceans
Parliament Buildings, Wellington St,
Ottawa, Ont, K1A 0A6

Mr Minister,

I am writing to convey our concern about your recent decision to close the Kitsilano Coast Guard Base, and Vancouver and Comox Coast Guard Radio in British Columbia.

The Silva Bay Yacht Club represents more than 200 members, the majority of whom rely on services provided by the Kitsilano base and Vancouver and Comox radio.

Kitsilano is one of the two busiest SAR stations in Canada. The other is the Sea Island Hovercraft station, 17 miles south of Kitsilano. These stations each carry out over 300 annual SAR calls; exceeding 400 in some years. Their proximity allows each unit to operate to it's maximum level and capabilities in this busy region.

We are deeply concerned that closing Kitsilano station will have a detrimental effect on SAR that may result in the unnecessary loss of life. The closure could also impact the operations of the Hovercraft which will be unable to conduct multitasking jobs, as it will be required to remain close to Vancouver to handle the load previously taken care of by Kitsilano.

Georgia Strait is used by ever growing numbers of commercial and recreational vessels. Any moves to decrease or downgrade levels of SAR service and capacity in the Strait could impact negatively on both the members of the Silva Bay Yacht Club, as well as all mariners on this busy waterway.

Yours truly,

Doug Cunnian
Commodore SBYC

7.1.1

BC Ferries Report

for June 2012 Trust Council Meeting

Prepared by Trustee Tony Law

29 May 2012

Introduction

Following the May 9 announcement by the Ministry of Transportation and Infrastructure of a "new course for ferries", I managed to arrange three hour-long telephone meetings for the Ferry Advisory Committee Chairs with the Assistant Deputy Minister responsible, with the President and CFO of BC Ferries and with the BC Ferry Commissioner and Deputy Commissioner. These provided some insight into how this new approach might play out and also identified a number of questions. This is the most significant action on ferries since the *Coastal Ferry Act* came into being in 2003.

Summary

The Province's announcement has four components:

- Amendments to the Coastal Ferry Act, including with respect to considerations that lead to the determination of price caps.
- An additional $79.5 million in provincial government contributions over the next four years.
- An expected $30 million dollars in savings resulting from reduced service levels
- An expected $15 million dollars in reduced costs from operational efficiencies.
- The development of strategies to implement a new vision for coastal ferry service in consultation with communities

These measures are expected to reduce the upward pressure on fares.

Background

The following lead up to this announcement:

- In March 2011, Hon Blair Lekstrom was appointed Minister of Transportation and in meetings not long thereafter with the Ferry Advisory Committee Chairs and UBCM representatives heard that escalating ferry fares are having significant impacts on communities.
- In May 2011, Gord Macatee was appointed BC Ferry Commissioner and in reviewing public comments on the Performance Term Three preliminary price caps (4.15% per annum on the majors and 8.23% per annum on the non-majors) set by his predecessor learnt of the significant public concern about fares.
- In May 2011, the Commissioner wrote to the Minister proposing a review of the *Coastal Ferry Act.*
- In June 2011, the Province enacted Bill *14*, requiring the Commissioner to review the *Coastal Ferry Act*, postponing final decisions on price caps for Performance Term 3 for a year (until September 2012) and establishing price caps for the first year of the term (2012-13) at 4.15%.

- Summer to winter 2001, the Commissioners participated in 40 meetings in coastal communities to receive public input, reviewed the regulatory framework for other ferry systems and evaluated options to balance the interests of ferry users and tax payers with the sustainability of the operator

- In January 2012, the Commissioner provided the Minister with his report containing 31 recommendations.

- In May 2012, the Province announced measures intended to implement the recommendations.

