Islands Trust Council
Quarterly Meeting Agenda

Date: Tuesday, June 20, 2017

Location: Lasqueti Island Community Hall

Main Road, Lasqueti Island, BC

			Pages
1.	CALL TO ORDER: Tuesday, June 20, 2017 at 1:30 p.m.		
2.	APPROVAL OF AGENDA		
3.	GENERAL BUSINESS ARISING		
	3.1	Resolutions Without Meeting	
	3.2	March 14-16 2017 Trust Council Meeting Draft Minutes	5 - 19
	3.3	Trust Council Follow Up Action List	20 - 24
	3.4	Trustee Round Table	
4.	EXECUTIVE		
	4.1	Chief Administrative Officer's Report	25 - 26
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	4.7	Hosting Trust Council - Briefing	48 - 50
	4.8	2018 Trust Council Quarterly Meeting Schedule	51 - 51
	4.9	Visioning - RFD That Trust Council add the vision statement presented in the June 1, 2017 Vision Statement RFD to the preamble of the 2014-2018 Strategic Plan.	52 - 55

5. SPECIES AT RISK SESSION OUTLINE 56 - 56

6. NEW BUSINESS

7. LOCAL PLANNING

7.1 Director of Local Planning Services Report 57 - 58

7.2 Local Planning Committee Work Program Report 59 - 60

That the Islands Trust Council approves the top priorities of the Local Planning Committee Work Program Report.

7.3 EC - TC RFD Policy 4.1.ix - RFD 61 - 65

That Islands Trust Council adopt amended Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral Policy.

7.4 First Nations Charter Udate 66 - 71

7.5 Marine Protection Tools - Briefing 72 - 73

7.6 Bylaw Enforcement Report - Briefing 74 - 79

8. ROLE OF THE TRUSTEE SESSION OUTLINE 80 - 106

9. ADMINISTRATIVE SERVICES

9.1 Administrative Services Report 107 - 108

9.2 Financial Planning Committee Work Program Report 109 - 109

That the Islands Trust Council approves the top priorities of the Financial Planning Committee Work Program Report.

9.3 Policy 6.5.1 General Revenue Fund Surplus - RFD 110 - 118

That the Islands Trust Council amend Policy 6.5.1 General Revenue Surplus Fund Policy as presented, including the creation of Specific Reserve Funds, and rename the policy Reserves and Surplus Policy.

9.4 Policy 7.2.1 Trustee Remuneration - RFD 119 - 126

That the Islands Trust Council amend Policy 7.2.1 Trustee Remuneration as presented.

9.5 March 31, 2017 Audited Financial Statements - RFD 127 - 145

That the Trust Council accept the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets and the Statement of Cash Flows, for the year ended March 31, 2017.

10. TRUST AREA SERVICES

10.1 Director of Trust Area Services Report 146 - 147

10.2 Trust Programs Committee Work Program Report 148 - 149

That the Islands Trust Council approves the top priorities of the Trust Programs Committee Work Program Report.

10.3 Trust Fund Board Report 150 - 151

10.4 2016-2017 Annual Report - RFD 152 - 192

That the Islands Trust Council approves the 2016-2017 Draft Annual Report (as amended) for submission to the Minister of Community, Sport and Cultural Development.

10.5 Policy Statement Amendment Project Scope- RFD 193 - 196

That the Islands Trust Council assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, to co-ordinate a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement.

10.6 Policy 5.7.i Bylaw Checklists - RFD 197 - 215

That the Islands Trust Council replace Policy 5.7.i Bylaw Checklists dated June 16, 2005 with Policy 5.7.1 Local Trust Committee Bylaws Checklists dated June 20, 2017.

10.7 Legislative Monitoring - Briefing 216 - 236

10.8 Well Water Workshops Project –Briefing 237 - 239

10.9 2017 Community Stewardship Awards - Briefing 240 - 252

10.10 Trust Fund Board Working Landscape Study – Briefing 253 - 258

11. COMMUNITY PRESENTATIONS

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12. TOWN HALL

13. CORRESPONDENCE

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15. SUMMARY / UPDATES

15.1 Trustee Updates

15.1.1 BC Ferries (FAC Chairs)

15.1.2 First Nations

15.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)

15.1.4 Salt Spring Island Water Protection Authority (SSIWPA) (Vice Chair Grams)

15.1.5 Howe Sound Community Forum

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By General Consent

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For information.

15.4 Disposition of Delegations and Town Hall Requests

By General Consent

16. CLOSED MEETING (Separate Agenda)

That the Islands Trust Council meeting be closed to the public subject to Section 90(1) of the Community Charter in order to consider matters related to:

(c) labour relations or other employee relations,

(g) litigation affecting the Islands Trust; and

(i) receipt of advice that is subject to solicitor-client privilege;

and that CAO Russ Hotsenpiller be invited to attend the closed session.

17. NEXT MEETING: September 12-14, 2017 on Denman Island

18. ADJOURNMENT

Islands Trust Council
Minutes of Quarterly Meeting

Date: March 14-16, 2017

Location: The Haven Auditorium, 240 Davis Road, Gabriola Island, BC

Members Present:

Executive Committee:
Peter Luckham, Chair (Thetis)
Laura Busheikin, Vice Chair (Denman)
George Grams, Vice Chair (Salt Spring) (Mar 14, 15, 16 a.m.)
Susan Morrison, Vice Chair (Lasqueti)

Local Trustees:
David Critchley, Denman
Melanie Mamoser, Gabriola
Heather O'Sullivan, Gabriola
George Harris, Galiano
Sandy Pottle, Galiano
Dan Rogers, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby (Mar 14 & 15)
Tony Law, Hornby
Tim Peterson, Lasqueti
Brian Crumblehulme, Mayne
Jeanine Dodds, Mayne (Mar 14 & 15)
Derek Masselink, North Pender (Mar 14 & 15)
Peter Grove, Salt Spring
Paul Brent, Saturna (Mar 14 & 15)
Bruce McConchie, South Pender (Mar 14 & 15)
Wendy Scholefield, South Pender (Mar 14 & 15)
Ken Hunter, Thetis Island (Mar 14 & 15)

Municipal Trustees:
Sue Ellen Fast, Bowen
Alison Morse, Bowen

Regrets:
Lee Middleton, Saturna
Dianne Barber, North Pender

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Cindy Shelest, Director Administrative Services
Clare Frater, Director, Trust Area Services
Carmen Thiel, Legislative Services Manager
Fiona MacRaild, Senior Intergovernmental Policy Advisor (Mar 14 & 15)
Jag Dhaul, Computer Application Systems Technologist (Mar 14)
Pamela Hafey, Communications Specialist (Mar 15)
Emma Restall, Executive Coordinator/Recorder

DRAFT

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

The Chair acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Trustees Mamoser and O'Sullivan welcomed Trust Council to Gabriola Island. Trustee Mamoser introduced the Gabriola Walk Map, gave an overview of the Gabriola Arts Community and their presentation scheduled for March 15, 2017, and briefly commented on Mudge Island and the issue of density on the islands.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. GENERAL BUSINESS ARISING

3.1 Resolutions Without Meeting

None

3.2 December 2016 Trust Council Draft Minutes

By general consent the Islands Trust Council adopted the minutes of the December 2016 Trust Council meeting.

3.3 Trust Council Follow Up Action List

Provided for information.

3.4 Trustee Roundtable

Trustees participated in a round table session to discuss common issues, concerns and successes.

The meeting recessed for a break at 2:37 p.m. and reconvened at 3:00 p.m.

4. 2017/18 BUDGET REVIEW AND DISCUSSION ON AMENDMENTS

4.1 Budget Session Outline

The Budget Session and schedule was introduced.

4.2 Budget Overview

Director Shelest provided an overview of the draft 2017-2018 budget.

4.3 Budget Assumptions and Principles

Director Shelest provided an overview of the budget assumptions and principles, highlighted proposed changes to revenue and expenses and responded to questions.

- The issue of decreased provincial government grant amounts was discussed along with the idea of approaching the Ministry to inquire about raising those amounts.
- Trustee Grove advised he would take the issue back to the Financial Planning Committee.
- There was discussion over the Contract Services increases for Trust Area Services and staff clarified that there is an anticipated demand for trend charts relating to census data to be released in 2017.

4.4 Budget Detail

A question and comment period ensued.

TC-2017-001

MOVED by Trustee Grove, SECONDED by Trustee McConchie,

that the Financial Planning Committee and the Trust Programs Committee review the expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017-2018.

CARRIED

Trustees Masselink, Rogers, Busheikin and Luckham Opposed

4.5 Projects

A summary of project requests was reviewed by Director Shelest, including LTC project request details, Salt Spring Island special property tax requisition and electronic data management.

4.6 Staffing

The staffing section of the budget, such as BCGEU and other increases, was discussed.

4.7 Public Consultation

Director Shelest presented information from 69 surveys completed between January 20 to February 17, 2017 (results included in package).

- There was a suggestion that the survey should focus more on a summary of what type of response was made and which island those responders came from. Chair Luckham and Rogers commented that they enjoy reading the individual responses.
- A request was made for the top sources of increases to the budget. Director Shelest advised that she can provide this information in talking points to the Trustees.

5. EXECUTIVE

5.1 Chief Administrative Officer's Report

CAO Hotsenpiller reviewed internal and external organizational matters, including office space and leases and preliminary work on amendments to the *Islands Trust Act*.

5.2 Executive Committee Work Program

The top priorities in the work program were:

1. Islands Trust Act amendments;
2. Oil spill and shipping safety;
3. Revisions to Crown Land protocol agreements and letters of understanding; and
4. First Nations relationship building.

By general consent the Islands Trust Council approved the top priorities of the Executive Committee Work Program Report.

5.3 Continuous Learning Plan

Trust Council reviewed the Continuous Learning Plan and suggested the following additions:

- Addition of a second Archaeology Session
- Ocean Protection Plan presentation from Transport Canada

- Visioning Session Follow-Up
- Public Consultation
- Agricultural Land Reserve
- Effective Communication and Social Media
- Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
- Adapting to Climate Changes with guest speaker Dr. Richard Hebda

- There was discussion over the reasons for holding the December Trust Council in Victoria. CAO Hotsenpiller advised that due to our previously-held space in Victoria no longer being available, and the concerns expressed at the December 2016 Trust Council meeting over weather and safety on the Islands, staff recommended to the Executive Committee that another space in Victoria should be secured quickly. At the January 18, 2017 Executive Committee meeting, direction was given to secure a Victoria space. The Council Meeting Preparation policy 2.2.ii (4.1) "It is intended that Trust Council will hold three of its quarterly meetings on Trust Area Islands and its December meeting in Victoria" was referenced.
- Inviting San Juan County representatives to the December 2017 Trust Council meeting was discussed, and it was suggested that this is the only Trust Council meeting that makes sense due to travel restrictions to the other islands.

5.4 Strategic Plan Update

CAO Hotsenpiller introduced Jag Dhaul, who has recently been certified as and reclassified to a Project Manager, to provide a presentation on a new Strategic Plan Application to manage objectives and progress.

5.5 Islands Trust Transition Plan

CAO Hotsenpiller discussed the Salt Spring Island Transition plan and advised that it would be updated to revise the Terms of Reference plan and important dates.

A request was made for staff to provide more information on what the impact to other islands would be.

6. LOCAL PLANNING SERVICES

6.1 Director of Local Planning Services Report

Director Marlor discussed the current state of employment opportunities and the difficulties in staffing the islands offices. Methods of retaining staff for longer periods of time and restructuring to allow for more cross-training were discussed.

Trustee Busheikin brought up the freshwater specialist position and expressed a desire to see a set of guidelines on how to best use water catchment in planning on the islands.

6.2 Local Planning Committee Work Program Report

The top three priorities in the work program were:

1. Community Housing Needs;
2. Shoreline Marine Planning; and
3. Protect Coastal Douglas-fir and Associated Ecosystems

TC-2017-002
MOVED by Trustee Grove, SECONDED by Trustee Allen,
that the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

CARRIED

6.3 First Nations Communication: Language and Tone Guide

Director Marlor presented a briefing on a Language and Tone Guide developed by Senior Intergovernmental Policy Advisor, Fiona MacRaild, with input from staff. Trustees were asked to provide feedback and/or amendments to Fiona and staff received direction to send to Trustees via email.

It was requested that the Guide be added to the website as a separate document.

The meeting recessed for the day at 5:15 p.m.

Wednesday, March 15, 2017

The meeting reconvened at 8:31 a.m. with 24 trustees present. Absent: Trustees Lee Middleton (Saturna) and Dianne Barber (North Pender).

7. NEW BUSINESS

7.1 First Nations Reading List and One Book, One Community Event

Trustee O'Sullivan gave an overview of the reading list and event.

Chair Luckham directed staff to add the item to the website under the First Nations Relations section.

8. ADMINISTRATIVE SERVICES

8.1 Director of Administrative Services Report

Provided for information.

8.2 Financial Planning Committee Work Program

The top three priorities in the work program were:

1. Finalize the 2017-2018 budget;
2. Complete the 2016-2017 forecast; and
3. Conduct the 2016/17 Year-End Audit.

TC-2017-003
MOVED by Trustee Grove, SECONDED by Trustee Brent,
that the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.

CARRIED

8.3 Quarterly Financial Report

TC-2017-004
MOVED by Trustee Grove, SECONDED by Trustee Busheikin,
that the Islands Trust Council approve the Quarterly Financial Report as presented.

CARRIED

8.4 Financial Forecast
Provided for information.

Staff cited the inability to take on, fund or deliver projects effectively due to understaffing as well as the lag in time between when a project is planned and budgeted for, and when it is actually taken on as the reasons for the LTC Projects section being under budget

8.5 Select Committee Victoria Office Location
Trustee McConchie gave an overview of the issue the Select Committee was tasked with, who was involved in the analysis and the challenges they faced and advised that the assumptions were based on status quo and that the recommendation would likely not change in the event of SSI incorporation

A lengthy discussion ensued including the following points:

- currently too many unknowns within the Islands Trust to make any major changes;
- issue of supporting Victoria economy vs island economy;
- lease agreements for existing space must be signed this month;
- acknowledgment of the complex issues and decisions that the committee focused on;
- acknowledgment of the concerns raised by stakeholders and island citizens;
- rankings and weighting of the matrix scale;
- affordability of the current space and the likelihood that moving would result in an increased rent;
- benefits of committing to current space (renovations and upgrades possible when signing a longer lease); and
- merit and risks of having a satellite office.

TC-2017-005
MOVED by Trustee Rogers, SECONDED by Trustee Brent,
that Trust Council adopt the recommendations of the Select Committee "THAT the Management Team, and their Administrative Support staff and the Trust Fund Board staff remain within the Greater Victoria area (32km or less from the current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff 'as presented' and give direction to conclude the work of the Committee".

CARRIED
Trustee Critchley Opposed

TC-2017-006
MOVED by Trustee Rogers, SECONDED by Trustee Brent,
that Trust Council determine that the Select Committee has completed its work and be disbanded upon completion of all administrative duties.

CARRIED

9. 2017/18 BUDGET OVERVIEW AND APPROVAL

9.1 SSI LTC Special Property Tax Requisition

TC-2017-007
MOVED by Trustee Grams, SECONDED by Trustee Grove,
that the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of $98,500 in its 2017/18 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

CARRIED

9.2 Financial Plan Bylaw No. 167

Director Shelest gave an overview of the Request for Decision.
Trustees and staff discussed the Local Government 5-year projection bylaw and whether it puts restrictions on significantly modifying the budget within the 5 years. Director Shelest commented that it does not, and that the intention of the 5-year projection is to show that we are considering long-term financial decisions and so that any issues can be addressed right away and fixed for the following year.

Staff were directed to provide talking points for addressing constituents' questions (unity in messaging and thorough/accurate responses)

TC-2017-008
MOVED by Trustee Grove, SECONDED by Trustee Morse,
That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a first time.

CARRIED

TC-2017-009
MOVED by Trustee Grove, SECONDED by Trustee Brent,
That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a second time.

CARRIED

TC-2017-0010
MOVED by Trustee Grove, SECONDED by Trustee Crumblehulme,
That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be read a third time.

CARRIED

TC-2017-011
MOVED by Trustee Grove, SECONDED by Trustee Law,
That Islands Trust Council Bylaw 167, cited as the "Islands Trust Financial Plan Bylaw, 2017/18" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CARRIED

DRAFT

9.3 Borrowing Anticipation Bylaw No. 168

TC-2017-012
MOVED by Trustee Grove, SECONDED by Trustee Brent,
That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a first time.

CARRIED

TC-2017-013
MOVED by Trustee Grove, SECONDED by Trustee Harris,
That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a second time.

CARRIED

TC-2017-014
MOVED by Trustee Grove, SECONDED by Trustee Morrison,
That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be read a third time.

CARRIED

TC-2017-015
MOVED by Trustee Grove, SECONDED by Trustee O'Sullivan,
That Islands Trust Council Bylaw 168, cited as the "Revenue Anticipation Borrowing Bylaw, 2017-2018" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration

CARRIED

10. TRUST AREA SERVICES

10.1 Director of Trust Area Services Report
Director Frater highlighted several points in the report, which was provided for information.

Trustee Morse requested that the "Your Marine Waterfront Guide" document be posted on the website with press release sent out.

The meeting recessed for a break at 10:19 a.m. and reconvened at 10:35 a.m.

10.2 Trust Programs Committee Work Program Report
The top three priorities in the work program were:
1. Amend Crown Land Cooperation Agreements (Strategic Plan 8.1);
2. Review the Islands Trust Policy Statement (Strategic Plan 9.1); and
3. Protect Quality and Quantity of Water Resources (Strategic Plan 4.3).

TC-2017-016
MOVED by Trustee Crumblehulme, SECONDED by Trustee O'Sullivan,
that the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.

CARRIED

10.3 Trust Fund Board Report

Trustee Law presented the highlights of the report.

During discussion it was suggested that trustees should be notified of negotiations, if successful, when there is a new covenant on their island. A request was made for brochures to be created for Trust Fund Board properties and that they be noted on public maps. Director Frater commented that advertising these properties has been avoided purposefully in an extra effort to protect the properties.

Chair Luckham raised the idea of giving First Nations names to the properties.

10.4 Regional Conservation Plan Revision

Director Frater gave an overview.

10.5 Marine Protection Tools

Director Frater gave an overview of the history surrounding the request and briefed Council on next steps and future actions.

It was pointed out that resolutions #3 and #4 will likely affect a newly-elected Council.

Director Frater advised #3 will honour work done and will leave the door open for work to continue; #4 is not likely in short term, but the recommendation leaves the door open.

Trustee Rogers asked if it would impede the ability to pursue a qualified approval of support in with regards to Howe Sound biosphere reserve if Trust Council passes #3.

Director Frater commented that the focus of the project is more about actively cooperating with others and that advocacy for biosphere reserve could be pursued at a later time. Fiona MacRaild contributed that in the past, not being a part of the beginning of an initiative is of concern to some First Nations as it can seem like a last minute consideration only as a "buy-in". She further advised working with all First Nations who have an interest in the area (not just Squamish Nation).

TC-2017-017
MOVED by Trustee Morrison, SECONDED by Trustee Grams,
that Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Develop an inventory of available local government land use planning marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection)" assigned to the Executive Committee.

CARRIED

TC-2017-018
MOVED by Trustee Busheikin, SECONDED by Trustee Rogers,
That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes" assigned to the Executive Committee.

CARRIED

DRAFT

TC-2017-019
MOVED by Trustee Grams, SECONDED by Trustee Busheikin,
That Trust Council, in recognition of its commitment to reconciliation with Trust Area First Nations amend Strategic Plan Strategy 8.2 to read "Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve" and that the associated activities be deferred to 2018-2019.

CARRIED
Trustees Scholefield, Critchley, Hunter and Grove Opposed

TC-2017-020
IT WAS MOVED by Trustee Morrison, and SECONDED by Trustee Busheikin,
That Trust Council in recognition of its commitment to reconciliation with Trust Area First Nations, remove from its Follow-up Action List the request for the Chair to send a letter of support for Particularly Sensitive Sea Area Designation for the Salish Sea to the federal Minister of Transport.

CARRIED
Trustees Critchley and Hunter Opposed

10.6 Community Stewardship Awards 2017
Director Frater gave an overview of the Community Stewardship Awards program accomplishments and the importance of the program to constituents.

Chair Luckham acknowledged Susan Yates, past recipient and former trustee, in the audience.

10.7 Islands Trust Visual Identity
Director Frater introduced the Visual Identity initiative and invited Pamela Hafey, Communications Specialist, to present to Council.

TC-2017-021
MOVED by Trustee Fast, SECONDED by Trustee Brent,
that Trust Council endorse the proposed Visual Identity.

CARRIED

The order of business on the agenda was varied to address items 16.1 ahead of item 11.

16. SUMMARY/UPDATE

16.1 Trustee Updates

16.1.1 BC Ferries (Ferry Advisory Committee Chairs)
Reports included the following points:

- Trustee O'Sullivan gave an overview of a recent meeting with Ministry of Transportation and Infrastructure (MOTI)and BC Ferries;
- She is encouraging MOTI to undertake a study on how best to address U-turns into the ferry line up on Gabriola.

16.1.2 First Nations
Topics included:

- Trustee Rogers commented that a recent Gambier/ Squamish meeting was very

well attended;

- "We Speak" fundraising event to preserve Squamish language will be held on April 8th in Vancouver;
- Trustee Law spoke of his recent networking opportunity at a Truth and Healing, Reconciliation event;
- Trustee Masselink referenced a meeting between a Cowichan elder and staff;
- Laura Busheikin described a staff meeting with Comox Valley regarding Denman and Hornby issues as being very positive and encouraging;
- Trustee Mamoser spoke of Fiona MacRaild's recent presentation on Douglas Treaty and advised she has had further requests for Fiona to speak;
- Trustee Pottle has joined a First Nations reading group on Galiano Island.

16.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)
Information on the Canada 150 Atlantic to Pacific Celebration project was shared.

16.1.4 Salt Spring Island Watershed Protection Authority (SSIWPA) (Vice Chair Grams)
It was noted that the Conservation and Efficiency Working Group is open to applications for membership across the Trust Area.

16.1.5. Howe Sound Community Forum
The next Howe Sound Community Forum will be held on May 5th in the Village of Lions Bay. It was suggested that staff and representatives around Howe Sound attend.

The meeting recessed for a break at 12:19 p.m. and reconvened at 1:30 p.m.

Chair Luckham asked trustees to introduce themselves and invited Trustee O'Sullivan to introduce Michelle Benjamin from the Gabriola Arts Council.

The order of business on the agenda resumed at item 11.

11. COMMUNITY PRESENTATIONS

Gabriola Arts Council gave a presentation entitled "Celebrating 20 Years of Serving Artists and the Community".

Chair Luckham recognized former Trustee Deb Ferens in the audience.

12. DELEGATIONS AND TOWN HALL

12.1 Association for Denman Island Marine Stewards re March 2 Herring Celebration and Dialogue
The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.2 Salish Sea Trust re Salish Sea World Heritage Site proposal
Laurie Gourlay requested that Trust Council support his application for consideration of the Salish Sea to Canada's World Heritage Site List.

12.3 Gulf Island Alliance

The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.4 Jacinthe Eastick re Subdivision and Density

Jacinthe Eastick spoke about subdivision and density within the Trust Area and requested to have Trust Council "seek endorsement from the Association of Vancouver Island and Coastal Communities for a resolution to be presented at the September 2017 UBCM meeting asking for a legislative amendment to close the loophole in the Strata Property Act for Gabriola's sake but also for all local governments."

Chair Luckham advised that the process to bring forward a resolution to UBCM is quite a lengthy one, and the best action would be to speak with the Victoria staff rather than speaking to her LTC representatives.

12.5 Gisele Rudischer re density limits in OCPs in relation to the Islands Trust Policy Statement

The request to present at Trust Council was withdrawn after the meeting package had been distributed.

12.6 Town Hall Participant – Mr. Chris Straw

Mr. Straw from Gabriolans Against Freighter Anchorages Society made comments on the Pipeline and Oceans Protection Plan and urged trustees to 'say no to increased anchorages throughout the area'.

Town Hall Participant – Steven Earle and Dyan Dunsmoor-Farley

Mr. Earle and Ms. Dunsmoor-Farley spoke about sustaining island care and healthy communities, lack of resources to support the Islands Trust mandate, increased density on the islands and affordable and mixed-use housing.

Town Hall Participant – Derek Kilbourn

Speaking as a paramedic, but not representing the view of any organization, Mr. Kilbourn requested that trustees sign a petition to have paramedics be considered an essential service in British Columbia.

The meeting recessed for a break at 2:45 p.m. and reconvened at 3:05 p.m. Absent: Ken Hunter (Thetis)

13 ARCHAEOLOGICAL SITE PROTECTION SESSION – PART 1

CAO Hotsenpiller, Director Marlor and Fiona MacRaild presented information on archaeological site protection as it relates to planning in the Trust Area.

The following points were discussed:

- Trustee obligation to protect the sites in the context of zoning; Director Marlor advised that there is no legal obligation in regards to zoning, but that there is a moral obligation to consider. The Local Government Act allows local governments to protect known archaeological sites through designating them Heritage Conservation Areas.

- the importance of due diligence in finding out about the property and history in advance, and the implications of buying a property for development prior to archaeological significance being discovered.

Trustee Paul Brent left the meeting at 4:03 p.m.

- the repercussions and requirements surrounding what happens after an issue is discovered;
- the ability of a trustee to reject a rezoning application on these grounds and the role of Building Inspectors and the Archaeology Branch; and
- The policy check list and the inclusion of a reference to First Nations and archaeology.

The order of business on the agenda was varied to address items 16.2 and 16.3 ahead of item 14.

16. SUMMARY/UPDATE (continued)

16.2 Priorities Chart
By general consent the priorities chart was received for information.

16.3 Proposed June 2017 Trust Council Agenda Program
Provided for information.

The meeting recessed for the day at 5:00 p.m.

Thursday, March 16, 2017

The meeting reconvened at 8:31 a.m. with 17 trustees present. Absent: Trustees Ken Hunter (Thetis), Paul Brent (Saturna), Alex Allen (Hornby), Derek Masselink (North Pender), Bruce McConchie (South Pender), Jeanine Dodds (Mayne) and Wendy Scholefield (South Pender).

14. CLOSED MEETING

TC-2017-022
MOVED by Trustee Busheikin, SECONDED by Trustee Morrison,
that the Islands Trust Council meeting be closed to the public subject to Section 90(1) of the *Community Charter* in order to consider matters related to:
(c) labour relations or other employee relations;
(g) litigation affecting the Islands Trust;
(i) receipt of advice that is subject to solicitor-client privilege;
and that CAO Russ Hotsenpiller be invited to attend the closed session.

CARRIED

Trust Council closed the meeting at 8:33 a.m. and reconvened in open meeting at 9:32 a.m. without report.

15. ROLE OF THE TRUSTEE SESSION

TC-2017-023
MOVED by Trustee Busheikin, SECONDED by Trustee Crumblehulme,
that the Trust Council defer the session "Role of the Trustee" to the June Trust Council.

DEFEATED

Trustees Busheikin, Crumblehulme, Critchley, Morrison, Peterson, Morse, Harris, Grove in Favour

Trustee Busheikin noted the importance of the session and clarified that her intent was to postpone the session so that all trustees could benefit from it.

CAO Hotsenpiller introduced the Role of the Trustee session as being discussion-driven and meant as a mid-term refresher.

Points raised for discussion were:

- The role of a trustee relative to the constituents and complying with the Object of the Trust
  - A wider responsibility than just to the constituents who voted for a trustee;
  - Acting in a Local Trust Committee capacity, a trustee is responsible to represent the electors of the area;
  - There is an extra set of considerations when acting in a Trust Council capacity. The Object of the Trust limits powers, but it increases the responsibilities. Trust Council is responsible for the Object of the Trust, financial management and developing policies/ways of supporting the Object of the Trust. Trust Council is responsible to the residents of British Columbia generally, as all BC residents are included among the people for whose benefit the trust area is being preserved and protected;
- Evidence-based decision making is the process chosen by the Trust Council as a body; and
- Obligations around sharing information that has been considered when making a decision.

The meeting recessed for a break at 10:25 a.m. and reconvened at 10:40 a.m. Absent: George Grams (Salt Spring)

The high number of absences was noted by Chair Luckham, who expressed his disappointment.

By general consent the remainder of the Role of the Trustee session was postponed until the June 2017 Trust Council meeting.

16. SUMMARY/UPDATE (continued)

16.4 Disposition of Delegations and Town Hall request

- Trustee Critchley expressed a strong urgency to discuss the Salish Sea Trust's application, as the deadline for letters of support is the end of April.
- There was discussion regarding First Nations interests and considerations, and the balance of showing respect while still supporting a constituent's initiative.

TC-2017-024
MOVED by Trustee Critchley, SECONDED by Trustee Crumblehulme,
that the Islands Trust Council support in principle the application of the Salish Sea Trust for nomination of the Salish Sea to Canada's Tentative List for World Heritage Sites; such support being given upon the condition that the application will not be approved without the support of the indigenous peoples whose traditional territories include the affected area.

CARRIED

17. CORRESPONDENCE - None.

18. NEXT MEETING – June 20, 2017 on Lasqueti Island

DRAFT

19. ADJOURNMENT

By general consent the meeting adjourned at 10:50 a.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Executive Coordinator (Recorder)

DRAFT

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Activity	Responsibility	Target Date	Status
10-Jun-2015	First Nations First Nations training and workshops	Russ Hotsenpiller David Marlor Clare Frater Cindy Shelest	31-Mar-2016	On Going
10-Jun-2015	Develop IT adaptation strategy regarding Salt Spring Island Incorporation	Russ Hotsenpiller Cindy Shelest David Marlor Clare Frater Carmen Thiel	15-Jun-2016	On Going
06-Dec-2016	Visioning Session Follow Up ·Develop PB pictograph ·Email PowerPoint and graphic (public survey, state of the islands report, survey of trustees and pictograph) to Trustees. ·Bring topic back to TC in March 2017 ·Incorporate Trustee Laws visioning statement into March 2017 presentation	Russ Hotsenpiller	03-Mar-2017	Done

Follow Up Action Report

14-Mar-2017	Revise the Continuous Learning Plan to include: o Addition of a second Archaeology Session o Ocean Protection Plan presentation from Transport Canada (Trustee Rogers) o Visioning Session Follow-Up o Agricultural Land Reserve o Effective Communication and Social Media (Trustee McConchie) o Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans (Trustee Critchley) o Adapting to Climate Changes: what local governments can do to limit ecological changes, adapting to increased water limitations, etc suggested speaker Dr. Richard Hebda (Trustee Fast, Law) o Public Consultation o ALR (Trustee Allen)	Russ Hotsenpiller Emma Restall	31-Mar-2017	Done
14-Mar-2017	Update Transition Plan to include revised Terms of Reference plan, important dates and more information to the other islands on what the impact to them will be.	Russ Hotsenpiller	31-Mar-2017	On Going
14-Mar-2017	Role of the Trustee session to be continued in June. Solicit topics from Trustees in advance and address during session.	Russ Hotsenpiller	21-Mar-2017	Done

Director, Administrative Services

Activity	Activity	Responsibility	Target Date	Status
13-Sep-2016	Community Housing - 2017/18 budget Allocate $15,000 in the 2017/18 fiscal budget to allocate one staff day (based on Grid 24/Step 2) per week to explore and, if feasible, design and implement a program to hold and administer housing agreements on behalf of local trust committees.	Cindy Shelest David Marlor		Done

Follow Up Action Report

06-Dec-2016	Budget Detail Review expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017/18.	Cindy Shelest	10-Mar-2017	Done
14-Mar-2017	Create and provide talking points to Trustees regarding the 2017/18 Budget details.	Cindy Shelest	24-Mar-2017	Done

Director, Local Planning Services

Activity	Activity	Responsibility	Target Date	Status
16-Jun-2010	Riparian Areas Regulation (June 2010) Status report to Council until completed LPC (DM) to TC	David Marlor	30-Sep-2016	On Going
22-Mar-2016	Consequential amendments to Policy Statement Amendment Policy amendments Draft changes to the Policy 5.7.i Bylaw Checklists to remove reference to the Council Commitments and Recommendations Checklist.	David Marlor Clare Frater		Done
13-Sep-2016	Community Housing Implement a co-ordination role for housing needs assessments between the various local trust areas and island municipalities to achieve efficiencies and compatibility, and to allow for consolidation.	David Marlor		On Going
13-Sep-2016	Community Housing Explore and report back on the potential for Islands Trust entities to hold land for housing purposes.	David Marlor		On Going
14-Mar-2017	Provide trustees with an electronic version of the Language and Tone Guide and request their feedback. Once complete, add to the website as a separate document.	David Marlor Fiona MacRaild	31-Mar-2017	Done

Follow Up Action Report

14-Mar-2017	Add the reading list and one book, one community event documents to the website under the First Nations Relations section.	David Marlor Clare Frater	31-Mar-2017	Done

Director, Trust Area Services

Activity	Activity	Responsibility	Target Date	Status
16-Sep-2015	Freighter anchorages Identify and act on opportunities re freighter anchorages	Clare Frater		On Going
14-Mar-2017	Invite San Juan County to Dec 2017 TC (letter previously drafted)	Clare Frater	31-Mar-2017	Done
14-Mar-2017	Supply Community Stewardship Award nomination forms in hard copy to trustees	Clare Frater	21-Mar-2017	On Going
13-Sep-2016	Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.	Clare Frater	26-May-2017	On Going

Executive Coordinator

Activity	Activity	Responsibility	Target Date	Status

Follow Up Action Report

14-Mar-2017	Amend the Strategic Plan to: add in section 2.1 for fiscal year 2017/18 Develop an inventory of available local government land use planning marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection) assigned to the Executive Committee. add in section 2.1 for fiscal year 2017/18 Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes assigned to the Executive Committee. amend Strategic Plan Strategy 8.2 to read Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve and defer associated activities to 2018-2019.	Emma Restall	31-Mar-2017	Done

Manager, Islands Trust Fund

Activity	Activity	Responsibility	Target Date	Status
14-Jun-2016	NAPTEP Certificate Issue subject to survey, covenant and baseline report.	Jennifer Eliason		On Going

CHIEF ADMINISTRATIVE OFFICER
2017 SECOND QUARTER REPORT

Date: May 28, 2017

1. Organizational considerations

Staff initiated a review of available options for lease space following the delivery of the Select Committee's recommendation to March Trust Council. We hired a consultant to assist in the process who identified a list of 11 potential locations across the Greater Victoria region. Criteria included favorable lease rates, from 4500 to 8000 sq ft in floor space, appropriate design configuration, and ease of access, amongst others. The process was narrowed to two locations and negotiations commenced.

It became apparent that the current space at 1627 Fort offered preferred financial terms, flexibility on reducing office space if needed and significant funds for lease hold improvements.

Key Terms:

- 7 year lease;
- Very competitive long term lease rates;
- The right to terminate Offices #222 and #233 with 3 months' notice;
- Replacement of all exterior windows; and
- Provision of a substantial leasehold improvement allowance.

Obtaining certainty regarding our main administrative office space has been a priority for the organization and the extended timeline and preferable lease rates will provide some long term stability.

Executive Committee and management met on May 8 for a focused discussion on select issues as we move into the last 18 months of this term. An extended discussion took place with regard to how the Islands Trust does its project work and the discrepancy between the planning and successful completion of projects. The budget allocation process for projects was also reviewed. It is apparent that there are a number of areas that could improve for project work to be more efficient, focused and funded. Over the next few months LTCs and Committees will see some changes in terms of project management. One potential change is to update our reserve policy to reflect the need for central funding reserve. At a staff level we are implementing a performance management process to conclude projects more effectively. Further refinements to the structure of the organization itself may be required and will be the focus of LPS over the next budget cycle.

The audit process and development of financial statements were successfully completed in May, congratulations to Cindy, Nancy and Melinda.

An important undertaking was for the organization to engage in a staff engagement process. The staff survey was conducted in early March and the results are included in the agenda package. We had a very high participation rate, which will validate the outcomes of the survey.

Staffing remains an ongoing matter, particularly for the Northern and Salt Spring Offices. We have been unable to secure an Island Planner for the Northern Office and have moved to an alternative option of hiring a Planner 2 in order to maintain workflow. We are happy to confirm that Karen Hurley has joined Trust Area Services as Senior Policy Analyst.

As part of usual duties I have supervised the preparation of Executive Committee and Trust Council decision and briefing materials and the implementation of Committee and Council decisions.

As presented at March Trust Council, the Strategic Plan has been reorganized to a summary format for ease of reference. This document will replace the current plan on the website. We have also developed a software program that will more efficiently link strategic priorities to workplans of Committees and LTCs.

2. External considerations

Staff met with staff of the Nanaimo Regional District to review current protocols and the letter of understanding and to introduce new staff on both sides. The meeting was very productive and progress was made in terms of the need to communicate amenity needs in an early and comprehensive manner and to exchange information accordingly to avoid complications with large rezonings. It was agreed that requests for governance or political enquiries would be handled by providing answers to corresponding staff for dissemination throughout each organization.

The Gambier-Keats LTC and staff met with Sunshine Coast Electoral Area Director and CAO to discuss information exchange and the protocol agreement.

The Howe Sound Forum was attended by local Trustees, the Trust Chair and CAO on May 5, 2017. The meeting focused upon the roundtable, the Ocean Watch Howe Sound Edition Action Plan and a review of of the Principles of Cooperation.

I met with the CEO of the ALC to discuss updating our protocol agreement and letter of understanding. The documents have become dated, and I have indicated that I will provide some draft language to update the process for the staff of the two organizations to communicate effectively as possible.

Executive Committee met with the Malahat First Nation to introduce the Islands Trust more fully and to seek to understand the priorities of the Nation as they move through the LNG process. Malahat Nation staff provided an overview to Executive Committee and EC has requested a meeting with Malahat Council at their convenience.

Islands Trust

Top Priorities

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Islands Trust Act Amendments	Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect, including seeking legislative change of Trust Fund name.	26-Oct-2016	Russ Hotsenpiller	
2	Oil Spill and Shipping Safety	Chair letters and participation on inter-agency working groups	01-Apr-2014	Clare Frater	
3	Revisions to Crown Land protocol agreements and letters of understanding	Meeting held with BIM, LPS, TAS, CSCD and FLNRO.	19-Jun-2014	Clare Frater	
4	First Nations Relationship Building	Working on implementing Project Charter through various initiatives, supporting LTCs on First nations engagement.	31-Aug-2016	David Marlor	01-Dec-2016

Projects

Executive Committee

Description	Activity	R/Initiated
Provide advice about amendments to Policy 2.2.1 (RFDs)	Explore what changes are required	15-Feb-2015
Rural Status for Southern LTC Grant Eligibility	Ask staff to review and report back on options for legislative change.	02-Nov-2015
Application Sponsorship Policy	Provide advice on amendments to the Application Sponsorship Policy in relation to government bodies.	20-Nov-2012

Executive Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Provincial Tenure Referrals Process	Review and report on current provincial process regarding tenure referrals			12-Aug-2012

Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2017-06-07

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2017	Webinars (dates TBD)				
	March (Gabriola)	Role of the Trustee		Archaeological Site Protection	
	June (Lasqueti)	TFB Regional Conservation Plan	Role of the Trustee (2)	Species at Risk	
	September (Denman)				Effective Advocacy Regional Districts
	December (Victoria)				San Juan County U.S. and Canadian Consul Generals
2016	2015-16 Webinars (dates TBD)	Email management IT Website	Introduction to Roberts Rules of Order Introduction to Freedom of Information/Protection of Privacy		Making meetings work
	September (Sidney)	Visioning Housing Session			San Juan County U.S. Consul General
	December (Salt Spring)	Draft 2017/18 Budget Session	First Nations Legal Seminar	Visioning follow-up	Report out of EC meeting with Island ALC Panel

POTENTIAL TOPICS/AGENCY LIAISON FOR CONSIDERATION FOR FUTURE SESSIONS:

Suggestions arising during 2014-2018 Term:

- *Water Sustainability Act (postponed from March 2017 due to difficulty scheduling speakers)*
- Heritage Conservation Act session
- Office of the Ombudsperson session
- Making Online Meetings Work
- OneNote for meetings
- Public Consultation and Polling
- NMCA – implications for local zoning jurisdiction
- Options for a trustee network
- Introduction to the Island Trust Policy Statement
- Participatory decision-making (using expertise on Bowen Island)
- Effective Communications and Social Media
- Strata Property Act/Bare Land Strata Regulations implications
- Agricultural Land Commission/Islands Trust Relationship Session
- Regional Conservation Presentation (Trust Fund Board)
- Archaeology Session Part 2
- Ocean Protection Plan presentation from Transport Canada
- Visioning Session Follow-Up
- Agricultural Land Reserve
- Effective Communication and Social Media
- Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
- Adapting to Climate Changes with guest speaker Dr. Richard Hebda

Strategic Plan 2014-2018

Quarterly Update – June 2017

JUNE 2017

PRIORITIES

1	PROTECT THE NATURAL ENVIRONMENT OF THE ISLANDS TRUST AREA
2	PRESERVE, PROTECT AND ADVOCATE FOR COASTAL SHORELINES AND MARINE AREAS WITHIN THE ISLANDS TRUST AREA
3	REDUCE COMMUNITY ECOLOGICAL FOOTPRINT
4	PROTECT QUALITY AND QUANTITY OF WATER RESOURCES
5	ENHANCE, PROTECT AND RESTORE COMMUNITY CHARACTER, SOCIO-ECONOMIC DIVERSITY AND ECONOMIC SUSTAINABILITY
6	STRENGTHEN RELATIONS WITH FIRST NATIONS
7	IMPROVE ORGANIZATIONAL COST EFFECTIVENESS AND RESILIENCE
8	IMPROVE CO-OPERATION AND INTEGRATION WITH OTHER LEVELS OF GOVERNMENT
9	IMPROVE COMMUNITY AND AGENCY UNDERSTANDING AND SUPPORT FOR THE ISLANDS TRUST
10	IMPROVE COMMUNITY ENGAGEMENT AND PARTICIPATION IN ISLANDS TRUST WORK

The Islands Trust Council adopted its Strategic Plan for the 2014-18 term at its September 2015 meeting on Bowen Island.

QUARTERLY UPDATE

Trust Council receives quarterly updates on Strategic Plan status, with highlights of successes and significant progress.

PROGRESS

Objective 1. Protect the natural environment

T.1.5.1 Trust Fund Board approved a property management strategy to assist with prioritizing work regarding invasive species and species at risk.

T.1.5.2 Since December 2014, the Trust Fund Board has protected 46.22 hectares on Salt Spring, N Pender, Galiano, Hornby and Thetis Islands. The Trust Fund now has 100 protected properties.

Objective 2. Preserve, protect and advocate for coastal shorelines and marine areas

- T. 2.1 Staff delivered a comprehensive analysis of marine protection tools to December 2016 Trust Council.

T2.2.1 Forage fish habitat mapping completed for Lasqueti, Galiano, Salt Spring and Valdes.

- T.2.3.1 The Islands Trust Council Chair sent a letter to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations re Notice of Amendments to the Private Moorage Program

T.2.6.2 The Islands Trust Chair and two trustees attended a Chamber of Shipping of BC roundtable meeting about anchorages.

Objective 5. Enhance community character, socio-economic diversity and economic sustainability

5.5 The Select Committee to review the Victoria office location recommended consideration of a satellite office in Sydney.

Objective 6. Strengthen relations with First Nations

Sent letters with posters to band managers inviting participation in water workshops.

Sent letter to First Nations inviting participation in Regional Conservation Plan workshops; six Nations able to send representatives.

Developed draft Language and Tone Guide for use of staff; developing version for use by trustees and staff.

Twenty-seven First Nations initiatives currently underway, nine of which are trust-wide initiatives, the remainder are at the local trust committee level.

Objective 7. Improve organizational cost effectiveness and resilience

T.7.1 Continued work by Management Team to review and update TC policies and procedures.

T 7.1.1 and .33 A strategic plan process for Information Technology and a review of electronic meetings have been initiated.

The Islands Trust obtained a lease for its Victoria location.

Objective 8. Improve cooperation and integration with other levels of government

T.8.1.1 Staff has made progress on revising and consolidating six agreements regarding Crown Land in the Islands Trust Area

Met and reviewed protocol agreement with Sunshine Coast Regional District.

Met with Malahat First Nation to discuss items of mutual interest.

Objective 9. Improve community understanding and support for the Islands Trust

T.9.1.1 Staff developing trend charts for greenhouse gases and population growth.

Objective 10. Improve Community engagement

T. 10.1 Staff developed visual identity guide

COMMUNITY HIGHLIGHTS

Local Trust Committees (LTCs) have advanced the following land use planning projects (only changes since December report noted):

BALLENAS-WINCHELSEA ISLANDS

The Executive Committee (Acting as an LTC) has prioritized Crown Lands protection in the Ballenas-Winchelsea LTA, and will be represented at the Mount Arrowsmith Biosphere Reserve Roundtable.

DENMAN ISLAND

The Denman Island LTC is working to implement Denman Island Farm Plan recommendations and has appointed a new Advisory Planning Commission to assist with this initiative. The LTC is continuing to consider land use bylaw amendments to prohibit driving on the beach. Local trustees have met with K'omoks First Nation Chief and Council and are engaging with community members to strength First Nations relationships.

GABRIOLA ISLAND

The Gabriola Island LTC is considering official community plan (OCP) and land use bylaw (LUB) amendments with respect to secondary suites. The LTC recently amended signage regulations. The LTC also continues to consider an application to amend the Gabriola OCP and LUB to facilitate a 25-lot subdivision in combination with the dedication of 136 hectares of parkland adjacent to the707 Community Park and Coates Marsh Regional Park, additional parkland dedication and trails near the village area, and a Spruce –Church Street road connection.

GALIANO ISLAND

The Galiano Island LTC is reviewing private moorage policies and regulations, developing procedures for commenting on telecommunications proposals, and will be considering options for affordable housing

GAMBIER ISLAND

The Gambier Island LTC has made steady progress toward adoption of *Riparian Areas Regulation* bylaws, with new bylaws adopted for Gambier Island and bylaws pending for Keats and South Thormanby Islands. The Gambier Island Official Community Plan is currently under review. An Advisory Planning Commission has been appointed to assist with this process.

HORNBY ISLAND

The LTC recently decided to not give concurrence to a Telus radio-communication tower proposal near "downtown" Hornby Island In support of First Nations Relationship building, local trustees have met with K'omoks First Nation Chief and Council and are engaging with community members. The LTC is also reviewing vacation home rental regulations and has appointed a new Advisory Planning Commission to support their work.

LASQUETI ISLAND

The Lasqueti LTC initiated a targeted OCP review with a focus on marine shoreline protection. The LTC is also actively engaged in an Aging at Home project and is now in Phase 2 of this project, which involves community consultation regarding potential OCP and LUB amendments.

MAYNE ISLAND

The Mayne Island LTC is proceeding with Riparian Areas

Regulation implementation And commencing a review of commercial land use policies.

NORTH PENDER ISLAND

The North Pender Island LTC has completed policies and regulations for Short Term Vacation Rentals, is proceeding with a review of options for secondary suites, and is proceeding with drafting bylaws for land use for waste management.

SALT SPRING ISLAND

The Salt Spring Island LTC has entered the legislative phase for both the Industrial Land Use project and the Land Uses in Rural Watershed Zones project. The LTC has advanced work in the Watershed Management project by supporting an agricultural land use inventory update to estimate agricultural water consumption and the LTC has supported a partnership with Royal Roads University students to investigate rainwater harvesting. .

SATURNA

The Saturna LTC is implementing revisions to its OCP to recognize First Nations presence and place-names, and will be undertaking a technical review of its Land Use Bylaw.

SOUTH PENDER

The LTC worked towards completion of a comprehensive review of its Land Use Bylaw, holding a community information meeting and public hearing.

THETIS ISLAND

Thetis LTC continues to consider two major rezoning applications within marine areas: West Vancouver Yacht Club outstation and Hardy Granite Quarries barge facilities at Valdes Island. The LTC has also initiated a review of dock regulations for Ruxton Island.