Amendments to the *Coast Ferry Act*

At the time of writing, *Bill 47*, which would amend the *Coastal Ferry Act*, is still before the BC Legislature. Key provisions include changes that would:

- Remove requirement for movement towards "user pay"

- Replace the priority of "the financial stability of the ferry operator" with balancing the interests of ferry users, the interests of taxpayers and the financial stability of the operator

- Remove the prohibition against cross-subsidization between route groups

- Add the principle of requiring innovation

- Replace the requirement for establishing a specified return on equity with allowing for the ferry operator to meet debt obligations and maintain access to reasonable borrowing rates

- Require approval of major capital expenditures by the Commissioner and approval of the capital plan

- Empower the Commissioner to conduct a performance review of BC Ferries and to require BC Ferries to prepare plans, review policies and engage in public consultation

- Enable the Commissioner to require permanent reduction of service on a designated route

Additional provincial government contributions

The Province provides "Ferry Transportation Fees" to BC Ferries for providing the level of service specified in the Coastal Ferry Services Contract. The transportation fees for the minor routes and Route 3 have remained unchanged since 2003 at $91.82 million. Additional contributions for northern routes have been provided to help offset vessel acquisition and fuel costs ($33.78 million in 2010-11).

The Province will be providing the following additional funds over the next few years:

- $25m in 2011-12
- $21.5m in 2012-13
- $10.5m in 2013-14
- $11m in 2014-15
- $11.5m in 2015-16

Savings from Service Reductions

A target of $30m has been set for savings from service adjustments over the next four years. As the bulk of the costs are on the major routes, the bulk of the savings can expected to be achieved through cutting sailings on those routes, as proposed by BC Ferries this past winter. Sailings on other routes that are significantly under-utilized – including late evening sailings – will also be targeted for consideration. However, community consultations will take place in advance of decisions being made. These will be organized by the Province, using a contractor, with BC Ferries providing technical support. The FAC Chairs expect that they will be consulted to provide advice on how to set up these processes in a constructive way.

Cost Reductions from Operational Efficiencies

BC Ferries is expected to implement $15m in efficiencies over the next four years. Measures cited as potentials for generating savings include increasing the interoperability of vessels between routes and utilizing innovations such as Liquefied Natural Gas and cable ferries.

Strategies to Support a New Vision

The Province will also be facilitating community consultations to identify strategies to support a vision for coastal ferry service. The government's vision is "to connect coastal communities in an affordable, efficient and sustainable manner". Anything could be put on the table as potential alternatives, including bridges or passenger ferries. Again, the Ferry Advisory Committee Chairs are expected to be consulted to help ensure this process works effectively for our communities.

Reducing Upward Pressure on Fares

Since 2003, ferry fares have increased at several times the rate of inflation (CPI). The provisional price cap set for Performance Term Three 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. (As noted above, Bill 47 capped the 2012 increase for the non-majors at 4.15% for April 2012.)

One of the Commissioner's recommendations in his January 2012 report was "that the Province should consider an increase in subsidies together with other initiatives to hold price cap increases to the rate of inflation for the balance of PT3." While the announced measures are expected to reduce the upward pressure on fares, it is likely that increases will still be well above the rate of inflation. BC President Mike Corrigan has publicly suggested annual increases of around 4% (likely about twice the rate of inflation). The longer term impacts are hard to assess because of the variables involved, but a full suite of measures could bring fare increases closer to the rate of inflation.

Analysis

The following are personal comments based on what I have heard from the Ministry, BC Ferries and the Commissioner and discussions by the Ferry Advisory Committee Chairs:

- Legislative changes

Some of the changes (such as removal of the requirements for moving towards user pay, for no-cross-subsidization and for a specified return on equity) are ones the FAC Chairs have wanted to see addressed for several years. However, they will not in and of themselves make a huge impact on fares. The degree of "user pay" is largely dependent upon how much the Province chooses to contribute. Cross-subsidization does not open floods of money from the majors to the minors because the majors are losing traffic and have large debt repayments to cover;

however, there will be a unified price cap which will reduce the cap on the non-majors and increase it somewhat on the majors once everything else has been taken into account. The elimination of a specified return on equity will not have only a modest impact in the short term because BC Ferries has not been achieving the specified return in recent years and there still has to be provision for debt repayment and achieving reasonable borrowing rates; the Commissioner believes this could have a significant impact on fares in the longer term.