BRIEFING

To: Trust Council **For the Meeting of:** June 20, 2017

From: Russ Hotsenpiller **File No.:**

SUBJECT: **SALT SPRING INCORPORATION TRANSITION PLAN UPDATE**

DESCRIPTION OF ISSUE:

To provide Trust Council with an update on preparations by the Islands Trust in advance of the September 9, 2017 incorporation vote on Salt Spring Island.

BACKGROUND:

This report is to provide Trust Council with an updated schedule of actions that will be undertaken in the first three months following a "YES" vote.

On September 9, 2017 Salt Spring Island residents and landowners will participate in an incorporation vote to determine whether the islands will become a distinct incorporated area. In September 2016 Trust Council adopted a Transition Plan that identifies the organizational, financial and governance changes that can be anticipated by a successful incorporation and describes actions to be taken by the Islands Trust to adapt.

The Transition Plan, as presented in September 2016, based upon best evidence, assumed a February 2017 incorporation vote. However, the Ministry of Community Sport and Cultural Development (MCSCD) delayed announcing a voting date as they completed referrals and engaged in further discussions with affected First Nations. Please note attached referral copy from Cowichan Tribes. On March 7, 2017 Minister Fassbender informed affected parties via Ministerial order that a vote would be held on Salt Spring on September 9, 2017 (attached).

Via email, on March 13, 2017 the Minister also confirmed that the Islands Trust would receive grant funding in the amount of $125,000 for development of an adaptation plan, to engage a transition manager and other costs.

Staff is in the process of updating the Transition Plan to reflect the new timelines associated with the incorporation process and access to the updated Plan will be provided to Trustees and the public on an ongoing basis.

Attached to this report is an updated timeline for key events in the incorporation process. Also included is a listing of important actions that will be implemented during the three month period following a "YES" result and in the month just preceding the vote.

It should be noted that the primary effect of holding the vote in September 2017 is that it is almost certain that elections for municipal representatives would occur at the same time as the general local government elections in October of 2018. This effectively adds a fourth year to the three years that Salt Spring will be receiving planning services under contract from the Islands Trust. This extends the 'status quo' for a year but also impacts some of the sequencing of actions that were identified in the Transition Plan. For instance, important governance actions such as swearing in of municipal trustees, transfer of bylaws, election of a new Executive Committee member, etc have been delayed. A four year period will allow for an extended adaptation of service levels and funding options.

The following tasks will be initiated prior to the Incorporation vote and for approximately three months following a 'YES" vote:

1. Pre-vote: update of the Transition Plan and action plan.
2. Pre-vote: engagement with Salt Spring Island planning staff regarding workplace change.
3. Pre-vote and post vote: implementation of the Communications Strategy (Section 4.3.2 Transition Plan).
4. Post vote: very general development of a contract template to be implemented post incorporation.

Longer range actions such as development of an adaptation strategy terms of reference will be initiated in the spring of 2018. Actual implementation of the full Transition Plan will occur in the spring of 2018.

ATTACHMENTS:

Attachment 1: Updated timeline

Attachment 2: Email from Minister Fassbender

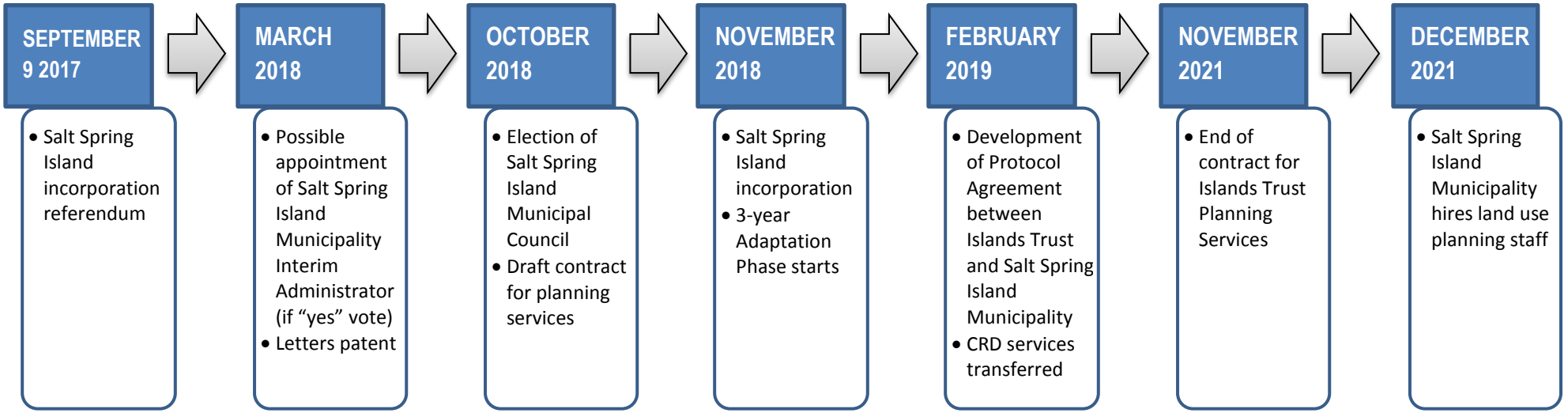
Attachment 3: Referral from First Nations

Prepared By: Russ Hotsenpiller

Reviewed By: Chief Administration Officer

Date: **May 29, 2017**

SALT SPRING ISLAND INCORPORATION TIMELINE
(THEORETICAL)









From: Minister, CSCD CSCD:EX [mailto:CSCD.minister@gov.bc.ca]
Sent: Monday, March 13, 2017 9:46 AM
To: Peter Luckham
Cc: George Grams; Peter Grove; Russ Hotsenpiller; Holman.MLA, Gary LASS:EX; 'Crdboard@crd.bc.ca'
Subject: 205126: Municipal Incorporation of Salt Spring Island

Peter Luckham
Chair
Islands Trust
200-1627 Fort St
Victoria BC V8R 1H8

Email: PLuckham@islandstrust.bc.ca

cc: GGrams@islandstrust.bc.ca
PGrove@islandstrust.bc.ca
RHotsenpiller@islandstrust.bc.ca
Gary.Holman.MLA@leg.bc.ca
Mayor Barbara Desjardins, Chair: Crdboard@crd.bc.ca

Dear Chair Luckham:

I am writing to inform you and all members of the Islands Trust of my decision to order a vote of Salt Spring Island electors on the question of municipal incorporation of that island. As I have advised the Salt Spring Island elected officials, I have ordered that vote to be held on September 9, 2017.

Please know that my decision to order a vote was a thoughtful one which takes into account the work and recommendation of the local study committee, as well as progress to date in consultation with First Nations and discussion with the Islands Trust. I do recognize that this will be a significant issue for debate and decision for Salt Spring Island electors, with potential impacts on the Islands Trust.

Therefore, I want to also inform you that if the outcome of the incorporation vote favours incorporation, I am prepared to commit funding up to $125,000 for the Islands Trust to complete the work outlined in your October 31, 2016, letter, as follows:

- $50,000 for completion of a full Adaptation Strategy for the organization;
- $60,000 to help support the cost of a dedicated transition manager; and,
- $15,000 to help offset any unanticipated costs in the devolution of the local trust committee.

I certainly appreciate the work of Trust Council to date in developing its transition plan and taking on the challenge of projecting an adaptation strategy into an unknown future in advance of a significant community decision. This work has provided an opportunity to begin discussion of important issues, such as provision and funding of services. Regardless of the outcome of the vote, I believe there would be real value in continuing that conversation on the Trust's role and how its mandate is delivered, both within the Islands Trust and with the Province of British Columbia.

As I have advised the Salt Spring Island elected officials, the September date provides everyone involved in the vote process time to prepare, including the Islands Trust and the Ministry of Community, Sport

and Cultural Development. That vote date also takes into account transitional considerations for the Islands Trust if the outcome of the vote were to favour incorporation (i.e. in practical terms, it would extend the three year transitional period of land use planning services provided by the Islands Trust to a new municipality to four full years because incorporation would not be expected to proceed until 2018).

I look forward to the continuation of a positive and productive dialogue between the Ministry and Islands Trust on matters of mutual interest on this issue, in the lead up to and outcome of the incorporation vote.

Sincerely,

Peter Fassbender
Minister of Community, Sport and Cultural Development
Minister Responsible for TransLink

Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748–3196 Fax: (250) 748-1233

January 31, 2017 *Our File No. 871962*

Right Honourable Peter Fassbender
Minister of Community, Sport and Cultural Development
Province of British Columbia

BY ELECTRONIC MAIL: CSCD.minister@gov.bc.ca

Re: Municipal Incorporation Referendum – Salt Spring Island

Mr. Fassbender,

I write further to a meeting held January 18th, 2017 with my referrals staff, Islands Trust staff, and representatives of your Ministry. During this meeting it was requested that Cowichan Tribes communicate to you the possible implications to our Aboriginal Interests should Salt Spring Island be incorporated as a municipality pursuant to the *Local Government Act.*

Cowichan Tribes' Aboriginal Rights and Title (Interests) on Salt Spring Island

Cowichan Tribes asserts Aboriginal Rights and Title over the entirety of Salt Spring Island and the adjacent foreshore environs. We also retain significant modern treaty interests particularly on the Western shore of Salt Spring Island. Our use and exclusive occupation sites on the island have been documented both through our own oral history and through the ethnographic and cartographic records of countless colonial researchers[1]. Because of our high interests in the area, we expect to be fully engaged by the Islands Trust in land use bylaw contemplation and related decision-making processes. To date, we have enjoyed consistent communication from the Islands Trust, and do not wish to see this aspect of consultation lost if Provincial oversight is lessened.

The Province's Role in Supporting and Facilitating Municipal-First Nation Relationships Post-Vote

At the above noted meeting, your Ministry's staff provided Cowichan Tribes with a list of possible steps the Province could take to ensure that a new municipal council is compelled to consider Cowichan Tribes' Aboriginal Interests when contemplating actions that may affect these Interests. The following are those steps that Cowichan Tribes is interested in exploring further and ultimately seeing implemented:

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[1] See sources at: *Proposed National Marine Conservation Area Reserve in the Southern Strait of Georgia: Review of Ethnographic and Historical Sources.* Ministry of Justice, Legal Services Branch. Aboriginal Research Division. Revised May 17, 2016.
This a preliminary compilation of well-known ethnographic research into the land use and occupation sites of a number of Coast Salish Aboriginal groups; Cowichan Tribes does NOT consider this a fulsome description of Cowichan Nation use and occupation in the Gulf Islands, and presents this citation without prejudice.

- Requiring the municipality to initiate discussion with Cowichan Tribes on a protocol agreement with respect to engagement or decision-making. We understand this may be done through a provision of the Letters Patent.
- Establishing a 3-year contract between the municipality and the Islands Trust for land-use planning services.
- Directing the person(s) tasked with establishing the municipal administration and overseeing the municipal council election to engage with Cowichan Tribes in order that we may have the opportunity to present to them our interests and history on the island.
- Requiring the municipality to establish a body to gather input from Cowichan Tribes to inform municipal decision-making processes.

In the absence of Provincial approvals for land use bylaws, and the related duty to consult, the actions listed above can help to ensure that the municipal incorporation of Salt Spring Island does not lead to an erosion of the manner and scope of engagement currently exercised between Cowichan Tribes and the Islands Trust.

Sincerely,

Larry George
Smaalthun
Manager, Lands & Governance

LG/cc

cc. Marijke Edmonson, Ministry of Community, Sport and Cultural Development
Eamon Gaunt, Treaty Analyst, Cowichan Tribes
Peter Luckham, Chair, Salt Spring Island Local Trust Committee
Tracy Fleming, Cowichan Tribes

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20, 2017

From: Russ Hotsenpiller **Date:** May 26, 2017

SUBJECT: DEVELOPMENT OF A PROCESS TO AMEND THE ISLANDS TRUST ACT

RECOMMENDATION: That Trust Council delegate to Executive Committee the development of a process for identification and prioritization of potential amendments to the *Islands Trust Act*.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Identification of a process for potential *Islands Trust Act* amendments is an initial step in what will be an extended process. A project charter would accompany any proposed process for Trust Council approval.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This work item has been made the top priority of Executive Committee. This work at present is dedicated to Executive Administration, but will require input from TAS in the future.

FINANCIAL: At this point there are no financial implications, however as the project matures, there may be a need to obtain legal and professional advice. A project charter will include any budget considerations.

POLICY: There is no current policy that contemplates amendment to the *Islands Trust Act*. If any amendments were successful, there could be downstream effects on Islands Trust Policy, the Policy Statement and OCPs.

IMPLEMENTATION/COMMUNICATIONS: This is early in the process and a specific communications process is not required at this time.

BACKGROUND

Staff have undertaken some preliminary work with regard to developing a framework for potential amendments to the *Act* as directed via resolution of Trust Council in December 2016. This framework identifies the following elements for development:

1. **Identification of content**: development of prioritized and logically defensible proposed amendments to the *Islands Trust Act*.
2. **Process:** a sequence of amendment identification, refinement, investigation and recommendation based upon the development of essentially a 'business case' for a suite of amendments.
3. **Strategy:** the Islands Trust will be most successful with the adoption of a coherent and encompassing strategy to change or amend senior legislation as opposed to an ad hoc approach. To that end a vision for the organization and region, strategic priorities and goals needs to be presented in concert with any requested legislative changes. Further, strategy on how this is

presented to the Province is important. The Islands Trust may wish to contract for service with a consultant to best package the amendment package and present to government.

4. **Schedule:** an amendment package should be prepared to coincide with an available sitting of the legislature. The following is a potential sequence of events:

    a. Letter to Minister following Salt Spring Incorporation indicating that the Trust wants to address governance limitations or make advances in legislation to more fully realize the object of the Trust.

    b. Minister supports in principle a discussion of amendments, responds to the Premier's 'call for legislative proposals.' This could get an amendment package in consideration.

    c. Cabinet Committee could then begin reviewing potential amendments and integration between ministries of potential changes.

    d. Recommendation from Cabinet Committees forwarded to Legislative Review Committee.

    e. Recommendation from LRC to Legislature for consideration.

    It is likely that this sequence would not realize an opportunity for an amendment package to get to the legislature prior to, at the earliest fall 2018, and more likely (due to the general local elections), to the spring of 2019.

Staff have met with Ministry staff on a number of occasions since Executive Committee made this a priority and have discussed the above elements. Attached is a list of recent legislative change requests and potential amendments as identified by Trustees and staff.

REPORT/DOCUMENT: n/a

KEY ISSUE(S)/CONCEPT(S):
At this time a priority for the Islands Trust would be to develop a process for identification of a 'package of amendments' which would of course include selection of specific changes to the act. As such, the recommendation of this report is for Executive Committee to develop such a process.

DESIRED OUTCOME: Development of a process for identifying potential areas of change to the *Islands Trust Act*.

RESPONSE OPTIONS

Recommended: That Trust Council delegate to Executive Committee the development of a process for identification and prioritization of potential amendments to the Islands Trust Act.

Alternative: Trust Council could create a Select Committee to develop an amendment process or could direct that one of the standing committees undertake this work.

Prepared By: Russ Hotsenpiller, CAO

Reviewed By/Date:

_____
Russ Hotsenpiller, Chief Administrative Officer

APPENDIX A

Previously suggested ideas for changing *Islands Trust Act*

1. ISLANDS TRUST REQUESTS TO THE PROVINCE OF BC FOR CHANGES TO ISLANDS TRUST LEGISLATION / REGULATION (DURING PAST 10 YEARS)

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 and Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum in the Salt Spring Island LTA. If the referendum was successful, Minister Chong was willing to approve four local trustees for the SSILTC, but not to increase Salt Spring Island representation on Trust Council. Turned down by Salt Spring Island LTA referendum November 15, 2008.
2. 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	Not advanced by the Ministry. Never formally turned down.
	June 2008	Trust Council later requested a simpler amendment - that S. 20(3) of the Islands Trust Act be amended to increase the number of vice chairs from three to four.	
	June 2011	Raised during a meeting between the Executive Committee and the Hon. Ida Chong, Minister of Community Services	

3. 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. Several requests have been made
	June 2011	Staff met with Ministry staff	
	November 20, 2012	Letter to Hon. Bill Bennett, Minister of Community, Sport and Cultural Development	Response received Feb 2013. Minister Bennett stated that changing the corporate structure of the Trust Fund Board has broad implications that require careful consideration. He further noted that government often requires a compelling reason, such as a legislative barrier to operations, prior to considering such a legislative request. He suggested that Islands Trust staff contact the Assistant Deputy Minister to arrange for further evaluation of the proposal.
	Sept 2013 and Feb 2014	Letters to Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development	Several contacts with Ministry staff have been made, most recently in May 2015. The Assistant Deputy Minister repeated earlier advice that that the ministry does not currently have the capacity to undertake this complex a legislative change, given other provincial priorities.
	May 12, 2015	Executive Committee and senior staff met with new Assistant Deputy Minister Jay Schlosar, who has since left government	
	September 2015	Letter to Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	Minister Fassbender was not responsive to Trust Council's request for legislative changes. Conversation during the meeting focused on Salt

	November 2015	Executive Committee and CAO met with Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	Spring governance and his request that Executive Committee meet with the Aboriginal Aquaculture Association.
4. **Support in principle amending the Islands Trust Act to add "First Nations" to the list of those with whom we work "in co-operation."**	September 2015	Trust Council requested the Executive Committee to consider asking the Minister of Community, Sport and Cultural Development to make this amendment, at an appropriate time, with respect to available resources and the potential for the amendment to be achieved.	

2. **POTENTIAL CHANGES CITED IN TRUSTEE SPONSORED RFD TO TRUST COUNCIL IN DECEMBER 2016:**

Potential change	Benefit
Empower the Trust to administer business licences.	Not only could this be a considerable income earner, it would provide the Trust with more sophisticated and powerful bylaw enforcement tools.
Name change for Trust Fund Board.	This is currently being sought by Council. The reasons for requesting the change are well recognized.
To seek funding for the Trust Fund Board through a provincial levy rather than a local one.	Currently islanders alone fund the preservation and protection work that is undertaken through the Trust Fund Board. The Trust Fund Board's work is of provincial and national importance and should be funded accordingly.
Special property tax requisitions for LTC coordinated management activities.	Currently LTCs that wish to apply special tax requisitions need the approval of Council by a 2/3 majority. There are two possible changes to this requirement that might be considered. The first is to allow LTCs to raise property taxes without having to revert to Council. Clearly, this power would need to be conditional on the funding project being included in the strategic plan. An optional change is for Council to still approve the tax but on a simple majority vote.
Transfer of powers for subdivision approval.	Note that clause 77.1(b) of the Islands Trust Act already provides for the Trust to appoint its own approving officer subject to approval by the Lieutenant Governor in Council.
Power to regulate nuisances, including noise.	Integrated governance

3. **RECENT SUGGESTIONS AT ISLANDS TRUST FUND WORKSHOPS ON REGIONAL CONSERVATION PLAN UPDATE**
   - First Nations seat on Trust Fund Board
   - Amend NAPTEP regulation to offer a higher incentive

4. **SUGGESTIONS FROM STAFF**
   - Consider amendments that further Council's commitment to proving sincere desire for reconciliation and developing enduring positive relationships with First Nations based on trust, honour and goodwill.
     - Consideration of Indigenous governance structures re Trust Council structure
   - Boundary changes re foreshore of Vancouver Island/mainland

5. **Other**
   - Ministerial approval of budget change
   - OCP approvals
   - Subdivision authority
   - Permit approvals
   - Building permit applications
     i. Building code amendments for Islands Trust
   - Holistic accounting for public services

- Raise taxes for non-planning services
- First Nations
- Public service agency participation/exclusion
- Management of foreshore lease regime

BRIEFING

To: Executive Committee **For the Meeting of:** June 20, 2017

From: Emma Restall **File No.:**

SUBJECT: **LTA AND BOWEN ISLAND ABILITY TO HOST TRUST COUNCIL MEETINGS**

DESCRIPTION OF ISSUE: Presentation to Trust Council of preliminary research regarding the viability of Local Trust Areas hosting Trust Council meetings on islands on a rotating basis.

BACKGROUND:

On August 17, 2016, EC made the following recommendation:

> ***(That staff provide …) Recommendations regarding ongoing meeting locations (cost benefit analysis of islands venues versus city venues) based on challenges experienced resulting in Mayne Island TC meeting cancellation and similar challenges anticipated on the smaller islands.***

This direction followed the cancellation of the September 2016 Mayne Island Trust Council session due to challenges in providing required accommodations, catering and meeting space, and eventually required redirecting the September Trust Council to Sidney on a last minute basis. Subsequently, Mayne trustees indicated that hosting a Trust Council meeting can be a challenge for a community and its infrastructure and that consideration should be given to the capacity of any given LTA to host a Trust Council meeting, particularly with regard to the time of year. After the information was presented to the Executive Committee, direction was given to staff requesting that a summary be completed and shared with all trustees at the June 2017 Trust Council meeting. This request was concurrent with the issue of the use of Victoria as a Trust Council host being raised at the December 2016 Trust Council meeting. At that meeting concerns were expressed with hosting Trust Council outside the Trust Area and lead to the following resolution:

> ***That staff seriously consider alternatives to meeting in Victoria and alternatives for 2017 meetings in the Trust Area.***

ANALYSIS:

The analysis completed by staff indicated that approximately one-third of the islands are able to host Trust Council with little to no challenges; one-third of the islands are able to host Trust Council given appropriate preparation and timing, and one-third of the islands face considerable challenges and have a larger set of requirements to ensure a Trust Council meeting will run smoothly. In response to these findings, staff have determined that the challenges with the most impact are:

1. **Seasonal Availability**
   It was determined that the majority of islands are limited to certain seasons or months due to either heightened tourism or seasonal operation (no availability during months when most businesses close and many residents depart.)
2. **Weather**
   Road safety is a concern during winter months on islands where there is a lack of street lighting and increased likelihood of accidents in inclement weather combined with lack of emergency response options. Weather also impacts travel through ferry delays.

3. **Community Capacity/Catering**
   Challenges that have been identified are:
   - Many vendors do not have the time or resource capacity to accommodate our group's size.
   - On some islands, hosting a Trust Council meeting may result in local services and amenities being wholly utilized by Trust Council and not being available to residents during the meeting dates (transportation, restaurants, and accommodations.)
   - The three-day format is inconvenient to islanders who use their meeting venues for regularly scheduled community activities.
   - Limited options mean higher risk of not being able to secure enough vendors.

Additional challenges include limited technological resources and limitations associated with islands that are accessed by passenger-only ferries such as difficulty in transporting meeting resources and possible challenges in providing trustee transportation.

CONCLUSION:

The analysis document will be kept as an internal resource to assist staff in planning Trust Council meetings and will be consulted when the schedule is being prepared for approval. Preferred hosting months have been identified for each island based on seasonal availability and weather challenges. The Executive Committee concluded that in keeping with Trust Council policy 2.2(ii)[1], the December 2017 Trust Council meeting would be held in Victoria: ***THAT staff schedule the December 2017 Trust Council meeting in Victoria.***

A further component of hosting an event like Trust Council is community engagement. Staff are unable to accurately determine community interest or the value of community engagement in hosting Trust Council and would require more input from trustees and the public in order to consider options to increase community interaction.

A major challenge in planning Trust Council meetings in recent years has been the many staffing changes including the role of Executive Coordinator. Now that there is a a dedicated permanent staff member in place to oversee the planning of Trust Council meetings, a consistent and detailed approach can be used to plan future meetings. Adherence with Trust Council policy 2.2 (iv)[2] will provide necessary planning time to ensure availability of venues, accommodation and caterers.

There is no policy on selection of location between Trust Area islands, which has evolved to a practice of rotating locations based upon Trustee request. Trust Council may wish to consider developing a policy on this matter to ensure risks are mitigated and include the factor of community interest.

ATTACHMENT:

Attachment 1: Summary of LTA and Bowen Island Ability to Host Trust Council Meetings

Prepared By: Emma Restall

Reviewed By: Russ Hotsenpiller

Date: **May 25, 2017**

[1] *4.1 It is intended that Trust Council will hold three of its quarterly meetings on Trust Area Islands and its December meeting in Victoria.*

[2] *2.2 At the first regular meeting, and the first meeting in December of each of the subsequent two years, the Council shall establish the schedule of the date, time and place of regular Council meetings for the following calendar year, one of which shall be in each of the months of March, June, September and December, and the meeting schedule and any revision to the schedule shall be posted at the places specified in Part 10 of this bylaw.*

Summary of LTA and Bowen Island Ability to Host Trust Council Meetings

IDEAL LOCATIONS WITH LITTLE TO NO CHALLENGES:

	Average Cost	Average Travel Time (terminal to terminal)	Seasonal Availability	Additional Considerations
Gabriola	$16,563	3.08	Not June (high tourism). If booking with the Haven, availability can be an issue (might mean sharing rooms).	Large amount of vendor options means less risk
North Pender	$21,866	2.69	Seasonal businesses (have visited in Mar and June).	
Salt Spring	$15,600	2.50	Not September (high tourism).	
Victoria	$17,369	2.81	Not June (high tourism).	

INVOLVE PROTRACTED PLANNING :

	Average Cost	Average Travel Time (terminal to terminal)	Seasonal Availability	Additional Considerations
Bowen	$22,676	3.75	Only September in the past. Not June (high tourism).	Approximately half of attendees must travel day prior.
Galiano	$20,281	3.00	Restricted to June	
Hornby	$19,846	4.06	Not June (high tourism). Too cold in March.	
Saturna	$17,485	3.35	Only June in the past. Seasonal catering.	
Thetis	$13,595	3.06		

LOCATIONS WITH MORE THAN ONE LIMITING REQUIREMENT:

	Average Cost	Average Travel Time (terminal to terminal)	Seasonal Availability	Additional Considerations
Denman	$19,790	3.28	Only June and Sept in the past.	Larger amount of logistical components, which require extra preparation time from staff and a higher degree of trustee involvement (i.e. limited amount of meeting venues, accommodations and/or catering options, transportation challenges, etc…)
Gambier/Keats	$22,133	5.19	Only September in the past.	
Lasqueti	$16,215	3.90	Restricted to September or June due to weather and seasonal businesses.	
Mayne	$14,480	2.38	Restricted to June due to seasonal businesses.	
Sidney Pier	$30,563		Not June (high tourism).	

Islands Trust Council
2018 Quarterly Meetings Schedule

Revised May 31, 2017

Resolution:

That the Islands Trust Council establish the following meeting schedule for 2018:

Gambier Island and Saturna Island Trustees expressed an interest in hosting Trust Council in 2018.

March 13-15, 2018 – Salt Spring Island

June 19-21, 2018 – Saturna Island

September 25-27, 2018 – Gambier/Keats

November 20-22, 2018 – Victoria

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20, 2017

From: Russ Hotsenpiller **Date:** June 1, 2017

SUBJECT: VISION STATEMENT

RECOMMENDATION:

That Trust Council add the vision statement presented in the June 1, 2017 Vision Statement RFD to the preamble of the 2014-2018 Strategic Plan.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Trust Council undertook a visioning session in September 2016. This was a generally successful process and discussion that resulted in a wonderful graphic illustration. While the products of the session are now part of our daily work, Trust Council may wish to conclude the process with selecting a written vision statement to include in the preamble of the 2014-2018 Strategic Plan. By including the vision statement in the introduction to the Strategic Plan, Trust Council can tie its vision to a long-term plan of achievement without incurring any requirement for legislative change or Ministerial approval.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: A written vision statement would combine with the graphic illustration to provide inspiration and motivation to staff and communicate the intention of Trust Council to the public.

FINANCIAL: There are no financial implications to the recommended action.

POLICY: By including the vision statement in the Strategic Plan preamble, the Islands Trust Council avoids the complication of intruding on or affecting either the 'object' of the Trust itself or the Policy Statement. As such there are no direct policy implications other than more context for Trust Council's Strategic Plan.

IMPLEMENTATION/COMMUNICATIONS: The graphic illustration is visible in all Islands Trust offices and is used at public engagement events. The written vision statement will be included in a prominent way within the Strategic Plan and will be used, as appropriate, in communication tools. Trust Council may wish to consider the inclusion of the proposed vision statement, or a different version, in future versions of the Policy Statement preamble, as guided by public and First Nations feedback.

OTHER: None

BACKGROUND

Trust Council undertook a visioning session at September Trust Council conducted by Suzanne Hawkes and Avril Orloff with a purpose to (i) capture and distill the emerging shared vision of Trustees for the Trust Area and (ii) to provide the basis of a draft vision that will be shared with

the public and First Nations during the targeted update of the Policy Statement. The outcomes for the visioning session were:

1. A set of clear themes that capture a shared, draft 10-year vision for the Islands Trust; and
2. A short written summary of the key themes emerging from the session.

At the December Trust Council a session was presented on this topic but if was referred to a future meeting.

The key themes developed during the session were in keeping with the Object of the Trust and the Policy Statement. There was relatively little divergence of opinion within Trust Council. There was almost unanimous support for new ideas, such as a greater emphasis on developing relationships with First Nation communities, the use of appropriate technologies and the importance of affordable and diverse housing.

Substantially, the majority of themes developed during the session related to the Strategic Plan. A healthy environment, water stewardship and affordable housing are already well represented in the current Strategic Plan. The areas that are not reflected in the Strategic Plan to the degree indicated in the session include support of local businesses, farming, and appropriate technologies, and reconciliation with local First Nations.

Below is a potential vision statement for consideration by Trust Council:

Local First Nations have been stewards of the islands of the Salish Sea for millennia. The Islands Trust Council joins them in this responsibility through decisions and actions that foster collaborative decision-making in support of its vision:

> ***The islands of the Trust Area have healthy and productive marine, aquatic and terrestrial ecosystems where resources are jointly managed with First Nations to sustain ecological and cultural values. Island communities are resilient, caring and diverse. Every islander contributes to decision-making and has access to affordable housing, local food, and enough clean water. Farmers, local businesses and non-profits are well supported and thriving. Island communities are recognized leaders in innovative actions and technologies within localized, post-carbon economies.***

KEY ISSUE(S)/CONCEPT(S): To adopt a vision statement reflecting the visioning process undertaken by Trust Council in September 2016.

RELEVANT POLICY: There is no specific policy that requires that Trust Council adopt a visioning statement. Together, Part 3 of the *Islands Trust Act*, the 'object clause, and the Policy Statement function to provide high level organizational and governance direction for the Islands Trust. By adopting a vision statement within the Strategic Plan, Trust Council would provide context for current issues and priorities, and provide inspiration for strategic priorities and community engagement.

DESIRED OUTCOME: Adoption of a visioning statement would conclude the visioning process undertaken by September 2016 and function in concert with the graphic recording and as a companion to the current strategic plan.

RESPONSE OPTIONS

Recommended: That Trust Council select a representative vision statement for attachment to the preamble of the 2014-2018 Strategic Plan.

Alternative:

- Direct staff to draft an alternate vision statement.
- Direct staff to add the visioning graphic from the December 2016 Council session to the preamble of the Strategic Plan.
- Conclude no vision statement is necessary.

Prepared By: Russ Hotsenpiller, CAO

Reviewed By/Date:

Appendix 1. Key Themes from Visioning Session, September 13, 2016

1. Caring, connected, diverse communities	- healthy, resilient, inclusive
2. Healthy natural environment	- islands are clean and green* - vibrant full forest ecosystems* - healthy oceans and forests* - more protected areas* - increased wildlife
3. Reconciliation and collaboration with First Nations	- caring for land and sea together with First Nations - increased awareness and respect of First Nations - island spirit-places are protected and respected
4. Local businesses and farming supported	- more locally grown food - eat local
5. Water stewardship	- long-term, integrated water management* - protected water resources* - alternative water sources*
6. Diverse, green, affordable housing	- neighbourhood 'nodes'/clusters of diverse and affordable housing - different types of housing* - land ownership options - better use of current built environment (eg. convert some houses into multi-unit homes) - homes with small footprints (eg. energy efficient; solar powered; using local materials)
7. Supportive (appropriate) technology	- Appropriate - electric plus 'electric-assisted' vehicles (eg. bikes)
8. Renewable energy	- solar, wind, wave (tidal)

June 2017 Islands Trust Council

Species at Risk

4:00 p.m. - 5:15 p.m. Tuesday, June 20, 2017

Purpose: To provide information on species at risk and associated senior and local government responsibilities in the Islands Trust Area

Resources: Brad Langman, Canadian Wildlife Service
Pamela Zevit, BC South Coast Conservation Program
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director of Local Planning Services
Clare Frater, Director of Trust Area Services
Marnie Eggen, Island Planner

TIME	TOPIC	WHO
4:00	**Overview of species at risk in the Islands Trust Area**	Marnie Eggen, Clare Frater
4:15	**Species at Risk Act implementation**	Brad Langman
4:45	**Provincial initiatives & local government examples**	Pamela Zevit
5:05	**Islands Trust actions – past and future**	David Marlor

Islands Trust Policy Statement (2003):

Commitments of Trust Council

3.1.1 Trust Council holds that:

- proactive land use planning is essential for the protection of Trust Area ecosystems,
- protection must be given to the natural processes, habitats and species of the Trust Area, including those of the old forests, Coastal Douglas-fir forests, Coastal Western Hemlock, Garry Oak/Arbutus forests, wetlands , open coastal grasslands, the vegetation of dry rocky areas, lakes, streams, estuaries, tidal flats, salt water marshes, drift sectors, lagoons, and kelp and eel grass beds, and
- planning must account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies and Trust Area species and habitats.

3.1.2 It is Trust Council's policy to work towards the establishment of a network of protected areas that preserves representative ecosystems in their natural state and in sufficient size and distribution to sustain their ecological integrity.

Directive Policies

3.1.3 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.

3.1.4 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.

Local Planning Services
REPORT
March 2017 to May 2017

Date: 30/05/2017

1. General

On May 10, 2017, local planning services staff attended a Professional Development Day where staff work-shopped ideas to better integrate the Trust Fund Board's Regional Conservation Plan into local planning documents. Planning staff also received an update on available sensitive ecosystem mapping layers available and had a collaborative session with Trust Area Services on local trust committee advocacy.

Between April 1, 2016 and March 31, 2017, throughout the Islands Trust Area, planners recorded that they spent roughly 50 per cent of their time on application processing and 20 per cent of their time on local trust committee initiated projects. The remainder of the time (30 per cent) was taken up preparing for and attending local trust committee meetings, on-island office hours, dealing with enquiries, staff meetings and other administrative duties. Application numbers are up over previous years. Applications take longer to process today than they did 10 years ago due to a variety of reasons, such as: increased complexity of applications; increased awareness of issues such as climate change; availability of more detailed mapping; increased regulation and procedural requirements; and more involved engagement with First Nations.

Recruitment of experienced Island Planners continues to be difficult, most recently with our inability to hire an Island Planner in the Northern Office. Over the next several months, management and Local Planning Services staff will be reviewing the current staffing arrangement and means to provide planning services to local trust committees and local planning committee. The last review was in 2007. This review will focus on how we can better match our staff resources with the needs of local trust committees and the local planning committee.

Local planning services and Administrative Services are working on a new approach to budgeting for and managing local trust committee and Local Planning Committee projects. Financial Planning Committee is considering a proposal to develop a projects reserve fund that will be used to fund local trust committee projects in lieu of asking local trust committees to provide specific budget amounts for projects. Other changes: Planners will begin tracking their time for each project; we will implant project management best practices in the development and delivery of projects; we will add a "lessons learned" component at the close out of every project; we will create a database to track projects; and we will include staff resource hours (converted to dollars) in the estimated cost of undertaking projects (in the project charters).

These changes will enable us to be more effective in planning for, delivering and reporting on projects.

2. Northern Region

The Northern Team welcomed a new Planner 1 in May to assist with development applications, building permit referrals and Provincial (Crown land and subdivision) referrals, and to support local trust committee projects and First Nations relationship building initiatives. The team continues to have part-time contract support from a former Islands Trust planner and will also benefit through summer 2017 from the skill and enthusiasm of a co-op student. Two Island Planners and the Regional Planning Manager are providing front line support to local trust committees and are endeavouring to advance several projects: Gabriola housing options, Lasqueti shoreline protection and implementation of Aging at Home Phase 1 recommendations, Denman Farm Plan Implementation and Marine/foreshore protection, Gambier Riparian Areas Regulation (RAR) implementation and the Gambier Island OCP review, Hornby vacation rental review, and Crown lands protection for Ballenas-Winchelsea Local Trust Area. Project delays have resulted from staff turnover, staff resource allocation to significant rezoning applications (Gabriola and Gambier) and a Telus tower proposal on Hornby Island, and timing in relation to new Advisory Planning Commission appointments (Gabriola, Denman, Hornby). Staff continue to support First Nations relationship building initiatives and the work of the Senior Intergovernmental Policy Advisory, with engagement activities occurring on Gabriola, Denman and Hornby during the quarter. Northern staff are also managing Species at Risk Act (SARA) referrals on behalf of Local Planning Services and supporting the Islands Trust Electronic Document Management (EDM) project.

3. Salt Spring Region

The Salt Spring Team has experienced significant staffing changes including the promotion of our Planner 2 to a temporary Island Planner position (shared with the southern team), the extension of a Planner 1 in a temporary

Planner 2 position, hiring of a Planner 1 to cover maternity leave, hiring of a student planner for the summer months and the award of a service contract to a planning consultant to assist with processing applications. The Salt Spring office has over 50 open applications, 13 of which are rezoning applications. The local trust committee's top priorities continue to advance with the Industrial Land Use project receiving first reading and bylaw referrals coming to a conclusion, recommendations have been received from the agriculture in rural watersheds working group, discussions remain ongoing with upland owners regarding the Harbour walk, and the Salt Spring Island Watershed Protection Authority continues to develop an integrated watershed management plan for Salt Spring Island.

4. Southern Region

The Southern Team continued to work with the Salt Spring Planning team, providing Island Planner support from three senior planners based on the Southern Team. These senior staff provide part-time support on specific projects or applications to Salt Spring, and also bring their experience and support to the staff in the Salt Spring office. The Southern Team planners also worked closely with the Senior Intergovernmental Policy Advisor to provide workshops and learning opportunities to the local trust committees and communities on First Nations reconciliation and engagement. Applications remain steady with 27 applications received in the first quarter of 2017.

5. Bylaw Enforcement

The bylaw enforcement office engaged an auxiliary bylaw enforcement officer working out of the Salt Spring office from January to March to help clear the backlog of old enforcement files.

6. Grants Administration

The Grants Manager continues to monitor grants and update the grants tracking and grants database as required. Work has commenced on a webinar process to provide more information on the Grants Program. A review of the grants data base is underway.

7. First Nations Engagement

The Senior Intergovernmental Policy Advisor continues to work on the initiatives identified in the Project Charter approved by Trust Council in December 2016. Island Planners and planning staff continue to work on a new approach to First Nations engagement for projects and development applications.

Islands Trust

Top Priorities

Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Community Housing Needs	**Current:** Housing Needs Assessment - Southern LTCs **Planned:** Housing Needs Assessment - Northern LTCs	18-Nov-2016	Justine Starke	01-Feb-2018
2	Shoreline Marine Planning	**Current:** Est. a Project Charter **Planned:** To be determined by the Local Planning Committee	03-Mar-2016		
3	Land Use Consultation for Radio Communication Towers	**Current:** Est. Project Charter **Planned:** Develop model consultation process	24-May-2017		

Projects

Local Planning Committee

Description	Activity	R/Initiated
Development Approval Information Model Bylaw	Staff to draft amendments to Trust Council Policy 2.1 viii in order to develop a Development Approval Information Model Bylaw.	03-Mar-2016
Letter of Agreement with the Ministry of Transportation and Infrastructure - including discussion around access to water bodies.	Staff working with the MOTI to address the Letter of Agreement; next meeting planned for May 17, 2016. Local Planning Committee is monitoring the process.	03-Mar-2016
Domestic Wind Power	Update report as required.	03-Mar-2016
Blue Dot Campaign	Consideration of this proposal (added per resolution May 2015)	03-Mar-2016

Local Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Alternative Ways of Measuring Density	Bring forward a thorough analysis of alternative ways of measuring density and how to manage any corresponding impacts before consideration of requesting model bylaws be developed for local trust committees.			25-Aug-2016
	Appropriate Economic Development	To be determined by the Local Planning Committee			18-Nov-2016
	Protect Coastal-Douglas Fir and Associated Ecosystems	Trust Council - strategic plan item			24-May-2017

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20 2017

From: David Marlor, Director of Local Planning Services **Date:** April 13, 2017

SUBJECT: **AMENDMENTS TO TRUST COUNCIL POLICY 4.1.IX [Inter-Local Trust Committee Community Planning Bylaw Referral Policy].**

RECOMMENDATION: That Islands Trust Council adopt amended Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral Policy.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The revised policy requires that local trust committees consider which of their planning projects may have an impact on an adjacent local trust committee or island municipalities, and provides a process for allowing consultation. The revised policy is updated to remove the requirement that all official community plan and land use bylaw amendments be referred to adjacent local trust committees, and is updated to include potential referrals to island municipalities.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The revised policy should reduce workload as local trust committees may now refer only those bylaws they deem have a potential impact on an adjacent local trust committee or island municipality.

FINANCIAL:
No financial impacts identified.

POLICY:
No policy impacts identified.

IMPLEMENTATION/COMMUNICATIONS:
On adoption, the new policy will be placed on the Islands Trust website, and local trust committees and planning staff will be briefed.

OTHER:
No other issues identified.

BACKGROUND

Trust Council adopted Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral on September 18, 1998. The policy delineates how local trust committees must implement a referral process for community planning bylaws that affect another local trust committee.

The current policy requires that a local trust committee refer all community planning bylaws to any local trust committee that has contiguous boundaries. This referral process includes:

- providing notice of intent indicating aims and general time frames for the bylaw process, as well as liaison options;
- providing a copy of the draft bylaw at least 30 days prior to First Reading;
- providing opportunity for either party to require consultation; and
- providing a copy of the final bylaw as soon as practical after adoption.

The policy was adopted prior to the incorporation of Bowen Island Municipality; therefore, the current policy does not apply to Bowen Island Municipality.

The current policy requires the local trust committee in the left column of the table below to provide notice of and a copy of all draft community planning bylaws to the local trust committee noted to the right.

Local Trust Committee	**Policy 4.1.ix requires all community planning bylaws to be referred to the following local trust committees:**
Bellenas-Winchelsea	Denman, Gabriola, Hornby and Lasqueti
Denman	Bellenas-Winchelsea, Hornby
Gabriola	Bellenas-Winchelsea, Gambier, Thetis
Galiano	Gambier, Mayne, Salt Spring
Gambier	Galiano, Thetis, Gabriola, Lasqueti, Bowen Municipality
Hornby	Bellenas-Winchelsea, Denman, Lasqueti
Lasqueti	Bellenas-Winchelsea, Gambier, Hornby
Mayne	Galiano, North Pender, Saturna, Salt Spring
North Pender	Mayne, Saturna, South Pender, Salt Spring
Saturna	Mayne, North Pender, South Pender
South Pender	North Pender, Saturna
Salt Spring	Mayne, North Pender, Thetis
Thetis	Gabriola, Galiano, Gambier, Salt Spring

Many of the policy and regulatory changes have no impact on adjacent local trust committees; therefore, the requirement to send all community planning bylaws to adjacent local trust committees may be unnecessary.

To address this, staff recommends that the policy be amended to allow each local trust committee to determine which local trust committee or island municipality could be impacted by a proposed policy or regulatory change, and determine if there is a need to undertake consultation with that local trust committee or island municipality. The proposed approach is modelled on the current legislative process requirement for local governments to consider early and on-going consultation for official community plan amendments under s.475 of the *Local Government Act*. The revised policy includes islands municipalities as a body to which local trust committee should consider referral of community planning bylaws. The policy does not require island municipalities to refer their bylaws to adjacent local trust committees.

REPORT/DOCUMENT:

- Draft amended Policy 4.1.ix.

KEY ISSUE(S)/CONCEPT(S):

- Ensure referrals to adjacent local trust committee and island municipalities are appropriate.

RELEVANT POLICY:

- Islands Trust Council Policy 4.1.ix.

DESIRED OUTCOME:

- Amended policy that ensures efficient use of resources and appropriate referrals.

RESPONSE OPTIONS

Recommended:
That Islands Trust Council adopt amended Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral Policy.

Alternative:

1. Rescind Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral. Rescinding would revert to each local trust committee considering land use bylaw referrals without a guiding policy. Official community plan amendment referrals are already covered by Section 475 of the *Local Government Act*; there is no legislative referral requirement for land use bylaws that are consistent with official community plans.
2. Retain the current policy. The current policy, which does not recognize island municipalities, requires local trust committees to forward all official community plan and land use bylaw amendments to adjacent local trust committees.
3. Expand the policy to include other referrals, or to require specific types of bylaws to be referred to adjacent local trust committees and island municipalities. This option would require further work to identify the types of bylaws and the circumstances under which they should be referred to adjacent local trust committees and island municipalities.

Prepared By: David Marlor, MCIP, RPP
Director of Local Planning Services

Reviewed By/Date: Executive Committee/May 3,2017

_____
Russ Hotsenpiller, Chief Administrative Officer

4.1.ix. Policy

INTER-LOCAL TRUST COMMITTEE COMMUNITY PLANNING BYLAW REFERRAL

Trust Council: September 18, 1998; updated March 27, 2017

A: PURPOSE:

To delineate how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

B: PRINCIPLES:

The inter-local trust committee referral process is premised on the following principles:

- recognition of each local trust committee's jurisdiction for making community planning decisions within their local trust area;
- acknowledgement of the potential impact of a local trust committee's land planning activities on the land use planning authority within another local trust area;
- an understanding that obligations for inter-local trust committee community planning bylaw referrals are in addition to any statutory obligations that local trust committees may have respecting the referral of community planning bylaws.
- an understanding that inter-local trust committee bylaw referrals process will be based on best effort and the deficiencies in such efforts shall not be cause to invalidate the community planning decision of a local trust committee.

DRAFT

C: POLICY:

1.1. During development of an official community plan or land use bylaw, a local trust committee must provide one or more opportunities it considers appropriate for consultation with contiguous local trust committees and island municipalities to promote the effective coordination of planning functions of the respective local trust committees and island municipalities.

1.2. For the purposes of subsection 1.1, local trust committees coordinating a community planning process should consider the potential impacts of the proposed official community plan amendment or land use bylaw amendment on the adjacent local trust committee area or island municipality, including but not limited to visual, noise, traffic, economic, environmental or other potential impacts.

1.3. If a local trust committee coordinating a community planning bylaw initiative deems that consultation is necessary, the local trust committee must:

a) prior to first reading of a proposed OCP or LUB, deliver to the other relevant local trust committee(s) and/or island municipality a "Notice of Intent" indicating the aims and general time frames for the process including local trust committee liaison; and

b) deliver a draft copy of the community planning bylaw document to the local trust committee(s) and/or island municipality having contiguous boundaries forty-five (45) days prior to first reading for comment.

1.1. Either local trust committee or island municipality may give written notice requesting a consultation meeting be conducted by the local trust committee coordinating the community planning process within forty-five (45) days of receipt of the draft community planning bylaw document.

DRAFT

BRIEFING

To: Trust Council

For the Meeting of: June 20, 2017

From: David Marlor, MCIP, RPP
Director of Local Planning Services

Date prepared: May 26, 2017

File No.: First Nations

SUBJECT: STATUS UPDATE ON FIRST NATIONS PROJECT DELIVERABLES

DESCRIPTION OF ISSUE:
To provide an update to Trust Council on the progress of work being undertaken by the Senior Intergovernmental Policy Advisor.

BACKGROUND:
On December 7, 2016, Trust Council adopted a Project Charter that covered the remaining term of the Senior Intergovernmental Policy Advisor. The Senior intergovernmental Policy Advisor position is funded until March 31, 2018. As a result, the Charter includes work that will be delivered by March 31, 2018.

Generally, the Senior Intergovernmental Policy Advisor is on target with deliverables. The soft public launch in relation to Tsawout/Tseycum planned for March 2017 has been postponed to September 2017.

ATTACHMENT:
Attachment 1: Status of First Nations Deliverables – May 11, 2017

FOLLOW-UP:
This report will be updated and provided to Trust Council in September and December 2017 with a final report provided in March 2018.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Fiona MacRaild, Senior Intergovernmental Policy Advisor/May 11, 2017
Executive Committee, June 7, 2017

Chief Administrative Officer/Date

Attachment 1: Status of First Nations Deliverables – May 11, 2017

Deliverable / Milestone from Project Charter	**Target Completion Date**	**Comment/ Next Stage**
Phase 1: Saturna Island LTC Public Culture Event • Plus soft public launch of First Nations events and information	Nov. 19, 2016 **COMPLETED**	Next Stage: RFD for Saturna LTC on draft OCP amendments, including an introductory section and maps
Phase 1: Fulford marina site visits • Plus soft public launch of First Nations events and information	Nov. 30, 2016 **COMPLETED**	Next Stage: Guide for FN Referrals/Lessons Learned by June 2017, and Coordination with Ministry and FLNRO on improved referral coordination: MoU by Sept.
Phase 1: Sharing mapping for Trust Fund	Nov. 30, 2016 **COMPLETED**	Next Stage: Shape discussion questions about how to integrate Traditional Knowledge into long-term stewardship models
Phase 1: C2C Komoks • plus soft public launch of First Nations events and information	Dec. 31, 2016 **COMPLETED**	Next Steps: Both LTCs ask for a Staff Report with options on a 12-18 month FN relationship-building program
Phase 1: C2C Nanaimo • Plus soft public launch of First Nations events and information	Dec. 31, 2016 **IN PROGRESS**	• Due to snow storm cancellations and other unexpected delays from Snuneymuxw Band office, a meeting with Chris Good (Fisheries Manager and Douglas Treaty Manager) is expected in April/May 2017.
Phase 1: Inventory of Special Places • Plus soft public launch of First Nations events and information	Dec. 31, 2016 **IN PROGRESS**	• April/May meetings planned with staff and elders associated with the WSANEC Tribal School to start determining a Protocol Agreement for Special Place story-sharing.

Deliverable / Milestone from Project Charter	Target Completion Date	Comment/ Next Stage
Phase 1: FN Database: info confirmation • Plus soft public launch of First Nations events and information	Jan. 31, 2017 **IN PROGRESS**	• Work Plan for FN Database information design due April 30, 2017.
Phase 1: FN Referral Input Workshops • Plus soft public launch of First Nations events and information	Jan. 31, 2017 **IN PROGRESS**	• Still working through referral process details with Ministry staff and FLNRO • Once coordination achieved at government level, then workshops to be designed in coordination with referral staff at FN band offices
Phase 1: Cont'd Public Culture Events • Plus soft public launch of First Nations events and information	Feb. 28, 2017 **COMPLETED**	• Saturna Island: Nov. 19, 2016 • Trust Council (SSI): Dec. 8, 2016 • Hornby LTC: Jan. 3, 2017 • N. Pender LTC: Jan. 26, 2017 • Mayne LTC: Jan. 30, 2017 • Saturna LTC Feb. 17, 2017 • Gabriola Island: Feb. 19, 2017 • Lasqueti TC: Feb. 20, 2017 • LPS Staff/Malaspina: Feb. 22, 2017 • Thetis Island: March 8, 2017 • Trust Council (Gabriola): Mar. 15, 2017 • Galiano LTC: March 21, 2017 • Lasqueti Map Party: Apr. 6, 2017
Phase 1: C2C Tsawout/Tseycum • Plus soft public launch of First Nations events and information	March 31, 2017 **POSTPONED TO SEPT/2017**	• Invitation to a C2C was sent Dec/2016 with the offer of erecting a FN sign honouring shared sense of place but both FNs declined engagement, likely due to timing of both FN elections happening in July 2017

Deliverable / Milestone from Project Charter	Target Completion Date	Comment/ Next Stage
Phase 1: Cont'd site visits for FNs • Plus soft public launch of First Nations events and information	March 31, 2017 **COMPLETED**	Next Steps: FN site visits policy and procedures due Feb. 2018 after 12 month's feedback
Phase 2: 1-2 day workshop with five Saanich Tribes • Plus soft public launch of First Nations events and information	April 30, 2017 **POSTPONED**	
Phase 2: 1-2 day workshop with five Hul'quimi'num Tribes • Plus soft public launch of First Nations events and information	May 31, 2017 **POSTPONED**	
Phase 2: 1-2 day workshop with Chemainus First Nation • Plus soft public launch of First Nations events and information	June 30, 2017 **NOT STARTED**	
Phase 2: Public Engagement Forum with provisions for public feedback on Islands Trust, First Nations issues and the Policy Statement	June 30, 2017 **NOT STARTED**	
Phase 2: 1-2 day workshop with Nanaimo First Nation	July 31, 2017 **NOT STARTED**	
Phase 2: Public Engagement Forum with provisions for public feedback on Islands Trust, First Nations issues and the Policy Statement	July 31, 2017 **NOT STARTED**	
Phase 2: 1-2 day workshop with Nanoose First Nation	Aug. 31, 2017 **NOT STARTED**	
Phase 2: Public Engagement Forum with provisions for public feedback on Islands	Aug. 31, 2017 **NOT STARTED**	

Deliverable / Milestone from Project Charter	Target Completion Date	Comment/ Next Stage
Trust, First Nations issues and the Policy Statement		
Phase 2: !-2 day workshop with Qualicum First Nation	Sept. 30, 2017 **NOT STARTED**	
Phase 2: Public Engagement Forum with provisions for public feedback on Islands Trust, First Nations issues and the Policy Statement	Sept. 30, 2017 **NOT STARTED**	
Phase 3: 1-2 day workshop with K'omoks First Nation	Oct. 31, 2017 **NOT STARTED**	
Phase 3: Public Release of organizational change reflecting improved relations with First Nations	Oct. 31, 2017 **IN PROGRESS**	
Phase 3: 1-2 day workshop with Squamish First Nation, Tseil Waututh First Nation and Musqueum First Nation	Nov. 30, 2017 **NOT STARTED**	
Phase 3: Public Release of organizational change reflecting improved relations with First Nations	Nov. 30, 2017 **IN PROGRESS**	
Phase 3: 1-2 day workshop with Esquimalt First Nation, Songhees First Nation, Beecher Bay First Nation and T'Souke First Nation	Dec. 31, 2017 **NOT STARTED**	
Phase 3: Public Release of organizational change reflecting improved relations with First Nations	Dec. 31, 2017 **IN PROGRESS**	
Phase 3: 1-2 day workshop with Sechelt First Nation	Jan. 31, 2018 **NOT STARTED**	
Phase 3: Public Release of organizational change reflecting improved relations with First Nations	**Jan. 31, 2018** **IN PROGRESS**	
Phase 3: 1-2 day workshop with Semiahmoo First Nation	Feb. 28, 2018 **NOT STARTED**	
Phase 3: Public Release of organizational change	Feb. 28, 2018 **IN PROGRESS**	

Deliverable / Milestone from Project Charter	Target Completion Date	Comment/ Next Stage
reflecting improved relations with First Nations		
Phase 3: possible meetings with Sliammon First Nation, Tswwassen First Nation or Sto:lo Treaty Nations	March 31, 2018 **NOT STARTED**	
Phase 3: Transition Plan for Continuance of Project Charter	March 31, 2018 **NOT STARTED**	

BRIEFING

To: Trust Council **For the Meeting of:** June 20, 2017

From: Executive Committee **Date prepared:** May 26, 2017

File No.: Marine

SUBJECT: INVENTORY OF MARINE PROTECTION TOOLS

DESCRIPTION OF ISSUE:
The purpose of this briefing is to provide Trust Council with an inventory of local government land use planning marine protection tools categorized as to the level of protection that these tools can provide.

BACKGROUND:
In March 2017, Trust Council passed the following the resolutions:

TC-2017-017
That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Develop an inventory of available local government land use planning marine protection tools and develop general categories as to the level of protection these tools can provide (i.e. low, medium, high levels of protection)" assigned to the Executive Committee.

TC-2017-018
That Trust Council amend the Strategic Plan to add in section 2.1 for fiscal year 2017/18 "Compile an inventory of the marine protection tools each local trust committee/island municipality utilizes" assigned to the Executive Committee

Attached is an inventory of Local Government Marine Protection Tools that addresses TC Resolution 2017-017. An inventory of marine protection tools that each local trust committee and island municipality utilizes will be provided at a later Trust Council.

ATTACHMENT:
Attachment 1 - Inventory of Local Government Marine Protection Tools

FOLLOW-UP:
As the authority for land use planning is with the local trust committees and Bowen Island Municipality, this inventory should be provided to local trust committees and Bowen Island Municipality for information, and posted to the Islands Trust website.

Prepared By: David Marlor, Director of Local Planning Services

Reviewed By/Date: Executive Committee/ June 7, 2017

Chief Administrative Officer/Date

Attachment 1: Inventory of Local Government Land Use Planning Marine Protection Tools

The following lists outline the land use planning tools available to local trust committees and island municipalities that would be useful for the protection of marine areas. For each, the table indicates the relative level of protection achievable with the particular land use planning tool, the authorizing legislation, a brief description and a relative level of protection.

Name of the land use planning tool	Authorization for LTCs	Authorization for Island Municipalities	Description of Use	Level of Protection
Zoning	ITA s.29(1)(b) LGA s.479	LGA s.479	Divided all or part of the foreshore and assign and/or exempt specific uses. May also establish limits on building sizes and location in respect of the foreshore or other features.	**High**
Development Permits	ITA s.29(1)(b) LGA s.488	LGA s.488	For specific reasons may designate areas of the foreshore and/or uplands as development permit areas, establish objectives and guidelines. Works in conjunction with zoning and provides a finer grain level of review on a site specific base.	**High**
Heritage Conservation	ITA s.30(1) LGA s.614(1)	LGA s.614(1)	Similar to development permits, but for conservation of heritage features, may designate areas of the foreshore as heritage conservation areas, and establish objectives and guidelines.	**Medium** – limited to protection of heritage features.
Tree cutting in hazard areas	ITA s.29(1)(b) LGA s.500	n/a	Does not apply to island municipalities. May regulate or prohibit tree cutting in areas subject to erosion, flooding, land slip or avalanche.	**Medium** – only applies in specific situations.
Tree protection bylaws	n/a	CC 8(3)	Island municipalities have broad powers to regulate trees. May establish tree cutting bylaws for a variety of reasons, including hazard areas, protection of environment, aesthetic and protection of foreshore among other reasons.	**Medium** – tree protection bylaw cannot prevent use as permitted by zoning
Restrictive Covenants	LTA s.219	LTA s.219	May enter into an agreement with the land owner on restrictions of use of all or part of a property. This applies to uplands only but could be used to restrict uses that may impact the foreshore. Once agreed to, the covenant runs with the land and is binding on future owners.	**Medium** – requires agreement of the land owner
Screening	ITA s.29(1)(b) LGA s.527	LGA s.527	May require, by bylaw, screening provisions to provide a buffer between an upland development and sensitive foreshore feature.	**Low** – provides visual barrier only. Does not prevent intrusion.
Drainage and run-off Control	ITA s.29(1)(b) LGA s.523	LGA s.523	May require, by bylaw, run-off controls where paved areas or roofed areas are proposed to be developed.	**Low** – limited to managing on-site water run-off from development.

Glossary of acronyms
CC = Community Charter
ITA = Islands Trust Act
LGA = Local Government Act
LTO = Land Title Act

STAFF REPORT

File No.: 2960-20

DATE OF MEETING: June 20-22 2017

TO: Trust Council

FROM: Miles Drew, Bylaw Enforcement Manager

SUBJECT: **BYLAW ENFORCEMENT STATISTICAL REPORT**

REPORT SUMMARY

This report summarizes the number and type of enforcement files by local trust area as of March 31, 2017.

BACKGROUND

The attached tables and charts provide information per Local Trust Area as to the total numbers of new files opened, numbers of files closed, volume of files, type of files, and length of time files have been open.

COMMENT

Due to the persistently high number of open bylaw violation files on Salt Spring Island, a temporary bylaw enforcement officer was hired for the first three months of 2017. The extra enforcement and investigation effort resulted in 35 files being closed in that period, which is 83% of the entire previous year's total. During the same period 25 new complaints were made so the net reduction in files was 10. Salt Spring Island continues to make the highest demands for enforcement services. Sixty-one percent of all new files since December 31, 2016, have been on Salt Spring. In an effort to maintain service, the bylaw enforcement officer working from the Salt Spring office has transferred all open Galiano bylaw enforcement files to the bylaw enforcement officer working from the Victoria office.

NEXT STEPS

Reports will be updated and presented to the September Trust Council meeting.

Submitted By:	Miles Drew, Bylaw Enforcement Manager	May 30, 2017
Concurrence:	David Marlor, Director Local Planning Services	May 30, 2017

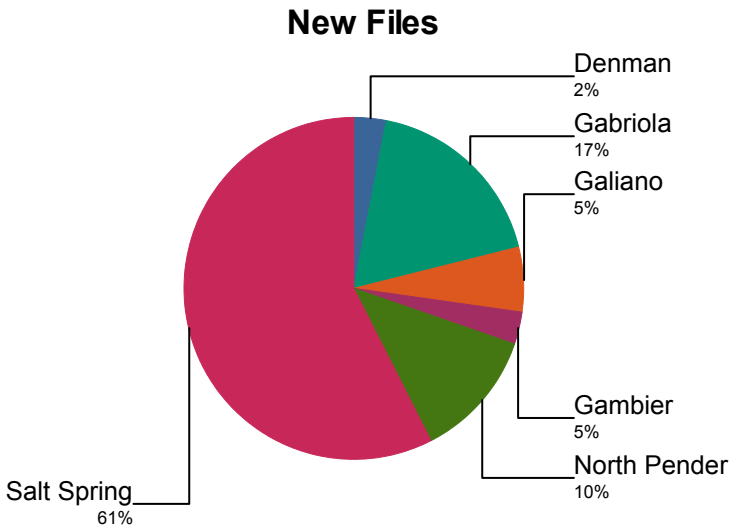
ATTACHMENTS

1. Bylaw Enforcement Tables and Charts:
    - New files
    - Closed files
    - File volume
    - Violation type
    - Length of time

Islands Trust

Bylaw Enforcement - New Files

Local Trust Area	2014		2015		2016		2017		2017 Q1		2017 Q2		2017 Q3		2017 Q4	
	New	%	New	%	New	%	New	%	New	%	New	%	New	%	New	%
Denman	4	4%	8	4%	4	3%	1	2%	1	2%	0	0%	0	0%	0	0%
Executive Committee	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Gabriola	32	28%	33	17%	33	23%	7	17%	7	17%	0	0%	0	0%	0	0%
Galiano	8	7%	45	23%	19	13%	2	5%	2	5%	0	0%	0	0%	0	0%
Gambier	3	3%	3	2%	2	1%	2	5%	2	5%	0	0%	0	0%	0	0%
Hornby	4	4%	1	1%	9	6%	0	0%	0	0%	0	0%	0	0%	0	0%
Lasqueti	0	0%	0	0%	3	2%	0	0%	0	0%	0	0%	0	0%	0	0%
Mayne	5	4%	20	10%	6	4%	0	0%	0	0%	0	0%	0	0%	0	0%
North Pender	11	10%	40	20%	11	8%	4	10%	4	10%	0	0%	0	0%	0	0%
Salt Spring	41	36%	40	20%	48	34%	25	61%	25	61%	0	0%	0	0%	0	0%
Saturna	2	2%	2	1%	2	1%	0	0%	0	0%	0	0%	0	0%	0	0%
South Pender	1	1%	1	1%	1	1%	0	0%	0	0%	0	0%	0	0%	0	0%
Thetis	3	3%	4	2%	4	3%	0	0%	0	0%	0	0%	0	0%	0	0%
TOTAL	**114**	**100%**	**197**	**100%**	**142**	**100%**	**41**	**100%**	**41**	**100%**	**0**	**100%**	**0**	**100%**	**0**	**100%**

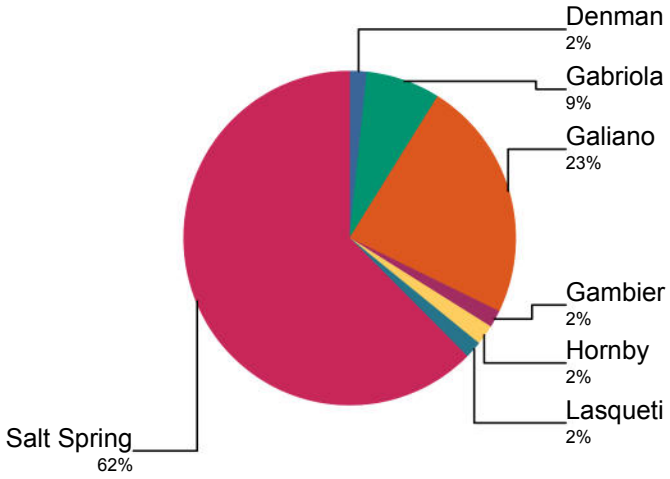


Islands Trust

Bylaw Enforcement - Closed Files

Local Trust Area	2014		2015		2016		2017		2017 Q1		2017 Q2		2017 Q3		2017 Q4	
	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%
Denman	1	1%	10	8%	10	6%	1	2%	1	2%	0	0%	0	0%	0	0%
Executive Committee	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Gabriola	25	32%	28	21%	39	22%	5	9%	5	9%	0	0%	0	0%	0	0%
Galiano	6	8%	6	5%	35	20%	13	23%	13	23%	0	0%	0	0%	0	0%
Gambier	1	1%	2	2%	9	5%	1	2%	1	2%	0	0%	0	0%	0	0%
Hornby	1	1%	1	1%	8	5%	1	2%	1	2%	0	0%	0	0%	0	0%
Lasqueti	0	0%	0	0%	2	1%	1	2%	1	2%	0	0%	0	0%	0	0%
Mayne	2	3%	14	11%	8	5%	0	0%	0	0%	0	0%	0	0%	0	0%
North Pender	15	19%	18	14%	17	10%	0	0%	0	0%	0	0%	0	0%	0	0%
Salt Spring	24	31%	42	32%	42	24%	35	62%	35	62%	0	0%	0	0%	0	0%
Saturna	1	1%	5	4%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
South Pender	1	1%	0	0%	2	1%	0	0%	0	0%	0	0%	0	0%	0	0%
Thetis	1	1%	6	5%	3	2%	0	0%	0	0%	0	0%	0	0%	0	0%
TOTAL	**78**	**100%**	**132**	**100%**	**175**	**100%**	**57**	**100%**	**57**	**100%**	**0**	**100%**	**0**	**100%**	**0**	**100%**

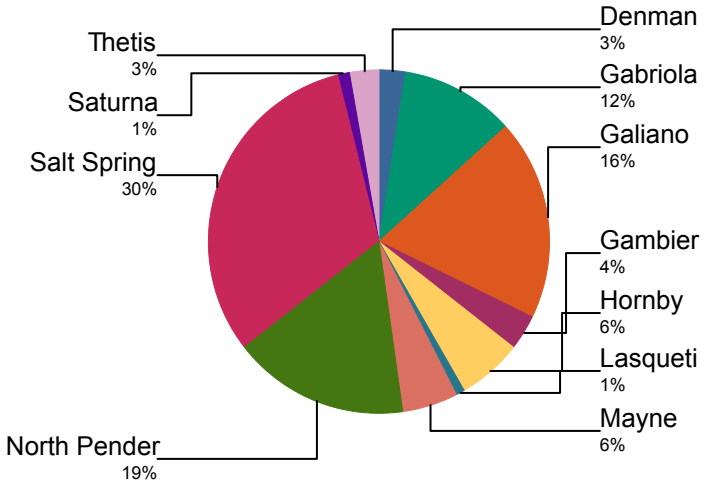
Closed Files



Bylaw Enforcement - File Volume

Local Trust Area	2014		2015		2016		2017	
	Open	%	Open	%	Open	%	Open	%
Denman	14	5%	13	4%	7	2%	7	3%
Executive Committee	0	0%	0	0%	0	0%	0	0%
Gabriola	38	15%	38	12%	31	11%	33	12%
Galiano	30	12%	69	22%	53	19%	42	16%
Gambier	16	6%	17	5%	10	4%	11	4%
Hornby	16	6%	16	5%	17	6%	16	6%
Lasqueti	1	0%	1	0%	2	1%	1	0%
Mayne	13	5%	17	5%	15	5%	15	6%
North Pender	32	12%	53	17%	47	17%	51	19%
Salt Spring	85	33%	84	26%	90	32%	80	30%
Saturna	4	2%	1	0%	3	1%	3	1%
South Pender	0	0%	1	0%	0	0%	0	0%
Thetis	9	3%	7	2%	8	3%	8	3%
TOTAL	**258**	**100%**	**317**	**100%**	**283**	**100%**	**267**	**100%**

Open Files



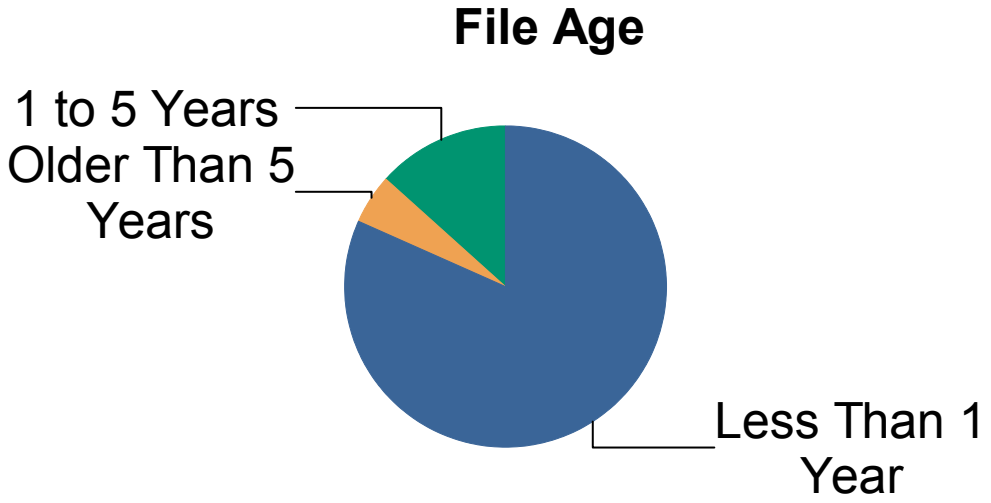
Islands Trust

Bylaw Enforcement - Violation Type

	Violation Type										
	LTC	Development Permit	Foreshore	Home Occupation	Siting	Soil Bylaw	STVR	Vehicles	Unlawful Dwelling	Other Land Use	TOTALS	Percentage
Denman	3			1				1	2	7	3%
Executive Committee											0%
Gabriola	3	3	1	7		1	1	11	5	32	13%
Galiano	2	1	1	5		16	2	7	6	40	16%
Gambier		7		1				1		9	4%
Hornby	2			2		1		7	4	16	6%
Lasqueti								1		1	0%
Mayne				2		8		2	3	15	6%
North Pender	1	5		3		22	1	6	13	51	20%
Salt Spring	9	2	1	4	3	11	2	21	15	68	27%
Saturna				1		1		1		3	1%
South Pender											0%
Thetis		5						1	2	8	3%
TOTAL	20	23	3	26	3	60	6	59	50	250	100%
Percentage	8%	9%	1%	10%	1%	24%	2%	24%	20%	100%	

Bylaw Enforcement - Length of Time Files Have Been Open

Local Trust Area	<1 Year	1-5 Years	>5 Years	Total
Denman	6	1	0	7
Executive Committee	0	0	0	0
Gabriola	22	8	2	32
Galiano	37	1	2	40
Gambier	8	0	1	9
Hornby	14	1	1	16
Lasqueti	1	0	0	1
Mayne	11	4	0	15
North Pender	42	7	2	51
Salt Spring	56	9	3	68
Saturna	2	1	0	3
South Pender	0	0	0	0
Thetis	5	1	2	8
TOTAL	204	33	13	250
%	82%	13%	5%	



Print Date: March 31, 2017

March 2017 Islands Trust Council

Role of the Trustee

9:15 am, Wednesday June 21, 2017

Purpose: **To review best practises and legislative responsibilities regarding the role of the Trustee in relation to the legislative process, constituents and the Islands Trust.**

Resources: **Russ Hotsenpiller, Chief Administrative Officer**

TIME	TOPIC	WHO
9:30 -10:15	**A presentation will be provided reviewing the role of local government elected officials in order to initiate a general discussion amongst Trust Council. This session was initiated at March Trust Council and then referred for further discussion in June.** **As Trustees are at a midpoint in the 2014-2018 term, it would be useful to revisit orientation material originally provided at the start of term and to review current policy on local decision making.**	CAO Russ Hotsenpiller



Role of the Trustee

Trust Council

Wednesday June 21, 2017

What are the real and perceived roles, duties & responsibilities of a Trustee?

- To constituents
- To the community
- To the Islands Trust
- And in particular, with regard the Object of the Trust, does a Trustee have additional powers or responsibilities relative to other elected officials?

Agenda

- Historical reference
- Review orientation material from 2014
- Community Charter, Local Government Act
- IT policy
- Best practice
- examples

Parliament is not a *congress* of ambassadors from different and hostile interests, which interests each must maintain, as an agent and advocate, against other agents and advocates; but Parliament is a *deliberative* assembly of *one* nation, with *one* interest, that of the whole—where not local prejudices ought to guide, but the general good, resulting from the general reason of the whole. You choose a member, indeed; but when you have chosen him he is not a member of Bristol, but he is a member of *Parliament*.[3]

Edmund Burke, Speech to the Electors of Bristol at the Conclusion of the Poll, Trustee view

Mandate vs independent thesis

A number of positions have at one time or another been defended, between the two poles of mandate and independence. A highly restrictive mandate theorist might maintain that true representation occurs only when the representative acts on explicit instructions from his constituents, that any exercise of discretion is a deviation from this ideal. A more moderate position might be that he may exercise some discretion, but must consult his constituents before doing anything new or controversial, and then do as they wish or resign his [post]. A still less extreme position might be that the representative may act as he thinks his constituents would want, unless or until he receives instructions from them, and then he must obey. Very close to the independence position would be the argument that the representative must do as he thinks best, except insofar as he is bound by campaign promises or an election platform. At the other extreme is the idea of complete independence, that constituents have no right even to exact campaign promises; once a man is elected he must be completely free to use his own judgment.[6]

Hanna Pitkin, The concept of Representation, The mandate vs Independence debate

Community Charter, S 115

The cores responsibilities of members of council are set out in Section 115 of the Community Charter:

a. To consider the well being and interest of the municipality and its community
b. To contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities
c. To participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed
d. To carry out other duties assigned by the council
e. To carry our other duties assigned under this or any other Act.

Islands Trust Policy 5.4.ii

- Procedural fairness policy adopted in 1993 and amended in 2009
  - Natural justice, the hearing ruling and the impartiality rule
- Communications Policy 6.10.ii
- LTC Guidelines for Authorizing decisions, 4.1.vi adoption of decisions by bylaw or resolution
- Trustee/Staff Responsibility Guideline, 6.11.i

C: GUIDELINE:

1. Responsibility guidelines for TRUSTEES/STAFF (June 6, 1992)

1.1. TRUSTEES

i. Provide leadership
ii. Set political direction

iii. Make decisions - choose between alternatives
iv. Establish policy

v. Review Management Performance
vi. Avoid administrivia
vii. Keep informed on Trust Affairs

viii. Reconcile political/constituent conflict
ix. Establish cooperative protocols with other agencies at a political level
x. Communicate with constituents
xi. Provide/solicit public feedback on services

1.2. STAFF

i. Provide advice
ii. Implements directions, decisions, and policies
iii. Provide quality information and alternatives
iv. Provide policy recommendations
v. Conduct self and subordinate performance appraisals
vi. Avoid politics
vii. Keep current on professional information and training
viii. Assist in conflict resolution

ix. Facilitate cooperative initiatives with other agencies at a staff level
x. Provide public information
xi. Deliver quality sessions

Islands Trust Act

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

6 (1) Local Trustees

For each local trust area, 2 trustees are elected to ***represent the electors of the area.***

..expanded responsibility..

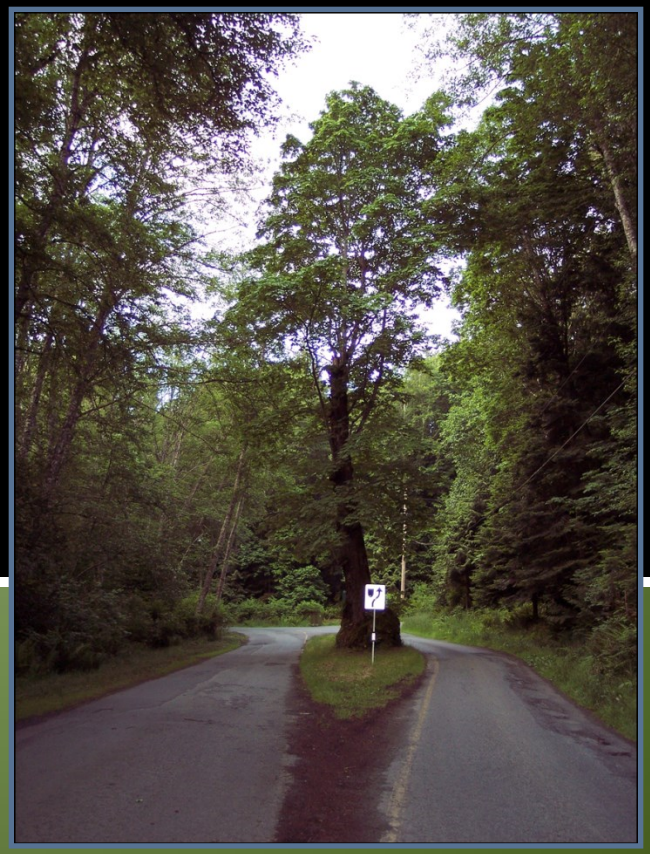
..there is an argument that the local trustees have, in addition to their responsibilities to all of the citizens of their respective local trust areas, responsibilities to "the residents of British Columbia generally", to the extent that British Columbia residents generally are included among the people for whose benefit the trust area is being preserved and protected. This notion certainly militates against any interpretation of the legislation as giving the local trustees responsibilities only to those who voted for them in the local elections. I believe it's uncontroversial that, once an election is over in a representative democracy, the successful candidates are considered to have a duty to represent all of the electors and not just their supporters. …….

….it doesn't seem that the Legislature was satisfied that what's good for the residents of the trust area would necessarily be good for the residents of BC generally; otherwise the object clause would referred only to the residents of the trust area. I am suggesting that, unlike regional district board members and municipal councillors, LTC members appear to have certain responsibilities to persons who live outside of the trust area.

Bill Buholzer, Young Anderson

Staying out of Trouble

Islands Trust Council
Thursday, December 4, 2014
8:30 – 10:45 a.m.



Topics

- Ethical conduct of elected officials
  - Why it's important
- Consequences
- Statutory Rules of Conduct
- Indemnification
- Trust Council's Standards of Conduct

Why is this stuff important?

- As an elected official, you have the capacity to do a great deal of good for your community.
  - If you provide sound, strong, reasoned leadership.
- BC law puts rules in place to reduce corruption in local government.
- You are responsible for knowing and following rules related to:
  - Conflict of interest
  - Transparent government
  - Proper and orderly decision-making
  - Treating everyone fairly



More topics…

- Open Meeting Requirements
- Freedom of Information/Protection of Privacy
- Keeping Records and Handling Correspondence
- Handling Email
- Accessing and Using Legal Advice
- Fettering Discretion
- Using Resolutions
- External Communications
- Local Trust Committee expenditures
- Respectful Workplaces (re Harassment and Bullying)

Fettering Decisions

- Make your decisions at the right time (and not before)
  - Keep an open mind (but not an empty mind!) until it's time for a decision
  - Don't commit to decisions in exchange for other things or actions
  - Don't commit to decisions until it is time to do so



Procedural Certainty - Using Resolutions -

- **Making your decisions count**
  - A government body can only act by resolution or bylaw
- **Individual trustees have no authority on their own**
  - staff act on resolutions of Islands Trust bodies, not on private instructions from individual trustees
  - success is based on your ability to persuade fellow trustees
- **Resolutions without Meeting**
  - Can be used for some decisions



External Communications

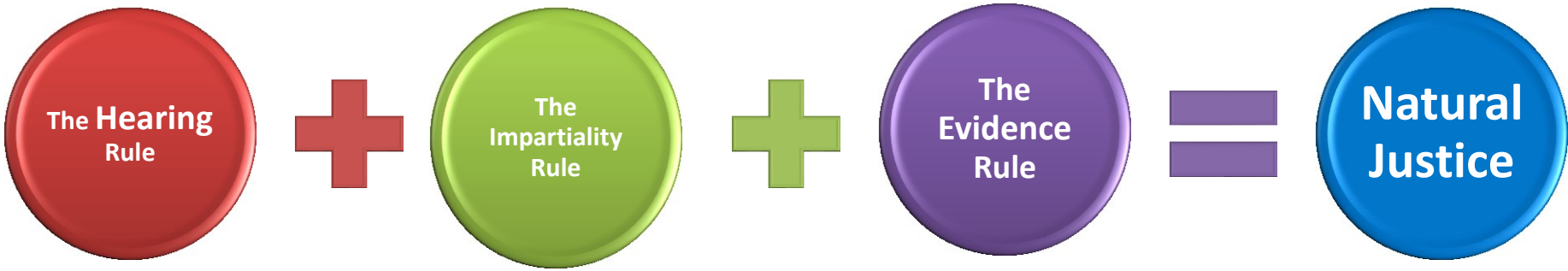
- Who speaks for Trust Council?
- If your opinion differs
- Who speaks for a Local Trust Committee?
- Speaking to the media
- Correcting incorrect media reports
- See Trust Council policy



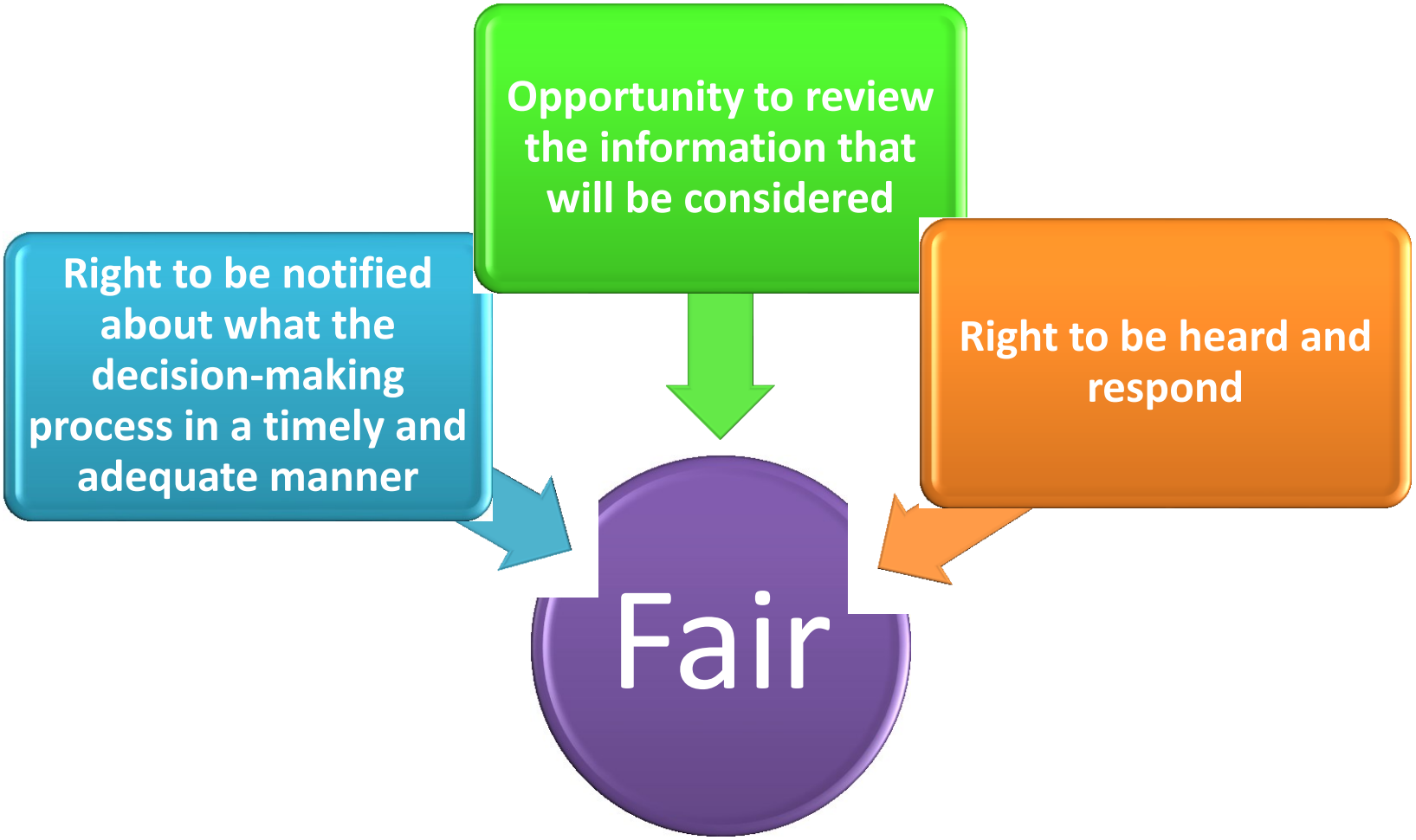


What makes a decision fair?

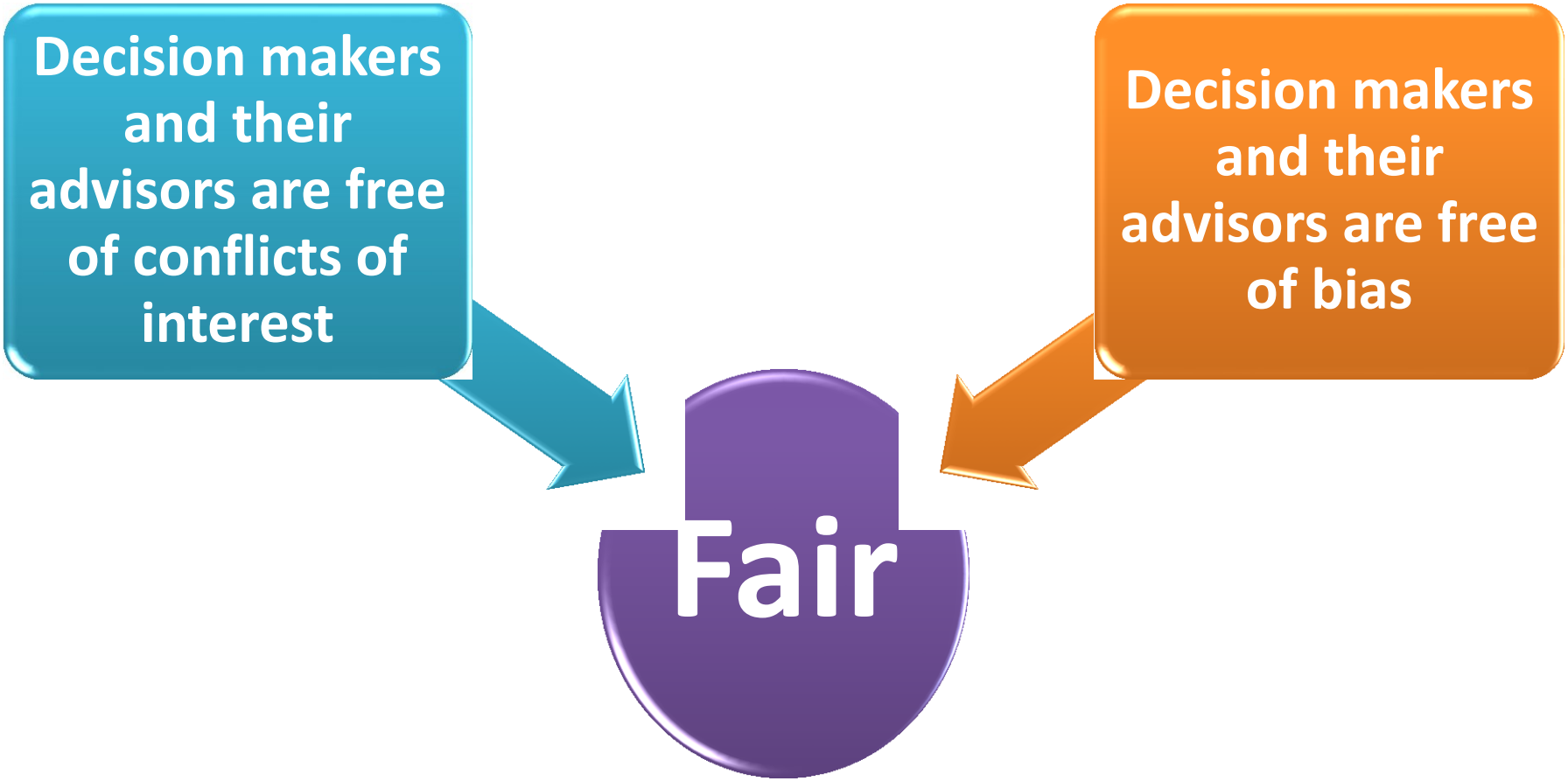
The principles of “Natural Justice”


The Hearing Rule
The Impartiality Rule
The Evidence Rule
Natural Justice

1. The 'Hearing Rule'



2. The Impartiality Rule



3. The Evidence Rule



Best Practice

- Responsibility to constituents as a whole
- Responsibility to the legislature, ie. Trust Council or LTC.
- May have a public opinion on a matter but maintain an open mind
- Individual trustees can meet with applicants, concerned citizens, the public.
- Structured decisions
- Provide executive direction and support implementation by staff

Dimensions of Governmental Process

Illustrative Tasks For Council

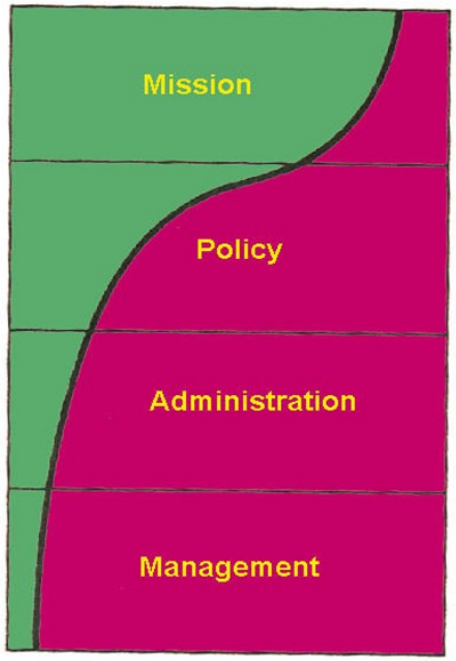
Determine "purpose," scope of services, tax level, constitutional issues.

Pass ordinances, approve new projects and programs, ratify budget.

Make implementing decisions, e.g., site selection, handle complaints, oversee administration.

Suggest management changes to manager, review organizational performance in manager's appraisal.

Council's Sphere



Manager's Sphere

Illustrative Tasks For Administrators

Advise (what city "can" do may influence what it "should" do) analyze conditions and trends.

Make recommendations on all decisions, formulate budget, determine service distribution formulae.

Establish practices and procedures and make decisions for implementing policy.

Control the human, material and informational resources of organization to support policy and administrative functions.

Real issues….

- Example 1: Trustee accompanies individual into IT offices to assist in submitting application
- Example 2: Trustee meets with applicant for a rezoning.
- Example 3: Trustee meets with a group of concerned citizens
- Example 4: speak out after in camera?
- Example 5: taking a public position regarding a development application.
- Example 6: Letters to LTC not on the public agenda?

The End

Administrative Services Report
April 2017 to June 2017

Date: 01/06/2017

1. Director

Supported the Financial Planning Committee with completion of the 2017/18 budget (forwarding bylaws to the Minister for approval and forwarding requisitions to the Surveyor of Taxes and Bowen Island Municipality) and review of several policies including Policy 6.5.i General Revenue Surplus Fund and Policy 7.2.i Trustee Remuneration.

The next FPC meeting is August 23, 2017 and the focus will be on the 2018/19 budget cycle. In addition the 2016/17 Allocated Financial Statement and 2016/17 Statement of Financial Information will be provided to FPC for their review at that time.

Supported the Management Team through participation on a ½ day Management Retreat and a joint EC-Management Team planning meeting. This included participation in discussions led by the Director of Local Planning Services, and also at subsequent meetings, related to the LTC's project management process.

The 2016 Climate Action report was completed and is posted on our website. In 2016 Islands Trust's carbon emissions inventory reflected production of 58.5 tCO2e of GHG emissions. Neutrality was achieved through the offset of 135.5 tCO2e related to our allocated share of the CRD's Organic Waste Management Project.

Negotiations related to the Victoria office space were completed and plans are underway to begin renovations on our current office space (including new, more energy efficient windows). A decision to relocate the North Pender office was made, the Galiano office lease was renewed and discussions regarding the Northern Office lease were concluded with our landlord (including the installation of a generator). The lease of Salt Spring Island Office is up for renewal in January of next year.

The review of excluded staff positions at Islands Trust related to the Public Service Agency's new Management Compensation and Classification Framework was concluded.

The Administrative Services Team is committed to updating Operational procedures before the end of 2017 and to supporting the Electronic Data Management system implementation.

2. Employee Services

This has been a very busy time for Nicole and Doneen, working on 15 hiring competitions during this 3 month period.

The OHS Committee has been exploring the purchase of Automated External Defibrillators (AED) for the office. The review has been completed and staff will be oriented and trained in June. As well, safety inspections of the offices were completed in May/June. Updates to the Working Alone Policy, the OHS Committee Terms of Reference, the Safety Manual and the Safety Orientation Checklist are all in progress.

2016 Performance Management and Development Plans for staff were completed. The resulting objectives for 2017 were reviewed by all staff at their quarterly meeting in Cowichan Bay in April. Implementation of the PSA's myPerformance (an automated performance planning system) is planned for the fall of 2017.

3. Finance

This has been a very busy time for finance with fiscal year end processing and financial statement preparation and analysis. The Director also worked with Trust Fund staff to prepare their annual financial statements. The audit of the financial statements for Islands Trust and the Trust Fund Board were completed by KPMG during this period. We had another successful result with only minor adjustments recommended by the auditors.

Our Finance Officer has also devoted significant effort to the creation of Spending Commitment and Signing Authority matrixes for inclusion in Trust Council's Procurement Policy.

With the previous fiscal year closed, a new year begins. Budget planning for 2018/19 will begin in July.

4. Information Services

The new VOIP (voice-over-internet phone) system was installed at the Gabriola office, completing a two year transition for all Islands Trust. The new system has realized significant financial benefits as well as providing additional tools for staff's benefit.

Work is nearing completion on the Information Services Strategic Plan.

Information Services top priority project this is year is an upgrade to the standard of electronic meetings for Islands Trust Council and Committees. Staff presented to the Executive Committee in April detailed Business Solution documents with analysis that includes engagement with staff and Trustees. The technical indicated that additional funds were required to provide a modern and effective meeting experience for participants. Given the Trustee concern expressed with meeting delivery and the potential cost savings associated with effective remote meetings, the request for additional funding was supported. The solution is planned for implementation in conjunction with Victoria office renovations.

Mapping has been involved in updates to TAPIS and development of field data collection tools for Bylaw Enforcement and the Trust Fund. A GIS Co-op position has been filled by Nigel Hughes (returning from last year) who is starting in June. Nigel will continue with further updates to TAPIS.

5. Project Management

Our new staff intranet was launched as well as several new applications related to the management of meetings for Trust Council and its committees (new integrated databases for strategic plan, FUAL's and work program reporting).

A collaborative effort by staff, resulted in a 40% reduction in the size of our website. The project involved two projects which ran in parallel to achieve this goal. The first was a clean-up of old PDF's (approx. 4000) and the second was a change to the handling of correspondence on the website (large volume of PDF's, growth rate of 1GB/month). The benefits realized are better Google search results, easier navigation of LTC Application files, reduced staff time managing correspondence and reduced growth rate of the website.