Increased oversight of BC Ferries by the Commissioner may help identify and eliminate excessive costs, though the low-hanging fruit has likely already been picked, and ensure good planning and consultation.

- Provincial contributions

The Commissioner identified an annual shortfall of over $50m required to keep fare increases at the rate of inflation. The Province's additional contribution of $79.5m over four years falls far short of this. The bulk of the money - $46.5m in the first two years – is intended to help make up for the fact that BC Ferries will not be getting a legislated RoE if *Bill 47* passes. This will contribute somewhat to reducing the upward pressure on fares as the Preliminary Price Cap was based on allowing for a 12.73% RoE.

While there is disappointment that the level of additional provincial support is inadequate to significantly slow the increases in fares, the Commissioner stated he was surprised that the Minister managed to secure this much money given the fiscal context and the competing demands for tax dollars.

The opposition continues to articulate that the solution is to return ferry operations to being part of the highways system but have not spelled out how this would in and of itself address the challenges, including on-going funding (which was previously inadequate when coastal ferries directly operated by the Ministry resulting in the present system made up of aged vessels and terminals).

- Service adjustments

It is important to note that reductions in sailings will not automatically translate into worthwhile savings. The main cost areas in order of significance are labour, maintenance/capital and fuel. Labour costs can mainly be reduced by eliminating overtime or cutting shifts. Cutting out sailings in the middle of the day when there is no provision for split shifts will not reduce labour costs. Cutting sailings will have limited impact on maintenance and capital costs. On some routes, fuel is a very minor component of costs.

It is also important t consider round trips when looking at capacity utilization because, as we all know, there are times of the day when vessels are close to full going in one direction and close to empty going I the other. On some routes, home porting affect capacity utilization at the beginning and end of the day.

- Operational efficiencies

The two potential innovations identified for operational efficiencies are conversion to LNG and cable ferries. Although it has been suggested that the use of LNG could generate savings of up to $30m, the Commissioner notes that it would take five years to pay down the capital costs of conversion. BC Ferries states that it would make little sense to convert the several vessels that are close to the end of their lives. Route 22 (Buckley Bay – Denman Island) is the only route identified as being feasible for a cable ferry operation. The high level feasibility work indicates significant potential savings. However, the detailed design and engineering work now under way may identify different outcomes.

- Strategies to implement a vision

At this stage, there is a lot of uncertainty and many questions about how this will be carried out. A key issue is whether, in what circumstances and how savings resulting from a community being willing to accept less service might directly benefit as a result of savings being applied to reducing fares on that route. Another is the extent to which the goals for the vision will be pre-determined by the Province or would emerge through the consultations. A third is how the consultations will be structured. The Ferry Advisory Committee Chairs expect to have on-going dialogue with the Ministry as this process is being developed.

- Reducing the upward pressure on fares

As noted above, the only public statement made by a senior official is that these measures could result in annual fare increases of around 4%, which is about half the rate of increase identified in the Commission's preliminary price cap for the next four years. The outcome is significantly dependent upon traffic, among other factors. The preliminary price cap was based on flat traffic levels, but traffic has been steadily declining. The final price cap will be determined in September 2012 and it will be interesting to see what traffic forecasts are used in making the decision.

[While the Ferry Advisory Committee Chairs see traffic declines linked to increasing fares based upon our own analysis and hearing directly from ferry users, the Province and BC Ferries point to other factors. Traffic on the free inland ferries has seen even bigger declines and fares are obviously not a factor there. Declining Gas Tax receipts are impacting transit funding. Tracked indicators show a general decline in tourism.]

Possible considerations for Islands Trust Council

- Strategic Plan

The draft strategic plan identifies "advocate to reduce ferry fares" as a possible strategy. Perhaps consideration should be given to broaden this in order to engage in the proposed consultations on service adjustments and vision development.

- Policy

Until recently, the Ministry has confirmed that bridges to island communities were not on the table. Current pronouncements indicate that they could now be considered. It is Council's policy (Policy Statement – 5.3.2) that there should be no bridges. There are no policies related to ferry service to guide any input Trust Council may wish to provide with respect to the Province's proposed vision process.