Islands Trust

Top Priorities

Financial Planning Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	First draft of the 2018/19 Budget	Planned Review budget assumptions and principles at FPC August 23, 2017 meeting.	31-May-2017	Cindy Shelest	23-Aug-2017
2	Complete the 2016/17 Year-End Audit	Completed 2016/17 audit completed and draft Audited Financial Statements and Audit Findings Report will be reviewed by Financial Planning Committee at their May 31 meeting and approved for presentation to Trust Council at their June meeting.	28-Feb-2017	Cindy Shelest	20-Jun-2017
3	2016/17 Allocated Financial Statements	Planned Review 2016/17 Allocated Financial Statements at the August 23, 2017 FPC meeting.	31-May-2017	Cindy Shelest	23-Aug-2017

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Financial Planning Committee **Date:** May 31, 2017

SUBJECT: **REVISIONS TO TRUST COUNCIL POLICY 6.5.1 GENERAL REVENUE FUND SURPLUS POLICY AND RENAME TO RESERVES AND SURPLUS POLICY.**

RECOMMENDATION:

That the Islands Trust Council amend *Policy 6.5.1* General Revenue Surplus Fund Policy as presented, including the creation of Specific Reserve Funds, and rename the policy Reserves and Surplus Policy.

That the Financial Planning Committee consider the creation of a specific reserve fund for Local Trust Committee Projects during the 2018/19 budget cycle.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed amendments will allow the creation of Specific Reserve Funds to assist Islands Trust in meeting its future obligations and operations needs while providing additional clarity and transparency around the use of surplus funds. The creation of Specific Reserve Funds also provides additional accountability with respect to future spending plans and smooths taxation over time. The result will be a more discreet reporting on funds held in reserve.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The proposed amendments will allow for the creation of Specific Reserve Funds and add additional information to certain procedural aspects of the policies. In addition, the Financial Planning Committee will consider the creation of a specific reserve for LTC Projects during the 2018/19 budget cycle.

FINANCIAL:
The proposed amendments will clarify the establishment and use of surplus funds during the budget process.

POLICY:
This recommendation would amend *Policy 6.5.1 General Revenue Fund Surplus* (proposed to be renamed Reserves and Surplus).

IMPLEMENTATION/COMMUNICATIONS:
The revised policies will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. The Financial Planning Committee will consider the creation of a specific reserve fund for LTC Projects during the 2018/19 budget cycle.

OTHER: None.

BACKGROUND

At its November 16, 2016 meeting, the Director of Administrative Services provided the Financial Planning Committee with a presentation on current local government reserves funds policies and practices and identified several potential Specific Reserve Funds that Islands Trust may wish to consider in the future. The Committee discussed the current policy with respect to Islands Trust's General Revenue Surplus Fund and the use of surplus funds. The Committee requested that Chair Grove and Vice Chair Morse work with staff to define a list of recommendations for further discussion.

At its January 17, 2017 meeting, staff provided the Financial Planning Committee with a Request for Decision to endorse amendments to the existing policy and the creation of Specific Reserve Funds. The motion carried and the Director of Administrative Services was requested to work with Trustees Grove and Morse to identify potential Specific Reserve Funds.

Staff returned to the Financial Planning Committee's meeting of February 28, 2017, recommending the creation of Specific Reserve Funds for Local Trust Committee Projects and Major Projects. These are two areas that are significant in value, difficult to forecast accurately too far into the future creating underspending in a given year, and sometimes are long-term in nature covering two or three fiscal years.

The Financial Planning Committee requested staff to discuss the topic further (including a discussion with the auditors). Staff returned to the May 31, 2017 meeting with a proposal to develop a Specific Reserve Fund for Local Trust Committee Projects. This resulted from significant discussion held organizationally and with the Executive Committee on the topic of Local Trust Committee project underspending in the past several years. An enhanced project management process (see Appendix A) is being developed for use in 2017/18 and the creation of a specific reserve fund would align with the goals of this initiative.

REPORT/DOCUMENT:

Policy 6.5.i General Revenue Fund Surplus (proposed to be renamed Reserves and Surplus) illustrating proposed amendments dated June 21, 2017.

KEY ISSUE(S)/CONCEPT(S):

Procedures related to the management of surplus funds.

RELEVANT POLICY:

Policy 6.5.1 General Revenue Fund Surplus (proposed to be renamed Reserves and Surplus).

DESIRED OUTCOME:

Clarify and streamline procedures related to surplus funds.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council amend *Policy 6.5.1* General Revenue Surplus Fund Policy as presented, including the creation of Specific Reserve Funds, and rename the policy Reserves and Surplus Policy.

That the Financial Planning Committee consider the creation of a specific reserve fund for Local Trust Committee Projects during the 2018/19 budget cycle.

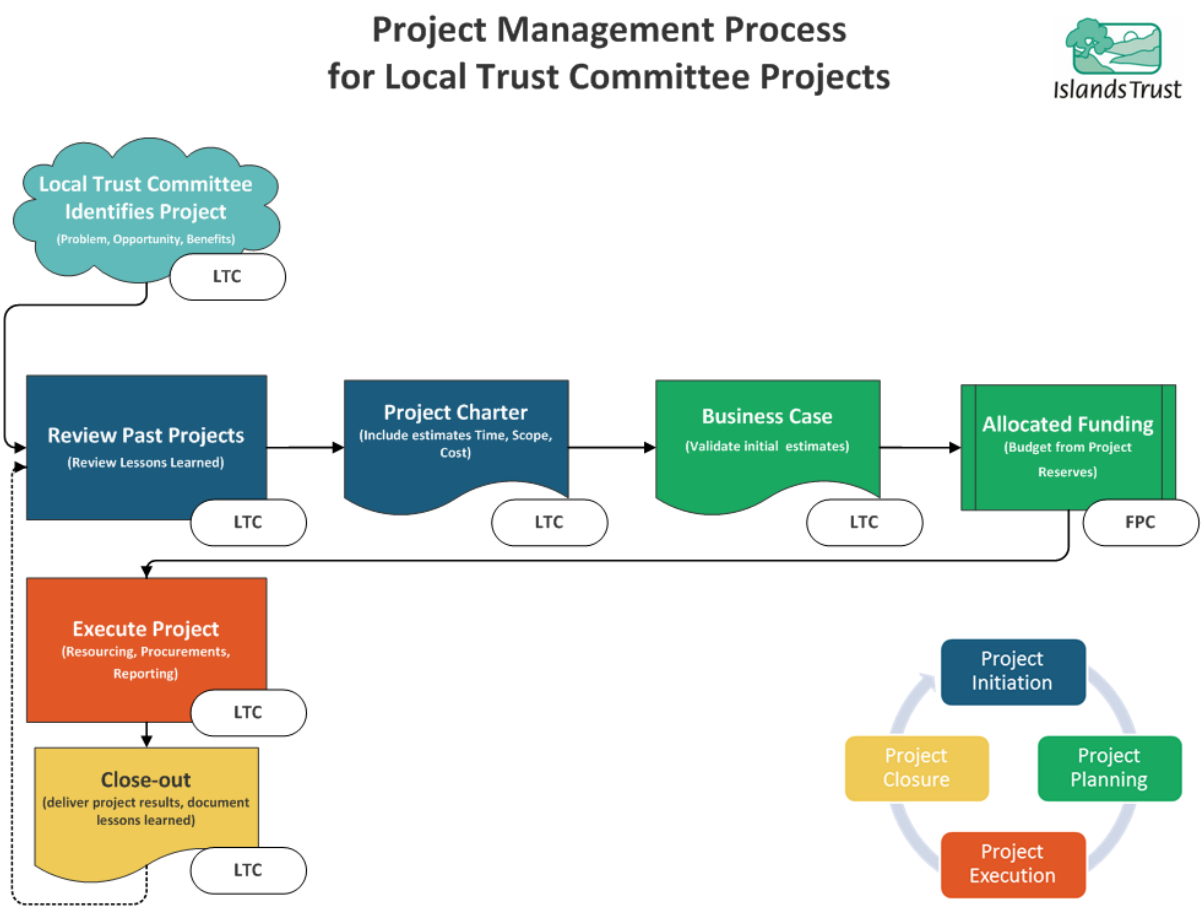
Alternatives:
Recommend different or additional revisions to the policy.
Recommend no changes to the policy at this time.
Request Financial Planning Committee return with further advice regarding the policy.

Prepared By: C. Shelest, Director of Administrative Services

Reviewed By/Date: Financial Planning Committee/May 31, 2017
Executive Committee/June 7, 2017

_____
Russ Hotsenpiller, Chief Administrative Officer/May 24, 2017

Appendix A – Project Management Process for LTC Projects



Policy:	6.5.1
Approved By:	Trust Council
Approval Date:	December 5, 1992
Amendment Date(s):	September 14, 2001; December 5, 2003; September 17, 2004; December 9, 2005; December 12, 2008; September 11, 2013; June 21, 2017
Policy Holder:	Director of Administrative Services

RESERVES AND SURPLUS

Purpose

To establish the framework for the use of reserves and managing annual year-end operating surpluses.

A. Definitions

Reserve – Funds set aside for a specified purpose.

General Revenue Surplus Fund – The accumulated excess of revenue over expenditures from the operations of the Trust, excluding transfers to Specific Reserve Funds.

Specific Reserve Fund – A fund established for a specific purpose.

Surplus – Unappropriated funds in a Reserve Fund.

B. Policy

1. All Reserve Funds must be established, maintained and used for a specified purpose.

2. Islands Trust will strive to develop appropriate reserves to meet future obligations and operating needs. Reserves may be established to (1) ensure predictable and stable taxation; (2) provide for operating emergencies; (3) finance new capital assets; and (4) safeguard and maximize existing assets.

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

4. General Revenue Surplus Fund

    a. The General Revenue Surplus Fund is created through a transfer of excess revenue over expenditures from the operations of the Trust . In addition, the annual budget may include a line item "Contribution to Surplus" to deliberately increase the amount in the General Revenue Surplus Fund.

    b. The General Revenue Surplus Fund may be used to fund significant and/or unanticipated general expenditures, for major emergent operating issues and for one-time and intermittent projects that would create a potential deficit situation at year-end. Trust Council must approve the amount of surplus to be used.

c. The recommended minimum amount of money to be contained within the General Revenue Surplus Fund is three months of expenses net of three months of revenue, excluding revenue from property taxes or the provincial grant.
d. Contributions to or withdrawals from the General Revenue Surplus Fund are approved through the annual Financial Plan Bylaw.

5. Specific Reserve Funds

a. Trust Council may establish specific reserve funds, as recommended by the Financial Planning Committee and the Chief Administrative Officer.
b. Specific Reserve Funds are established for a specific purpose and are created through a transfer from the General Revenue Surplus Fund.
c. These funds will be reviewed by the Financial Planning Committee on an annual basis during the budget process.

6. Special Property Tax Requisitions

a. Any funds generated through a special tax requisition within a local trust area which are unspent at the conclusion of the fiscal year will be held in reserve for the use of the relevant local trust committee in the subsequent fiscal year, as indicated in section B.6(c) and (d) of Islands Trust Council Policy 6.3.2.

7. Reporting

a. The balance in each of the funds identified in Sections 3., 4., and 5. will be reported to the Financial Planning Committee along with quarterly financial reports

C. Legislated References

Islands Trust Act Regulations, s.13

Policy and Procedures Manual:

Replaces Policy 6.5.1 (General Reserve), 6.5.2 (Capital Reserve), and 6.5.3 (Legal Reserve)

Policy 6.3.2 Special Property Tax Requisition

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

Policy:	6.5.1
Approved By:	Trust Council
Approval Date:	December 5, 1992
Amendment Date(s):	September 14, 2001; December 5, 2003; September 17, 2004; December 9, 2005; December 12, 2008; September 11, 2013; June 21, 2017
Policy Holder:	Director of Administrative Services

~~GENERAL REVENUE FUND~~ RESERVES AND SURPLUS

Purpose

To establish the framework for the use of reserves and managing annual year-end operating surpluses.

A. Definitions

Reserve – Funds set aside for a specified purpose.

General Revenue Surplus Fund – ~~The General Revenue Fund holds~~ Tthe accumulated excess of revenue over expenditures from the operations of the Trust, excluding transfers to Specific Reserve Funds.~~the capital fund.~~

Specific Reserve Fund – A fund established for a specific purpose.

Surplus – ~~The Surplus represents all~~ Uunappropriated funds in a Reserve ~~the General Revenue~~ Fund.

~~**Reserve** – A Reserve is a vehicle for appropriating a portion of the General Revenue Fund for future use. General Revenue Fund Reserves are established for specific and identified future uses.~~

B. Policy

1. All Reserve Funds must be established, maintained and used for a specified purpose.

2. Islands Trust will strive to develop appropriate reserves to meet future obligations and operating needs. Reserves may be established to (1) ensure predictable and stable taxation; (2) provide for operating emergencies; (3) finance new capital assets; and (4) safeguard and maximize existing assets.

~~1.~~3. The Islands Trust will endeavour to balance its annual budget. The *Islands Trust Act* requires that a deficit that is incurred must be carried forward as an expenditure in the next year, or funded through additional revenue.

4. General Revenue Surplus Fund

   a. The General Revenue Surplus Fund is created through a transfer of excess revenue over expenditures from the operations of the Trust ~~a reduction in budgeted operating expenditures or by increasing revenues above the budgeted amount~~. In addition, ~~Also~~ the annual budget may ~~can~~ include a line item "Contribution to Surplus" to deliberately increase the amount in the General Revenue Surplus Fund.

b. The General Revenue Surplus Fund may be used to fund significant and/or unanticipated general expenditures, for major emergent operating issues and for one-time and intermittent projects that would create a potential deficit situation at year-end. Trust Council must approve the amount of surplus to be used.

c. The recommended minimum amount of money to be contained within the General Revenue Surplus Fund is three months of expenses net of three months of revenue, excluding revenue from property taxes or the provincial grant.

~~a.~~d. Contributions to or withdrawals from the General Revenue Surplus Fund are approved through the annual Financial Plan Bylaw.

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

a. Trust Council may establish specific reserve funds, as recommended by the Financial Planning Committee and the Chief Administrative Officer.

b. Specific Reserve Funds are established for a specific purpose and are created through a transfer from the General Revenue Surplus Fund.

~~b.~~c. These funds will be reviewed by the Financial Planning Committee on an annual basis during the budget process.

~~2. A surplus can be used to fund significant and/or unanticipated general expenditures that would create a potential deficit situation at year-end. Trust Council must approve the amount of surplus to be used. Notwithstanding this, the Executive Committee may, where expediency is necessary, approve adjustments to the budget of up to $20,000 per instance. Any such adjustment must be reported to Trust Council at the next scheduled Trust Council meeting.~~

~~3. Surpluses shall be included and reported within the General Revenue Fund, and any changes to the surpluses will be indicated in the notes to the Financial Statements.~~

6. Special Property Tax Requisitions

a. ~~Despite sections B.3 and B.4 of this policy, a~~Any funds generated through a special tax requisition within a local trust area which are unspent at the conclusion of the fiscal year will be held in reserve for the use of the relevant local trust committee in the subsequent fiscal year, as indicated in section B.6(c) and (d) of Islands Trust Council Policy 6.3.2.

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

a. The balance in each of the funds identified in Sections 3., 4., and 5. will be reported to the Financial Planning Committee along with quarterly financial reports

C. Legislated References

Islands Trust Act Regulations, s.13

Policy and Procedures Manual:

Replaces Policy 6.5.1 (General Reserve), 6.5.2 (Capital Reserve), and 6.5.3 (Legal Reserve)

Policy 6.3.2 Special Property Tax Requisition

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Financial Planning Committee **Date:** May 31, 2017

SUBJECT: **REVISIONS TO TRUST COUNCIL POLICY 7.2.1. TRUSTEE REMUNERATION POLICY**

RECOMMENDATION: That the Islands Trust Council amend *Policy 7.2.1* Trustee Remuneration as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed amendments clarify and more accurately reflect the intentions of the Trustee Remuneration Committee established in 2010.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The proposed amendments will allow for the annual adjustment of defined annual compensation amounts for Trustee Remuneration as defined in section C.2 of the policy, based on the annual change in the Victoria Consumer Price Index (CPI). Such adjustments for CPI will be independent of any adjustments to remuneration based on updated census information received.

FINANCIAL:
The proposed amendments will clarify the calculation of Trustee Remuneration. The impact on the 2017/18 budget for Trustee Remuneration is an increase of $8,566 (budget included an increase of $10,657).

POLICY:
This recommendation would amend Trust Council *Policy 7.2.1 Trustee Remuneration*.

IMPLEMENTATION/COMMUNICATIONS:
The revised policies will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. Finance staff will be instructed to calculate trustee remuneration for the fiscal year 2017/18 based on the revised policy.

OTHER: None.

BACKGROUND

In 2010 Trust Council directed the Financial Planning Committee to work with an independent consultant to report and make recommendations on the subject of trustee remuneration. In September 2010 Trust Council received the consultant's report and recommendations from the Financial Planning Committee and endorsed the principles for increasing remuneration. Trust Council endorsed the recommended changes at its December 2010 Trust Council quarterly meeting as part of the budget proposal for 2011-2012. Trustee Remuneration Policy 7.2.1 formalized the principles approved at that time.

Since that time Trustee Remuneration amounts have been reviewed on an annual basis. The historical amounts are shown in Appendix A attached.

In February 2017, after the first draft of the 2017/18 budget was reviewed by Trust Council, new census information was released. In reviewing the policy and how the new census data impacted the calculation of trustee remuneration, some ambiguity was noted by staff as to the intention of the policy. It presented that when factoring in a change in census data that there may be an unintended negative impact on previous years calculations. A briefing was presented to the Financial Planning Committee members at their February 28, 2017 meeting which resulted in direction to staff to adjust the policy in order to ensure that adjustments to trustee remuneration are aligned with the intentions of Trust Council when the policy was adopted. An excerpt of the draft minutes follows:

> **FPC-2017-009**
> It was MOVED and SECONDED,
> … A recommendation to amend Trust Council Policy 7.2.i to indicate that base rates will be adjusted according to the Victoria Consumer Price Index on an annual basis will be forwarded to the June 2017 Trust Council meeting. Furthermore, any resulting adjustments to remuneration will be retroactive to April 2017.
>
> CARRIED

Based on the proposed amendments to the policy, adjusted Trustee Remuneration amounts have been calculated (based on new folio numbers from the 2016 BC Assessment Reports, new population numbers based on the new census reports and an annual Consumer Price Index increase of 1.8%) and are presented in Appendix B attached.

REPORT/DOCUMENT:
Trust Council *Policy 7.2.1 Trustee Remuneration*.

KEY ISSUE(S)/CONCEPT(S):
Procedures related to the calculation of Trustee remuneration.

RELEVANT POLICY:
Policy 7.2.1 Trustee Remuneration

DESIRED OUTCOME:
Clarify and streamline procedures related to the calculation of trustee remuneration.

RESPONSE OPTIONS

Recommended:
That the Islands Trust Council amend *Policy 7.2.1* Trustee Remuneration as presented.

Alternatives:
Recommend different or additional revisions to the policy.
Recommend no changes to the policy at this time.
Request Financial Planning Committee to return with further advice regarding the policy.

Prepared By: C. Shelest, Director of Administrative Services

Reviewed By/Date: Financial Planning Committee, May 31, 2017
Executive Committee, June 7, 2017

_____
Russ Hotsenpiller, Chief Administrative Officer

Appendix A – Historical Remuneration

Reason for change/% increase			Remuneration Review	no change	Census Info	No change	1%	1.10%
	Per Trustee F2010-11	Per Trustee Apr 1/11 to Nov 30/11 F2011-12	Per Trustee starting Dec 1/11 F2011-12	Per Trustee F2012-13	Per Trustee F2013-14	Per Trustee 2014/15	Per Trustee 2015/16	Per Trustee 2016/17
Bowen Islands Municipality	3,090.65	3,090.65	3,200.00	3,200.00	3,200.00	3,200.00	3,232.00	3,267.55
Denman Island Trust Area	7,480.26	7,480.26	9,971.40	9,971.40	9,899.90	9,899.90	9,998.90	10,108.89
Gabriola Island Trust Area	10,200.36	10,200.36	17,615.40	17,615.40	17,636.20	17,636.20	17,812.56	18,008.50
Galiano Island Trust Area	7,993.34	7,993.34	10,916.50	10,916.50	10,780.00	10,780.00	10,887.80	11,007.57
Gambier Island Trust Area	7,749.02	7,749.02	9,853.10	9,853.10	9,859.60	9,859.60	9,958.20	10,067.74
Hornby Island Trust Area	7,749.02	7,749.02	10,206.70	10,206.70	10,074.10	10,074.10	10,174.84	10,286.76
Lasqueti Island Trust Area	7,211.51	7,211.51	8,485.50	8,485.50	8,583.00	8,583.00	8,668.83	8,764.19
Mayne Island Trust Area	7,749.02	7,749.02	10,986.70	10,986.70	10,942.50	10,942.50	11,051.93	11,173.50
North Pender Island Trust Area	8,551.20	8,551.20	12,945.80	12,945.80	13,001.70	13,001.70	13,131.72	13,276.17
Saturna Island Trust Area	7,211.51	7,211.51	8,671.40	8,671.40	8,648.00	8,648.00	8,734.48	8,830.56
Salt Spring Island Trust Area	12,981.54	12,981.54	28,293.60	28,293.60	29,145.10	29,145.10	29,436.55	29,760.35
South Pender Island Trust Area	7,211.51	7,211.51	8,135.80	8,135.80	8,096.80	8,096.80	8,177.77	8,267.72
Thetis Island Trust Area part A	7,211.51	7,211.51	8,884.60	8,884.60	8,857.30	8,857.30	8,945.87	9,044.28
Vice Chair	27,569.04	27,569.04	31,122.96	31,122.96	32,059.61	32,059.61	32,380.21	32,736.39
Chair	34,461.00	34,461.00	38,903.70	38,903.70	40,074.51	40,074.51	40,475.26	40,920.49
TOTAL TRUSTEE REMUNERATION PER YEAR	321,949.00	321,949.00	428,605.58	428,605.58	433,701.74	433,701.74	438,038.76	442,857.19

		BASE RATES	$ 1.35	$ 1.35	$ 4,366		$ 3,326				
			per folio	per person			Trust				
	Updated Information		Folios	Population	LTC Local	LTC	Council	New	Current	(Decrease)	
	Folios 2016	Pop. 2017			Base	Total	Base	Amount	Amount	Increase	% increase
Bowen Islands Municipality			$ -	$ -	$ -	$ -	$ 3,326	$ 3,326	$ 3,268	$ 58	2%
Denman Island Trust Area	938	1,165	$ 1,266	$ 1,573	$ 4,366	$ 7,205	$ 3,326	$ 10,531	10,108.89	$ 422	4%
Gabriola Island Trust Area	3,833	4,033	$ 5,175	$ 5,445	$ 4,366	$ 14,985	$ 3,326	$ 18,311	18,008.50	$ 303	2%
Galiano Island Trust Area	1,482	1,044	$ 2,001	$ 1,409	$ 4,366	$ 7,776	$ 3,326	$ 11,102	11,007.57	$ 95	1%
Gambier Island Trust Area	1,663	247	$ 2,245	$ 333	$ 4,366	$ 6,945	$ 3,326	$ 10,271	10,067.74	$ 203	2%
Hornby Island Trust Area	1,151	1,016	$ 1,554	$ 1,372	$ 4,366	$ 7,291	$ 3,326	$ 10,617	10,286.76	$ 331	3%
Lasqueti Island Trust Area	516	399	$ 697	$ 539	$ 4,366	$ 5,601	$ 3,326	$ 8,927	8,764.19	$ 163	2%
Mayne Island Trust Area	1,649	949	$ 2,226	$ 1,281	$ 4,366	$ 7,873	$ 3,326	$ 11,199	11,173.50	$ 26	0%
North Pender Island Trust Area	2,279	2,067	$ 3,077	$ 2,790	$ 4,366	$ 10,233	$ 3,326	$ 13,559	13,276.17	$ 283	2%
Saturna Island Trust Area	634	354	$ 856	$ 478	$ 4,366	$ 5,700	$ 3,326	$ 9,026	8,830.56	$ 195	2%
Salt Spring Island Trust Area	6,493	10,640	$ 8,766	$ 14,364	$ 4,366	$ 27,496	$ 3,326	$ 30,822	29,760.35	$ 1,061	4%
South Pender Island Trust Area	337	235	$ 455	$ 317	$ 4,366	$ 5,138	$ 3,326	$ 8,464	8,267.72	$ 196	2%
Thetis Island Trust Area	811	389	$ 1,095	$ 525	$ 4,366	$ 5,986	$ 3,326	$ 9,312	9,044.28	$ 268	3%
Totals	21,786	22,538			$ 101,006	$ 112,229		$ 155,467	$ 151,864	$ 3,604	

Current Executive Compensation			#	Total
Current	Chair	40,920.49	1	40,920
	Vice-Chair	32,736.39	3	98,209

New Executive Compensation		#	Total
- Vice Chair is 10% more than SSI Trustee	33,903.71	3	101,711
- Chair is 25% more than Vice-Chair	42,379.63	1	42,380
			144,091 Total

	(Decrease) Increase based on new amount
Chair	1,459.14
Vice Chair	1,167.32

Policy:	7.2.1
Approved By:	Trust Council
Approval Date:	December 8, 2010
Amendment Date(s):	June 15, 2011; March 11, 2015; June 21, 2017
Policy Holder:	Director of Administrative Services

TRUSTEE REMUNERATION

Purpose

To define the process for determining the remuneration and benefits received by trustees, Executive Committee members, and members of Trust Council Committees.

A. Definitions

Trustees

a) Trustees are elected officials as defined in the *Islands Trust Act*, Sections 6 (local trustees) and 7 (municipal trustees).

Population

a) Population for local Trust Areas is determined by the most recent census conducted by Statistics Canada.

Folios

a) Folios are individual properties as defined by BC Assessment.

b) The number of folios in each local Trust Area is determined annually by BC Assessment and reported to the Islands Trust.

Trust Council Committees

Trust Council Committees are the standing committees of Council as defined in Trust Council Policy 2.3.1, exclusive of the Executive Committee.

Executive Committee

a. Executive Committee means the committee referred to in section 20(1) of the *Islands Trust Act*, and is composed of the Chair and Vice-Chairs.

Benefits

a) Benefits are defined as:

i. Premiums for Medical Services Plan (MSP)

ii. Premiums for dental plans available through the Union of BC Municipalities (UBCM)

iii. Premiums for extended health care available through the Union of BC Municipalities (UBCM)

B. Policy

1. The Islands Trust endeavors to provide trustee remuneration that reflects the relative workload of individual trustees due to their membership on local trust committees (LTC), Trust Council and Trust Council Committees.

2. Trustee Remuneration will be calculated based on the sum of four factors:

   a) An amount for membership on Trust Council. This amount will be equal to the remuneration paid to municipal trustees and will be referred to as the "Trust Council Base Amount".

   b) An amount for participation in LTC business and LTC meetings. This amount shall be referred to as the "LTC Local Base Amount".

   c) An amount for the population within a Local Trust Area. This amount shall be referred to as the "Population Amount".

   d) An amount for the number of folios within a Local Trust Area. This amount shall be referred to as the "Folio Amount".

   e) The amounts for each of the above factors are defined in Section C: Implementation.

3. Additional Remuneration for the Executive Committee

   a) Members of the Executive Committee receive remuneration for carrying out their duties on the Executive Committee and their duties as chairs of LTCs.

   b) The vice-chairs' remuneration shall be defined as equal to the Salt Spring Trustee Remuneration amount, plus 10%.

   c) The chair's remuneration shall be defined as the vice-chair remuneration, plus 25%.

4. Payment of Benefit Premiums for Trustees

   a) Trustees will be offered the opportunity to have benefit premiums paid by the Islands Trust. Payments for trustee benefit premiums may be subject to income tax as defined by the Canadian Revenue Agency.

   b) Trustees who do not subscribe to benefit coverage through Islands Trust will receive an annual amount as defined in Section C: Implementation.

C. Implementation

1. The implementation of this policy will commence with swearing in of trustees elected in November 2011.

2. The defined annual compensation amounts for the first implementation of this policy are the sum of:

   a) Trust Council Base Amount = $3,200.00

b) LTC Local Base Amount = $4,200.00

c) Population Amount = $1.30 per person

d) Folio Amount = $1.30 per folio

3. The defined annual compensation amounts in section C.2 of this policy, and the methodology for making adjustments as defined in sections C.4 and C.5 of this policy, will be incorporated into a Trust Council Trustee Remuneration Bylaw.

4. Overall Review of Trustee Remuneration

a) The Trustee Remuneration calculations will be reviewed when the results are available from the most recent census. Any adjustments based on changes in population or folios will be implemented on April 1st of the following year.

5. Annual Adjustments for Inflation

a) The defined annual compensation amounts in section C.2 of this policy ~~In fiscal years where census results are not available, the previous year's remuneration~~ will be adjusted on an annual basis, coinciding with the fiscal year, based on the annual change in the Victoria Consumer Price Index as reported by BC Statistics in December. Adjustments to Trustee Remuneration that result from inflation will be implemented on April 1st of the following year.

6. Payments to Trustees Who Do Not Register for Benefits Through Islands Trust

a) Local trustees who do not register for benefits through Islands Trust will receive an annual payment of $1,000.00, paid evenly over the fiscal year (i.e., $83.33 per month).

b) If local trustees take office part way through the fiscal year, this payment will be applied proportionately based on how many months are remaining in the fiscal year.

D. Legislated References

Annual Budget Document

Islands Trust Act

Report on Proposed Trustee Remuneration prepared by Paul McKivett of James R. Craven and Associates dated August 24, 2010

Trustee Remuneration Committee Report dated August 24, 2010

RFD on Trustee Remuneration approved by Trust Council September 15, 2010

Trust Council Policy 2.3.1 – Council Committee System

E. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Financial Planning Committee **Date Prepared:** May 31, 2017

SUBJECT: MARCH 31, 2017 AUDITED FINANCIAL STATEMENTS (ANNUAL ITEM)

RECOMMENDATION: That the Trust Council accept the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets and the Statement of Cash Flows, for the year ended March 31, 2017.

CHIEF ADMINISTRATIVE OFFICERS COMMENTS: The Independent Auditor's report indicates that, in their opinion, the financial statements present fairly, in all material aspects, the financial position of the Islands Trust as at March 31, 2017.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: Once approved by the Islands Trust Council, 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*. The statements will also be made available to the public via the Islands Trust website and inclusion in the 2016/17 Annual Report.

OTHER: n/a

BACKGROUND

The Audit Committee has reviewed the year-end audited financial statements and auditor's report with our auditors, KPMG, and reported back to the Financial Planning Committee. The FPC has approved forwarding the audited financial statements to Trust Council.

REPORT/DOCUMENT:

Islands Trust draft audited financial statements for the year ended March 31, 2017.

RELEVANT POLICY:

Bylaw No 165, Islands Trust Financial Plan Bylaw 2016-17.

Islands Trust Act S. 18 requires the Islands Trust 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 the Islands Trust Council and to the Minister.

DESIRED OUTCOME:

Approval of the audited financial statements for the year ended March 31, 2017.

RESPONSE OPTIONS

Recommended: That Trust Council accept the audited financial statements for the year ended March 31, 2017.

Alternatives: None

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee/May 31, 2017
Executive Committee/June 7, 2017

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Russ Hotsenpiller, Chief Administrative Officer/May 25, 2017

Financial Statements of

ISLANDS TRUST

Year ended March 31, 2017

ISLANDS TRUST

Financial Statements

Year ended March 31, 2017

Financial Statements

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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 generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. 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

KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

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, 2017, 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, 2017, its results of operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

MM DD, YYYY
Victoria, Canada

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

ISLANDS TRUST

Statement of Financial Position

March 31, 2017, with comparative information for 2016

	2017	2016
Financial assets:		
Cash and cash equivalents (note 2)	$ 858,607	$ 2,711,491
Accounts receivable	187,821	358,102
Investments (note 3)	3,532,520	1,003,197
	4,578,948	4,072,790
Liabilities:		
Accounts payable and accrued liabilities	482,084	416,592
Wages and benefits payable	1,116,701	1,064,820
Deferred revenue	29,983	44,108
Employee benefit obligations (note 4)	138,864	105,443
Obligations under capital leases (note 5)	58,059	93,776
Cost recovery deposits (note 13(b))	13,251	6,642
	1,838,942	1,731,381
Net financial assets	2,740,006	2,341,409
Non-financial assets:		
Tangible capital assets (note 6)	123,111	137,397
Prepaid expenses	57,370	40,913
	180,481	178,310
Commitments (note 11)		
Contingent liabilities (note 12)		
Accumulated surplus (note 7)	$ 2,920,487	$ 2,519,719

The accompanying notes are an integral part of these financial statements.

Approved by the Trust Council:

Trustee

Trustee

ISLANDS TRUST

Statement of Operations

Year ended March 31, 2017, with comparative information for 2016

	Budget (note 9)	2017	2016
Revenue:			
Property tax - general	$ 6,249,833	$ 6,249,834	$ 6,187,953
Property tax levy - Bowen Island municipality	223,418	223,418	213,766
Property tax - special requisition	110,500	110,500	119,500
Government transfers (note 8)	180,000	185,380	430,898
Fees and sales	110,000	136,863	132,273
Interest income	50,000	63,629	55,976
Other income	50,000	19,680	5,257
Total revenue	6,973,751	6,989,304	7,145,623
Expenses (note 10):			
Council services	1,228,062	1,071,007	1,020,080
Local trust committee services	5,431,404	4,887,902	5,468,019
Trust fund services (note 13)	697,542	629,627	604,274
Total expenses	7,357,008	6,588,536	7,092,373
Annual surplus (deficit)	(383,257)	400,768	53,250
Accumulated surplus, beginning of year	2,519,719	2,519,719	2,466,469
Accumulated surplus, end of year	$ 2,136,462	$ 2,920,487	$ 2,519,719

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Change in Net Financial Assets

Year ended March 31, 2017, with comparative information for 2016

	Budget (note 9)	2017	2016
Annual surplus (deficit)	$ (383,257)	$ 400,768	$ 53,250
Acquisition of tangible capital assets	-	(27,647)	(25,935)
Acquisition of tangible capital assets through capital lease	-	(25,735)	(75,631)
Amortization of tangible capital assets	65,000	67,668	49,688
Loss on disposal of capital assets	-	-	6,086
	(318,257)	415,054	7,458
Acquisition of prepaid expenses	-	(16,457)	18,277
Change in net financial assets	(318,257)	398,597	25,735
Net financial assets, beginning of year	2,341,409	2,341,409	2,315,674
Net financial assets, end of year	$ 2,023,152	$ 2,740,006	$ 2,341,409

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Cash Flows

Year ended March 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operating activities:		
Annual surplus	$ 400,768	$ 53,250
Items not involving cash:		
Amortization of tangible capital assets	67,668	49,688
Loss on disposal of tangible capital assets	-	6,086
Changes in non-cash operating assets and liabilities:		
Accounts receivable	170,281	(271,718)
Wages and benefits payable	51,881	14,983
Accounts payable and accrued liabilities	65,492	118,103
Deferred revenue	(14,125)	(9,241)
Employee benefit obligations	33,421	24,219
Cost recovery deposits	6,609	3,203
Prepaid expenses	(16,457)	18,277
Net change in cash from operating activities	765,538	6,850
Capital activities:		
Acquisition of tangible capital assets	(27,647)	(25,935)
Investing activities:		
Purchase of Investments	(2,529,323)	(41)
Financing activities:		
Principal payments on obligations under capital leases	(61,452)	(28,330)
Change in cash and cash equivalents	(1,852,884)	(47,456)
Cash and cash equivalents, beginning of year	2,711,491	2,758,947
Cash and cash equivalents, end of year	$ 858,607	$ 2,711,491
Supplemental cash flow information:		
Assets acquired under capital lease	$ 25,735	$ 75,631

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 Chartered Professional Accountants of Canada. 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 13).

(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.

(c) Revenue recognition:

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, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability under section PS 3200 of public sector accounting standards.

Revenue unearned in the current period is recorded as deposits or deferred revenue.

Tax revenue is recognized on an accrual basis.

1. Significant accounting policies (continued):

(d) 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. Investment income is reported as revenue in the period earned.

(e) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on restricted funds is added to the investment and forms part of the deferred revenue balance.

(f) 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.

(g) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

(*i*) an environmental standard exists;

(*ii*) contamination exceeds the environmental standard;

(*iii*) the Trust is directly responsible or accepts responsibility

(*iv*) it is expected that future economic benefits will be given up; and

(*v*) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(h) 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.

1. Significant accounting policies (continued):

(h) Non-financial assets (continued):

(*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	lesser of remaining term of the lease and useful life

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):

(i) 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. Actual results could differ from these estimates.

2. Cash and cash equivalents:

	2017	2016
Bank account balances	$ 858,607	$ 1,074,332
Raymond James GIC	-	1,637,159
	$ 858,607	$ 2,711,491

3. Investments:

Investments consist of guaranteed investment certificates with a cost plus accrued interest that approximates market value. The stated interest rates are between 1.25% and 1.50% and the maturity dates range from April 2017 to February 2018.

4. Employee benefit obligations:

The Trust provides sick leave and certain other benefits to its employees and are recorded as follows:

	2017	2016
Vacation pay	$ 100,608	$ 73,269
Compensatory time off	38,256	32,174
	$ 138,864	$ 105,443

Vacation pay and compensatory time off represent the liability for accumulated banks for draw down at future dates and/or for payout on approved retirement, or upon termination or death.

4. Employee benefit obligations (continued):

Other pension plans:

The Trust and its employees contribute to the Public Service Pension Plan (a jointly trusteed pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2016, the plan has about 58,000 active members and approximately 45,000 retired members.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The latest actuarial valuation as at March 31, 2014, indicated a funding surplus of $194 million for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2017, with results available in early 2018. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Trust paid $307,473 (2016 - $290,507) for employer contributions to the plan in fiscal 2017.

5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

2018	$	30,613
2019		17,273
2020		9,629
2021		6,296
2022 and thereafter		-
Total minimum lease payments		63,811
Less amounts representing interest (at rates ranging from 4.7% to 5.25%)		5,752
Present value of net minimum capital lease payments	$	58,059

Interest of $3,111 (2016 - $1,582) 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 2017	Total 2016
Cost:						
Balance, beginning of year	$ 10,000	$ 169,954	$ 225,580	$ 249,822	$ 655,356	$ 572,443
Additions	-	25,735	19,847	7,800	53,383	105,708
Disposals	-	-	-	-	-	(22,795)
Balance, end of year	10,000	195,689	245,427	257,622	708,739	655,356
Accumulated amortization:						
Balance, beginning of year	10,000	78,438	190,152	239,369	517,959	480,839
Additions	-	-	-	-	-	(12,568)
Disposals	-	38,730	26,126	2,812	67,668	49,688
Balance, end of year	10,000	117,168	216,278	242,181	585,627	517,959
Net book value, end of year	$ -	$ 78,521	$ 29,150	$ 15,441	$ 123,111	$ 137,397

Contributed tangible capital assets:

There were no contributed assets received during 2017 or 2016.

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.

Included in tangible capital assets is assets under capital leases with a net book value of $58,059 (2016 - $91,516).

7. Accumulated surplus:

Accumulated surplus consists of:

	2017	2016
Invested in tangible capital assets	$ 65,052	$ 43,621
General Revenue Fund	2,848,329	2,476,098
Special property tax requisition fund	7,106	-
	$ 2,920,487	$ 2,519,719

8. Government transfers:

Government transfers recorded as revenue on the statement of operations are comprised of:

	2017	2016
Provincial operating grant	$ 177,880	$ 123,052
Lasqueti energy project	-	278,268
Salt Spring Island Water Protection Project	2,500	11,823
Province of BC grant - Saltspring Island potential incorporation transition strategy	5,000	-
Other	-	17,755
	$ 185,380	$ 430,898

9. Budget data:

The budget data presented in these financial statements is based upon the 2017 operating budget approved by Trust Council on March 24, 2016. The following reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Operating budget:	
Revenue	$ 7,292,008
Less appropriation from surplus	318,257
	6,973,751
Expenses	7,292,008
Plus amortization expense	65,000
	7,357,008
Annual deficit	$ (383,257)

10. Classification of expenses by object:

	2017	2016
Staff salaries and benefits	$ 4,137,903	$ 4,003,460
Traveling/training and recruitment	201,207	210,249
Council and trustee costs	810,697	812,513
Office operations	930,100	932,044
Programs	384,020	768,332
Legal	56,942	316,087
Amortization	67,668	49,688
	$ 6,588,536	$ 7,092,373

11. Commitments:

Minimum annual lease payments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

2018	$ 348,763
2019	299,787
2019	306,748
2021	276,113
2022	282,503

12. Contingent liabilities:

In the normal course of operations, claims for alleged damages are made against the Trust. The Trust records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The Trust is covered through an independent insurance program against certain claims.

13. Trust activities:

(a) Trust Fund:

The Trust pays the administration expenses of 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 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:

	2017	2016
Programs	$ 459,775	$ 432,813
Board	15,566	15,155
Administration	154,286	156,306
	$ 629,627	$ 604,274

13. Trust activities (continued):

(b) Deferred revenue:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. The activities are as follows:

	2017	2016
Cash received during the year	$ 27,825	$ 9,200
Cash paid during the year	14,447	10,784

The net payable from development applicants of $13,251 (2016 - $6,642) is reported as deferred revenue on the statement of financial position.

14. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.

TRUST AREA SERVICES
2017-2016 First Quarter Report

Date: May 26, 2017

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. TRUST COUNCIL / TRUST PROGRAMS COMMITTEE • Sent letters to three Trust Council delegates • Developed RFD to Trust Council re Policy Statement • Implemented water conservation education project • Delivered Community Stewardship Awards program • Organized well water workshops for 11 islands in partnership with FLNRO and health authorities	• Continue to implement State of the Islands project • Develop Advocacy session for September Trust Council meetings

2. AGENCY LIAISON and ADVOCACY
• Chair correspondence to:
  ○ The Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations re Notice of Amendments to the Private Moorage Program
  ○ US and Canadian Consul Generals and San Juan County re invitations to December Trust Council meeting
  ○ Malahat Chief and Council re meeting follow-up
• Director, with DLPS, attended meetings with FLNRO staff re improved coordination
• Director, with CAO and DAS, met with Bowen Island Municipality staff
	• Continue to negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations in partnership with Bowen Island Municipality.
	• Work with BC Hydro and Bowen Island Municipality to assess the future need for a letter of understanding concerning the use of pesticides during BC Hydro's woodpole test and treat program.
	• Support consultations re Pacific Pilotage Authority anchorage proposal near Gabriola Island (delayed)
	• Continue participation in Regional Advisory Council on Oil Spill Response meetings (on-hold pending federal funding availability)
	• Continue participation in Joint Working Group for Removal of Problem Vessels meetings (on-hold pending federal announcements)

3. COMMUNICATIONS
• Developed Islands Trust Visual Style Guide
• Implemented communications plan for Community Stewardship Awards program - nominations
• Developed and implemented communications plan for well owner and groundwater workshops
• Developed Draft 2016-2017 Annual Report
• Issued four news releases:
  ○ June Trust Council program
  ○ Community Stewardship Awards nominees
  ○ Well and groundwater workshop
  ○ Ellis court decision
• Communications support for electronic document management project
• Issues management and media relations support (FAQs, keys messages and advice) for:
  ○ Ellis court decision
  ○ SSI incorporation – vote called
• Twitter: 19 new followers (827) and 14 new tweets (674)
	• Finalize and design 2016-2017 Annual Report
	• Communications and event management for well owner and groundwater workshops
	• Finalize Islands Trust communications strategy
	• Support First Nations and Public Engagement project
	• Implement internal and external communication strategy for the SSI incorporation referendum period
	• Communications support for State-of-the-Islands project
	• Explore launching a Facebook page for Islands Trust
	• Continue working with LPS on improving public hearing notices (pilot in Driftwood May 10th issue)
	• Continue to explore ways to better manage Islands Trust multimedia assets – images, audio and video data
	• Continue to explore online engagement tools
	• Continue to support electronic document management project
	• Research and support for website improvements

4. <u>GENERAL</u> • Director participated in Management Team meetings (weekly) • Trust Area Services team meetings (monthly) • Local Planning Services Pro- D Day (quarterly) • Director attended Regional Conservation Plan workshop in Sidney • Completed interviews and then oriented new Senior Policy Advisor	• Participate in Management Team meetings • Convene Trust Area Services team meetings • Participate in Local Planning Services Pro- D Day • Revisions to the operations policy manual • Provide TAS overview to Northern Office staff • Provide TAS overview to Salt Spring Office staff

Islands Trust

Top Priorities

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Protect Quality and Quantity of Water Resources (Strategic Plan 4.3)	Deliver water education workshops and related education, advocacy (Phase 2 project charter).		Clare Frater Pamela Hafey Shelley Miller	
2	Amend Crown Land Cooperation Agreements (Strategi c Plan 8.1)	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one. Consider implications for First Nations relationships.		Clare Frater	
3	Review the Islands Trust Policy Statement (Strategic Plan 9.1)	a) State of the Islands project b) Support First Nations and public engagement related to this project		Clare Frater Pamela Hafey	

Projects

Trust Programs Committee

Description	Activity	R/Initiated
Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	Develop advocacy program for sustainable, appropriate agriculture Work with other agencies to promote economic sustainability Facilitate exploration of intra and inter-island transportation routes	

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Strengthen relations with First Nations	Improve protection of archaeological and First Nations cultural resources			
	Improve cooperation and integration with other levels of government	Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve.			

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
1st Quarter 2017-2018

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
TFB Member Robin Williams appointed to Financial Planning Committee Completed mapping of forage fish habitat for Lasqueti, Galiano, Salt Spring, Wallace and Valdes Islands Held two workshops for conservancy groups and First Nations to provide input into development of 2018-2027 Regional Conservation Plan Surveyed trustees and met with Bowen Island Municipality Parks, Trails and Greenways Advisory Committee, Gambier Island Local Trust Committee and planning staff to solicit input to inform development of 2018-2027 Regional Conservation Plan Reviewed feasibility assessment of a working landscape conservation program and forwarded recommendations to Trust Council for information	Review TFB Meeting Procedure Bylaws and consider updated provisions for electronic meeting attendance Develop draft goals and objectives for 2018-2027 Regional Conservation Plan Begin drafting Islands Trust Fund Five Year Plan Develop naming protocol for nature reserves and covenants, and revise policy as necessary Consider follow up from feasibility assessment of a working landscape conservation program
2. COVENANT AND PROPERTY ACQUISITIONS	
Approved conservation proposal to co-hold a covenant with Mayne Island Conservancy Society on potential protected area (Mayne) Applied to the Agricultural Land Commission for permission to covenant a Lasqueti property Approved management plan & conservation covenant for Settlements Lands, owned by Denman Conservancy Association (Denman)	Continue to negotiate six covenants (Link, South Pender, Galiano, Salt Spring, Keats & Lasqueti) Assist Thetis Island Nature Conservancy with negotiations to purchase 16 hectare Fairyslipper Forest (Lower Burchell Hill) Facilitate donation of 2.5 hectares to be added to Valens Brook Nature Reserve (Denman)

As of June 2017 the Trust Fund Board protects 101 conservation properties, 27 nature reserves and 74 covenants (of which 24 have NAPTEP certificates)

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
1st Quarter 2017-2018

3. COVENANT AND PROPERTY MANAGEMENT	
Approved Property Management Strategy to assist decision making and resource allocation Completed restoration work (invasive species removal, planting and fencing to deter browse) at Trincomali Nature Sanctuary (Galiano) and Long Bay Wetland Nature Reserve (Gambier) Approved revised Kwel Nature Reserve (Lasqueti) and Singing Woods Nature Reserve (Bowen) Management Plans	Finalize design and initiate construction of boardwalk at Elder Cedar Nature Reserve (Gabriola) Complete annual monitoring site visits of all TFB properties and covenants by July Survey Cyril Cunningham Nature Reserve and McFadden Creek Nature Sanctuary for species at risk (Salt Spring)
4. COMMUNICATIONS	
Developed and implemented communications plan for development of 2018-2027 Regional Conservation Plan Developed 100 protected places logo Developed TFB portion of 2016-2017 Annual Report Updated Islands Trust Fund website with: March 2017 Protected Areas statistics & maps, First Nations Engagement Principles Policy, Regional Conservation Plan Development, Securement Strategy and Property Management Strategy	Develop print newsletter directed to covenant landowners to accompany annual monitoring information Develop Heron newsletter for summer release Complete mobile (phone/tablet) responsive design for ITF website Issue news releases for two new covenants Review and post recently completed forage fish mapping to Islands Trust Fund website
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Awarded Opportunity Fund grant to Mayne Island Conservancy Society for costs related to protection of St. John Point (Mayne Island) Received $5,000 from MOTI Environmental Enhancement Fund for Fairyslipper Forest campaign Received $10,000 from TD Friends of the Environment Foundation for boardwalk design & development at Elder Cedar Nature Reserve Submitted final report to Habitat Stewardship Program for 2016-2017 grant	Organize and host TD volunteers at the Elder Cedar Nature Reserve boardwalk celebration and volunteer event (Gabriola) to fulfill funding requirements Continue to identify grant opportunities from foundations and corporations for TFB projects Continue to support campaign to purchase Fairyslipper Forest (Thetis) Report out on Real Estate Foundation of BC grant for CDFCP work with local governments and Gambier Island OCP work

As of June 2017 the Trust Fund Board protects 101 conservation properties, 27 nature reserves and 74 covenants (of which 24 have NAPTEP certificates)

REQUEST FOR DECISION

To: Trust Council **For the Meeting of** June 20-22, 2017

From: Executive Committee **Date Prepared:** June 1, 2017

SUBJECT: **2016-2017 DRAFT ANNUAL REPORT**

RECOMMENDATION:
That the Islands Trust Council approves the 2016-2017 Draft Annual Report (as amended) 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 the draft annual report before forwarding to the Minister responsible for the Islands Trust.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Preparation of the Islands Trust Annual Report is coordinated by Trust Area Services communications staff, reporting to the Executive Committee, and is consistent with the Trust Council's Annual Report Policy 6.10.i.

FINANCIAL: Annual communications budget.

POLICY: Trust Council's Annual Report Policy 6. 10.i. gives the Executive Committee responsibility for developing the outline, format and template for all sections, to ensure a consistent standard that meets legislative and other requirements for an annual report. Under Annual Report Policy 6.10.i Trust Council approves the Annual Report.

IMPLEMENTATION/COMMUNICATIONS:

Preparation of the Islands Trust Annual Report is co-ordinated by Trust Area Services staff, reporting to the Executive Committee. Once approved, and upon receipt of the Auditor's Financial Statements, this report will be formatted for printing and web-publishing, and sent to the Minister responsible for the Islands Trust and other recipients listed in Policy 6.10.i.

OTHER: N/A

BACKGROUND

- At its February 15, 2017 meeting, the Executive Committee approved the format and outline of the 2016-2017 Annual Report.

- Each local trust committee and each standing Council committee reviewed and approved their sections at recent meetings. Some local trust committees have yet to approve their sections. As is past years, staff will incorporate these reports after Trust Council has approved the report.

REPORT/DOCUMENT: Draft 2016-2017 Annual Report.

KEY ISSUE(S)/CONCEPT(S): Meeting legislative requirements for annual reporting.

RELEVANT POLICY: This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's Annual Report Policy 6.10.i.

DESIRED OUTCOME: Timely reporting of Islands Trust Council's achievements.

RESPONSE OPTIONS

Recommended: **That the Islands Trust Council approves (as amended) the 2016-2017 Draft Annual Report for submission to the Minister of Community, Sport and Cultural Development.**

Alternative: None.

Prepared By: Pamela Hafey, Communications Specialist

Reviewed By/Date: Clare Frater, Trust Area Services Director, June 1, 2017
Russ Hotsenpiller, Chief Administrative Officer, June 1, 2017

DRAFT 2016-2017 Annual Report for Trust Council approval

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Appendix C Islands Trust Fund Financial Statements (after audit)

Message from the Island Trust Council Chair

This year marks 42 years of leadership and governance of our Object *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 co-operation with others*. This report chronicles the unique work of the Islands Trust Council and the 13 individual local governments of the Islands Trust in 2016-2017. These past 12 months have been a time of change as we gained understanding of First Nations and began a process of Reconciliation with the 37 First Nations with territorial interest in the islands of the Salish Sea. We know we have much to learn.

In 2016-2017 Islands Trust developed engagement principles to help us build meaningful relationships with First Nations. Islands Trust now has a strong desire and vision of enduring relationship with First Nations based on trust, honour and goodwill. The Islands Trust is committed to changing its organizational approach to relations with the First Nations based on a goal to move beyond formality and have interactions rooted in a sincere and genuine relationship of mutual respect.

In other efforts, trustees and staff continued to implement our special mandate: "Preserve and Protect" through our land use planning. Another focus of our work is the Islands Trust Fund, which is guided by the Regional Conservation Plan to collaborate with others to protect ecologically important spaces.

Our Object to preserve and protect also encourages us to work with others and one way we do this is through Advocacy. It is with advocacy that the expectations of island residents and trustees are furthered. Much of this work is often pressing and urgent with respect to preserving and protecting these islands for British Columbians. Advocacy undertaken this year included concerns with oil pipelines, freighter anchorage, and species at risk. Advocating on marine issues has been, and will continue to be, a high priority. This focus on marine issues has further brought home the need to build new relationships with First Nations.

We know that development on the land can have negative impacts on the marine environment surrounding our islands. We also know that many kinds of human activities can have impacts on sensitive habitats, wildlife and aquatic ecosystems. We have also learned this year that these same impacts significantly affect and compromise the interests and livelihood of First Nations, whom for thousands of years have depended on healthy land and marine environments. This annual report highlights the many efforts that local trust committees, the Islands Trust Fund directors, Trust Council and staff have made this year to preserve and protect the islands.

I am often reminded of the history of First Nations by the names of places, the iconic artwork and archaeological sites that mark the villages, places of industry and commerce. These First Nations village sites are a record of a history of a rich and diverse culture where homes were built, aquaculture developed, trade and land use management established, thousands of years ago. I look forward to Islands Trust identifying First Nations village sites and other place names, in their languages, in our signage, mapping and documents.

The 37 First Nations in the Islands Trust Area have been stewards and protectors of their lands and waters through the millennia. Islands Trust shares the interest with First Nations to protect and preserve the islands. I am hopeful that Islands Trust will be successful in finding opportunities to collaborate with First Nations in preserving and protecting the islands -- our shared interest. I am very excited to be a part of the commitment made and the work begun.

Peter Luckham
Chair, Islands Trust Council

Message from the Islands Trust Fund Board Chair

"The Islands Trust is committed to changing its organizational approach to relations with the 37 First Nations with interests in the lands and waters in the Trust Area. The goal is to move beyond formality and have interactions rooted in a sincere and genuine relationship of mutual respect."

These words are from the Islands Trust *First Nations Engagement Principles Policy* and are strongly echoed by the Trust Fund Board. We recognize that our ability to preserve ecosystems is possible because the stewardship of the 37 First Nations with interests in the lands and waters in the Trust Area has left a lasting legacy of diverse ecosystems throughout the islands.

Since 1990, islanders have entrusted the Islands Trust Fund with the responsibility to protect habitat on many well-loved islands places. As a land trust the Islands Trust Fund promises the land and covenants we receive are protected forever. We treat each donation we receive as an investment in our islands' future.

This year we reached an important milestone of 100^{+} Protected Places in the Trust Area, preserving over 1,190 hectares of diverse island ecosystems for future generations. We acknowledge with gratitude our partners, land stewards, other local land trusts and conservancies working on conservation in the islands.

Looking to the future, Trust Fund Board and staff are in the process of renewing the Regional Conservation Plan (RCP), working in concert with the other entities of the Islands Trust, our regional conservancy partners, the people of the islands and First Nations. Recognizing the diversity of voices and connections with the landscape will help shape a new RCP to achieve common goals for strengthening the protection of nature in our area.

In the spirit of reconciliation, the Islands Trust Fund commits to listening and learning from First Nations. We understand Nations are inundated with requests for consultation and participation and that treaty negotiations may involve lands identified for conservation. Our hope is that respectful and collaborative relationships, based on recognizing values and interests, can ensure that healthy island ecosystems flourish alongside healthy communities.

Tony Law
Chair, Trust Fund Board

Message from the Chief Administrative Officer

It has been a pleasure to work with trustees, staff and community members over the last year as we further the interests of islands communities and the Object of the Islands Trust. We have had a productive year but remain humbled by the work we still have to do to protect this region and contribute to a viable future for the Trust Area.

In September 2016 the Islands Trust Council approved a Transition Plan for the potential incorporation of Salt Spring Island. The Plan is a roadmap: it outlines the organizational, financial and governance implications of incorporation and how we will initially adapt. It also paves the way for Trust Council to envision long-term service changes as we preserve and protect this remarkable area. Regardless of the outcome of the vote, staff are prepared to move forward and effect whatever changes are necessary. The coming year could be pivotal in the story of the Islands Trust; we may need to reimagine how we do our work and how we will best serve the region. As we work with community and elected officials, we will also focus support on staff through any potential incorporation process and ensure the Islands Trust remains an employer of choice.

Trust Council has made it a priority to review the *Islands Trust Act* to explore opportunities to further our success on behalf of islanders and the citizens of B.C. Legislative changes may provide an opportunity for the Islands Trust to more effectively deliver quality services and support community vision.

How we communicate is central to our mission. We know that we have to engage, more often and better, to keep the Islands Trust relevant and vibrant. In June, the Islands Trust conducted a telephone survey of island residents and property owners to learn more about islanders' priorities, values and concerns. The survey results help staff understand how communities are changing and how they want to engage with the Islands Trust.

In September 2016 Trust Council took the opportunity to discuss the vision for the organization. The result was an agreement that reconciliation and collaboration with First Nations need to be a priority now and into a successful future. Support for community, affordability and inclusion were set as key themes against a backdrop of a healthy natural environment. Trust Council subsequently furthered its vision by adopting a First Nations Engagement Principles Policy and a Language and Tone Guide. Any local government in British Columbia would be proud of these documents. They represent a strong desire for enduring relationships with First Nations based upon trust and goodwill. Islands Trust staff have embraced this opportunity, and we have changed how we refer land use changes to First Nations governments to ensure we have relevant information and meaningful collaboration.

In March 2017 Trust Council approved an annual budget of $7.7 million for 2017-2018, which included funding for strategic initiatives such as a freshwater specialist position on a temporary basis, housing affordability project, census data analysis, First Nations relationship building and for the activities we will undertake in response to the potential incorporation of Salt Spring Island.

Local government in B.C. is itself changing…in some cases the relationship between elected officials, staff and public is being affected by social media, strong interests and an amplified 'win or lose' rhetoric. That is not the case at the Islands Trust. Trust Council is remarkable in its level of civic discourse and respect - no matter the issue - and it has been wonderful to see it in action.

Behind the Scenes— Staff Recognition Awards

The eighth annual staff recognition awards, presented in December 2016, gave staff an opportunity to recognize the achievements and contributions of their colleagues.

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. This is only the seventh nomination in this category. **Jennifer Eliason**, Islands Trust Fund Manager, received the award for her work increasing protected land on Thetis Island, especially her leadership and collaboration on fundraising to acquire Fairyslipper Forest on the Island, and her ability to find creative and inventive ways to manage complex negotiations with landowners and conservancies.

The **Service Excellence Award** goes to an individual who provides excellent customer service (internally or externally), is courteous, co-operative, and dependable, assists others and is an excellent team member. **Sonja Zupanec** was awarded for going above and beyond her routine work responsibilities; attending committee meetings on behalf of other planning staff; creating a new public hearing script for LTC Chairs; and engaging in various community education and outreach opportunities including meeting with Gabriola Village Vision, VIU students, local realtors, the Welcome Wagon and newcomers to Gabriola.

The **Excellence in Leadership** goes to an individual for supervising staff, leading a special project team, encouraging teamwork, empowering the team, mentoring staff and/or communicating well. The award this year went to **David Marlor**, Director of Local Planning Services for his providing mentorship to numerous staff from junior planners to regional managers, actively promoting advancement of staff and calmly leading his team through the sometimes extreme learning curves.

The **Exceptional Team Effort** Award goes to a regular or ad hoc team, or to a special team formed for a project. It is awarded for "exceptional effort beyond standard performance; effort that exceeds normal expectations; and for overcoming major challenges." Members of the **Local Planning Services team on Salt Spring Island** received the award for keeping a high morale and commitment to the organization's work in the face of challenges including incorporation studies, water servicing moratoriums and staff turnover.

The **Unsung Hero** Award goes to an individual who is dependable, assists others, is courteous, co-operative and is willing to take on tasks that no one else wants to. The award went to **Phil Testemale** for providing in-house in-house design support to the whole organization by designing advertising posters, greeting cards, title pages for public reports, public consultation boards, and information brochures.

Russ Hotsenpiller,
Chief Administrative Officer

The Islands Trust Area



The Islands 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 5,200 square kilometres (2,000 square miles) in size and has a resident population of more than 25,000 and an additional 10,000 non-resident property-owners.

Located in the Strait of Georgia and Howe Sound, the Islands 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 habitat for an exceptional variety of species: more than 200 types of migratory and resident birds and numerous species of fish and other marine and intertidal 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.

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 co-operation with the municipalities, regional districts, improvement districts, other persons and organizations, and the Government of British Columbia."

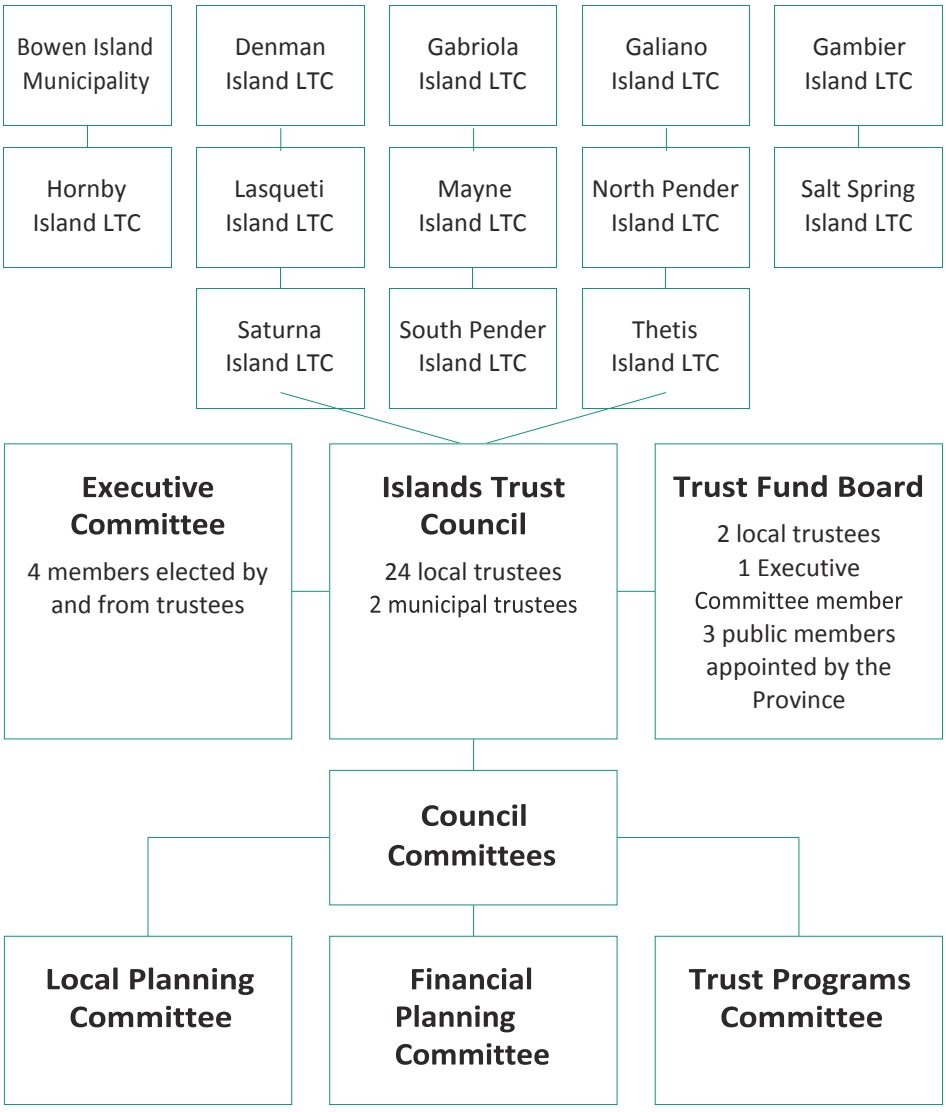
Organization & Responsibilities

The Islands Trust is a unique federation of 12 special-purpose local government bodies and Bowen Island Municipality, all of which plan land use and regulate development in the Islands Trust Area. The Islands Trust consists of a number of distinct corporate entities: Islands Trust Council, Executive Committee, 12 local trust committees, Bowen Island Municipality and Trust Fund Board.

Like other communities in British Columbia, island communities currently elect their local representatives every four years. Each group of islands, designated as a local trust area or island municipality, elects two local trustees. For the 12 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 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 also has jurisdictional authority for the smaller islands and waters that surround the major island in that local trust area.

IslandsTrustLegislativeStructure

Local Trust Committees and Island Municipalities



2016–2017 Accomplishments

1. Executive Summary of Strategic Plan and Policy Statement Accomplishments

Islands Trust Council uses the three main categories in the Islands Trust Policy Statement to organize its strategic plan, which in turn sets priorities and goals for each term. Trust Council adopted its 2014–2018 Strategic Plan in September 2015 and updates it at every quarterly meeting to align its strategic priorities with its staff resources and budget.

Trust Council is focusing on 11 priorities, each supported by a number of strategies and activities. Selected accomplishments from this year are highlighted below:

Policy Statement Goal A: To Foster Preservation and Protection of the Trust Area's Ecosystems

The Trust Fund Board protected 6.12 hectares on Hornby Island and 2.15 hectares on Salt Spring Island with voluntary conservation covenants, and approved a land conservation strategy to protect high biodiversity areas in the Trust Area. The Board also acquired 21-hectare nature reserve on Moore Hill (Thetis) with private donations, an Ecological Gift from a landowner and $273,000 in funding from the Habitat Stewardship Program for Species at Risk, and a covenant registered with Cowichan Community Land Trust. To assist with appraisal costs for a potential conservation property, the Board awarded an Opportunity Fund grant of $3,250 to the Lasqueti Island Nature Conservancy.

Trust Fund Board staff delivered a conservation covenant presentation at the Gulf Islands Realtors Conference on Gabriola Island. Trust Fund Board staff also completed forage fish habitat mapping for Salt Spring, Valdes, Galiano and Lasqueti Islands (Denman, Hornby, Thetis, North Pender, South Pender, Gambier, Keats and Bowen Islands were already complete).

The Gambier Island Local Trust Committee hosted the Howe Sound Community Forum, a group of local governments and First Nations collaborating to protect Howe Sound.

The Islands Trust Council undertook a two-hour marine shipping information session with participants from a variety of agencies. Following this session, the Islands Trust Council Chair Peter Luckham wrote to the Prime Minister opposing proposed anchorages near Gabriola Island, and to the federal Minister of Transport requesting community consultation on any Nanaimo Port Authority Expansion.

Policy Statement Goal B: To Ensure that Human Activity and the Scale, Rate and Type of Development in the Trust Area are Compatible with Maintenance of the Integrity of Trust Area Ecosystems.

The Hornby Island Local Trust Committee produced a brochure on water conservation.

The Salt Spring Island Local Trust Committee completed the Grantville Neighbourhood project to protect water quality and quantity.

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

The Islands Trust Council held a Community Housing Forum, in which 70 individuals, community groups, local governments and elected officials shared experiences, challenges, opportunities and examples of

how to work together to achieve affordable housing on islands in the Salish Sea. Following this, Trust Council approved a report "Community Housing in the Trust Area," that included seven recommendations to improve Islands Trust's ability to meet community housing needs across the Trust Area.

The Hornby Island Local Trust Committee completed official community plan and land use bylaw amendments to permit secondary suites and increased cottage size. The Committee also produced new brochures for housing and water conservation.

The Salt Spring Island Local Trust Committee completed public consultation for three draft bylaws that encourage socio-economic diversity and enhance economic sustainability and security by meeting the needs for commercial industrial lands on Salt Spring Island for the next 25 years.

Policy Statement Goal D: Effective, Efficient and Collaborative Governance

The Islands Trust Council adopted the Islands Trust Transition Plan regarding the potential incorporation of Salt Spring Island.

The Islands Trust Council held a session to review legal principles associated with local government and First Nations governance, and a session on archeology to raise trustees' awareness of how archaeology is a tool of land-use planning for identification and protection of places of historical value.

The Islands Trust Council adopted a First Nations Engagement Principles Policy to guide all of the work of Trust Council, its committees and local trust committees. Council also endorsed a Language and Tone Guide that is designed to improve communications with First Nations.

Saturna Island Local Trust Committee hosted an afternoon SENCOTEN History of Saturna Island with four knowledge-holders from Tsawout First Nation.

Islands Trust staff offered terrestrial and nearshore ecosystem mapping to all First Nations in the Islands Trust Area.

2. Islands Trust Council

Role

The 26-member Islands Trust Council establishes general policies for carrying out the object of the Islands Trust. Islands Trust 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. Islands 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 Islands Trust Council to implement the Trust Policy Statement that is applicable to the whole Trust Area. The Minister of Community, Sport and Cultural Development approves it, before the Policy Statement is adopted. The Policy Statement provides broad policy

guidelines for Islands 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 com- munities. The positions and philosophy of Islands 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 Islands Trust Area, the province and its agencies.

Islands Trust Council has three standing committees of trustees—the Local Planning Committee, Trust Programs Committee and the Financial Planning Committee—which provide policy advice to Trust Council on a range of issues.

Members of Islands Trust Council

Bowen	Alison Morse, Sue Ellen Fast
Denman	David Critchley, Laura Busheikin
Gabriola	Heather O'Sullivan, Melanie Mamoser
Galiano	George Harris, Sandy Pottle
Gambier	Dan Rogers, Kate-Louise Stamford
Hornby	Alex Allen, Tony Law
Lasqueti	Susan Morrison, Timothy Peterson
Mayne	Brian Crumblehulme, Jeanine Dodds
North Pender	Derek Masselink, Dianne Barber
Salt Spring	George Grams, Peter Grove
Saturna	Lee Middleton, Paul Brent
South Pender	Bruce McConchie, Wendy Scholefield
Thetis	Ken Hunter, Peter Luckham

2016–2017 Advocacy

The Islands Trust Policy Statement guides the Islands Trust Council's advocacy program. According to the Policy Statement, in order to achieve its object, the Islands Trust must be an educator, co-ordinator, 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. Co-operative 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 objectives in its 2014–2018 Strategic Plan, Islands Trust Council continued to place a high priority on its advocacy program, most of which is overseen and implemented by Islands Trust Council's Executive Committee. This work is guided by the Advocacy Policy (Policy 6.10.iii).
In 2016–2017, Islands Trust Council advanced its advocacy priorities by writing letters, making submissions to consultation processes, hosting meetings, passing resolutions and working with partners under the following topics:

Ecosystem Preservation and Protection

Marine shipping safety and oil spill preparedness and response

The Islands Trust successfully sponsored a resolution endorsed by the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities asking Transport Canada to assess the cumulative impacts of the projected increased vessel traffic in the Salish Sea and develop a 20-year mitigation plan.

In April, Chair Peter Luckham presented at a Clear Seas workshop on Better Decision Making through Maritime Traffic Monitoring & Modelling

In April, Vice-Chair Grams attended a Western Transportation Advisory Council (WESTAC) Round Table on Marine Spill Prevention.

In May, four Islands Trust trustees and four staff participated in workshops hosted by the Western Canada Marine Response Corporation to assist with their development of tactical localized response strategies, formally known as Geographic Response Strategies (GRSs).

In June, the Islands Trust Council held a marine shipping safety session during the regularly scheduled Council meeting to provide Islands Trust trustees with an overview of the current and future risks and impacts associated with shipping traffic and anchorages in the region. Panel speakers included speakers from Raincoast Conservation Foundation, Transport Canada, Canadian Coast Guard, Vancouver Fraser Port Authority, Port of Nanaimo and the Chamber of Shipping of British Columbia.

In June 2016, at the request of the Islands Trust Council, the Chair wrote to the Prime Minister of Canada to express the Islands Trust Council's opposition to the proposal to establish new freighter anchorages off the northeast coast of Gabriola Island, and ask for a moratorium on any new freighter

anchorages within the waters surrounding the Islands Trust Area until Transport Canada has:

1. assessed the cumulative risk and impacts associated with projected vessel traffic increases in the Salish Sea,
2. developed a 20-year mitigation plan that includes measures to minimize anchorage use, and
3. implemented a process for comprehensive environmental, social and economic impact assessment prior to the establishment of any new anchorages.

In June 2016, the Chair also wrote to the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, with a particular focus on compatibility with the Object of the Islands Trust.

In May 2016, Chair Peter Luckham and staff attended Transport Canada workshops about the Area Response Planning Initiative. Chair Luckham followed-up with a letter providing suggestions about the proposed risk assessment methodology and its connection to policy and legislative enhancements.

In July 2016, Chair Peter Luckham wrote to the House of Commons Standing Committee on Finance to request that the 2017 Federal Budget provide funding to support construction of necessary vessel sewage pump out infrastructure to protect the Georgia Strait's marine and shoreline environment from the impacts of pleasure craft sewage dumping.

In August 2016, Chair Peter Luckham presented to the federal Trans Mountain Pipeline Expansion Project (TMX) Ministerial Panel. He followed-up in September with a letter providing the Islands Trust Council's 2015 letter of comment on the proposed Trans Mountain Pipeline Expansion Project.

In October 2016, Chair Peter Luckham wrote to the Canadian Environmental Assessment Agency to provide comments on the marine shipping components of the proposed Roberts Bank Terminal 2 Project.

In December 2016, Chair Peter Luckham wrote to the Prime Minister to express profound disappointment about the federal government's decision to approve the Trans Mountain Pipeline Expansion Project. Later in December, Chair Luckham sent a separate letter to the Prime Minister expressing the Islands Trust Council's appreciation for the commitments made through the National Oceans Protection Plan and reiterating the Islands Trust Council's continued opposition to the Trans Mountain Pipeline Expansion Project.

Industrial project concerns

In October 2016, Chair Peter Luckham wrote to the BC Environmental Assessment Office to provide comments on the Environmental Impact Statement/Application for the Proposed BURNCO Aggregate Mine Project. He urged caution in approving any new industrial projects until there is a better understanding of the cumulative effects of existing and approved projects in Howe Sound, and highlighted the need for on-going consultation with the community.

In March 2017, the Executive Committee met with the Malahat Nation's CEO to discuss matters of

common interest, including the proposed Malahat LNG facility in the Saanich Inlet and associated tug and tanker traffic.

Stewardship of Resources

In October 2016, the Islands Trust Executive Committee met with the Agricultural Land Commission Vancouver Island Panel to discuss agricultural issues in the Islands Trust Area.

In November 2016, Chair Peter Luckham wrote to the BC Ministry of Environment to provide input in to a public engagement process about species at risk. In the letter he explained that the Islands Trust Area contains one of the highest levels of biodiversity in British Columbia as the Coastal Douglas-fir biogeoclimatic zone, the zone which encompasses most of the Islands Trust Area; is a stronghold for many species at risk of extinction or extirpation, and has the highest density of species of both global and provincial concern of all sixteen zones in British Columbia. He further explained that more than 68 per cent of the land base in the Islands Trust Area is privately-owned compared to about 5 per cent in the rest of B.C.

In November, Chair Peter Luckham also wrote to the federal Canadian Wildlife Service to provide input on the Government of Canada's draft policies on the implementation of the *Species at Risk Act.*

Sustainable Communities

In June 2016, Chair Peter Luckham wrote to the Prime Minister to request that Canada not participate in the Trans-Pacific Partnership Trade Agreement until there is certainty that the agreement will have no impact upon local government authority with respect to regulation, procurement, service provision and environmental protection.

In July 2016, Chair Peter Luckham wrote to the Minister of Transportation and Infrastructure to request a meeting to discuss the deteriorating roads in the Islands Trust Area. A meeting was subsequently held on October 12, 2016 between Chair Peter Luckham, Vice-Chair George Grams, Vice-Chair, Susan Morrison, Islands Trust staff and staff from the Ministry of Transportation and Infrastructure to discuss the condition of roads on the islands. The outcome was a better understanding of how MOTI's contracts to maintain roads work, difference between capital projects and road maintenance, and who to contact if trustee or community members have concerns regarding local road maintenance.

In September 2016, Vice-Chair George Grams participated in a meeting about BC Ferries with the Coastal Regional Directors Chairs group and the Minister of Transportation and Infrastructure Todd Stone. Vice-Chair Grams reiterated Trust Council's request for additional provincial funding for BC Ferries to reduce ferry fares on the minor routes.

In November 2016, Chair Peter Luckham provided a submission to a BC Ministry of Transportation and Infrastructure consultation process the **Sunshine Coast Fixed Link Feasibility Study. He expressed the Islands Trust Council's** opposition to fixed connections between Trust Area islands to Vancouver Island, the Mainland or another island.

Sustainability Indicators

In 2016, the Islands Trust undertook a State of Islands project to investigate a selection of environmental

and socio-economic indicators that illustrate what is happening on our islands and in our communities. These indicators will support public engagement and help the current Trust Council, as well as future Trust Councils, to measure the progress of Islands Trust in achieving its' vision of "preserving and protecting" the Trust Area. The project included a telephone poll of Islands Trust Area residents as well as analysis of a variety of indicators.

Delegations and Presentations to Islands Trust Council in 2016 - 2017

Trust Council invited the following guests to attend its 2016 - 2017 quarterly meetings:

- Misty MacDuffee, Raincoast Conservation Foundation, made a presentation titled *Value of Salish Sea's Biodiversity and Concerns with Increasing Vessel Traffic*.
- Chris Wellstood, Director of Marine Operations & Security and Harbour Master, Port Metro Vancouver, made a presentation titled *Vancouver Fraser Port Authority Shipping Trends.*
- Robert Dick, Regional Director General, Pacific Region, Transport Canada, spoke about regulations and operating within a marine environment.
- Captain Edward Dahlgren, Director of Operations and Harbour Master, Nanaimo Port Authority, spoke about the port authority's current initiatives.
- Robert Lewis-Manning, President, Chamber of Shipping of British Columbia recognized community concerns around pollution, spill response, anchorages, cumulative environment, governance, process, consultation, growth and industrial development.
- San Juan County Council members provided an overview of the San Juan County's Leave No Trace Guiding Principles and Ethic, used by their parks department and state and federal agencies.
- Lynne Platt, the US Consul General recognized the special qualities of the Salish Sea and the friendship, shared values and challenges between the two countries, as showcased by Islands Trust and San Juan County.
- Reece Harding, Young Anderson provided a seminar on legal principles associated with local government and First Nations governance.

At each quarterly meeting of Islands Trust Council, members of the public are encouraged to make presentations and participate in a town hall session, a regular forum to promote dialogue between islanders and trustees.

At the June 2016 Islands Trust Council meeting on North Pender Island, Council heard from:

- Gulf Islands Alliance about the Trans Pacific Partnership Trade Agreement and the potential negative implications of this federal legislation.
- Gabriolans Against Freighter Anchorages Society about concerns with the Tetra Tech EBA Environmental Overview Assessment of proposed Gabriola Island anchorages.

- Salt Spring Island Agriculture Alliance regarding the loss of ALR land on the islands.
- Salt Spring Island Natural Growers about need to identity and address agricultural issues, and the importance of agriculture as an economic driver and tourism growth.
- Michael Sketch of North Pender Island regarding Island Trust's role in land use decisions and its jurisdiction.

At the September 2016 meeting in Sidney, B.C. Council heard from:

- Mayne Island Syrian Refugee Support Group about its decision to work with government-assisted refugees vs. private sponsorship and its accomplishments, including a one-day picnic for 178 Syrians on Mayne Island.
- Paul LeBlond of from the Capital Regional District's Southern Gulf Islands Community Economic Sustainability Commission about its objectives, some of its initiatives and the Commission's vision.
- John Kimantas, representing BC Marine Trails Network Association (BCMTNA), spoke about the Salish Sea Marine Trail proposal, a joint project of the Trans Canada Trail and the Association, which proposes a plan for connectivity of a 257 km paddling route from Victoria to Vancouver via kayaking.
- Graham Brazier on behalf of the Gulf Islands Alliance (GIA), regarding Islands Trust's visioning process and to re-affirm the Islands Trust mandate in future visions.
- Laurie Gourlay, Interim Director of the Salish Sea Trust, requesting a letter of support from Trust Council to have the Salish Sea considered for designation as a World Heritage Site.
- John Aiken from Mayne Island about truth and healing and the approach of working together to get people talking about First Nations issues in order to improve relations.
- Louise Decario, former Galiano Island trustee, thanking John Aitkin and trustees for all they do for their islands and the Islands Trust as a whole.
- Gary Holman, MLA Saanich North and the Islands, about the Steelhead LNG proposal for Saanich Inlet, which could impact waters within the Trust Area.
- Michael Sketch, North Pender Island, raised numerous topics including the sincere attention First Nations' interests are receiving in the Trust Area; ways of improving the process of referrals to First Nations; deficiencies in the agreement between Islands Trust and the Agricultural Land Commission; and observations about the visioning session.

At the December 2016 meeting on Salt Spring Island, Council heard from:

- Salt Spring Island Watershed Protection Authority (SSIWPA) representatives acknowledging Trust Council's support for the organization.
- Gulf Islands Alliance representative who presented a video on the history of the Islands Trust.
- Mayne Island Conservancy Society spoke regarding the local capacity to respond to petroleum spills in the Salish Sea and the Conservancy's continuing work in advocating for solutions.

- Laurie Gourlay on the application and qualifications for designation of the Salish Sea as a world heritage site.

In March 2017, Trust Council met on Gabriola Island and heard from:

- Gabriola Arts Council on their 20-year-anniversary "Serving Artists and the Community."
- Laurie Gourlay requesting support for his application to consider adding the Salish Sea to Canada's World Heritage Site List.
- Jacinthe Eastick about subdivision and density within the Trust Area.
- Gabriolans Against Freighter Anchorages Society on the Pipeline and Oceans Protection Plan and urging trustees to 'say no to increased anchorages throughout the area'.
- Steven Earle and Dyan Dunsmoor-Farley about sustaining island care and healthy communities, lack of resources to support the Islands Trust mandate, increased density on the islands and affordable and mixed-use housing.
- Derek Kilbourn asking trustees to sign a petition to have paramedics considered an essential service in British Columbia.

Members of the public may address Islands Trust Council at any of its quarterly scheduled meetings held in March, June, September and December. Public can address Trust Council through a formal delegation or petition, or informally at the town hall session. All correspondence, formal delegation presentations and petitions are available to the public.

Communications

News Releases
The Islands Trust issued 11 news releases in 2016 - 2017 on public input on the annual budget, quarterly Islands Trust Council meetings and agendas, collaboration to tackle water issues, land rezonings to benefit communities, potential incorporation of Salt Spring Island and the Community Stewardship Awards program. Islands Trust news releases go to all media, elected officials and agencies with an interest in the Islands Trust Area, as well as, to subscribers to the Islands Trust electronic distribution service. (See instructions on how to sign up below.)

Electronic Communications
Anyone may subscribe to e-mail notifications of information including news releases, chair correspondence and public meeting schedules. To subscribe to one or more topics click "subscriber options" on the homepage: islandstrust.bc.ca. The Islands Trust also has a twitter feed under the user name Islands_Trust and a YouTube channel under the user name IslandsTrust. The Islands Trust Fund has a twitter feed IsldsTrustFund and a Facebook page called IslandsTrustFundBC.

The Islands Trust Fund mailed its newsletter, *The Heron*, to 1085 subscribers and organizations, and sent 108 Holiday cards in 2016 - 2017. The newsletter is available on the Islands Trust Fund website at islandstrustfund.bc.ca. The Trust Fund also sent eight electronic newsletter updates to 772 subscribers.

3. Islands Trust Council Committees

Executive Committee

Role

The Executive Committee (EC) comprises the Chair of Islands Trust Council and three Vice-Chairs, elected for a four-year term by Trust Council from among its members. In addition to the responsibilities of individual members who serve as the chair of local trust committees, the Committee oversees external communications for the Islands Trust, liaises with the provincial government, reviews and implements the Islands Trust Policy Statement and conducts other functions as directed by Trust Council.

The Executive Committee carries out the daily business of the Islands Trust, reviews the bylaws of local trust committees to ensure compliance with the Islands Trust Object and the Trust Policy Statement and acts as a local trust committee for the Ballenas/Winchelsea Island group north of Nanaimo.

Members

Serving during the 2014–2018 term
Peter Luckham, Thetis Island (Chair)
Laura Busheikin, Denman Island (Vice-Chair) George Grams, Salt Spring Island (Vice-Chair) Susan Morrison, Lasqueti Island (Vice-Chair)

Union of British Columbia Municipalities Annual Convention
September 26 - 30, 2016

Annually, at the Union of British Columbia Municipalities (UBCM) convention, Islands Trust representatives meet and share ideas with Members of the Legislative Assembly (MLAs) and local government representatives from across the province. Chair Peter Luckham and Vice-Chair Susan Morrison attended the 2016 convention on behalf of Islands Trust Council. Chief Administrative Officer Russ Hotsenpiller also attended.

The Islands Trust Executive Committee hosted a breakfast for Electoral Area Directors and MLAs serving the Islands Trust Area. Chair Peter Luckham highlighted upcoming UBCM resolutions that would benefit the Islands Trust Area and advance Trust Council's 2014–2018 Strategic Plan. The main topics of discussion were Visioning and the Salt Spring Island Incorporation Study.

The UBCM delegates voted to endorse the Islands Trust's resolution calling on Transport Canada assess the cumulative risks and impacts associated with projected vessel traffic increases in the Salish Sea and develop an innovative 20-year mitigation plan.

Bylaws Approved by Executive Committee
Before a local trust committee can adopt a bylaw, the Executive Committee must approve it for compliance with the Islands Trust Policy Statement. Before Bowen Island Municipal Council adopts an Official Community Plan Bylaw, the Executive Committee must approve the bylaw and comment on land use bylaws for the Bowen Island Municipal Council. In 2016–2017, the Executive Committee approved

49 bylaws.

Advisory Committees

Every term, the Chair appoints members of three standing committees of Islands Trust Council (Local Planning, Trust Programs and Financial Planning) to explore selected topics in detail and make recommendations to the Council. Islands Trust Council also strikes occasional select committees for special projects. Islands Trust Council also struck a committee to hire the new Chief Administrative Officer and a Select Committee for the Review of Victoria Office Location.

Local Planning Committee

Role

The Local Planning Committee's role is to provide policy and planning advice to Trust Council by identifying and reporting to council on emerging issues related to the committee's areas of responsibility (development management, community planning and sustainable community) and to develop guidelines, policies and models for use by staff and local trust committees.

Members

Serving during the 2014–2018 term
Paul Brent, Saturna Island (Chair)
Melanie Mamoser, Gabriola Island (Vice-Chair)
Alex Allen, Hornby Island
Tony Law, Hornby Island
Lee Middleton, Saturna Island
Timothy Peterson, Lasqueti Island
Sandy Pottle, Galiano Island
Wendy Scholefield, South Pender Island
Laura Busheikin, Denman Island (Executive Committee Representative)
Peter Luckham, Thetis Island (Ex Officio Member)

During 2016-2017, the Trust Council endorsed the following top priorities for the Local Planning Committee:

1. Community Housing Needs
2. Shoreline Marine Planning
3. Protect Coastal Douglas-fir and Associated Ecosystems
4. Appropriate Economic Development

Throughout 2016-2017, the Local Planning Committee has focussed its resources on community housing. It hosted a Community Housing Forum on June 13, 2016 to address housing challenges and solutions in the Trust Area. The forum was an invite only event and was attended by 70 people, including community members, staff from other agencies, trustees, and Islands Trust staff.

The forum was supported by a Baseline Report - a reference document for local trust committees, planning staff, and community groups to use when drafting policy or working to address housing needs within the Trust Area.

The Housing Forum Final Report summarizes the discussions and feedback heard at the forum and makes recommendations for Trust Council action in advancing affordable housing throughout the islands. The Islands Trust Council endorsed seven recommendations with resolutions passed in September 2016.

Trust Programs Committee

Role

The Trust Programs Committee's role is to provide policy advice to the Islands Trust Council on Trust-wide issues related to the committee's areas of responsibility (e.g. water, marine, sustainable communities, public awareness and education) and proposing amendments to the Islands Trust Policy Statement.

Members

Members appointed for the 2014-2018 term
Derek Masselink, North Pender (Chair 2014-November 14, 2016) (resigned November 2016)
Brian Crumblehulme, Mayne Island (Vice Chair 2014-November 14, 2016) (Chair November 14, 2016)
David Critchley, Denman Island
Sue Ellen Fast, Bowen Island
Tony Law, Hornby Island
Bruce McConchie, South Pender Island (resigned March 2016)
Heather O'Sullivan, Gabriola Island (Vice Chair November 14, 2016)
Dan Rogers, Gambier Island (Keats Island)
George Grams, Salt Spring Island, Executive Committee Representative
Peter Luckham, Thetis Island, Ex Officio Member

2016-2017 Highlights

The Trust Programs Committee reviewed briefings and provided advice to the Islands Trust Council on:

a) State of the Islands indicator reporting,
b) Community Stewardship Award Policy,
c) First Nations and public engagement, and
d) Strategic Plan amendments.

In March 2017, Trust Council approved the Trust Programs Committee's request for $25,000 in the 2017-2018 budget for water and marine conservation and advocacy projects.

Financial Planning Committee

Role

The Financial Planning Committee (FPC) is responsible for facilitating Trust Council's involvement in the annual budget process. This includes linking the annual strategic planning process with the annual budget process; reporting and making recommendations to Trust Council regarding the organization's financial management practices and reviewing audit reports and recommendations. Further, the Committee monitors and reviews the organization's financial management, budget and financial practices .The Committee also provides advice to the Trust Fund Board on financial services and support.

Members

The committee is comprised of 10 trustees from across the Islands Trust Area: the Chair (or an appointee) from each of the other standing committees (2), members of the Executive Committee (4), a member chosen by the Trust Fund Board (1), and three other locally-elected or municipal trustees(3). The Chair of the Committee is elected from amongst the three other trustees. The Committee Members include:

Position	April 1, 2015 to March 31, 2016 (ongoing with the exception of Dereck Atha – see note below)
Chair	Peter Grove Salt Spring Island
Vice-Chair	Alison Morse Bowen Island
Trust Programs Committee	April 1 – May 31, 2016 – Derek Masselink, North Pender Island May 31 - March 31, 2017 - Brian Crumblehume, Mayne Island
Local Planning Committee	Paul Brent Saturna Island
Trust Fund Board	April 1 - May 31, 2016 Dereck Atha Trust Fund Board appointee (resigned) April 4, 2017 Robin Williams - Salt Spring Island was appointed by the Trust Fund Board to replace the vacancy created with Dereck Atha's resignation. (In the interim Susan Morrison represented the Trust Fund Board).
Member	George Harris Galiano Island
Executive Committee	Laura Busheikin Denman Island
Executive Committee	George Grams Salt Spring Island
Executive Committee	Peter Luckham Thetis Island

Executive Committee	Susan Ann Morrison Lasqueti Island

The Audit Committee is a sub-committee of the Financial Planning Committee that includes all members with the exception of the Executive Committee. The Audit Committee meets at least twice per year to meet with the external auditors and review the year-end audit work program, the final report and the management letter recommendations and to determine necessary actions.

2016-2017 Highlights

As part of its ongoing responsibilities, the Financial Planning Committee oversaw the completion of the 2015-2016 financial audit for Islands Trust and Islands Trust Fund, through its Audit Committee. The Audit Committee met the external auditors, KPMG, to review their audit findings report. Planning for the 2016-2017 financial audit was also initiated.

The Financial Planning Committee facilitated Trust Council's involvement in the 2017-2018 budget, recommending that Trust Council adopt a budget with no tax increase to taxpayers, with the exception of Salt Spring and Bowen Islands. Salt Spring Island Local Trust Committee had requested a Special Property Tax Requisition for coordination of the Salt Spring Island Watershed Protection Authority and Bowen Island Municipality's contribution increased due to higher assessed values in comparison to the rest of the Trust Area.

Quarterly financial updates on actual results, as well as forecasts based on the 2nd and 3rd quarter results, were provided to the Committee for information and review.

During the 2016-2017 fiscal period, the Financial Planning Committee contributed to several Trust Council Strategic Plan initiatives including:

Strategic Plan Objective 7. Improve organizational cost-effectiveness and resilience
T.7.1.3 Undertake Information Technology system audit and performance review

The Committee provided input into staff's response to the review by KPMG and forwarded to Trust Council.

The Financial Planning Committee provided input to the Executive Committee on updates to the 2014-18 Strategic Plan.

In support of Trust Council's Strategic Plan Objective 6. *Improve organizational cost and operational effectiveness*, the Financial Planning Committee also initiated work to review several Trust Council policy changes, including:

- Purchasing Procedure Policy 6.5.iiii
- Trustee Remuneration Policy 7.2.i

- General Revenue Fund Surplus Policy 6.5.i
- Municipal Tax Requisition Calculation Policy 7.2.vi

Select Committee— Review of Victoria Office Location

Role

To investigate whether relocation of some or all of the Islands Trust Victoria head office might better serve the interests of Trust Area constituents. The Review of Victoria Office Location (RVOL) Select Committee was established by resolution of Islands Trust Council on September 17, 2015.

Members
The select committee consisted of six trustees and two Islands Trust staff members appointed on recommendation of the Chief Administrative Officer.

Serving during the 2014–2018 term:
Bruce McConchie, South Pender Island (Chair)
Dan Rogers, Gambier Island (Vice-Chair)
Alison Morse, Bowen Island
Susan Morrison, Lasqueti Island
Paul Brent, Saturna Island
Peter Grove, Salt Spring Island
Robert Kojima, Regional Planning Manager
Clare Frater, Senior Policy Advisor/Director, Trust Area Services

2016–2017 Highlights

In the reporting period, the Select Committee (RVOL) held six meetings. The Committee developed a decision-making matrix of various considerations based on the discussions and information received. In February 2017, the Committee concluded its work by recommending to the Islands Trust Council that the Management Team, their Administrative Support staff and the Trust Fund Board staff remain within the Greater Victoria area (32km or less from current location) for the foreseeable future and that staff examine the possibility of a satellite office for the Southern Planning Team members and/or other staff.

4. Trust Fund Board

Role

The Islands Trust Fund was established in 1990 by the *Islands Trust Act* to preserve natural landscapes and ecosystems in the Islands Trust Area, which covers most of Canada's islands in the Salish Sea. As the regional land trust for the Islands Trust Area, the Islands Trust Fund works with landowners and communities to protect places of natural or cultural significance in perpetuity. The Islands Trust Fund receives donations of land, conservation covenants and cash, monitors and manages land to conserve and restore biodiversity and works with islanders on private land stewardship. As a *qualified donee* the Trust Fund Board provides receipts for income tax purposes for all eligible donations received.

Members

Tony Law, Hornby Island (1996-2005, 2011–2014, 2014-2018, Chair, 2012–present)
Susan Morrison, Lasqueti Island (2011–2014, 2014-2018)
Kate-Louise Stamford, Gambier Island (2014-2018)
Ron Bertrand, Abbotsford and North Pender Island (Appointed Member, 2014-2015, 2015-2018)
Richard Hoops Harrison, Vancouver and Saturna Island (Appointed Member, 2016-2019)
Robin A. Williams, Salt Spring Island (Appointed Member, Jan. – Dec. 2017)

Protected Places in the Islands Trust Area

As of March 2017, the Trust Fund Board reached an important milestone, protecting over 1,190 hectares of natural and cultural values on 100 properties, or 1.47 percent of the Islands Trust Area. By the same date, public and non-profit conservation organizations (including the Islands Trust Fund) had protected 14,070.53 hectares (17.8 per cent) of the Islands Trust Area.