- Advocacy

Given the comprehensive package just announced by the Ministry, the provincial government is unlikely to be very responsive in the immediate term to lobbying for increased contributions. However, the outcomes of this package could be monitored and new information on resulting impacts provided to provincial politicians. It may also be timely to engage the opposition in the light of next year's election.

Addendum

The following reflects what was learned in a subsequent conversation with Ministry of Transportation and Infrastructure staff on 30 May 2012

1. Vision

The broad vision statement is as follows: *"The government's vision is to connect coastal communities in an affordable, efficient and sustainable manner".* The phrase *"connecting coastal communities"* was deliberately chosen rather than referring specifically to ferries to allow for integrated transportation planning that can include other modes of transportation. Bridges and passenger only service could be considered in particular situations where these might provide a viable option. (Bridges have not been on the table up to now because previous assessments have indicated they would not be cost effective. The Ministry is open to the possibility that changed circumstances may generate renewed interest in assessing bridges as an option in the very limited situations where they might be viable).

2. Implementing the vision

The Ministry will develop principles to guide discussion of short term and long term strategies to support the vision.

3. Two stage consultation

Consultation will happen in two stages. The first will focus on short term measures to achieve the $30m in savings from service adjustments in PT3 and to introduce the framework for long-term planning discussions. The second will focus on long term strategies to support the vision. (Those routes with pending decisions on vessel acquisition, such as Powell River and Route 9 will be priorities for consultation and the two stages of the process will likely be rolled into one to look at both short term and long term issues.)

4. Short term - identification of potential savings through service cuts

The Ministry will establish principles and rationale to guide the identification and achievement of potential short-term saving (taking into account the characteristics of each route) in order to target where cuts might be made to contribute to the goal of a total $30m in savings across the system. Specific proposals of cuts will be generated for each route along with information on the net savings these will produce. These proposals will then be the subject of consultations with communities.

5. Benefits of savings

The Ministry's perspective is that now the barrier to cross-subsidization has been removed, the benefits from savings should be applied system-wide.

6. Outline of process and timelines

The Ministry expects a Request for Proposal for a consultant will be finalized in the first week of June. The consultant will design and plan the consultation process. Input from the Ferry Advisory Committee Chairs will be sought as designing and planning is carried out. It is anticipated that information on specific proposals for sailing cuts and expected resulting savings on each route will be made available over the summer, with community consultation meetings happening in the fall. Ferry Advisory Committees and local governments will be treated as key stakeholders. People outside of the communities will be able to provide comments on-line.

7. "Buying down" of fares

The Ministry agrees that it is very unlikely local governments will be keen to participate in using tax dollars to buy down fares. This option is identified to reflect its articulation by the Commissioner as a possible alternative rather than as an expected avenue for action. There will be discussions with local governments about this potential option.

8. Impact of the "new approach" package on price caps

The Ministry agrees that price caps of around 4% for the remainder of PT3 resulting from the proposed package of measures is a reasonable expectation, with the caveat that the actual determination will be made by the Commissioner taking into account the full spectrum of considerations, including traffic projections.

Islands Trust

2012 Islands Trust Council
Priorities Chart

May 30/12

Islands Trust Council Goals

Ecosystem Preservation and Protection…
Stewardship of Island Resources...
Sustain Island Character and Healthy Communities

Executive Committee (LA)

1. Proposed Policy Statement Review Process RFD
2. Strategic Planning
3. Trust Council Preparation

Trust Fund Board (JE)

1. Strategic Planning/Administration
2. Covenant and Property Acquisitions
3. Property and Covenant Management
4. Communications
5. Fundraising

Financial Planning Committee (CS)

1. First draft of 2013/14 Budget
2. Complete 2011/12 Year End Audit
3. Develop Policy on Carbon Neutrality with TPC
4. Develop Whistleblower, Bowen Island Contribution and Restructuring Policies