Protected Places in Each Local Trust Area and Island Municipality as of March 31, 2017

Local Trust Areas and Bowen Island Municipality	% of Land Protected
Ballenas - Winchelsea	13%
Bowen	14%
Denman	24%
Gabriola	9%
Galiano	21%
Gambier	16%
Hornby	23%
Lasqueti	12%
Mayne	4%
North Pender	19%
Salt Spring	20%

Saturna	45%
South Pender	32%
Thetis	4%

Types of Protected Places in the Island Trust Area

Type of Protected Area	Protected Places (Hectares)	% of Trust Area	% of Protected Places
Conservation Covenant	671.07	0.85%	4.8%
Ecological Reserve	1400.72	1.77%	10.0%
Nature Reserve	1320.56	1.67%	9.4%
Park Community/Municipal	875.68	1.11%	6.2%
Park Federal	2901.22	3.67%	20.6%
Park Provincial & Protected Area	4801.45	6.07%	34.1%
Park Regional	1110.80	1.41%	7.9%
Watershed Protection	297.75	0.38%	2.1%
Heritage Forest	125.33	0.16%	0.9%
Old Growth Management Area	565.95	0.72%	4.0%
TOTAL	14070.53	17.80%	

Regional Conservation Plan

The Islands Trust Fund's Regional Conservation Plan (RCP) identifies the region's species and habitats most in need of protection and the actions needed to protect these biodiversity priorities. The 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 2014, the Trust Fund Board extended the Regional Conservation Plan until 2017. Nearing the end of the current plan, the Islands Trust Fund is seeking feedback from experts, partners, the public and the 37 First Nations with interests in the lands and waters in the Trust Area to re-define long-term goals for the next Regional Conservation Plan, (2018-2027) for the Islands Trust Area.

The following is a summary of the Islands Trust Fund's progress in reaching the seven long-term goals of the current Regional Conservation Plan in 2016-2017:

Goal 1: Protect Core Conservation Areas

The Islands Trust Fund strives to secure core conservation areas (through land donation, direct purchase and covenants) that conserve biodiversity priorities within the Islands Trust Area. Since adoption of the Regional Conservation Plan, conservation agencies have cumulatively protected 1,264 hectares of habitat in the Islands Trust Area, 856 hectares of which were mapped as having high conservation value by the Islands Trust Fund. The Islands Trust Fund contributed 173 hectares of that figure, 140 hectares of which were mapped as having high

conservation value. In 2016-2017 the Trust Fund Board adopted a Securement Strategy to guide its land acquisition and conservation covenant activities.

2016-2017 Conservation Covenant Donations

Covenants are the best conservation tool currently available to permanently protect natural features on private property while allowing landowners to retain ownership of their land. The Islands Trust Fund also offers Islands Trust Area landowners the Natural Area Protection Tax Exemption Program (NAPTEP), a covenant program that provides landowners with an annual 65% property tax reduction on portions of their land protected by a conservation covenant. NAPTEP is available throughout the Islands Trust Area.

- **Fischer Covenant (6.12 hectares), Hornby Island**
  Fischer Covenant protects a special ridgetop property on the southern side of Hornby Island with veteran Douglas-fir trees and a mature Garry oak meadow. Hornby Island is the northernmost part of the range for Garry oak ecosystems, and only five per cent of Canada's Garry oak ecosystems remain in a near-natural state. Native grasses, chocolate lilies, white fawn lilies, camas lilies and shooting stars erupt every spring. Old-growth Douglas-fir trees provide perching for Bald Eagles. As the land steward learned more about the sensitive ecosystems, native plants and animal species of their home, she decided to register a conservation covenant to ensure the natural habitat would be protected forever.

- **Moore Hill Nature Reserve (21.04 hectares), Thetis Island**
  A new nature reserve at Moore Hill protects a unique unspoiled waterfront forest on the east coast of Thetis Island and marks the Islands Trust Fund's 100th protected place. This property increases the land protected on Thetis Island from 1 per cent to four percent. Steep sandstone cliffs provide habitat for bats, huge first growth veteran Douglas-fir trees rise from the cliffs and in small grassy openings, camas, fritillaries and other wildflowers grow amongst the Garry oaks and arbutus. This hill also is culturally significant to the local First Nations. The purchase of this property was made possible with a grant from Environment and Climate Change Canada's Habitat Stewardship Program for Species at Risk, a significant private donation and an Ecological Gift (split receipt) from the previous land steward.

- **Isabella Point Covenant (2.15 hectares), Salt Spring Island**
  The Isabella Point Covenant protects a treasured south end promontory of moss covered rocky bluffs and rugged shoreline. This geographically significant place supports Douglas-fir, cedar, maple and arbutus trees and is home to several species at risk, most notably Peregrine Falcon and Band-Tailed Pigeon. The rare Sharp-tailed Snake has also

been detected nearby. The land steward worked with the Salt Spring Island Conservancy and the Islands Trust Fund to register a voluntary covenant to ensure the significant natural and cultural features will be protected forever.

Geographically Restricted Funds

Some people who donate to the Islands Trust Fund prefer to designate their donation to a specific island. To accommodate this request, the Trust Fund Board has the ability to hold geographically-specific accounts, and has created acquisition funds for Lasqueti Island, Gambier Island and Thetis Island.

Goal 2: Protect Biodiversity in Working Landscapes

The Islands Trust Fund worked with a Masters Student in the University of Victoria's Public Administration Department to research ways that other organizations protect biodiversity priorities on working landscapes and the costs associated with working landscape conservation. Working landscapes were defined as forestry and agricultural lands for the purposes of the project. Agriculture, forestry and residential development are important parts of island life and the Islands Trust Fund encourages land uses that respect and maintain the health and integrity of island ecosystems.

Goal 3: Conserve Marine Ecosystems

The Islands Trust Fund works with partner organizations to conserve marine ecosystems and habitats. In 2016-2017, the Islands Trust Fund worked with the B.C. Marine Conservation and Research Society to continue mapping of suitable forage fish beach spawning habitat of the Islands Trust Area, focussing on Galiano, Salt Spring, Valdes and Lasqueti Islands. Forage fish, including Pacific herring, Pacific sand lance and surf smelt, form the cornerstone of marine food webs. Identifying and mapping the suitable spawning habitat of forage fish can lead to improved stewardship and land use of shoreline areas. Islands Trust Fund staff presented forage fish mapping and eelgrass mapping at the Salish Sea Ecosystem Conference, a bi-annual, cross-border conference about marine ecosystems that was held in Vancouver in 2016.

The Islands Trust Fund also maintains and updates marine protected area data, including mapping of marine parks, Rockfish Conservation Areas and Glass Sponge Reef Fishing Closure Areas. Marine data is shared with our partners on request.

Goal 4: Encourage Local Governments to Prioritize Biodiversity

The Islands Trust Fund strives to work with the Islands Trust Council, local trust committees and island municipalities to implement regional conservation goals and objectives within Official Community Plans and Land Use Bylaws.

In 2016-2017, the Islands Trust Fund provided ongoing support for Islands Trust Local Planning

Services' use of sensitive ecosystem mapping, shoreline mapping (eelgrass and forage fish) and Species at Risk mapping. It also provided eelgrass habitat mapping to the Salt Spring Island Local Trust Committee for incorporation into its Land Use Bylaw and facilitated a joint project between the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership and the Gambier Island Local Trust Committee to undertake mapping to inform the Gambier Islands Official Community Plan review.

The Islands Trust Fund also played a key role in obtaining new data for use by Local Planning Services and local trust committees, including working with Environment and Climate Change Canada to obtain new Species at Risk Critical Habitat data and working with the Islands Trust to procure building footprint data.

Goal 5: Empower Islanders to Conserve the Islands

Stewardship Education
The Islands Trust Fund encourages islanders to get involved in conserving and stewarding private land by supporting conservation education and sharing information on best practices. In 2016-2017, the Islands Trust Fund promoted private land conservation through its website, the Heron newsletter (printed and online), e-news updates to subscribers, Facebook posts and Twitter. Islands Trust Fund brochures are also available in local libraries, on ferries, real estate offices and various other offices and businesses throughout the islands.

Island Outreach
Islands Trust Fund staff and Trust Fund Board members hosted information booths and interpretive eelgrass displays at the busy Pender Island and Salt Spring Island Fall Fairs. Staff and Board members reached over 500 people, educating children, locals and visitors about the role of eelgrass beds as nature's nurseries.

Realtor Outreach
The Islands Trust Fund presented information about conservation covenants at a Vancouver Island Real Estate Board sponsored Gulf Islands Real Estate Conference on Gabriola Island. Realtors play a key role in transitioning properties with conservation covenants to new land stewards.

Goal 6: Building Strong Conservation Partners
The Islands Trust Fund strives to support and enhance the work of conservation partners working in the Islands Trust Area.

- **Fairyslipper Forest Campaign**
  Initiated in 2014, the Islands Trust Fund is partnering with the Thetis Island Nature Conservancy and Cowichan Community Land Trust to purchase and protect Fairyslipper Forest, on Lower Burchell Hill, Thetis Island. The campaign met its June 2, 2016 fundraising goal by securing 50% of the purchase price in grants, donations or pledges.

The campaign continues until June 2017.

- **Opportunity Fund**

  The Opportunity Fund raises public support for key opportunities to protect biodiversity in the Islands Trust Area. The fund provides support for 'hard to fundraise' costs associated with land protection or to leverage increased donations for specific land acquisition projects. Grants from the Opportunity Fund support acquisitions led by either the Islands Trust Fund or our partners. The disbursement of funds is guided by the Regional Conservation Plan, and each opportunity is considered by the Trust Fund Board.

  In 2016-2017, the Opportunity Fund received $5,980 in donations and grants. The Trust Fund Board distributed the following Opportunity Fund grants:

  - $3,250 to Lasqueti Island Nature Conservancy for a property appraisal associated with a proposed acquisition.

- **Gulf Islands Conservation Convention & Land Trust Alliance of B.C. Seminar Series**

  Islands Trust Fund staff participated in a Gulf Islands Conservation Convention held on Mayne Island and Islands Trust Fund staff and board members participated in the Land Trust Alliance of B.C. Seminar Series in Victoria in 2016.

- **Coastal Douglas-fir and Associated Ecosystems Conservation Partnership**–

  The Islands Trust Fund Ecosystem Protection Specialist sits on the Steering Committee for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). In 2016-2017, the Islands Trust Fund assisted the CDFCP to secure funding from the Real Estate Foundation of British Columbia to do outreach with local governments and professional associations and to pilot a joint project with the Gambier Island Local Trust Committee (GILTC) to evaluate whether CDFCP mapping can be integrated into the GILTC Official Community Plan. The project was initiated in 2016-2017 and will conclude in 2017-2018.

- **Conservation Tax Incentive Project**

  Islands Trust Fund staff have been working with both the Land Trust Alliance of B.C. and the Species and Ecosystems at Risk Local Government Working Group to explore the feasibility of expanding a NAPTEP-like conservation tax incentive program to the rest of the Province of B.C.

Goal 7: Take Care of What We Have

Acquiring a property or signing a conservation covenant is just the first step in ecosystem

protection. The Islands Trust Fund monitors and manages its core conservation areas to maintain and enhance existing biodiversity features and support ecosystem functionality.

Property Monitoring and Management

The Islands Trust Fund monitors and manages its nature reserves according to management plans that identify long-term conservation, as well as restoration goals. In 2016-2017, the Islands Trust Fund undertook the following property management projects, many in partnership with island conservancy partners:

- Developed a ten year Property Management Strategy for the Islands Trust Area.
- Monitored all places protected by the Islands Trust Fund to ensure compliance.
- Developed a Management Plan for Burren Acres Nature Reserve (Gabriola) and revised the Management Plans for Cyril Cunningham Nature Reserve (Salt Spring), and Kwel Nature Reserve (Lasqueti).
- Removed exotic and invasive species from Morrison Marsh Nature Reserve, Inner Island Nature Reserve and Lindsay Dickson Nature Reserve (Denman),Trincomali Nature Sanctuary (Galiano) and McFadden Creek Nature Sanctuary (Salt Spring).
- Removed garage from Horton Bayvairy Nature Reserve (Mayne), Kwel Nature Reserve (Lasqueti) and Medicine Beach Nature Sanctuary (North Pender).
- Updated and installed enforcement and interpretive signs and maintained trails and driveway at Elder Cedar Nature Reserve (Gabriola).
- Surveyed for species at risk at McFadden Creek Nature Sanctuary (Salt Spring) and on two Thetis Island properties. Species at Risk surveys started on all three Lasqueti Nature Reserves (Mt. Trematon, John Osland and Kwel Nature Reserves) ongoing for a 2 year project targeting the following: Rigid Apple Moss, Western Toads, Red-legged Frogs, Sharp-tailed Snakes, Western Screech Owls and Little Brown Bats.
- Continued restoration with an additional 98 native species planted, mulched and protected from deer browse by installing fencing around the restoration area at Trincomali Nature Sanctuary (Galiano).
- Continued restoration Long Bay Wetland Nature Reserve and into Brigade Bay Bluffs Nature Reserve (Gambier) where approximately 0.25 ha was reforested by a combination of planting nursery seedlings, transplanting natural seedlings from nearby locations, and protecting natural seedlings in situ.
- Planted 50 seedlings of Western Red Cedar and Western Hemlock as well as some Sword fern at David Otter Nature Reserve (Bowen).

- Continued Sharp-tailed Snake and Cormorant nest monitoring program at Trincomali Nature Sanctuary (Galiano).
- Monitored planting projects at Lindsay Dickson Nature Reserve (Denman), Mt Trematon Nature Reserve (Lasqueti), Trincomali Nature Sanctuary (Galiano) and Long Bay Wetland Nature Reserve (Gambier) Maintained Hooded Merganser nest boxes at John Osland Nature Reserve (Lasqueti) and installed Western Screech-Owl boxes at Kwel Nature Reserve (Lasqueti).
- Installed interpretive panels at Medicine Beach Nature Sanctuary (North Pender).

5. Local Trust Committees and Bowen 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 serving as the 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*.

A seven-member Council serves the Bowen Island Municipality, which holds broad municipal powers including land use planning. The community elects two of the municipal councillors to Trust Council.

Balenas - Winchelsea Islands (Executive) Local Trust Committee

In 2016 - 2017 the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) conducted two regular business meetings exploring opportunities for relationship building with Nanoose First Nation. The LTC has also initiated a review of potential advocacy roles for the protection of crown islets in the Local Trust Area.

Bowen Island Municipality

Councillors Alison Morse and Sue Ellen Fast represent Bowen Island Municipality on Islands Trust Council. Bowen Island Municipality produces its own annual report, available online at bimbc.ca/content/annual-reports.

Denman Island Local Trust Committee

The Denman Island Local Trust Committee held eight regular business meetings and two special meetings. The Committee considered a variety of planning applications including a rezoning proposal where a density transfer was granted by the LTC in exchange for the contribution of

ecologically significant land to the Valens Brook Nature Reserve and the addition of one density to the Affordable Housing Density Bank.

The Committee continued to work on the Top Priorities of the preceding year, which included Denman Island Farm Plan Implementation, marine issues and foreshore protection, and First Nations relationship building.

Gabriola Island Local Trust Committee

In 2016-2017, the Gabriola Island Local Trust Committee initiated a 'Roadside Signage Project' (Strategic Plan 5.1) and a 'Housing Options Review Project' (Strategic Plan 5.2). The signage project includes a targeted review of the Gabriola Island Land Use Bylaw to address roadside signage regulations and provide greater clarity.

A major component of the housing project is implementation of regulations to permit secondary suites on lots 2.0 hectares or larger in a number of configurations on a residential parcel. The LTC spent considerable effort evaluating a complex rezoning and density transfer application on Gabriola Island and a public hearing was held in March 2017 for the proposed bylaws, which if approved would permit a 25 lot subdivision in exchange for over 136 hectares of new parkland.

The LTC continues to explore ways to establish a mutually respectful relationship with First Nations (Strategic Plan 6.1, 6.2) through topical community events and formal referrals on community planning initiatives

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee held 11 regular business meetings in the 2016–2017 fiscal year, as well as 1 special meeting, and 2 public hearings.

Work for this period focused on advancing the Local Trust Committee (LTC) priority to establish procedures for telecommunications proposals, and the LTC also initiated a project to review policies and regulations for private docks. As well, the LTC adopted bylaws which would amend the Official Community Plan and Land Use Bylaw to increase permitted maximum floor area for cottages, adopted an OCP amendment to create TUP guidelines for contractor yards, and adopted OCP and LUB amendments to permit secondary suites.

The Galiano Island Local Trust Committee received and considered applications for 1 development variance permit, 3 development permits and 13 temporary use permits. As well, the LTC considered rezoning applications for an affordable housing proposal, a spiritual retreat, a conservancy learning centre, and rezoning a former health and wellness centre back to commercial guest accommodation uses.

Gambier Island Local Trust Committee

In 2016-2017, the Gambier Island Local Trust Committee held six regular meetings and two public hearings, and also held a special meeting with Squamish First Nation representatives in support of the Gambier Island Official Community Plan (OCP) update. In addition to work on the OCP, the Local Trust Committee continued to engage in advocacy for Howe Sound in response to large-scale industrial proposals.

The Local Trust Committee also made significant progress towards achieving compliance with the Provincial Riparian Areas Regulation. As a result, bylaws have been adopted to designate a new Development Permit Area on Gambier Island and bylaws for other islands within the Local Trust Area, including Keats, Anvil and South Thormanby, are pending adoption as they await Ministerial approval.

The Local Trust Committee continued to consider one major application for rezoning on Keats Island (District Lot 696) with that application continuing as the Committee continues to gather information and public input on this significant proposal.

Hornby Island Local Trust Committee

In 2016-2017, the Hornby Island Local Trust Committee adopted the Riparian Areas Regulation (RAR) Bylaw Nos.151 and 152 and is now compliant with the provincial regulation.

The LTC further advanced programs to improve the availability of affordable housing by commencing a project to amend the Hornby Land Use Bylaw (Bylaw No.154) in order to facilitate the development of a community housing project. The LTC placed Relationship Building with First Nations as its top priority and attended a K'omoks First Nation Chief and Council meeting in early April 2017. The LTC also embarked on a review of the regulations for Vacation Home Rentals with a view to develop a Terms of Reference with the Advisory Planning Commission (APC).

Lasqueti Island Local Trust Committee

In 2016-2017, the Lasqueti Island Local Trust Committee completed the 'Aging at Home on Lasqueti Island' consultation project, partially funded by a UBCM grant.

The LTC endorsed several recommendations from the final report and is working towards implementation through amendments to the Official Community Plan and Land Use Bylaw. The LTC has also initiated a 'Shoreline Protection Project'. This project includes a targeted review of the Lasqueti Island Official Community Plan and Land Use Bylaw to address a range of shoreline protection issues and concerns.

The LTC endorsed a detailed project scope and budget in February 2017 and planning staff will be working with the First Nations, Advisory Planning Commission, Lasqueti Island Nature

Conservancy, island residents and Crown tenure holders on developing new policies and regulations to target shoreline protection. A major component of this project is implementation of high impact protection tools in order to have a direct and lasting impact on shoreline and marine values and establish a mutually respectful relationship with First Nations.

Mayne Island Local Trust Committee

Pending – LTC on June 26, 2017

North Pender Island Local Trust Committee

The North Pender Island Local Trust Committee held nine regular business meetings in the 2016 - 2017 fiscal year, as well as three special meetings and one public hearing.

Work for this period focused on advancing the Local Trust Committee (LTC) priorities to address Land Use Planning for Waste Management and policies and regulations for Short Term Vacation Rentals. The LTC also initiated a project to review policies and regulations for secondary suites.

The North Pender Island Local Trust Committee received and considered applications for two development variance permits, 5 development permits and 4 temporary use permits. As well, the LTC considered draft bylaws which would amend the Official Community Plan and Land Use Bylaw to rezone lands for the highway contractor's yard, for the upland and water lot for Port Browning Marina, and zoning changes for community parks.

Another initiative of the North Pender Island Local Trust Committee for this period was to initiate a process of First Nations relationship building.

Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee (SSI LTC) held 14 regular business meetings, one special business meeting, three public hearings, three community information meetings and three working group meetings.

The SSILTC has worked to ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of the Trust Area ecosystem. The SSILTC has done this primarily through two top priority projects: Watershed Management (island wide) and through specific consideration of land uses in Rural Watershed zones.

Through its watershed management project, the SSILTC has led cooperation with the regional district, improvement districts, the Government of British Columbia and other persons and organizations to protect fresh water quality and quantity. This work has primarily been done through coordination of the Salt Spring Island Watershed Protection Authority (SSIWPA). SSIWPA members continued to develop an Integrated Water Management Program for Salt

Spring Island. (Strategic Plan: 4.1; 4.2; 4.3; 4.4).
Through its consideration of land uses in Rural Watershed Zones, the SSILTC has deliberated on various land use planning tools to protect drinking watersheds from potential agricultural impacts. (Strategic Plan: 4.2; 4.4).

The SSILTC sustained island character and a healthy community through establishing Ganges Village Planning as a top priority which recognizes Ganges as the commercial, social, cultural and institutional heart of Salt Spring Island and would create a local area plan to guide future development. The LTC has focused the initial phase on completing the Ganges Harbourwalk in order to realize the longstanding community goal of a continuous harbourside walkway. (Strategic Plan: 5.2; 5.4).

The SSILTC further sustained island character and a healthy community by engaging the public and advancing bylaws which would implement changes that encourage socio-economic diversity and enhance community economic sustainability and security on Salt Spring Island by meeting the needs for commercial and industrial lands for the next 25 years (Strategic Plan: 5.2; 5.4).

The volume of development applications continues to increase over previous years. Approximately 130 new applications were opened with several complex applications remaining ongoing. Some notable development applications include expansion of Fulford Landing Marina, expansion of the Harbour House Hotel, expanded uses on a waterfront lot in Ganges Harbour, consideration of new ballfields and a few “down zonings” from commercial accommodation to residential

Saturna Island Local Trust Committee

Pending – LTC on June 15, 2017 (after TC package deadline)

South Pender Island Local Trust Committee

The South Pender Island Local Trust Committee held 5 regular business meetings in the 2016–2017 fiscal year, as well as 1 community information meeting and 1 special meeting.
Work for this period focused on advancing the Local Trust Committee (LTC) priority to undertake a comprehensive review and update of the Land Use Bylaw.
Another initiative of the South Pender Island Local Trust Committee for this period was to initiate a process of First Nations relationship building.

Thetis Island Local Trust Committee

In 2016-2017, the Thetis Island Local Trust Committee amended its Bylaw Enforcement Notification Bylaw No. 90 to reduce penalties following voluntary bylaw compliance to zero.

The Local Trust Committee considered a number of rezoning applications, mostly pertaining to

marine areas, including an application for a yacht club outstation at Kendrick Island to the northeast of Valdes Island, an application for a barge facility on Valdes Island, and a proposal to rezone the marine area adjacent to Thetis Island to permit mariculture (approved January 2017).

The Local Trust Committee has also recently embarked on a new project to review private moorage regulations and to examine the potential for community dock facilities on Ruxton Island.

6. Climate Change Action

Climate change will have serious consequences on our island ecosystems, from oceans to shorelines to forests, and on the economies and communities that depend on them.
Islands Trust Council is a signatory to the B.C. Climate Action Charter, with a focus on operational carbon neutrality (now achieved for five years with the purchase of carbon offsets from the Community Carbon Marketplace) and reducing GHG emissions and participation in the CRD Organic Waste Composting Project.
The Islands Trust is taking the following steps to reduce its operational carbon footprint:

- Encouraging trustees and staff to share vehicles and use the Victoria and Nanaimo car share programs.
- Supports flexible staff work schedules, which results in less carbon emissions related to travel to and from work.
- Using paperless meeting management software to reduce paper consumption
- Renegotiating a Victoria office lease to include upgrade to higher efficiency windows.

Detailed information is available in our Climate Action Revenue Incentive Public Report for 2016.

In 2016, Trust Council amended its Meeting Procedures Bylaw to allow some trustees to participate via electronic meetings under specific circumstances.

The Islands Trust Fund continues to protect mature and maturing forests through acquisition and covenants. The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region. In 2016, the Islands Trust Fund acquired a 21-hectare nature reserve on Moore Hill on Thetis Island and protected 6.12 hectares on Hornby Island and 2.15 hectares on Salt Spring Island with voluntary conservation covenants.

Local trust committees continue to explore innovative ways of using planning tools to implement official community plan policies that would reduce greenhouse gas emissions.

In 2015 - 2016 fiscal year, the Salt Spring Island Local Trust Committee developed a draft amendment to the Piers Island OCP to include greenhouse gas emission targets, policies, and actions. This document is currently out for public review.

The Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea LTC) and the Lasqueti Island Local Trust Committee have amended their meeting procedure bylaws to allow electronic meetings, reducing greenhouse gas emissions from travel. This adds to similar electronic meeting bylaws already in place for the all of Trust Council's standing committees, Local planning services planning reports all include discussion of climate change and green-house gas emission reductions, and staff recommendations reflect best practices for mitigating climate change.

7. Legislative Services - Administrative Fairness and Freedom of Information

The Legislative Services Manager is responsible for the planning, co-ordination and control of a variety of functions necessary to carry out the legislative obligations of the 16 corporate bodies of the Islands Trust. The manager also acts as corporate Records Manager, Freedom of Information and Protection of Privacy Head, and co-ordinates elections and by-elections.

During the period, an amendment to the Islands Trust Council meeting procedure bylaw was adopted to enable electronic participation (audio or audio visual) in Trust Council meetings where short notice or emergencies make it impractical for one or more trustees to attend in person. This responds to a strategy in Trust Council's strategic plan "to improve cost-effectiveness and quality of Trust Council operations." In the area of records management, a project has been launched to convert the current Storage Area Network structure for electronic documents to a shared drive structure which is connected to the three geographically separated Islands Trust offices and which mirrors the records classification system currently applied to hard copy records.

Islands Trust policy requires the reporting of the number of administrative fairness complaints received each year. There were no complaints received during the period. During 2016-2017, Legislative Services received 13 requests for records under the Freedom of Information and Protection of Privacy Act. Of these, six were received from Salt Spring Island, two from North Pender Island, two from Gabriola Island and one each from Galiano, Mayne and Hornby islands.

8. Enforcement and Legal Action

In accordance with Islands Trust policies, enforcement actions are primarily triggered when the Islands Trust receives complaints from community members that indicate that individuals or corporations are not complying with the land use regulations that their locally-elected representatives have adopted. Efforts are then made to investigate complaints, educate violators and obtain voluntary compliance with a community's bylaws. In most cases, violators have a variety of options, including ceasing or amending their operations, or applying for variances or required permits.

Islands Trust staff estimate that more than 90 per cent of its bylaw investigation files are resolved before legal action is required and staff continue to look at ways to increase

compliance. Local trust committees may request legal action if other avenues for achieving bylaw compliance fail. The Executive Committee considers and is responsible for approving the funding of any legal action requested by a local trust committee.

In the reporting period, bylaw enforcement staff implemented a bylaw enforcement notification system on some islands, as an alternative approach to resolving some bylaw infractions out of courts. The first step is a ticket that informs the recipient of the alleged bylaw violation, the penalty amount and how to pay the penalty or how to dispute the ticket. The recipient has 28 days to either pay the penalty, dispute the ticket or work with bylaw enforcement staff to comply. Subsequent tickets can be issued for the same violation until compliance is achieved. Bylaw Enforcement issued 23 tickets in the reporting period, of which 15 resulted in compliance or a commitment to compliance.

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REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Trust Programs Committee **Date:** May 29, 2017

SUBJECT: POLICY STATEMENT AMENDMENT PROJECT SCOPE

RECOMMENDATION: That the Islands Trust Council assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, to co-ordinate a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed approach will advance Trust Council's goals of strengthening relationships with First Nations and improving public and stakeholder understanding of the Islands Trust. Limiting the first phase of amendments to Part I, Part II and Schedule 1 - Definitions sections will allow for adequate time to inform the public and encourage conversations with First Nations about the role of the Islands Trust and shared priorities for preserving and protecting the region.

With monthly meetings and existing responsibility for agency liaison, communications, and reviewing and providing recommendations to Trust Council on all Trust Council bylaws, the Executive Committee is well-positioned to coordinate the project. Trust Council has already given the Executive Committee responsibility for adopting an engagement plan through the Policy Statement Amendment Policy. The Executive Committee may wish to refer some elements of the project to the Trust Programs Committee for consideration.

When developing the engagement plan, the Executive Committee will need to consider the context of the Salt Spring Island incorporation vote.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

A review of the Introduction, Part I, Part II and Definitions sections of the Policy Statement will generate significant work for Trust Area Services staff and through the rest of the fiscal year. While some of the project funding may be used to hire consultants/auxiliary staff, the workload associated with this project may result in less organizational capacity for advocacy work. The project will add to the Executive Committee's workload.

Consideration of amendments to Part III, IV AND V policies with Islands Trust Area First Nations may also be premature as many relationships are still developing and are typically focused on discussing 'big picture' issues rather than the Islands Trust's governance approach to particular topics.

By postponing consideration of Parts III, IV AND V of the Policy Statement, which contain the Council commitments, recommendations and directive policies, Trust Council is keeping this initial project within a manageable scope. Any changes to Council commitments or directive policies could be controversial in nature and result in demand for public engagement and correspondence management resources far above those available through the $48,000 project budget.

If Salt Spring Island votes to incorporate, Trust Council may choose to re-evaluate whether there will be sufficient organizational resources to implement this project.

The public engagement associated with developing amendments to the Policy Statement will be supported by, and complementary to, the activities in Trust Council's First Nations and Public Engagement Project Charter adopted in December 2016.

FINANCIAL:

Trust Council has allocated $48,000 in FY 2017/18 for Policy Statement Review. Trust Area Services also has separate funding for contractors, legal advice and communications that may be used for activities that complement and support this project.

POLICY: None at this stage.

As this will be the first experience with amending the Policy Statement in more than 20 years there may be unanticipated process issues. If necessary, staff will advise Trust Council of any concerns with the Policy Statement Amendment Policy requirements or processes.

IMPLEMENTATION/COMMUNICATIONS:

The review and amendment activities will be conducted in accordance with the Policy Statement Amendment Policy, adopted by Trust Council in March 2016. The policy states that as soon as practicable after the initiation of a Policy Statement amendment policy, the Executive Committee must adopt an engagement plan for the project that is consistent with any protocol agreements in place and contains at least the following sections: context, objectives, list of interested parties, key messages, engagement activities, timing, risks and mitigations, and resources. The plan must also consider the following audiences: Trust Area electors, local trust committees/island municipalities, First Nations, regional districts operating with the Trust Area, school district boards, and improvement district boards, the provincial and federal governments and their agencies, as determined in consultation with the ministry responsible for local government; and other persons, organizations and authorities with interests the Islands Trust Council considers will be affected.

Staff will support the Executive Committee with the development of an engagement plan to be shared with Trust Council in September 2017. Staff will propose that the Executive Committee endorse hiring/contracting an engagement specialist, ideally with experience with Regional Growth Strategies and with complex First Nations engagement issues, and the use of a staff advisory committee to oversee development of the plan.

In fall 2017, staff will be preparing a budget request and project charter for drafting of revised Policy Statement wording and a draft bylaw for consideration and referral to the Minister in 2018/19.

OTHER:
None

BACKGROUND

The Islands Trust Council's Strategic Plan sets out that engaging the public, First Nations and other about a review of the Islands Trust Policy Statement is a key organizational goal for 2017/18 with drafting of amendments in 2018/19. This RFD is being provided as the Policy Statement Amendment Policy sets out that Trust Council must select topics for review, and assign a committee to coordinate the review process, prior to proceeding with engagement.

The Islands Trust Policy Statement is fundamental to the operations of the Islands Trust, guiding the development of regulatory bylaws and land use planning of local trust committees and Bowen Island Municipality as well as Trust Council's strategic plan and advocacy program. The Policy Statement

articulates Trust Council's provincial mandate to preserve and protect the environment and unique amenities of the Islands Trust Area.

The Introduction includes the following sections:

- History of the Trust Area
- Establishment of the Islands Trust
- Increasing Pressure and Amendments to the *Islands Trust Act*
- Present Context
- The Challenge
- The Islands Trust Policy Statement
- Organization of the Islands Trust Policy Statement
- Location of the Trust Area (map)

Part I: "Purpose and Implementation of the Trust Policy Statement" includes the following sections:

- Purpose of the Policy Statement (no section title in Policy Statement document)
- Roles and Responsibilities
- Amendments and Review

Part II: "The Islands Trust Object and Guiding Principles" includes the following sections:

- The Islands Trust Object and Its Meaning
- Guiding Principles

Part III: "Ecosystem Preservation and Protection" sets out Trust Council's goal: "To foster preservation and protection of the Trust Area's ecosystems and related policies (Council commitments, recommendations and directive policies).

Part IV: "Stewardship of Resources" sets out Trust Council's goal: "To ensure the human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems" and related policies (Council commitments, recommendations and directive policies).

Part V: "Sustainable Communities" sets out Trust Council's goal: "To sustain island character and healthy communities" and related policies (Council commitments, recommendations and directive policies).

Schedule I: Definitions includes 28 definitions of words or phrases used in the document.

While Trust Council's policies indicate it should review its Policy Statement every five years, the last substantive review took place in 1998.

Since the Policy Statement was adopted, communities have changed and new issues and challenges have emerged, which are not addressed in the document. Some islanders have questioned how the balance between environmental, social and economic values could be clarified. In 2010, Trust Council struck a Policy Statement Assessment Task Force to provide advice about future amendments. As noted in the Task Force's final report in 2011: "The Policy Statement requires review and amendment from time to time for the simple reason that issues pertinent to the object of the Islands Trust shift in character and importance over time, and new issues may emerge that previously were unforeseen."

Trust Council has recognized that embarking on this work will trigger an obligation for "early and meaningful" engagement with First Nations. The Islands Trust has begun laying the groundwork necessary to be able to have meaningful conversations about the Policy Statement.

By focusing the review/ amendment process on the preamble and definitions sections, Trust Council would promote better understanding of the Islands Trust, enable development of an agreed narrative First Nations' historical and current connections to the Islands Trust Area, and provide an opportunity

for all parties to the amendment process (Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes.

REPORT/DOCUMENT:

1. Trust Council policy 1.2.i Policy Statement Amendment Policy

KEY ISSUE(S)/CONCEPT(S):

1. Policy Statement amendment
2. Increased public and First Nations' understanding of the Islands Trust and the role of the Policy Statement
3. Engagement of First Nations on topics of importance to them

RELEVANT POLICY:

- *Islands Trust Act*
- Island Trust Policy Statement
- Trust Council Policy 6.1.1- First Nations Engagement Principles
- Trust Council Policy 1.2.i Policy Statement Amendment Policy
- Islands Council Policy 6..10.2 Communications Policy

DESIRED OUTCOME:

- Improved advancement of the Islands Trust Object
- Incorporate values identified through Trust Council's visioning process in 2016-2017
- Sustained long-term relationships with First Nations
- Experience with Policy Statement amendment processes that will facilitate accurate workload and budget implications for amendments to Part III

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, to co-ordinate a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement.

Alternatives:

1. That the Islands Trust Council assign the Trust Programs Committee or create a select committee to coordinate the Policy Statement review process.
2. That the Islands Trust Council request staff advice about the implications of amending some or all of Part III of the Policy Statement.
3. That Islands Trust Council revise the Strategic Plan to change the goals or activities associated with the Policy Statement review project.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, May 19, 2017

REQUEST FOR DECISION

To: Trust Council **For the Meeting of** June, 2017

From: Executive Committee **Date Prepared:** April 11, 2017

SUBJECT: CONSEQUENTIAL AMENDMENTS TO POLICY 5.7.i

RECOMMENDATION:

That the Islands Trust Council replace Policy 5.7.i Bylaw Checklists dated June 16, 2005 with Policy 5.7.1 Local Trust Committee Bylaws Checklists dated June 20, 2017.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommended housekeeping amendments to policy 5.7.1 reflect Trust Council's decision in March 2016, through the adoption of a revised Policy Statement Implementation Policy (1.3.1), to eliminate the rarely-used Council Commitments and Recommendations Checklist and to change the name of the Directives Only Checklist to Directives Checklist.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This policy change will ensure that a Council policy does not refer to a rescinded checklist and that the Directives Checklist is updated.

FINANCIAL: None

POLICY: The recommendations would amend Policy 5.7.1 "Bylaw Checklist".

IMPLEMENTATION/COMMUNICATIONS:
The revised policy will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. The Director of Local Planning Services will advise Islands Trust and Bowen Island Municipality planning staff of the name change for the Directives Checklist.

OTHER: None

BACKGROUND

In March 2016, the Islands Trust Council directed staff to draft changes to the Policy 2.4.4 Executive Committee Legislative Role and the Policy 5.7.1 Bylaw Checklists to remove reference to the Council Commitments and Recommendations Checklist. Staff has determined that the Policy 2.4.4 Executive Committee Legislative Role Policy does not require amendment at this time.

The attached revised policy reflects two changes:

1) Removal of reference to the Council Commitments and Recommendations Checklist
2) Renaming of Policy Statement Directives Only Checklist to Policy Statement Directives Checklist. This is consistent with the revised terminology used by Trust Council in the Policy Statement Implementation Policy adopted by Trust Council in March 2016.

REPORT/DOCUMENT:

1. Track changes version Policy 5.7.1 “Bylaw Checklist”
2. Final version Policy 5.7.1 “Bylaw Checklist”
3. Track changes version - Directives Checklist

KEY ISSUE(S)/CONCEPT(S): Policy Statement implementation

RELEVANT POLICY: None.

DESIRED OUTCOME: Up-to-date policies.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council replace Policy 5.7.i Bylaw Checklists dated June 16, 2005 with Policy 5.7.1 Local Trust Committee Bylaws Checklists dated June 20, 2017.

Alternative:

1. No action.

Prepared By: **Clare Frater, Policy Advisor**

Reviewed By/Date: Clare Frater, Trust Area Services Director, May, 2017
Executive Committee, June 7, 2017
David Marlor, Director, Local Planning Services, May, 2017

_____
Chief Administrative Officer

Policy:	5.7.1
Approved By:	Trust Council
Approval Date:	March 12, 1994
Amendment Date(s):	March 11, 1995; December 7, 1996 June 16, 2005, June 20, 2017
Policy Holder:	Director of Local Planning Services

LOCAL TRUST COMMITTEE BYLAWS CHECKLIST

Purpose

1. To ensure that local trust committee bylaw processing is carried out in accordance with statutory requirements as outlined in the *Islands Trust Act* and the *Local Government Act*.

2. To ensure proper completion and procedural certainty of the finished bylaw document.

A. Definitions of Terms

1. The Bylaw Checklist for local trust committee bylaws is generated from the Bylaw Management Database. The Bylaw Checklist is used as a tool by planning staff to ensure that statutory requirements, public accountability, and proper completion of the bylaw are addressed .

2. The Policy Statement Directives Checklist (Attachment I) is based on the directive only policies from the Islands Trust Policy Statement. It is a tool used by planners and local trust committee to ensure that proposed bylaws are not contrary to or at variance with the Islands Trust Policy Statement.

B. Procedure

1. Use of Bylaw Management Database Checklists

1.1 Authority is provided to the Islands Trust Corporate Secretary (and/or designate) to ensure the use of the Bylaw Checklist as follows:

i. No public hearing shall be booked until the Corporate Secretary (or designate) provides authorization.

ii. Staff is responsible to ensure that local trust committees receive an updated Bylaw Checklist upon their consideration of a bylaw at the public hearing stage.

iii. Staff is responsible for ensuring that the Executive Committee receives an updated Bylaw Checklist upon its consideration of Section 22 approval.

1.2 The Policy Statement Directives Checklist) is to be included with a bylaw referred to the Executive Committee for approval.

2. Bylaw Referrals

2.1 Planning staff may forward bylaws to referral agencies either before, or after, the bylaw has received first reading.

2.2 Planning staff will use the Policy Statement Directives Checklist as a reference when examining proposed bylaws for compatibility with the Policy Statement prior to first reading.

2.3 Planning staff may refer bylaws to Trust Area staff if they need to seek clarification relative to the Policy Statement.

2.4 The Executive Committee is not considered a referral agency for local trust committee bylaws.

2.5 Correspondence sent to the Executive Committee regarding local trust committee bylaws should be forwarded to the Director of Local Planning Services who may prepare a report for consideration by the Executive Committee.

3. Public Hearing

3.1 Final booking arrangements and notification for a public hearing may only occur after ALL of the following events have occurred in the order as presented below:

i) either after 30 days from sending bylaw referrals to agencies, or when the agency referral responses are complete to the satisfaction of planning staff; and

ii) when the application file (public hearing binder) is ready for public viewing; and

iii) when the Corporate Secretary (or designate) has signed the Bylaw Checklist to authorize a bylaw to be booked for public hearing; and

iv) upon resolution of a local trust committee authorizing a bylaw to be forwarded to public hearing.

3.2 Each member of the local trust committee will receive a public hearing information binder which will include a copy of the Bylaw Checklist and any additional relevant information and material.

4. Executive Committee Approval

4.1 Under Section 22 of the *Islands Trust Act*, the Executive Committee must consider approval of all local trust committee bylaws after third reading.

4.2 Planning staff will forward to the Executive Committee after third reading, a copy of the proposed bylaw, the signed Bylaw Checklist and the Policy Statement Directives Checklist .

5. Ministerial Approval

5.1 If Ministerial approval is required, the following documentation is sent to the Ministry of Community, Sport and Cultural Development:

i. two copies of the bylaw submission form; and

ii. three copies of the proposed bylaw, certified at third reading; and

iii. the completed Bylaw Management Database Checklist (includes Executive approval and the date); and

iv. Any additional staff planner reports to accompany agency comments and public hearing notes if necessary.

6. Bylaw Adoption

6.1 Once the Bylaw has been adopted by the local trust committee, certified copies of the bylaw are sent to appropriate agencies and staff.

7. Bylaw Filing

7.1 Once the original bylaw has been sealed and filed in the fire-proof filing cabinet, the Corporate Secretary (or designate) of the Islands Trust signs and dates the Bylaw Checklist, which will be kept in the bylaw file along with a certified copy of the bylaw.

C. Legislated References

1. *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.

1.3 Part 4, Approval requirement for Local Trust Committees, Section 27.

2. *Local Government Act*

3. 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".

4. The Islands Trust Policy and Procedures Manual:

4.1 Policy Statement, Implementation Policies 1.3.1, Policy Statement Implementation.

4.2 Trust Council Executive Committee 2.4.4, Executive Committee Legislative Role.

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

ATTACHMENT I - Policy Statement Directives Checklist

Policy:	5.7.1
Approved By:	Trust Council
Approval Date:	March 12, 1994
Amendment Date(s):	March 11, 1995; December 7, 1996 June 16, 2005, June 20, 2017
Policy Holder:	Director of Local Planning Services

~~BYLAW CHECKLISTS~~ LOCAL TRUST COMMITTEE BYLAWS CHECKLIST

Purpose

1. To ensure that local trust committee bylaw processing is carried out in accordance with statutory requirements as outlined in the *Islands Trust Act* and the *Local Government Act*.

2. To ensure proper completion and procedural certainty of the finished bylaw document.

A. ~~Background~~ Definitions of Terms

1. The Bylaw Checklist for local trust committee~~s~~ bylaws is generated from the Bylaw Management Database. The Bylaw Checklist ~~can be~~ used as a tool by ~~both local trustees and~~ planning staff to ensure that statutory requirements, public accountability, and proper completion of the bylaw are addressed ~~(Attachment I)~~.

2. The Policy Statement Directives ~~Only~~ Checklist (Attachment I~~I~~) is based on the directive only policies from the Islands Trust Policy Statement. It is a tool used by planners and local trust committee to ensure that proposed bylaws are not contrary to or at variance with the Islands Trust Policy Statement.

~~3. The Policy Statement Council Commitments and Recommendations Checklist (Attachment III) is based on the other types of statements in the Policy Statement that are non-directive.~~

B. Procedure

1. Use of Bylaw Management Database Checklists

1.1 Authority is provided to the Islands Trust Corporate Secretary (and/or designate) to ensure the use of the ~~Local Trust Committee~~ Bylaw Checklist ~~(Attachment I)~~ as follows:

i. No public hearing shall be booked until the Corporate Secretary (or designate) provides authorization.

ii. Staff ~~are~~ is responsible to ensure that local trust committees receive an updated Bylaw Checklist upon their consideration of a bylaw at the public hearing stage.

iii. Staff ~~are~~ is responsible for ensuring that the Executive Committee receives an updated Bylaw Checklist upon ~~their~~its consideration of Section 22 approval.

1.2 The Policy Statement Directives ~~Only~~ Checklist ~~(Attachment II)~~ is to be included with a bylaw referred to the Executive Committee for approval.

~~1.3 The Council Commitments and Recommendations Checklist (Attachments III) may be used by staff to reference relevant sections of the Policy Statement in staff reports and briefings.~~

2. Bylaw Referrals

2.1 Planning staff may forward bylaws to referral agencies either before, or after, the bylaw has received first reading.

2.2 Planning staff will use the Policy Statement Directives ~~Only~~ Checklist ~~(Attachment II)~~ as ~~an unofficial~~ a reference when examining proposed bylaws for compatibility with the Policy Statement prior to first reading.

2.3 Planning staff may refer bylaws to Trust Area staff if they need to seek clarification relative to the Policy Statement.

2.4 The Executive Committee is not considered a referral agency for local trust committee bylaws.

2.5 Correspondence sent to the Executive Committee regarding local trust committee bylaws should be forwarded to the Director of Local Planning Services who ~~will~~may prepare a report for consideration by the Executive Committee.

3. Public Hearing

3.1 Final booking arrangements and notification for a public hearing may only occur after ALL of the following events have occurred in the order as presented below:

i) either after 30 days from sending bylaw referrals to agencies, or when the agency referral responses are complete to the satisfaction of planning staff; and

ii) when the application file (public hearing binder) is ready for public viewing; and

iii) when the Corporate Secretary (or designate) has signed the Bylaw Checklist to authorize a bylaw to be booked for public hearing; and

iv) upon resolution of a local trust committee authorizing a bylaw to be forwarded to public hearing.

3.2 Each member of the local trust committee will receive a public hearing information binder which will include a copy of the Bylaw Checklist ~~(Attachment I)~~ and any additional relevant information and material.

4. Executive Committee Approval

4.1 Under Section 22 of the *Islands Trust Act*, the Executive Committee must consider approval of all local trust committee bylaws after third reading.

4.2 Planning staff will forward to the Executive Committee after third reading, a copy of the proposed bylaw, the signed Bylaw Checklist ~~(Attachment I)~~ and the Policy Statement Directives ~~Only~~ Checklist ~~(Attachment II)~~.

5. Ministerial Approval

5.1 If Ministerial approval is required, the following documentation is sent to the Ministry of Community, Sport and Cultural Development:

i. two copies of the bylaw submission form; and

ii. three copies of the proposed bylaw, certified at third reading; and

iii. the completed Bylaw Management Database Checklist (includes Executive approval and the date); and

iv. Any additional staff planner reports to accompany agency comments and public hearing notes if necessary.

6. Bylaw Adoption

6.1 Once the Bylaw has been adopted by the local trust committee, certified copies of the bylaw are sent to appropriate agencies and staff.

7. Bylaw Filing

7.1 Once the original bylaw has been sealed and filed in the fire-proof filing cabinet, the Corporate Secretary (or designate) of the Islands Trust signs and dates the Bylaw Checklist, which will be kept in the bylaw file along with a certified copy of the bylaw.

C. Legislated References

1. *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.
1.3 Part 4, Approval requirement for Local Trust Committees, Section 27.

2. *Local Government Act*

3. 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".

4. The Islands Trust Policy and Procedures Manual:

4.1 Policy Statement, Implementation Policies 1.3.1, Policy Statement Implementation.

4.2 Trust Council Executive Committee 2.4.4, Executive Committee Legislative Role.

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

~~ATTACHMENT I – Bylaw Checklist~~

ATTACHMENT I~~I~~ - Policy Statement Directives ~~Only~~ Checklist

~~ATTACHMENT III – Policy Statement Council Commitments and Recommendations Checklist~~

Policy:	5.7.1
Approved By:	Trust Council
Approval Date:	March 12, 1994
Amendment Date(s):	March 11, 1995; December 7, 1996 June 16, 2005, June 20, 2017
Policy Holder:	Director of Local Planning Services

LOCAL TRUST COMMITTEE BYLAWS CHECKLIST

Purpose

1. To ensure that local trust committee bylaw processing is carried out in accordance with statutory requirements as outlined in the *Islands Trust Act* and the *Local Government Act*.

2. To ensure proper completion and procedural certainty of the finished bylaw document.

A. Definitions of Terms

1. The Bylaw Checklist for local trust committee bylaws is generated from the Bylaw Management Database. The Bylaw Checklist used as a tool by planning staff to ensure that statutory requirements, public accountability, and proper completion of the bylaw are addressed .

2. The Policy Statement Directives Checklist (Attachment I) is based on the directive only policies from the Islands Trust Policy Statement. It is a tool used by planners and local trust committee to ensure that proposed bylaws are not contrary to or at variance with the Islands Trust Policy Statement.

B. Procedure

1. Use of Bylaw Management Database Checklists

1.1 Authority is provided to the Islands Trust Corporate Secretary (and/or designate) to ensure the use of the Bylaw Checklist as follows:

i. No public hearing shall be booked until the Corporate Secretary (or designate) provides authorization.

ii. Staff is responsible to ensure that local trust committees receive an updated Bylaw Checklist upon their consideration of a bylaw at the public hearing stage.

iii. Staff is responsible for ensuring that the Executive Committee receives an updated Bylaw Checklist upon its consideration of Section 22 approval.

1.2 The Policy Statement Directives Checklist) is to be included with a bylaw referred to the Executive Committee for approval.

2. Bylaw Referrals

2.1 Planning staff may forward bylaws to referral agencies either before, or after, the bylaw has received first reading.

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2.3 Planning staff may refer bylaws to Trust Area staff if they need to seek clarification relative to the Policy Statement.

2.4 The Executive Committee is not considered a referral agency for local trust committee bylaws.

2.5 Correspondence sent to the Executive Committee regarding local trust committee bylaws should be forwarded to the Director of Local Planning Services who may prepare a report for consideration by the Executive Committee.

3. Public Hearing

3.1 Final booking arrangements and notification for a public hearing may only occur after ALL of the following events have occurred in the order as presented below:

i) either after 30 days from sending bylaw referrals to agencies, or when the agency referral responses are complete to the satisfaction of planning staff; and

ii) when the application file (public hearing binder) is ready for public viewing; and

iii) when the Corporate Secretary (or designate) has signed the Bylaw Checklist to authorize a bylaw to be booked for public hearing; and

iv) upon resolution of a local trust committee authorizing a bylaw to be forwarded to public hearing.

3.2 Each member of the local trust committee will receive a public hearing information binder which will include a copy of the Bylaw Checklist and any additional relevant information and material.

4. Executive Committee Approval

4.1 Under Section 22 of the *Islands Trust Act*, the Executive Committee must consider approval of all local trust committee bylaws after third reading.

4.2 Planning staff will forward to the Executive Committee after third reading, a copy of the proposed bylaw, the signed Bylaw Checklist and the Policy Statement Directives Checklist .

5. Ministerial Approval

5.1 If Ministerial approval is required, the following documentation is sent to the Ministry of Community, Sport and Cultural Development:

i. two copies of the bylaw submission form; and

ii. three copies of the proposed bylaw, certified at third reading; and

iii. the completed Bylaw Management Database Checklist (includes Executive approval and the date); and

iv. Any additional staff planner reports to accompany agency comments and public hearing notes if necessary.

6. Bylaw Adoption

6.1 Once the Bylaw has been adopted by the local trust committee, certified copies of the bylaw are sent to appropriate agencies and staff.

7. Bylaw Filing

7.1 Once the original bylaw has been sealed and filed in the fire-proof filing cabinet, the Corporate Secretary (or designate) of the Islands Trust signs and dates the Bylaw Checklist, which will be kept in the bylaw file along with a certified copy of the bylaw.

C. Legislated References

1. *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.

1.3 Part 4, Approval requirement for Local Trust Committees, Section 27.

2. *Local Government Act*

3. 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".

4. The Islands Trust Policy and Procedures Manual:

4.1 Policy Statement, Implementation Policies 1.3.1, Policy Statement Implementation.

4.2 Trust Council Executive Committee 2.4.4, Executive Committee Legislative Role.

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

ATTACHMENT I - Policy Statement Directives Checklist

POLICY STATEMENT DIRECTIVES ~~ONLY~~ CHECK LIST

Bylaw and File No:

PURPOSE

To provide staff with the Directives ~~Only~~ Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ~~ONLY~~ CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Directives Checklist ~~(Directives Only)~~ to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✘ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- **N/A** if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	**Ecosystems**
	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	**Forest Ecosystems**
	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	**Coastal and Marine Ecosystems**
	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	**Agricultural Land**
	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of

		adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	**NO.**	**DIRECTIVE POLICY**
	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	**Coastal Areas and Marine Shorelands**
	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.

	4.6	**Soils and Other Resources**
	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
	5.1 3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	**Transportation and Utilities**
	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	**Disposal of Waste**
	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	**Recreation**
	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	**Cultural and Natural Heritage**
	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	**Health and Well-being**
	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

BRIEFING

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Clare Frater **Date prepared:** June 1, 2017

SUBJECT: LEGISLATIVE MONITORING REPORT

DESCRIPTION OF ISSUE: Every six months, staff provides a summary of 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.

Caveat: This chart is provided for convenience only and is not to be construed as a legal document or as legal advice.

BACKGROUND: The attached legislative monitoring report includes:

- Planned legislation
- Legislation in process (N/A for this report)
- Legislation in effect
- Court decisions
- New resources
- Discussion/Planning/Trust Fund Board (TFB) related advocacy topics
- Environmental assessment processes in/near the Trust Area

Staff also use this report to track legislative change requests from Island Trust bodies. The report does not track private members' bills.

The report is updated bi-annually using a range of sources, including Union of British Columbia publications, the websites of the Legislative Assembly of BC and the Parliament of Canada, provincial and federal news releases, the Canada Gazette and a variety of websites and RSS news feeds. Islands Trust also pays for an annual subscription to QuickScribe, which tracks all BC Statutes and Regulations.

ATTACHMENT(S): Legislative Monitoring Report, June, 2017

AVAILABLE OPTIONS: If Trust Council wishes to direct new staff actions on any of the topics in this report, a resolution adding a new business item to Trust Council's agenda is required.

FOLLOW-UP: Staff will continue to monitor past or proposed external regulatory changes and will advise the Executive Committee of consultation opportunities. This report will be provided for the information of Trust Council twice a year, staff time permitting.

Prepared By: Karen Hurley, Senior Policy Advisor, May 31, 2017

Reviewed By/Date: Clare Frater, Director, Trust Area Services, June 1, 2017
Russ Hotsenpiller, Chief Administrative Officer, June 1, 2017

LEGISLATIVE MONITORING REPORT
May, 2017

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. The chart captures changes in the last six months and is organized according to the following categories:

- Planned legislation
- Legislation in process (none in this report)
- New legislation in effect
- Court decisions
- New resources
- Discussion/Planning/Trust Fund Board (TFB) related advocacy topics
- Environmental assessment processes in the Trust Area
- Legislative change requests

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Planned Legislation

PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Proposed changes to *Fisheries Act*	Fall 2016 February 2017	The Government of Canada is reviewing the 2012-2013 changes to the *Fisheries Act*. An online consultation called Let's Talk Fish Habitat is now completed. A Parliamentary Committee released a report and recommendations for Parliament: Highlights include: Recommendation 4. That Fisheries and Oceans Canada emphasize protection for priority habitats that contribute significantly to fish production within the context of section 6 of the Act. Recommendation 6. That protection from harmful alteration or disruption, or the destruction, of fish habitat be extended to all ocean and natural freshwater habitats to ensure healthy biodiversity. Recommendation 7. To protect fish habitat from key activities that can damage habitat, such as destructive fishing practices and cumulative effects of multiple activities. Recommendation 8. That Fisheries and Oceans Canada put sufficient protection provisions into the Fisheries Act that act as safeguards for farmers and agriculturalists, and municipalities. Recommendation 9. That Fisheries and Oceans Canada work with the farm community and rural municipalities to provide incentives and expert advice to conserve and enhance fish habitat and populations and utilize the enforcement approach as a last resort. Link to Recommendations from the report		

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New legislation in effect

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Contaminated Sites Regulation Amendments	Consultation closed. Significant changes to the Contaminated Sites Regulation under the *Environmental Management Act* have been made and will become effective November 1, 2017.	The Province has amended the Contaminated Sites Regulations to the amendments will incorporate new soil, water, and vapour standards to reflect current science. These include up-to-date toxicology data, the new BC environmental groundwater model, and new environmental quality standards. The Province asked for feedback earlier in 2016 and 40 local governments, including the Islands Trust, responded. Previously proposed amendment that would have negatively impacted local governments were dropped.	When the regulation was first brought in in the late 1990s, the Islands Trust and many other local governments, based on legal advice, opted out.	

Court Decisions

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Abbotsford (City) v. Mary Jane's Glass & Gifts Ltd		The Supreme Court of BC ruled that local governments have the right to regulate marijuana dispensaries and cities have the right to deny them business licenses and implement bylaws banning the sale of pot. The Court found that		LTCs consider changes to Land Use Bylaws

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		the City of Abbotsford's Zoning and Business Bylaws are constitutionally valid in refusing a business license to a marihuana retail store and "confirms the basic assumption that storefronts selling marihuana for any purpose are illegal". Abbotsford's bylaws specifically prohibit selling, production and distributing of marihuana in any zone unless specifically provided for in a zone. In their Agriculture zones, Abbotsford permits a "medical marihuana production facility" that includes production, distribution, selling, etc. The aspect of storefronts being illegal is because Health Canada, as the medical marihuana licensing agency permits licensed individual or company producers to grow and sell cannabis for medical purposes BUT 'licensed producers are not allowed to sell products in person from a store.'		

New Resources

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
2016 Salish Sea Toxics Monitoring Review: A Selection of Research	Released in May 2017	A 2017 report from the Puget Sound Ecosystem Monitoring Program Over the past 150 years of industrialization, human activities have introduced a variety of chemicals into the Salish Sea, at levels that can be harmful to people and aquatic biota. A number of these chemicals are toxic and have the potential to harm or threaten the Salish Sea ecosystem, including industrial chemicals (e.g., polychlorinated biphenyls [PCBs]), flame retardants (e.g., polybrominated diphenyl ethers [PBDEs]), plasticizers, and dioxins. Additional chemicals that may pose a threat to the Salish Sea ecosystem include pharmaceutical and personal care products (PPCPs; e.g., medications, household chemicals, beauty products, etc.) and chemicals used in agriculture, landscaping and yard care (e.g., current use and legacy pesticides, livestock pharmaceuticals, etc.). Collectively, these toxic chemicals reach the Salish Sea through a variety of pathways, including stormwater runoff, atmospheric deposition, industrial and municipal discharges, and agricultural runoff.		TAS staff will review the document for IT area specific information and opportunities for shared action.

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NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		• Aquatic biota are exposed to contaminants at levels that can adversely affect their health and the health of people that consume them. • The levels of some contaminants have declined in sediments and aquatic biota as a result of successful management actions. • Contaminants of emerging concern such as estrogenic chemicals and microplastics are widespread and frequently detected • Contaminant source control and cleanup have been an effective approach to reduce sediment contaminant loads in many areas. • Stormwater impacts and responses are being addressed through coordinated regional efforts. • On-the-ground remediation of contaminated sites is ongoing throughout the region.		

Discussion/Planning/Trust Fund Board Related Advocacy Topics

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Land-Based Spill Preparedness and Response in B.C.- Proposed Regulations for the *Environmental Management Act*, 2016 – Policy Update Ministry of Environment	Released January 20, 2017	The engagement process reiterated the importance of avoiding unnecessary duplication in order to reduce costs, improve efficiencies, and more easily understand and comply with new requirements. As a result, the Ministry will use a phase-in approach to introducing new regulations in order to allow more time for consultation with experts and impacted groups as well as to conduct further research designed to predict and prevent negative unintended consequences. This policy update outlines the first phase of regulations and includes:	In 2014, Chair Luckham wrote a letter to Minister of Environment In 2013, Chair Luckham wrote to Minister of the Environment.	

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		•Definitions for Regulated and Responsible Persons; •New requirements for preparedness (spill contingency plans and testing plans); •New spill reporting response requirements; •New requirements for recovery plans		

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Federal Oceans Protection Plan: Protecting Canada's Coastlines for Future Generations (oil spills and derelict vessels) Addressing Canada's Abandoned Boats, an initiative under the Oceans Protection Plan	Announced November 7, 2016 May 31, 2017	The federal government announced a $1.5 billion ocean protection plan, that addresses many but not all, of Islands Trust Council's oil spill and derelict vessel advocacy requests, and may provide tools for better oversight of anchorages. The plan is vague regarding implementation on the West Coast. Transport Canada staff advise that they will provide Islands Trust with a technical briefing on the plan in the coming months Two programs will address the issue of abandoned boats and vessels: Transport Canada's Abandoned Boats Program and a related program by Fisheries and Oceans Canada **Assessment and Removal Projects ($5.6 million over 5 years):** • funding to support the assessment, removal and disposal of existing high-priority abandoned and wrecked boats. • will pay 100% of eligible project costs for boat assessment projects, and up to 75% for boat removal and disposal projects. Education and Awareness (up to $750,000 over 5 years): • provide funding to eligible recipients to	Highlights: In 2016, wrote to the Prime Minister to express Council's ask for a moratorium until Transport Canada does proactive planning/mitigation. In 2016, submitted a UBCM resolution asking Transport Canada to assess the cumulative impacts and develop a mitigation plan. In 2015, wrote to the Minister of Transport with anchorage concerns. In 2013, provided a written submission as well as a letter co-signed by San Juan County's Chair to Transport Canada's Tanker Safety Expert Panel. From 2012-2016, staff have participated in Joint Working Group for Removal of Problem Vessels in BC. In 2014, staff helped develop of provincial guides about problem vessels. On June 8, staff attended Transport Canada briefing on the abandoned boats program.	Staff will continue to monitor and make recommendations to EC. Staff will contact Transport Canada staff regarding timing of technical briefing. Staff will initiate a derelict vessel working group meeting

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		educate boat owners about their responsibilities. • Will pay up to 75% of project costs for Education and Awareness projects. • Eligible recipients are: provinces, territories, municipalities and local governments; Indigenous groups, communities and organizations; marinas; academia; and, for-profit organizations and not-for-profit organizations. Research (up to $500,000 over 5 years): • program will provide funding for research into processes and materials that help improve boat recycling and design • up to 100% for research projects. • Eligible recipients are: academia, researchers, universities, marinas or other industry and community stakeholders involved in boat design, construction and recycling.		
Updating Canada's Tentative List for World Heritage Sites	Nomination period closed January 27, 2017	Applications are being reviewed by an independent Ministerial Advisory Committee of Canadian experts in the fields of natural and cultural heritage. The Advisory Committee will recommend to the Minister of Environment and Climate Change and Minister responsible for Parks Canada those properties with strong potential for successful inscription as World Heritage Sites.	March 2017: That the Islands Trust Council support in principle the application of the Salish Sea Trust for nomination of the Salish Sea to Canada's Tentative List for World Heritage Sites; such support being given upon the condition that the application will not be approved without the support of the Indigenous peoples whose traditional territories include the affected area. The resolution clarifies that once the First Nations	

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
			in the Trust Area have expressed their support, Trust Council would then likely support the UNESCO application.	
Howe Sound Management and Cumulative Effects Cumulative Effects Framework (CEF) Interim Policy for Cumulative Effects Assessment and Management	Provincial staff updated the Howe Sound Community Forum at meetings in 2016 and 2017. Seven Howe Sound Current Condition Reports are targeted for completion by the Spring of 2017	As part of the province's phased implementation of the BC Cumulative Effects Framework (CEF), FLNRO staff collaborated with local communities and initiated the Howe Sound Cumulative Effects Project in the Spring of 2015. This project will help develop a common understanding of the current and potential future condition of key environmental values in Howe Sound. Information from the project will help to inform future management and land use decisions. The interim policy forms the core of the Provincial CEF, which includes policy, procedures and tools to improve the consideration of cumulative effects in natural-resource decision making in BC The 'interim' status of the CEF policy is intended to provide an opportunity for continued engagement with First Nations and stakeholders, and for ongoing evaluation of initial policy implementation.		Staff will continue to monitor the Province's work regarding Howe Sound.
OceanWatch – Howe Sound Edition Action Plan – Task Force	Produced in February 2017	The Vancouver Aquarium's Coastal Ocean Research Institute has produced an OceanWatch-Howe Sound Edition report. This report provides a valuable assessment of the ongoing recovery of the health of Howe		Gambier LTC will be a member of the Task Force

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		Sound. A Task Force is being created with participation from each Howe Sound community. Responsibilities: • Identify which actions in the Ocean Watch: Howe Sound Action Plan are within the mandate and reach of member communities. • Focus on the identifying selected actions by local governments for implementation and highlight potential actions that include policy integration and collaboration between member local governments and First Nations; • Contribute information on what action local governments and Squamish Nation are already undertaking toward the goals. • Recommend a process through which the selected actions get done • Complete its work within six months.		
Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP)	Partnership is active.	The CDFCP is a partnership pf 40 organizations that have signed on to the CDFCP Statement of Collaboration. These members include Local Governments, Regional Governments, the Province of BC, the University of BC, several Environmental Non-Profit organizations and private landowners. To date, Islands Trust signatories include: the Islands Trust, Trust Fund Board, Gambier Island LTC, Gabriola Island LTC, Galiano LTC and Hornby Island	April 27, 2017 meeting: Gambier Island LTC currently working with CDFCP contractor to inform its OCP review. November 2015: Chair sent a letter to the CDFCP Steering Committee in support of the Conservation Strategy and indicating Trust Council's willingness to work with the CDFCP to implement the strategy as capacity allows. November 2015: Staff forwarded the CDFCP Conservation Strategy to local trust committees and	The Islands Trust Fund Ecosystem Protection Specialist will continue to be on the CFDCP Steering Committee. Gambier Island Planner and

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		LTC. In 2015, the CDFCP issued a Conservation Strategy that will begin to address a multi-variable approach to ecosystem conservation. The CDFCP has some funding in place from the Real Estate Foundation of BC until May 2017, to do outreach with local governments.	Bowen Island Municipality as a potential resource. March 2013: Trust Council signed on to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Statement of Cooperation.	ITF staff will meet May 29 to discuss next steps

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Provincial Species and Ecosystems at Risk and Local Governments Working Group	Active since 2009.	The Species and Ecosystems at Risk Local Government Working Group (SEAR LGWG) was established in the fall of 2009 The SEAR LGWG consists of representatives from municipal, regional and provincial governments and the Union of British Columbia Municipalities (UBCM). A jointly prepared discussion paper *Working Together to Protect Species at Risk: Strategies Recommended by Local Government to Improve Conservation on Municipal, Regional and Private Lands in British Columbia* was completed in January 2011. In 2016, the Working Group struck a SEAR Charter Advisory Committee to help develop a SEAR Charter between the province and local governments to provide greater clarity on roles and responsibilities of both parties. The Charter is currently in draft form and being reviewed by the advisory committee. A SEAR Charter was one of the four short-medium term recommendations that came out of a 3-year SEAR Incentive Project, which supports the Five Year Plan for Species at Risk in B.C.	Marnie Eggen, Island Planner, and Jennifer Eliason, Islands Trust Fund Manager are members of the Species and Ecosystems at Risk (SEAR) Local Government Working Group (LGWG); Marnie Eggan is a member of the a SEAR Charter Advisory Committee and Jennifer Eliason is a member of the SEAR Incentive Project Committee. Staff provided a response to the Province's survey of local government in 2014. LPS and ITF staff attended the 4th SEAR Local Government Working Group Symposium (31 Jan – 1 Feb 2017) in Victoria. The ITF Manager presented on tax incentives for conservation. A report from the symposium will be posted to the SEAR LGWG webpage	LPS staff and ITF staffwill continue to participate in the Working Group.
Provincial engagement on Species at Risk	Consultation closes November 30, 2016	Three of the actions defined in 2014 provincial Five-Year Plan for Species at Risk plan aim to strengthen the foundation of the species at risk program.	In 2016, Chair Luckham wrote a letter to BC Ministry of Environment staff.	TAS staff will continue to monitor

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Federal Consultation on l *Species at Risk Act* policies	Consultation closes November 8, 2016	Environment and Climate Change Canada is seeking input on seven draft policies on the implementation of the *Species at Risk Act*.	In 2016, Chair Luckham wrote a letter to the Canadian Wildlife Service.	TAS staff will continue to monitor
Proposed Sunshine Coast Fixed Link	BC Gov't awarded contract on Feb 3, 2016, for feasibility study. Consultation closed fall 2016, except with FN, which is ongoing	The Government of B.C. is studying the costs and benefits of a possible highway link between the Sunshine Coast and Metro Vancouver. The link could include direct bridge connections across Howe Sound islands. The costs and benefits of each route will be assessed, and compared with ferry services.	In 2016, Chair Luckham wrote a letter to the Ministry of Transportation and Infrastructure's consultants. In 2016, the Gambier Island Local Trust Committee Chair wrote a letter to the Ministry of Transportation and Infrastructure's consultants. In 2016, Ann Kjerulf, Regional Planner Manager and Aleksandra Brzozowski, former Island Planner, attended a local government staff consultation and Trustee Stamford attended an elected officials session.	Staff will monitor for release of final report.
Federal expert Panel review of federal environmental assessment processes	In progress	In September 2016, a federal Expert Panel launched a public review of Canada's environmental assessment processes. The consultation timeline is as follows: Mid-2017 – Once the Expert Panel has completed its work, the Minister of Environment and Climate Change will consider the recommendations in the Panel's report and identify next steps to improve federal environmental assessment processes.	In 2016, the Islands Trust Chair wrote to the Minister of Environment and Climate Change	TAS staff will continue to monitor
Anchorage concerns	Federal efforts to create Gabriola	The Pacific Pilotage Authority has put a hold on the proposed new Gabriola anchorages based on stakeholders' and partners' concerns regarding the consultation process	Highlights: On April 18, 2017 Chair Luckham , Trustee McConchie and Trustee O'Sullivan attended a Chamber of	

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	anchorage on hold. DFO completed a section 35 referral in June 2016.		Shipping of BC roundtable discussion about anchorage issues in the Gulf Islands. In 2016,Chair Luckham wrote to the Prime Minister to express Council's ask for a moratorium until Transport Canada does proactive planning/mitigation and wrote to the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, In 2016, Chair Luckham wrote to Pacific Pilotage Authority regarding the timing of the planned public meeting about the proposed Gabriola Island anchorages. In 2015, Chair Luckham wrote to the Honourable Marc Garneau, Minister of Transport, re minimizing anchorage use. In 2015, the Islands Trust hosted a stakeholder meeting about the Plumper Sound, Cowichan Bay and proposed Gabriola anchorages to promote dialogue and increased understanding of the issues.	
Capital Regional District Climate Action Inter-Municipal Working Group	The Regional Climate Action Strategy and Climate Projections for the Capital Region were	Through the 2008 Climate Action and Adaptation Service Establishment Bylaw No. 3510, the Climate Action Program (CAP) was launched in spring 2009, and serves the region's municipalities and electoral areas by acting as a resource, hub and facilitator on both climate mitigation and adaptation issues. The Climate Action Inter Municipal Working	Seth Wright, Planner 2, has been a member of the working group since February 2015. Local Trust Committees have established GHG reduction targets in the OCPs.	

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	released in April 2017	Group (IMWG) was developed in 2009 as a reporting and feedback mechanism for local government staff working on climate mitigation and adaptation related work in the Capital Region and meets quarterly.		

Environmental Assessments in/near the Islands Trust Area

ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
BURNCO Aggregate Project environmental assessment process update	Public comments on the application closed on September 28, 2016. Currently under review by EAO.	BURNCO Rock Products Ltd is proposing to construct and operate a sand and gravel mine within the Lower McNab Valley, approximately 22 kilometres (km) southwest of Squamish and 35 km northwest of Vancouver. The projected lifespan of the proposed Project is 16 years. The average estimated rate of sand and gravel production is 1,000,000 tonnes per year, with one barge (two transits) every other day.	Aleksandra Brzozowski, former Island Planner, was a member of the Environmental Assessment Office Working Group until April 2015 and rejoined the Working Group on January 2016. Trustee Stamford joined the Working Group on January 2016. In 2016, Chair Luckham wrote a letter to the BC Environmental Assessment office In 2016, 2016 Gambier LTC Chair wrote a letter to the BC Environmental Assessment office	Staff will continue to monitor.

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
			In 2013, Chair Malcolmson wrote a letter to the BC Environmental Assessment Office.	
Roberts Bank Terminal 2 Canadian Environmental assessment	Consultation on the application closed on October 29, 2016 May 1, 2017 May 16, 2017	Port Metro Vancouver (PMV), proposes to build a new container terminal at Roberts Bank, Delta, B.C. consisting of a new three-berth marine container terminal located at Roberts Bank, Delta, B.C. The terminal could result in 520 additional vessel transits in the Salish Sea. In April 2015, CEAA issued the Roberts Bank Terminal 2 Project Review Panel Final Terms of Reference which stated that the environmental assessment must also take into account the environmental effects of marine shipping associated with the project which is beyond the care and control of the proponent (PMV) and within the 12 nautical mile limit of Canada's territorial sea. However, for the purposes of the Minister's decision on whether the project is likely to cause significant adverse environmental effects, the environmental effects of marine shipping are not considered environmental effects and will not be subject to conditions to the proponent in any decision statement issued by the Minister under CEAA 2012. CEAA has received correspondence from number First Nations, local governments, non-profits agencies and individuals criticizing this approach. The Review Panel has received revised responses to its requests for additional information from the Vancouver Fraser Port Authority . The 282 page report focuses on coastal geomorphology and geotechnical/seismic information.	In 2016, Chair Luckham wrote a letter to CEAA November 2015: Staff advised allies of the public comment period on the Marine Shipping Addendum to the Environmental Impact Statement In 2013, Chair Malcolmson wrote a letter	None planned. Staff will monitor for final report and decision

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		The Review Panel requested that the Proponent prepare and maintain a compilation document of the Review Panel information requests (IRs) and the Proponent's responses		

Islands Trust Requests to the Province of BC for Changes to the Islands Trust Legislation/Regulation (during past 10 years)

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 and Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum in the Salt Spring Island LTA. If the referendum was successful, Minister Chong was willing to approve four local trustees for the SSILTC, but not to increase Salt Spring Island representation on Trust Council. Turned down by Salt Spring Island LTA referendum November 15, 2008.
2. 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	Not advanced by the Ministry. Never formally turned down.
	June 2008	Trust Council later requested a simpler amendment - that S. 20(3) of the Islands Trust Act be amended to increase the number of vice chairs from three to four.	
	June 2011	Raised during a meeting between the Executive Committee and the Hon. Ida Chong, Minister of Community Services	
3. The necessary changes to provincial / legislation and regulations to permit Islands Trust bodies to hold meetings	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Achieved in 2009 through provincial creation of a new Islands Trust Regulation.

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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
through electronic or other communication facilities.			
4. 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	This topic originally arose in response to a court case, where a bylaw was quashed because the public hearing was held outside the jurisdiction. Further evaluation determined that the relevant legislation had been amended and did not apply to local trust committees.
5. 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 through minor amendment to legislation.
6. Bylaw dispute adjudication system	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2011
7. 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. Several requests have been made
	June 2011	Staff met with Ministry staff	
	November 20, 2012	Letter to Hon. Bill Bennett, Minister of Community, Sport and Cultural Development	Response received Feb 2013. Minister Bennett stated that changing the corporate structure of the Trust Fund Board has broad implications that require careful consideration. He further noted that government often requires a compelling reason, such as a legislative barrier to operations, prior to considering such a legislative request. He suggested that Islands Trust staff contact the Assistant Deputy Minister to arrange for further evaluation of the proposal.
	Sept 2013 and Feb 2014	Letters to Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development	Several contacts with Ministry staff have been made, most recently in May 2015. The Assistant Deputy Minister repeated earlier advice that that the ministry

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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
	May 12, 2015	Executive Committee and senior staff met with new Assistant Deputy Minister Jay Schlosar, who has since left government	does not currently have the capacity to undertake this complex a legislative change, given other provincial priorities.
	September 2015	Letter to Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	Minister Fassbender was not responsive to Trust Council's request for legislative changes. Conversation during the meeting focused on Salt Spring governance and his request that Executive Committee meet with the Aboriginal Aquaculture Association.
	November 2015	Executive Committee and CAO met with Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	
8. **Support in principle amending the Islands Trust Act to add "First Nations" to the list of those with whom we work "in co-operation."**	September 2015	Trust Council requested the Executive Committee to consider asking the Minister of Community, Sport and Cultural Development to make this amendment, at an appropriate time, with respect to available resources and the potential for the amendment to be achieved.	

TRUST COUNCIL DIRECTION	WHEN	METHOD	COMMENTS FROM TC MINUTES
That Trust Council approve in principle a review of the *Islands Trust Act.*	Dec 2016	Resolution **TC-2016-099**	Discussion included the history of past requested changes to the Act, the capacity for the review to be added to the work program, the timing of the request, the desire for sustained provincial funding to support the Trust Fund Board and the opportunity to ask for tools in order for Islands Trust to be more effective.
That Trust Council add to the 2014-2018 Strategic Plan the project of investigating the principle of amending the *Islands Trust Act* and assign	***Dec 2016***	Resolution	It was indicated that the Executive Committee would decide when it was appropriate to assign a priority to

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TRUST COUNCIL DIRECTION	WHEN	METHOD	COMMENTS FROM TC MINUTES
the project to the Executive Committee.		**TC-2016-100**	this.

BRIEFING

To: **Trust Council** **For the Meeting of:** June 20-22, 2017

From: Trust Programs Committee **Date prepared:** May 29, 2017

SUBJECT: WELL WATER WORKSHOPS UPDATE

DESCRIPTION OF ISSUE: This briefing is to inform Trust Council about upcoming well owner and groundwater education workshops.

BACKGROUND:

The 2014-2018 Strategic Plan includes strategy 4.3 "Advocate for and educate about water conservation measures (e.g. rainwater catchment, greywater recycling)" and the associated activity T.4.3.2 "Develop project charter for water conservation advocacy and education".

Under the guidance of the Trust Programs Committee, using project funding from Trust Council, the Islands Trust has partnered with the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) and local health authorities to deliver a series of free private well owner and groundwater education workshops in the Islands Trust Area this spring and summer. Workshop presenters have been confirmed and all venues have been booked and advertised (see Attachment 1).

The workshops will consist of an introduction to the Islands Trust, a FLNRO presentation on groundwater and well protection, and a health authority (Island Health or Vancouver Coastal Heath) presentation on water quality and well water testing, followed by a question and answer period. The Islands Trust arranged for a local laboratory, Maxxam Analytics, to provide water testing kits that will be available for pick up at the workshops. Maxxam Analytics will provide a 10% discount on select well water testing for workshop participants. In addition, the Environmental Operators Certificate Program will offer Continuing Education Units to Certified Operators who attend these workshops.

Staff have researched water conservation issues and projects and contacted local groups within the Trust Area, including: regional districts, improvement districts, and water conservation community groups. Educational materials on water conservation have been collected from various organizations to be distributed at the workshops. Staff developed an Islands Trust water conservation handout that will be available at the workshops and on the Islands Trust website.

Currently, staff is implementing a communications plan to promote the workshops. This work includes invitation letters for First Nations and memos to local trust committees/Bowen Island Municipal Council. Staff continues to work on coordinating the logistics associated with staff and trustee attendance, travel, and refreshments for each of the eleven workshops. In addition, water related information on the Islands Trust website has been updated, and further updates are planned for this spring/summer.

ATTACHMENT(S):

1. Wells and Groundwater Workshop Poster

FOLLOW-UP:

The workshops will be offered weekly from June 2 – August 11. The workshops will be adjusted as needed in response to feedback.

Prepared By: Shelley Miller, Planner 1

Reviewed By/Date: Clare Frater, Director, Trust Area Services, May 18, 2017



PAL-O-MINE VIA FLICKR

Islands Trust

Wells and our groundwater

Concerned about your well going dry? Worried about well water safety? Interested in groundwater?

Water testing kits and 10% discount on select well water testing provided by Maxxam Analytics

Join us for a **FREE** workshop to learn about:

- Groundwater and your well
- How to protect your water source
- How to test and treat your well water

Everyone interested in learning about groundwater is welcome! Refreshments provided.

ISLAND	DATE	WORKSHOP TIME	MEETING HALL
Mayne	**June 2**	1:00pm–3:30pm	**Mayne Island Agricultural Hall**, 430 Fernhill Road
Thetis	**June 9**	10:00am–12:30pm	**Thetis Island Community Centre** (Forbes Hall), 292 North Cove Road
Galiano	**June 16**	1:00pm–3:30pm	**Galiano South Community Hall**, 141 Sturdies Bay Road
Denman	**June 23**	12:30pm–3pm	**Denman Island Community Hall** (Back Hall), 1196 Northwest Road
Salt Spring	**June 30**	10:00am–12:30pm	**Hart Bradley Memorial Hall** (Lion's Hall), 103 Bonnet Avenue
North and South Pender	**July 7**	10:30am–12:30pm	**Pender Island Community Hall** (Upper Hall), 4418 Bedwell Harbour Road
Hornby	**July 14**	1:00pm–3:30pm	**New Horizons Hall**, 1765 Sollans Road
Saturna	**July 21**	12:30pm–3pm	**Saturna Recreation and Cultural Centre**, 104 Harris Road
Gabriola	**July 28**	10am–12:30pm	**Gabriola Arts and Heritage Centre**, 476 South Road
Bowen	**August 10**	1:00pm–3:30pm	**Bowen Island Municipal Hall** (Council Chambers), 981 Artisan Lane
Gambier	**August 11**	9:30am–12pm	**Gambier Island Community Centre**, 721 Andy's Bay Road

Water affects us all, let's keep it clean!

islandstrust.bc.ca/water

WORKSHOP PARTNERS:

British Columbia · Forests, Lands and Natural Resource Operations

Vancouver CoastalHealth

island health

BRIEFING

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Trust Programs Committee **Date prepared:** May 18, 2017

SUBJECT: **ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS 2017**

DESCRIPTION OF ISSUE:
At a June 22, 2017 closed session, Islands Trust Council will decide the recipients of the 2017 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 usually $600-$700 for awards from the Trust Programs budget and local trust committees may use up to $100 from their local trust committee budgets to cover the costs of a public presentation ceremony.

The 2017 program was administered as follows:

- Members of the public and other agencies were invited to nominate individuals or organizations for recognition. The program was publicized through a news release, on-line information, posters, and, 'tweets'.

- The deadline for award nominations was April 18, 2017.

- The Trust Programs Committee considered all of the nominations on May 29, 2017 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, level of community support, time and effort and ongoing public service.

- The names of nominees were released to the media and the Islands Trust Chair sent all nominees a congratulatory letter.

Trust Council's policy 2.1.xi *Community Stewardship Award Program* states that:

- *The Trust Programs Committee will evaluate and recommend award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:*

a) the confidential comments provided by local trustees; and
b) the following criteria:
i. relationship of project or work to the Islands Trust Policy Statement,
ii. benefits to the community or Trust Area,
iii. collaboration with others,
iv. innovation,
v. community support,
vi. time and effort, and
vii. ongoing public service.

- *In June of odd-numbered years, the Islands Trust Council will decide upon the Community Stewardship Award recipients while considering the items in section 18 above as well as the Trust Program's Committee's recommendations.*

- *Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be part of the evaluation.*

Trust Council will decide on the recipients in a closed meeting on June 22, 2017 and announce the results in the early afternoon.

FOLLOW-UP:
The Community Stewardship Awards Program (2.1.xi), sections B.23 and B.24 state "The cost for each award will not exceed $100", and "Local trust committees may use up to $100 from their local trust committee budgets to cover the costs of a public presentation ceremony". The Islands Trust Council Purchasing Procedure (6.5.iii.) states that "Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area." In 2014 and 2015, the award was a certificate in a wood frame made on Thetis Island from local materials. The awards are paid from the Trust Area Services budget. In the next few months staff will be assessing local purchasing options and associated costs for award production.

Awards will be presented at Local Trust Committee/Bowen Island Municipality meetings in the late summer/fall of 2017. The names of award recipients will be publicized through a news release. Detailed information will be made available on the Islands Trust website.

ATTACHMENT(S):

Attachment I	Overview of Program and Awards to-date
Attachment II	List of 2017 Nominations
Attachment III	Blank Evaluation Form
Attachment IV	Nominations Package (19 nominations – in camera)
Attachment V	Trustee Comments on Nominations (in camera)

Prepared By: Shelley Miller, Planner 1

Reviewed By/Date: Clare Frater, Director, Trust Area Services, May 18, 2017

Chief Administrative Officer/Date

Community Stewardship Award Program Overview
2002-2017

Number of Nominations - Since 2002, there have been 196 nominations with an average of 13 nominations per year. This year we received the highest number of nominations (19). The lowest number of nominations (6) occurred in 2010. There were 17 nominations in 2015, the last time the program was offered.

Number of Recipients – Since 2002, there have been 76 Community Stewardship Awards recipients. There has been a range in the number of awards given each year, ranging from three awards in 2002 to seven awards in 2014 and 2015.

Nominations per Island	196		**Recipients per Island**	76
North and South Pender Islands	45		Salt Spring Island	17
Salt Spring Island	35		North and South Pender Islands	14
Hornby Island	20		Bowen Island	4
Denman Island	15		Denman Island	6
Mayne Island	13		Hornby Island	6
Saturna Island	12		Saturna Island	7
Galiano Island	9		Mayne Island	6
Gabriola Island and Mudge Island	19		Gabriola Island	6
Lasqueti Island	10		Lasqueti Island	3
Bowen Island + Bowyer/Passage	9		Galiano Island	4
Thetis Island	4		Gambier Island	2
Gambier Island	3		Thetis Island	1
Trust-wide	2		Trust-wide	1

2002- 2017 LIST OF NOMINEES/ISLANDS
Bullet and bold font indicates award recipients

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
2017	Bob Turner, Bowen Island Bob Weeden, Salt Spring Island Brenda Guiled, Salt Spring Island Everhard van Lidth de Juede, Bowen Island Jacinthe Eastick, Gabriola Island John Peirce, Gabriola Island Karen Ethridge, Hornby and Denman Islands Laura Matthias, Salt Spring Island Liz Ciocea, Gabriola Island Michelle Catherine Nelson, Bowen Island	Denman Island Memorial Society Gabriola Arts Council (two nominations) Hornby and Denman Community Health Care Society Lasqueti Islands Emergency Dispatch Advisory Committee Mayne Island Assisted Living Society Mudge Island Citizens Society Salt Spring Seniors Services Society Saturna Community Club	Bowen (3) Denman (1) Denman and Hornby (2) Gabriola (5) Lasqueti (1) Mayne (1) Mudge (1) Salt Spring (4) Saturna (1) Total = 19
2015	• **Leigh Ann Milman, Gabriola Island** • **Susan Yates, Gabriola Island** • **Michael Dunn, Mayne Island**	• **Island Futures Society, Gabriola Island** • **Mayne Island Agricultural Society** • **Saturna Island Marine Research and**	Denman (1) Gabriola (6) Gambier (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	Marguerite Lee, Salt Spring Island Richard Bauer, Lasqueti Island Jan Kirkby, North Pender Island Andrew Fall, Lasqueti Island Grant Scott, Hornby Island	**Education Society** • **Protect Grace Islet Group, Salt Spring Island** Denman Opposes Coal Gabriola Land and Trails Trust Gabriola Rescue of Wildlife Society Keats Island Fire Equipment Group, Gambier LTA Watercliff Farm, Gabriola Island	Hornby (1) Lasqueti (2) Mayne (2) Penders (1) Salt Spring (2) Saturna (1) Total = 17
2014	• **David Denning, Salt Spring Island** • **Brian Hollingshead, Saturna Island** • **Barrie Morrison and Nancy Waxler-Morrison (posthumous) of North Pender Island** • **Paul and Monica Petrie, Pender Islands** • **Christa Grace-Warrick, Pender Islands**	• **Association of Denman Island Marine Stewards** • **Galiano Conservancy Association**	Denman (1) Galiano (1) Penders (3) Salt Spring (1) Saturna (1) Total = 7
2013	• **Richard Blagborne, Saturna Island** • **Chris and Judith Plant, Gabriola Island** • **Jan Slakov, Salt Spring** • **Ana Miriam Leigh (posthumous), Denman Island** Dr. Peter Carter and Julie Johnston, North Pender Island Mike Hoebel, Galiano Island Patrick Smith, South Pender Jill Treewater, Salt Spring	• **Lasqueti Island Forage Fish Team** • **Mayne Island Conservancy** • **Salt Spring Island Water Council** Bowen Island Golf Association Denman Island Volunteer Fire Department Salt Spring Island Water Preservation Society	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Lasqueti (1) Mayne (1) Penders (2) Salt Spring (4) Saturna (1) Total = 14
2012	• **Stuart Watson, Gambier Island** • **Margot Venton, North Pender Island** • **Anne Macey, Salt Spring Island** • **Dr. Donald Marshall, Bowen Island** • **Peter Karsten, Denman Island** Michael Dunn, Mayne Island Patricia Forbes, Lasqueti Island Lindsay Hamson, South/North Pender Islands Shirley LePers, South/North Pender Islands Ken Millard, Galiano Island Monica and Paul Petrie, South/North Pender Islands Dr. John Sprague, Salt Spring Island Bob Watson, Salt Spring Island John Wiznuk, Saturna Island	• **Gabriola Island Health Care Foundation, Society and Auxiliary** • **Hornby Quilters Group** • **Saturna Island Ecological Education Centre** Denman Island Residents Association's Parks Committee	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Gambier (1) Hornby (1) Lasqueti (1) Mayne (1) Penders (4) Salt Spring (3) Saturna (2) Total = 18
2011	• **Sue Ellen Fast, Bowen Island** • **Barry Mathias, Pender Islands**	• **Hornby New Clinic Committee, Hornby Island**	Bowen (1) Denman (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	• **Sara Steil, Pender Islands** • **Jane Wolverton, Galiano Island** Henning Nielsen, Denman Island Gisele Rudischer, Gabriola Island Nadia Krebs, Galiano Island Wayne Hewitt, Salt Spring Island	• **Pender Island Fire Rescue Department, Pender Islands**	Gabriola (1) Galiano (2) Hornby (1) Penders (3) Salt Spring (1) Total = 10
2010	• **Tekla Deverell, North Pender** • **Patti Willis, Denman** • **Jon Guy, Saturna** • **Sylvia Pincott, North Pender** • **Dorothy Cutting, Salt Spring** Pat Ropars, Saturna	**None**	Denman (1) Pender (2) Salt Spring (1) Saturna (2) Total = 6
2009	• **Kelsey Mech, Salt Spring** • **Patricia McLaughlin, Denman** • **Jacqueline Booth, Salt Spring (Posthumous nomination)** Andrew Carmichael, Hornby Linda and Peter George, Gabriola Janice Oakley and Martine Paulin, Galiano	• **Hornby Island Residents and Ratepayers' Association** • **Salt Spring Island Conservancy** Lasqueti Internet Access Society Mayne Island Early Childhood Society Mayne Island Agricultural Society and Fall Fair Pender Islands Community Service Society Pender Organic Community Garden Society	Denman (1) Galiano (2) Hornby (2) Mayne (2) Lasqueti (1) Pender (2) Salt Spring (3) Total = 13
2008	• **Mary Cooper, Mayne** • **Maureen Moore, Salt Spring** • **Geri Crooks, Saturna** • **Alasdair and Nancy Gordon, Lasqueti** Peter Askin, Mayne John Arthur Money, Saturna Patricia McLaughlin, Denman Lon Wood, Thetis Grant Gordon, Thetis Patti Willis, Denman Bowie Keefer, Galiano Tekla Deverell, Pender	• **Lasqueti Island Nature Conservancy** • **Lyall Creek Salmon and Trout Enhancement Project, Saturna Island** Saturna Scribbler Volunteers Land Trust Alliance of British Columbia Pender Islands Animal Welfare Society	Denman (2) Galiano (1) Lasqueti (2) Mayne (2) Pender (2) Saturna (4) Salt Spring (1) Thetis (2) All islands (1) Total = 17
2007	• **Ursula Poepel - Pender Islands** • **Karl Hamson - Pender Islands** • **Jennifer Brown MacLeod - Gabriola** Derek Hopzapfel - Pender Islands Sara Steil – Pender Islands David Rae – Pender Islands Beverley Vreeswijk - Thetis	• **The Pender Post - Pender Islands** • **Gambier Island Conservancy** • **SSI Alternative Gypsy Moth Control Program** Pender Islands Conservancy Association	Pender (7) Salt Spring (2) Gambier(1) Gabriola (1) Thetis (1) Total = 12
2006	• **Bob Burgess, Thetis** • **Anne Johnson, Mayne** David Manning, Pender Glenna Borsuk, Gabriola Jan Kirby, Pender Michelle Marsden, Pender	• **Michelle Marsden and the B.C. Coastal Clean Up Campaign, Pender Islands** • **Salt Spring Island Conservancy, Mount Erskine Campaign**	Pender (4) Salt Spring I(1) Thetis (1) Mayne (1) Gabriola (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
			Total = 8
2005	• **Hilary Brown, Hornby** • **Katherine Dunster, Bowen** Nicholas/Naomi Wilde, North Pender (honourable mention) Christa Grace-Warrick, North Pender Darlene Gage, Hornby Dave and Florence Davidson, North Pender Leigh-Ann Millman, Gabriola Maureen Moore, Salt Spring Newell Smith, North Pender Robert Weeden , Salt Spring Sylvia Pincott, North Pender	• **Hornby Water Stewardship Project** • **Mayne Island Japanese Gardens** Denman Conservancy Association (honourable mention) Hornby Island Community Economic Enhancement Corporation	North Pender (5) Hornby(4) Salt Spring (2) Bowen (1) Gabriola (1) Denman (1) Mayne (1) Total = 15
2004	• **Kenneth Millard, Galiano** • **Tom Gossett, Salt Spring** Susan Crowe Hornby Island Andrew Carmichael/Dale Chase, Hornby Darlene Gage, Hornby Don Herbert, Mayne David Work, Hornby	• **Island Stream and Salmon Enhancement Society, Salt Spring Island** • **Salt Spring Island Residents for Responsible Land Use**	Hornby (4) Salt Spring (3) Galiano (1) Mayne (1) Total = 9
2003	• **Jenny Balke, Denman** • **Tony Quin, Hornby** Margaret Taylor, Gabriola Giles Bassett, Hornby Chris Ferris, Lasqueti Pat Forbes, Lasqueti Donald Twohey, Passage Kathy Reimer, Salt Spring	• **Bowen Forest & Water Management Society** • **Islands in the Salish Seas Mapping Project - All Islands** Conservancy Hornby Island Hornby Residents & Ratepayers Assn Mayne Agricultural Society and Fall Fair The Pender Islands Museum Society The Pender Islands Parks Commission Whalewych Farm, Pender Island Salt Spring Island Monetary Foundation	Hornby (4) Penders (3) Lasqueti (2) Salt Spring (2) Bowen (1) Denman (1) Gabriola (1) Mayne (1) Passage (1) All Islands (1) Total = 17
2002	• **Maureen Milburn, Salt Spring** Tony Quin, Hornby David Spalding, South Pender Bev Bullen, Hornby Earl Hastings, Pender Islands Helen Allison, North Pender Island The Late Allan Brooks, South Pender David and Mary Dennis, North Pender	• **Community of Trincomali – North Pender Island** • **Island Wildlife Natural Care Centre - Salt Spring Island** Pender Islands Recycling Society Salt Spring Island Monetary Foundation Salt Spring Women – Preserve /Protect Salt Spring Women – Fund raising	Penders (7) Salt Spring (5) Hornby (2) Total = 14

COMMUNITY STEWARDSHIP AWARDS 2017
SUMMARY OF NOMINEES AND PROJECTS

- Islanders nominated a total of 10 eligible individuals and eight eligible organizations for the 2017 Islands Trust Community Stewardship Awards Program.