Local Planning Committee (DM)

1. Encouraging Green Technologies
2. Development Application Fee Analysis
3. Development Permit Monitoring

Trust Programs Committee (LG)

1. Policy Statement
2. Advocacy
3. First Nations Relations

Southern Team (RK)

Galiano, Mayne, N. Pender, S Pender, Saturna, Executive Islands

LTC Planning Priorities

- ***Galiano*** *(KK) - LUB update; Subdivision Servicing Review; and DPA Implementation .*
- ***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*
- ***EC as an LTC*** *(KK) – Development of OCP and LUB Bylaws; and Development of Administrative Bylaws.*

Northern Team (CJ)

Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis

LTC Planning Priorities

- ***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): Exploring use of alternate consultation methods in the OCP review process; 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); Development of Policies Re: Cottage Densities for Density Banking; Snuneymuxw First Nation Protocol Agreement Implementation*
- ***Gambier*** *(SZ): LUB for SCRD Islands; RAR Implementation; Foreshore protection and stewardship;*
- ***Hornby*** *(SZ): Vacation Home Rental regulations; OCP and LUB Review; RAR implementation*
- ***Lasqueti*** *(LP): RAR Compliance; False Bay Parking and Master Plan; Intertidal zone policies for OCP including holding forage fish workshops*
- ***Thetis*** *(CS): Associated Islands OCP and LUB Creation; RAR Implementation; Shoreline DPA*

Salt Spring Team (LH)

Salt Spring

LTC Planning Priorities

- *OCP Review - DPA4/RAR Mapping (SC);*
- *Land Use Bylaw Update - Secondary Suites (JS);*
- *Video Recording Pilot and Evaluation (LH)*
- *Advisory Committees terms of reference and bylaw review (JS).*
- *Community Engagement (JS)*

Planning Priorities – taken from top priorities established by each local trust committee.
LA – Linda Adams; LG – Lisa Gordon; DM – David Marlor; CS –Cindy Shelest; JE – Jennifer Eliason ; MD – Miles Drew
Southern Team: RK – Robert Kojima; GR – Gary Richardson; AP – Andrea Pickard; KK – Kaitlin Kazmierowski
Northern Team : CJ – Chris Jackson; CC – Courtney Simpson; CF – Chloe Fox; LP – Linda Prowse; SZ - Sonja Zupanec
Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; JS – Justine Starke

7.3

‘DRAFT’

September 2012 Islands Trust Council Meeting Program

September 11-13, 2012, Bowen Island

Islands Trust

Location: **September 11 & 12: Cates Hill Chapel Hall - 661 Carter Road**
September 13: Rivendell Retreat Centre – 600 Rivendell Drive

May 30/12

	Tuesday, September 11 *(Cates Hill Chapel)*	**Wednesday, September 12** *(Cates Hill Chapel)*	**Thursday, September 13** *(Rivendell)*
Morning		8:15 – 9:00 ****Closed Meeting**** 10:00 – 10:30 Break 9:30 – 11:30 **Oil Spill Response Session**	8:15 – 11:00 **Decision and Information Items** 9:45 – 10:00 Break 11:00 a.m. Meeting Adjourned
Afternoon	12:15 – 1:00 Lunch 1:00 **Call to Order and Approval of Agenda/ Request for New Items** 1:05 – 3:00 **Local Planning Session** • *Best practices in public engagement* • *Team meetings* 3:00 – 3:20 Break 3:20 – 4:15 **Refresher on Standards of Conduct and Administrative Fairness** 4:15 – 5:15 **Strategic Planning**	11:30 – 1:00 Lunch and Oil Spill Response Vessel Visit 1:00 – 2:00 **Delegations/Town Hall Session** 2:00 – 3:00 **Joint Session with Bowen Municipal Council** • *Areas of Mutual Interest* 3:00 – 3:30 Break 3:30 – 4:30 **Joint Session with Bowen Municipal Council** - continued 4:30 – 5:30 **Decision and Information Items** (see proposed session outline)	
		Dinner with Bowen Council	

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