Individuals

Nominee	Local Trust Area	Title of Project/ Description of Work	Nominator(s)	Previously Nominated?
1. Bob Turner	Bowen Island Municipality	Raising awareness and promoting conservation of Howe Sound	Will Husby and the Bowen Island Nature Club	No
2. Bob Weeden	Salt Spring	21 years of leadership in conservation and environmental stewardship	George Ehring	Yes, Bob was nominated in 2005. The Salt Spring Island Conservancy won CSA awards in 2006 and 2009.
3. Brenda Guiled	Salt Spring	Advocating for community sustainability and active transportation	Jan Slakov	No
4. Everhard van Lidth de Juede	Bowen Island Municipality	30 years of fostering ecological sustainability	Bowen Island Conservancy	No
5. Jacinthe Eastick	Gabriola	Community involvement	Richard Nolan	No
6. John Peirce	Gabriola	Cross-border conservation covenant and trail licenses	Gabriola Land and Trails Trust	No
7. Karen Ethridge	Hornby and Denman	15 years providing leadership in community health care	Joanne Graham	No
8. Laura Matthias	Salt Spring	Protecting, restoring and stewarding the natural environment	Peter Ommundsen	Laura Matthias works for the Salt Spring Island Conservancy. The Salt Spring Island Conservancy won CSA awards in 2006 and 2009.

Nominee	Local Trust Area	Title of Project/ Description of Work	Nominator(s)	Previously Nominated?
9. Liz Ciocea	Gabriola	30 years of advocating for wildlife and the environment	Tara-Lyn Megyesi and Bette Lou Hagen	Liz Ciocea volunteers for the Gabriola Rescue of Wildlife Society. This society was nominated in 2015.
10. Michelle Catherine Nelson	Bowen Island Municipality	Food sustainability initiatives and community involvement	Wild Foraged	No

Organizations

Nominee	Local Trust Area	Title of Project/ Description of Work	Nominator(s)	Previously Nominated?
1. Denman Island Memorial Society	Denman	Denman Island Natural Burial Cemetery	Roxanna Mandryk	No
2. Gabriola Arts Council	Gabriola	20 years of supporting and enhancing the artistic, cultural and social environment	1. Susan Yates 2. New Society Publishers	No
3. Hornby and Denman Community Health Care Society	Hornby and Denman	38 years of providing health care services	Pat Young and Cedar Wallace	No
4. Lasqueti Islands Emergency Dispatch Advisory Committee (EDAC)	Lasqueti	Fostering community engagement	Brigitte Dorner	Andrew Fall (EDAC Chair) was nominated in 2015 for facilitating community engagement, including his emergency response advocacy work
5. Mayne Island Assisted Living Society	Mayne	Community services to enhance islanders' quality of life	Mayne Island Lions Club	No
6. Mudge Island Citizens Society	Gabriola	Establishing and operating the Mudge Island Citizens Society	Peter Alexander	No
7. Salt Spring Seniors Services Society	Salt Spring	Providing the Salt Spring Seniors Centre Driving Program	Edward Gijssen	No
8. Saturna Community Club	Saturna	80 years of promoting social and environmental well-being	Tom Johnstone	No

COMMUNITY STEWARDSHIP AWARDS – EVALUATION FORM 2017

INDIVIDUAL EVALUATIONS:

Individuals	Relationship to Policy Statement (1-5)	Benefits to the Community or Trust Area (1-5)	Collabo-ration with others (1-5)	Innovation (1-5)	Level of community support and involvement (1-5)	Time and effort (1-5)	Ongoing public service (1-5)	TOTAL SCORE (out of 35)
1. Bob Turner								
2. Bob Weeden								
3. Brenda Guiled								
4. Everhard van Lidth de Juede								
5. Jacinthe Eastick								
6. John Peirce								
7. Karen Ethridge								

8. Laura Matthias								
9. Liz Ciocea								
10. Michelle Catherine Nelson								

COMMUNITY STEWARDSHIP AWARDS – EVALUATION FORM 2017

ORGANIZATION EVALUATIONS:

Organizations	Relationship to Policy Statement (1-5)	Benefits to the Community or Trust Area (1-5)	Collabo-ration with others (1-5)	Innovation (1-5)	Level of community support and involvement (1-5)	Time and effort (1-5)	Ongoing public service (1-5)	TOTAL SCORE
1. Denman Island Memorial Society								
2. Gabriola Arts Council								
3. Hornby and Denman Community Health Care Society								
4. Lasqueti Islands Emergency Dispatch Advisory Committee								
5. Mayne Island Assisted Living Society								

6. Mudge Island Citizens Society								
7. Salt Spring Seniors Services Society								
8. Saturna Community Club								

BRIEFING

To: Trust Council **For the Meeting of:** June 20-22, 2017

From: Trust Fund Board **Date prepared:** May 30, 2017

SUBJECT: TRUST FUND BOARD CONSIDERATION OF WORKING LANDSCAPES CONSERVATION STUDY

DESCRIPTION OF ISSUE:
In its 2011-2017 Regional Conservation Plan (RCP), the Trust Fund Board (TFB) recognized that "core conservation areas" (protected areas) are only one element of a comprehensive biodiversity protection strategy. The Board has directed staff to investigate productive and efficient ways for the TFB to support protection of ecological values on lands used as "working landscapes". The Trust Fund Board has now received and reviewed a copy of a Master student's thesis considering how the TFB could proceed with a working landscape conservation program, and is sharing the summary and recommendations of the study with Trust Council for information.

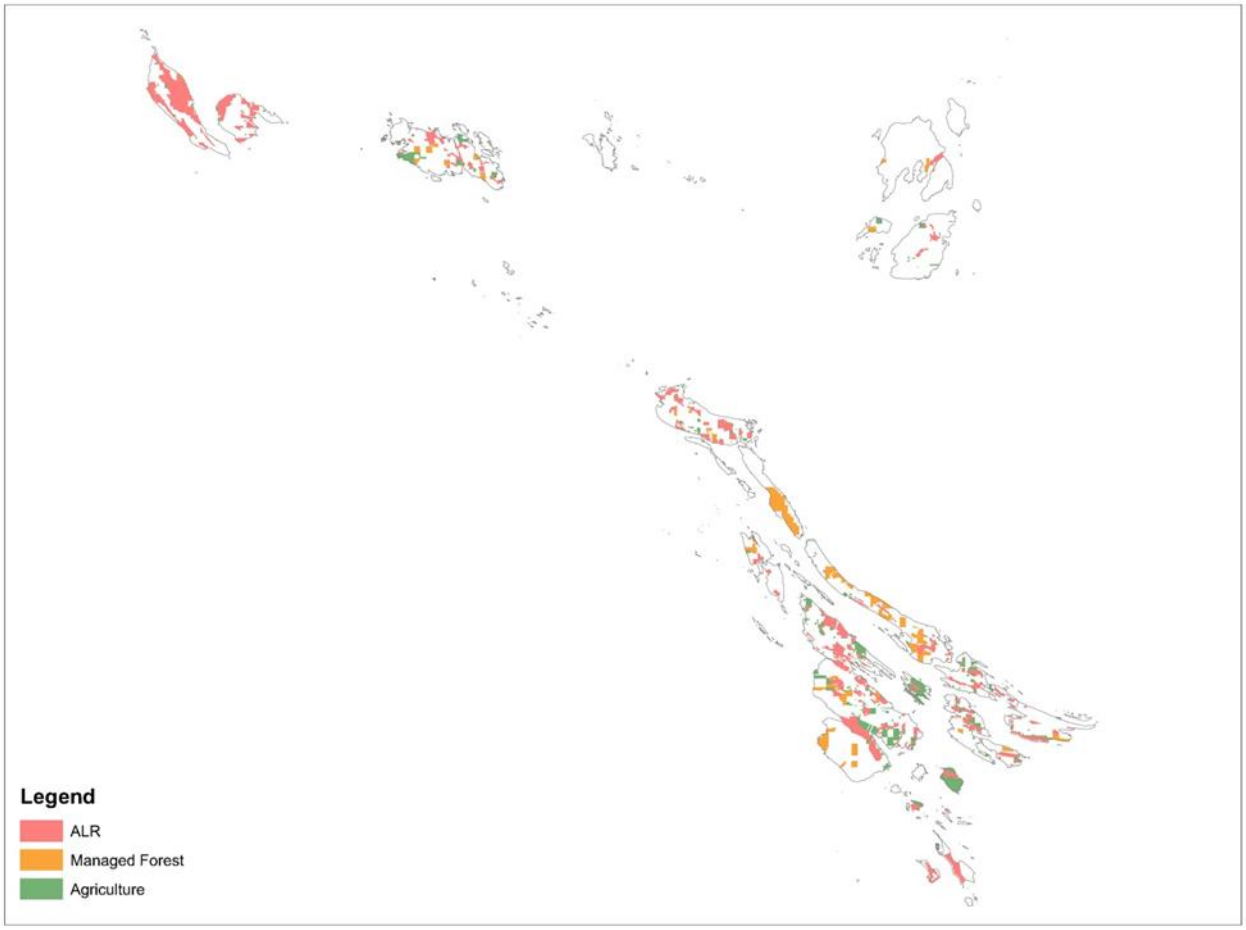
BACKGROUND:

Trust Council's Strategic Plan assigns the Trust Fund Board the following activity: *Investigate collaborative opportunities for promoting voluntary stewardship options on mixed-use landscapes. (T.1.1.3)*

Goal 2 of the Trust Fund Board Regional Conservation Plan (RCP) (2011-2017) is to: *Investigate the protection of biodiversity priorities on lands outside of core conservation areas, including working landscapes.*

In early 2014, in support of this goal, Islands Trust Fund staff began an analysis of the amount of 'working landscape' in the Islands Trust Area. Working landscapes were defined as lands that were either actively used or externally restricted to agriculture or timber harvest. Staff looked at tax classes of 'Farm' and 'Managed Forest', which were assumed to have a level of active management, as well as land in the Agricultural Land Reserve (ALR) (Map 1 below). Preliminary research suggested that a significant amount of ecologically valuable land was found in these areas. It also showed that working lands in the islands differ by local trust area; some islands are highly agricultural (e.g. Denman and Hornby), some islands have a larger forestry focus (e.g. Galiano and Valdes), some islands have a mixed working landscape (e.g. Salt Spring, Thetis and Lasqueti) and some islands have smaller amounts of working lands (e.g. Bowen and Gambier).

Staff were unable to locate suitable mapping resources for lands with Environmental Farm Plans and Ecoforestry Management Plans and it was determined that the effort required to create this mapping would have exceeded its value at this time.



Map 1. Working lands in the Islands Trust area, derived from BC Assessment tax classes and Agricultural Land Reserve maps.

In the summer of 2014, Islands Trust Fund staff entered into an agreement with Masters of Public Administration candidate, Christine Rikley, through the University of Victoria's School of Public Administration, to conduct research. At that time, Ms. Rikely was the Islands Trust Fund's Communications and Fundraising Specialist and was uniquely poised to undertake the project, having a firm understanding of the work of the Islands Trust Fund. Ms. Rikley, who now works with BC Parks, completed a working landscape feasibility study for the Islands Trust Fund and successfully defended her Masters thesis in March, 2017.

Working Landscape Conservation Program: A feasibility study for the Islands Trust Fund

The Working Landscape Conservation Program feasibility study was designed to answer the following: *How could the ITF proceed with a proposed working landscape conservation program?*

The study investigated this primary question through three phases:

I. A statistical analysis of the Islands Trust area working lands to determine if biodiversity priorities could be protected on working lands.

II. A literature review to identify key concepts of working landscape conservation and patterns of practice for the conservation of natural features of working landscapes.

III. Case studies of four Canadian organizations to examine and provide insight into the tools used to protect natural features of working lands and lessons learned.

Key Findings and Recommendations

Ms. Rikley concluded that with proper planning, consultation with the community and expert partners, and adequate funding, the Trust Fund Board could design a working lands conservation program that:

- achieves the Board's conservation strategy,

- establishes meaningful relationships with landowners buffering core conservation areas, and
- creates more extensive conservation corridors.

A table summarizing her key findings and recommendations is attached as Appendix 1.

She also indicated that before proceeding with a working lands program, the TFB would require:

- **Development of policy**: The TFB does not have any current policy framework for acquiring and managing working lands, therefore would need to develop a new policy framework;
- **Working lands expertise (staff or contractor)**: Currently, ITF staff do not have farming or forestry expertise and the TFB would need to address this gap before beginning a working lands conservation program;
- **Increased securement funding**: Working landscapes are more expensive to secure than natural protected areas (i.e. some costs are 2-3 times more than current securement tools); and,
- **Increased property management budget**: Working landscapes are more expensive to manage than natural protected areas.

FOLLOW-UP:
This briefing is provided for information only, and no action is requested of Trust Council. Trust Fund Board (TFB) will consider the recommendations of the study and existing resources as the Board works through the development of a new Regional Conservation Plan and the next Five Year Plan.

Prepared By: Jennifer Eliason, Islands Trust Fund Manager/ May 30, 2017

Reviewed By/Date: Clare Frater, Director of Trust Area Services/May 31, 2017
Executive Committee/

Chief Administrative Officer/Date

Appendix 1

Trust Fund Board Working Landscape Conservation Program feasibility study:
Christine Rikley's Findings and Recommendations

Research Questions	Key Findings	Recommendations
Would securing properties with working landscapes improve ITF's ability to achieve its conservation strategy, i.e., further its biodiversity priorities and focus areas for conservation?	Potential working lands in the Islands have the following characteristics: • Typically larger than other properties, offering greater landscape connectivity; • Hold a high portion of sensitive ecosystems; and • Cover nearly half of the land base on islands ranked by ITF for high conservation focus. Securing properties with working lands will likely improve ITF's ability to achieve key components of its conservation strategy.	1. That ITF expand its securement program to include properties with working landscapes in order to further its long-term goal of securing core conservation areas that effectively conserve biodiversity priorities within its focus areas. 2. That ITF focus on at-risk working landscapes outside the ALR, such as non-ALR properties classed by BC Assessment as Farm Land.
What land tenure tools should ITF use to conserve properties with working landscapes?	Land trusts typically use three tools to secure working lands. Each tool is best suited to a different purpose or mandate: • Licences are well suited to initiating a relationship with a landowner and restoring private land, but not to long-term preservation; • Covenants are well suited to conserving the working land base, but not the farming or forestry activity itself; and • Owning and leasing land is well suited to ensuring continued farming or forestry activity, but initial securement costs can be prohibitive.	3. That ITF clearly identifies its motivation behind protecting working landscapes. 4. That the Islands Trust Fund use conservation covenants where its goal is to preserve the Islands' working land base, maintain landscape connectivity, or protect specific natural features on working lands, while allowing the private landowner to continue to operate the farm or forestry operation with minimal interference. 5. That ITF use fee-simple ownership where its goal is to foster more sustainable agricultural or forestry practices, or keep a property in active production. 6. That ITF support island-based land trusts' stewardship programs where a landowner is not ready for a covenant or land donation or major restoration is needed prior to securing a property.
How should these tools be designed to fit with the	Working land conservation programs are more successful when the tools are designed taking	7. That ITF: a) contract a professional forester or agrologist to draft its

Research Questions	Key Findings	Recommendations
Islands Trust Fund's current organizational structure?	into consideration the realities of both the industry and location community. In addition, tools were more successful where the objectives and expectations of the landowner were clearly outlined at the start of the negotiations. Working land owners may require financial incentives to forfeit development rights. The case studies did this through outright purchase, or designing their tools so that they qualify for tax exemptions (e.g. EcoGifts) or do not impede existing tax exemptions (ALR or PMFL). Land tenure tools can be designed with a broad spectrum of land trust control over the day-to-day operation of the working lands. This spectrum can range from: • Leaving management decisions to the landowner, so long as management adheres to simple restrictions inscribed in the tool; to • The land trust overseeing management direction through an approved management plan; to • Full control by managing the land itself. The case studies found land trusts had more success when management restrictions were clear, did not seriously impede on the flexibility needed to continue working the property, and were not too costly for the land trust to monitor. The more controlling the tool, the more resources the land trust needed to negotiate the tool and maintain its obligations (staff, time and budget). Land trusts attempting to make land more affordable by offering subsidized loan rates may generate	covenant/lease template, and b) form a Working Lands Advisory Group with Island farmers/foresters (landowners and/or experts) tasked with reviewing the templates and the overall program to ensure they are rooted in the realities of the industry, community and conservation needs. 8. That in lieu of funding for the purchase of fee-simple working lands or covenants, ITF design its templates (covenant) and program (selection criteria) so that donations will qualify for the Ecological Gifts Program. 9. That ITF includes clear restrictions in its covenants that satisfy its overall goal and the basic elements of good land management, not require management plans, and promote sustainable practices through landowner outreach. 10. That where it protects ALR land, ITF include minimal restrictions on farming practices, instead focusing on the preservation of the land base itself (e.g. restrictions on subdivision and development). 11. That ITF use a basic lease agreement with only the most pertinent land use restrictions, and require the lessee to manage the property using an annual management plan to be developed by the lessee and approved by the Islands Trust Fund. 12. That ITF only register leases on title where the lessee requires the additional security to further the operation (e.g. to secure a loan). 13. That ITF charge lease rates customized to the property and allowable activities, and consider subsidized rates only when leasing to a non-profit society providing added public benefit.

Research Questions	Key Findings	Recommendations
	conflict with established producers. As restriction and obligation complexity increases, so too does monitoring complexity.	14. That where monitoring requirements are more complex, ITF transfer the role of monitoring and reporting on specific, defined measures to the landowner/lessee. ITF would then take on an auditing role, where it would audit a limited number of measures to determine if the landowner is accurately carrying out their monitoring obligations.
What resources would the Islands Trust Fund need to support these tools?	Working landscape conservation programs are more successful when the land trust establishes clear criteria with which to choose properties with limited resources. Working lands typically require more staff resources to negotiate, and both negotiation and long-term management require specialized expertise. Working land covenants will likely cost more than what ITF currently incurs for traditional ecological covenants. Without covenant purchase costs, working land covenants cost between $20,000 - $50,000 to secure (compared to $3,000-$15,000 for traditional covenants), and carry higher stewardship costs (monitoring, amendments, etc.). Working land leases typically carry more expense categories than natural properties owned by ITF.	15. That ITF either a) create new land acceptance and management policies specific to working landscapes, or b) amend the following policies to enable it to accept working landscapes: TFB Policy 2.2 Assessing Conservation Proposals; TFB Policy 2.3 Acquisition and Management of Land; TFB Policy 2.4 Conservation Covenants; and TFB Policy 2.6 Heritage Forest Land Acquisition and Protection. 16. That ITF utilizes contracted industry experts to assist with a working landscape program in the short term. As more properties are acquired, ITF should expand its staff to include persons with agricultural/forestry expertise able to advise during securement and provide dedicated management and stewardship services. 17. That ITF control covenant costs through its securement methods (donation only), covenant design (simplified restrictions), and by sharing costs with landowners. 18. That ITF control lease costs by avoiding owning properties with major infrastructure needs (associated buildings, complex irrigation systems, etc.) or specifying that ITF will not maintain those facilities once leased.

Rikley, C. 2017. Working Landscape Conservation Program: A feasibility study for the Islands Trust Fund. University of Victoria, School of Public Administration.





The Association for Denman Island Marine Stewards (ADIMS)
Co-Chairs: Dorrance Woodward, (250-335-3288) Barbara Mills (250-335-0775)

May 14, 2017

To: Trust Council Trustees and Staff

From: The Association for Denman Island Marine Stewards (ADIMS)

Re: The new Integrated Geoduck Management Framework 2017

Dear Trustees

We are writing to request that Trust Council join ADIMS and the citizens of Denman Island in opposing this new Integrated Geoduck Framework 2017 (IGMF), which opens much of the coast of British Columbia to highly industrialized, habitat-altering aquaculture.

We at ADIMS are very concerned about the IGMF because it:

- is not science based, nor ecosystem based;
- introduces an unproven, intrusive, plastic-intensive industry into the previously unexploited subtidal zone without any ecosystem based assessment;
- does not address microplastics, despite being a plastic intensive industry with extensive netting and up to 100,000 PVC pipes per hectare;
- delivers piecemeal protection of critical habit through a flawed application review process; and
- opens the coast of British Columbia to geoduck aquaculture, with no requirement of ecosystem or cumulative impact assessment.

We have attached the IGMF 2017 for your perusal. There is a link in the Framework to maps, where you can determine the likelihood of this industrial aquaculture coming to your shoreline. Be aware as you look at the map, that map areas without colour are open to geoduck tenure applications.

As well, we have attached a briefing sheet that outlines what we consider the most

urgent threats that the IGMF poses to the marine ecosystem and islanders' quality of life. We have also attached a slide show that documents the damage caused in Puget Sound, where industrial geoduck aquaculture tenures have covered intertidal areas for more than fifteen years.

Asks: We are requesting that Trust Council:

1. Write letters to the Minister for DFO, the Pacific Region Regional Director General for DFO, and the appropriate contacts at FLNRO questioning the IGMF 2017, and asking for detailed credible scientific evidence that both types of geoduck aquaculture are safe for the marine ecosystem before they are implemented in Trust waters. Also, a request for evidence that fish habitat will be protected, and an explanation of how it will be monitored.

2. Instruct TC staff to compile a series of maps that would allow Trustees to see how the new openings for intertidal and sub tidal geoduck aquaculture in the IGMF relate to areas identified as EBSA's (ecologically and biologically significant areas) in the Trust jurisdiction. We thought it might be possible for staff to do overlays of the maps so that possible threats to sensitive habitat could be identified clearly. Both sets of maps are created by DFO, and I've attached them below.

3. We suggest that each island examine their marine zoning, to ensure that vital waters are zoned for marine protection, thus ensuring that each island has a zoning mechanism in place for refusing this industrial aquaculture

4. We suggest that the Trust Council ask DFO for details of how the application review process comes to a decision, to ensure that habitat protection has priority and that LTCs are included. All installations of intertidal or subtidal geoduck cultivation are long term habitat-altering projects, that LTC's should have an opportunity to address.

Thank you for your kind consideration of this urgent matter.

Barbara Mills (250-335-0775) and Dorrance Woodward (250-335-3288)
Co-chairs of ADIMS

The Association for Denman Island Marine Stewards (ADIMS) calls on our friends and allies to join us in opposing DFO's Integrated Geoduck Management Framework, announced March 2017.

The waters surrounding our island, Baynes Sound and Lambert Channel, are an Ecologically and Biologically Significant Area, (EBSA). Now the whole western shore of Denman Island has been opened to the geoduck aquaculture gold rush.

As home to the largest herring spawn on the west coast, these waters are vital for the rest of the marine ecosystem in the entire Strait of Georgia. Now these waters are threatened by this intensive industrial aquaculture.

Join us in demanding that DFO withdraw this Framework because:

- *It prioritizes industry over habitat protection.* The Framework has no scientific research showing that geoduck aquaculture is safe for fish and fish habitat. Also, no environmental impact assessments have been done.

- *The largest herring spawn on the Pacific coast would be put at risk.* The Precautionary Principle is not apparent anywhere in the Framework's policy.

- *Tons of polyvinyl chloride tubes and hectares of plastic netting would be introduced* to the ocean, creating dangers for animals, leaching toxins and causing much more microplastic contamination. No references to research on the impacts of microplastics are included in the Framework.

- *There would be no public accountability for decisions,* which would place industrial aquaculture in estuaries, spawning grounds and other sensitive habitats. Site decisions for these critical areas would be made solely by aquaculture management.

- *It would allow aquaculture to block access to water for local residents and tourism operators* with huge installations of PVC tubes covered with netting (up to 100,000/hectare). It would create an ugly plastic industrialized view scape**.**

- *Toxins buried in sediments would re-enter the ocean* through standardized use of "stingers" (hoses with water jets) which liquefy the sandy substrate. Persistent organic pollutants, such as PCBs, and heavy metals, are buried about 6"- 8" down and would be released as shellfish tenures were converted for growing geoduck, especially in Baynes Sound which was a coal port.

- *The shellfish aquaculture industry would be vulnerable if its food products are known to contain microplastics and toxins* caused by geoduck aquaculture. Local clams and oysters grown in Baynes Sound already contain microplastics. Increased contamination would put commercial sales at risk.

Specific Impacts posed by Geoduck Aquaculture on Denman and the Strait of Georgia

Presented to Denman Island Local Trust Committee, May 2nd 2017
By the Association for Denman Island Marine Stewards

Introduction

DFO released the Integrated Geoduck Management Framework 2017 (IGMF) on March 27th, 2017. The IGMF opens up much of the Strait of Georgia, and large areas surrounding Denman to industrial geoduck aquaculture. If the IGMF is allowed to go forward, much of the west side of Denman could be open to new applications, or to conversions of existing tenures to intertidal geoduck aquaculture. Subtidal (deep water) applications already are proposed on the east side of Denman Island in Lambert Channel and could stretch from the northern tip of Denman Island halfway down the east coast of the island, adjacent to two of our treasured park; Morning Beach Park and Fillongley Provincial Park. Scientist Doug Hay, who has studied herring for 25 years warns that the extensive use of plastic netting used in deep water geoduck has the potential for compromising the most important and consistent herring spawn on the West Coast. He also warns that Baynes Sound is the salmon and herring rearing grounds, and could affect the health and resilience of these juveniles growing in the warm waters of Baynes Sound.



We respectfully request that our local trustees join us in opposing this IGMF on the basis that:

- **There has been no ecosystem based assessment completed by independent science to assure that no harm will be done to our fragile marine ecosystem;**

- **The threats to the marine environment from habitat destruction and microplastics pollution are unacceptable and do not adhere to the Precautionary Principle as dictated by the Oceans Act;**
- **The harm to the social, economic, environmental, and cultural integrity of this region, now and for future generations, far outweighs any benefit to the industry.**
- **Sub-tidal geoduck aquaculture would introduce an unproven method of aquaculture into a vital herring spawning region;**
- **This industry promotes the culling of healthy wild geoduck that live for 140 years, in order to implement scientifically unproven methods of deep water aquaculture that will prove destructive to the ecosystem.**
- **The use of high pressured stinger hoses to liquefy the substrate, and destroy marine flora and fauna in the process, is equivalent to using dragnets to catch fish.**

DETAILS OF GEODUCK AQUACULTURE

Subtidal (deep water) Geoduck Methods

1. **The schematic drawing below shows the plan for the subtidal (deep water geoduck structure**

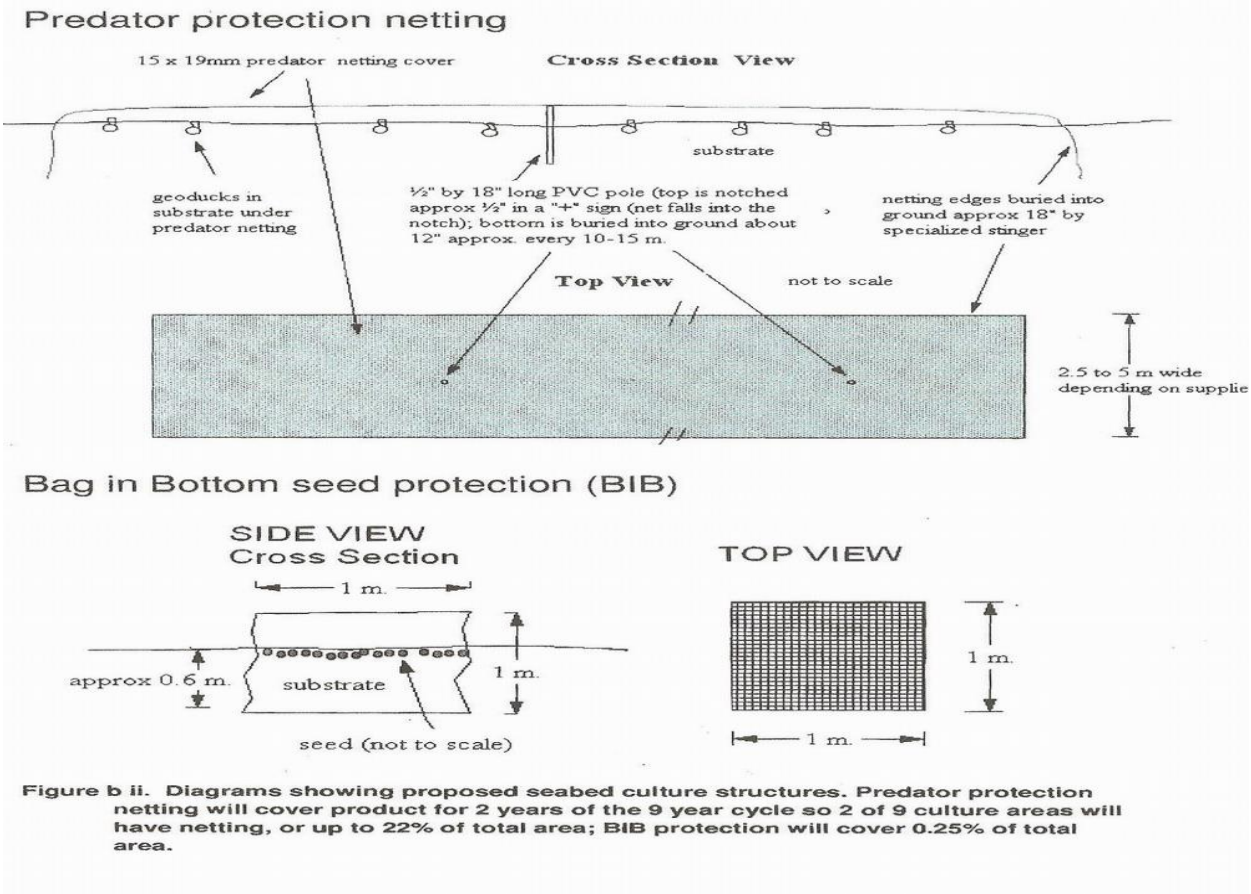


Figure b ii. Diagrams showing proposed seabed culture structures. Predator protection netting will cover product for 2 years of the 9 year cycle so 2 of 9 culture areas will have netting, or up to 22% of total area; BIB protection will cover 0.25% of total area.

(This diagram, taken from the applications, shows intertidal (deep water) geoduck tenures will also use plastic netting over the entire area. The Lambert Channel tenure applications total 127 acres.)

2- Sea Cucumbers are the cover species crop used over geoduck beds. They consume an estimated 9000 herring eggs/day.



3- Both sub-tidal (deep water) and intertidal geoduck culture use generators and high pressure hoses to liquefy the substrate when harvesting. Biotoxins such as DDT, PCBs, flame retardants and lead, long ago banned and dormant in the substrate, could be stirred up to further contaminate the water column, and make these toxins again available to ingestion by sea life. The toxins will bio-magnify as they work their way up the food web.



This Image shows the worker using a "stinger" to liquefy the sea bed and harvest geoducks)

Geoduck and sea cucumber culture could interfere with the herring spawn which feeds an ecosystem that supplies many lucrative sources of income and employment in BC including the herring fishery, salmon fishery, wild geoduck harvest, and tourism.

Intertidal Geoduck Methods

1 - Intertidal geoduck culture uses thousands of PVC pipes that are driven into the substrate and then seeded with geoduck. Polyvinyl chloride is on the Federal Ministry of the Environment toxic substance list.



2. Image of actual intertidal substrate in Puget Sound after a typical geoduck harvest.

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Recently "planted" geoduck pipes, averaging 100,000 toxic PVC pipes per hectare or Aquaculture
(All Photos supplied with permission by "Protect our Shoreline" of Puget Sound.

3. Staff unloading 100,000 PVC pipes/ hectare in front of residences in Puget Sound



4. PVC pipes are covered by plastic predator netting.



Plastic netting poses a threat to marine life and people (From Puget Sound "Protect Our Shoreline")

5. PVC pipe is not manufactured for exposure to the elements. It degrades in the wind, waves, and sun of the salt water environment, and will add to the already dangerous microplastic load in the Strait of Georgia. Microplastics pose an internationally documented threat to sea life. There is no known mechanism for removing microplastics from the marine ecosystem nor mitigating their impact. Peter Ross of the Vancouver Aquarium estimates that if we do not stop plastics from entering the sea, by 2050, there will be more weigh in plastics in the sea than there is weight of sea life.



As is true with Denman's neglected or poorly tended aquaculture sites, geoduck sites in Puget Sound are often poorly maintained, remain an eyesore, and leach the microplastics and toxic chemicals into the marine ecosystem.

The result of industrial geoduck aquaculture will irrevocably change the marine ecosystem for sea life, and will change generations of islanders' ability to use and enjoy their beaches. Most forms of recreation will be impeded around the island. The "view-scape" and "sound- scape" will be permanently tarnished as evidenced by images from Puget Sound as well as the one small tenure that was planted on Denman two years ago and remains neglected.

Images from Denman's small, neglected tenure planted two years ago



Planting of pipes using an auger (Denman Island)



Two years later, Pipes are displaced and netting is loose and fouled



Two years later: Geoduck pipes are loose, break down into microplastics, and litter the shoreline

We Care about the future of our children and future generations

We care about the future of this irreplaceable Marine Ecosystem and it's Creatures



Artistic rendering of "the future" by Peter Karsten

If industrial geoduck is allowed, where will our Children play now and in the future?

We respectfully ask our Local Trustees to:

1. Write a letter to the Minister for DFO and to FLNRO opposing this Framework that shows no evidence of use of either the Precautionary Principle or ecosystem- based management or assessment before its introduction.
2. Represent our concerns to the Trust Council on June 20th, emphasizing the irreversible threats that this new IGMF 2017 poses to the marine environment and the quality of life residents of Trust Islands.
3. Ask for Trust Council to write a letter actively opposing the IGMF 2017 and asking for a delay in implementation of this Framework until thorough scientific consultation has been sought regarding the impact on the Strait of Georgia Ecosystem, the herring and salmon spawn, the Pacific food web, and especially the un-mitigatable levels of microplastics in our oceans.

Industrial Shellfish Aquaculture is Converting Puget Sound Aquatic Habitat to Agricultural Use



How much expansion is good for Puget Sound?

Geoduck farm, Nisqually Reach, 6/30/07

Copyright © Coalition to Preserve Puget Sound Habitat, 2007, all rights reserved.



Our concerns are:

Habitat degradation and fragmentation

The trend of converting natural ecosystems to agricultural use

The extent of expansion

Environmental impacts: unknown

Invasive species and disease

Interference with recreational and residential uses

Marine debris

Zangle Cove, 4/29/06

Approximately 43,500 tubes planted per acre (about 8 miles of PVC pipe) with either individual net tops or canopy nets that cover the entire installation;



Geoduck and oyster bag operation – Totten Inlet

Geoducks are not an essential food.

3

"…geoduck is a super luxury item which only the rich can afford. The product's price in the Chinese market can reach $60 to $100 per pound. If the price of the product were to fall by 50 percent, it will still be out of the price range of most of the population."

--*The World Geoduck Market and the Potential for Geoduck Aquaculture on Washington State Lands*, prepared for DNR by Northern Economics, Inc. 2004

Shellfish Industry 'working waterfront'

New intensive methods are converting natural beaches into single use agricultural zones. How does this square with the requirement of the Shoreline Management Act to achieve "no net loss" in ecological function?



To the average person, it is common sense that this is a disturbance to both people and wildlife.

"We believe the environmental impacts are at worst benign and at best they're beneficial." --Shellfish Industry, Seattle Times, 10/5/06

Totten Inlet 6/26/06



When did the shift to new intensive techniques appear in Totten Inlet?

(as reported by Totten Inlet residents)

Prior to about 1992, no conflict with shellfish farmers.

1992 – mussel rafts brought into Gallagher Cove

1997 – first geoduck farm with PVC tubes

Approx 1998 – heavy duty black plastic oyster bags introduced

Approx 2000 – huge canopy nets laid over manila clam beds

30 of 33 miles of shoreline in Totten Inlet are being farmed according to residents.

Totten Inlet – geoduck farm and oyster bags, 7/30/07

In the last 10 years the shellfish industry has moved out of traditional shellfish growing areas into new territory in Thurston County, using non-traditional high intensity methods on fragile tidelands.

Industry is now targeting areas in Case and Carr Inlets in Pierce County and further north, along with subtidal lands.



Another new geoduck farm, Pickering Passage 7/07, in surf smelt and rock sole spawning area. Close to sand lance and herring spawning areas.

***--WDFW Surf Smelt, Sand Lance, Rock Sole and Herring Map*, 2007**



New geoduck planting on Zangle Cove, an area rich in intertidal marine life. 6/2006

Where are these farms being installed?

In a variety of locations and sediment types.

DOH states that 137,000 acres of tidelands are approved for shellfish harvest in Puget Sound.



Sandy low bank beaches, Nisqually Reach, 6/30/07



Mud/sand beaches, Henderson Inlet, 6/01/07

All types of beaches are being targeted for shellfish aquaculture.



Rocky beaches, Totten Inlet, 7/30/07



High bank beaches, Hartstene Island, 6/30/07



On all levels of the beach, multiple species, Eld Inlet, 7/29/07



In residential areas, Eld Inlet, 7/29/07



Filling up protected coves, Hammersley Inlet, 6/17/07



On beaches with strong currents. Case Inlet, 2006.

Industry has advocated for subtidal geoduck aquaculture in legislative hearings and community geoduck forums.

DNR is leasing 570 acres of intertidal and subtidal aquatic lands for shellfish and net fish pen culture in Puget Sound, Hood Canal and the Strait of Juan de Fuca as of 8/07.

Multiple parcel installations degrade and fragment habitat.

Migratory shore birds and all Puget Sound salmon depend on the nearshore habitat, including Endangered Species Act listed Puget Sound Chinook Salmon.

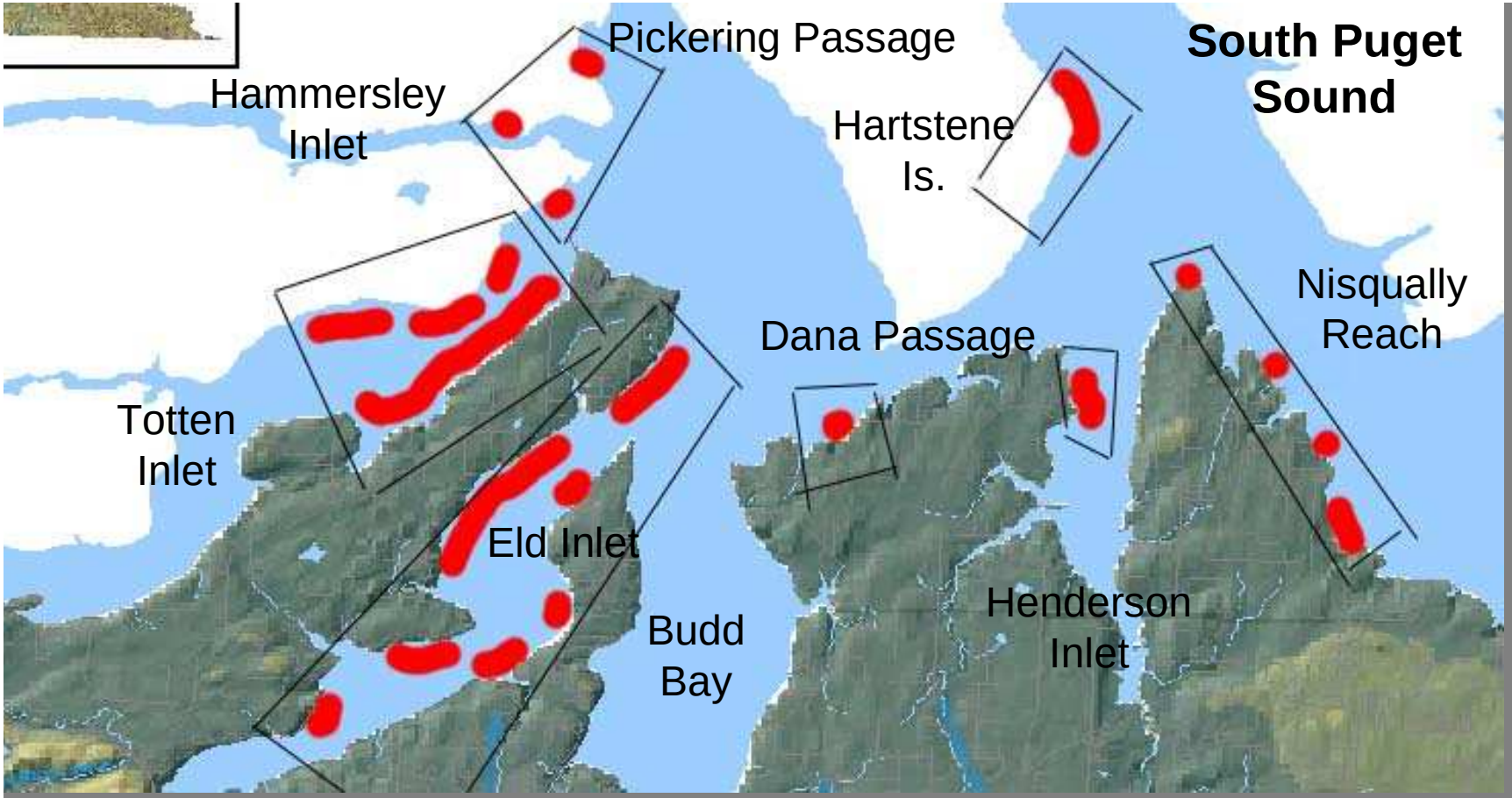


DOH, WDFW and Army Corps records show geoducks planted here on a large swath of beach stretching hundreds of feet along the shoreline:

34 parcels

64 acres

Nisqually Reach
6/30/07



Limited visual survey of geoduck operations in South Puget Sound as of 7/30/07.

Blocked areas are where visual surveys of existing geoduck aquaculture have been done by boat at low tide in South Puget Sound. Red marks show geoduck operations that have been seen in those blocked areas. Some areas in Totten and Eld Inlet have multiple types of culture—geoduck, oyster bags, oysters on racks, manila clam netting.

How much habitat loss is acceptable?



PVC tubes, Nisqually Reach, new planting, 6/30/07



Vexar tunnels, Nisqually Reach, 6/30/07

The South Puget Sound Salmon Recovery Group identifies shellfish aquaculture as one of the twelve major human-induced stressors on natural processes specific to South Puget Sound.

--The Development of Nearshore Stressor Conceptual Models for Chinook Recovery Planning in South Puget Sound. 2005



Henderson Inlet canopy net, 6/01/07



Eld Inlet, newly install netting over geoduck tubes, 7/29/07

Predator exclusion netting changes the ecological character of the shoreline.



Newly installed canopy net, Totten Inlet, 7/30/07



Canopy net over new planting, Case Inlet, 6/07



Rubber band around otter's waist. Case Inlet, 2/06



Crab "excluded from habitat" Case Inlet, 2006



Crab caught under the predator exclusion net. Case Inlet, 2006



Juvenile bald eagle caught in geoduck net. Hartstene Island, 2006

Predator exclusion netting both excludes and entraps wildlife.

There have now been three documented instances of eagles trapped in geoduck netting.



Zangle Cove, 1/07



Wilson Point, Hartstene Island, 6/30/07

Activity, once established, is ongoing.

Citizens in Mason, Thurston and Pierce Counties are reporting that shellfish growers leave barges such as these for prolonged periods of time in front of shoreline properties



Eld Inlet, 7/29/07



Nisqually Reach, 6/30/07



Expert scientists at the September 2007 Sea Grant Shellfish Aquaculture workshop stated that comparing 150 acres to all Puget Sound tidelands is not meaningful.

The scale of comparison must be relevant.

New planting, Totten Inlet, 7/30/07

Aggregation of shellfish farms using new methods is becoming the norm in South Puget Sound inlets.

There is currently an expansion of this trend into Carr and Case Inlets.

The shellfish industry claims that there are only 150 acres of geoduck culture in Puget Sound. Most of this acreage appears to be clustered in the low flushing inlets and coves of South Puget Sound. It is important to quantify linear feet of aquaculture in these inlets and coves to determine cumulative impact to habitat for endangered species.

Is industry's claim of 150 acres of commercial geoduck culture as 1/1000 of all tideland acres in Puget Sound meaningful? Is it even accurate?

1595 acres claimed for *existing* geoduck farms

←

10% of the total tideland acreage in South Puget Sound Basin

South Puget Sound Basin - 15,725 tideland acres (south of Tacoma Narrows)

--*The Shape and Form of Puget Sound*, Robert Burns, a Washington Sea Grant Publication, 1985

1595--the number of acres claimed as existing geoduck farms in South Puget Sound.

Mason County: 800 acres
Thurston County: 750 acres
Pierce County: 45 acres
Taylor Shellfish: 491 acres
Seattle Shellfish: 309 acres
Other Growers: 795 acres

--Preliminary totals of Army Corps of Engineers NWP 48 Report Forms 6/2007 received as a FOIA request.

With planned expansion in Pierce County, the numbers will increase.

Meaningful comparison of shellfish aquaculture installation to an inlet – Totten Inlet

Totten Inlet – 90% of shoreline miles in shellfish aquaculture.

30 miles of farmed tidelands in Totten Inlet per Taylor Powerpoint Presentation.

33 Miles of shoreline in Totten Inlet per APHETI.

How many of these miles use canopy nets, oyster bags, PVC geoduck tubes, and/or water jet harvesting?

According to APHETI, streambeds channels have been altered.



Shellfish industry claims 10,629 acres as existing geoduck aquaculture in Puget Sound and Willapa Bay.

Taylor Shellfish – 90% of claimed geoduck acres

10,629 acres claimed as existing geoduck aquaculture.*

9,475 acres claimed by Taylor Shellfish.*

6000 acres Willapa Bay --Taylor
2300 acres Samish Bay -- Taylor
1175 acres Puget Sound -- Taylor
1154 acres Puget Sound -- Other growers

***Per Department of Ecology list of Army Corps of Engineers NWP 48 Report Forms, dated 6/29/07**



Geoduck harvester 'in the hole,' Case Inlet 8/14/07



Eld Inlet, 7/29/07

To what extent does shellfish aquaculture, as a human induced stressor, disrupt the function of natural beach processes?

One hypothesis is that "shellfish aquaculture reduces productivity, abundance, spatial structure, and diversity of salmon populations" in South Sound.

--Chinook and Bull Trout Recovery Approach for the South Puget Sound Nearshore, Draft, 2004.

Integrated Geoduck Management Framework 2017

Pacific Region



Fisheries and Oceans Canada
Pêches et Océans Canada

Canada 290

Preamble

This Framework provides policy guidance for the integrated management of both wild and aquaculture geoduck fisheries in British Columbia.

This document is for guidance purposes only and does not fetter the Minister's discretionary powers as set out in the *Fisheries Act*. The Minister can, for reasons of conservation or for any other valid reasons, modify any provision of this document in accordance with the powers granted pursuant to the *Fisheries Act*. In the event of an inconsistency between the Framework and the *Fisheries Act* or its Regulations, the legislation will prevail.

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1. Introduction

Fisheries and Oceans Canada (DFO) has the lead federal role in managing Canada's fisheries and safeguarding its waters. In British Columbia (BC), this includes the primary regulatory responsibility for managing both wild and aquaculture fisheries, including geoduck (*Panope generosa*). Consistent with this mandate, DFO is committed to supporting conservation and long-term sustainability of wild stocks and fisheries, as well as economic growth in Canada's marine and fisheries sectors.

Since the 1970's, the wild geoduck fishery has grown into one of the most economically prosperous and environmentally sustainable fisheries on the West Coast. More recently, since the mid-1990's, both government and industry have taken a number of steps toward the development of a viable geoduck aquaculture industry in BC.

The management of geoduck is complex given the nature of the fisheries and the geographic, biological and environmental conditions required for geoduck to grow and support viable fisheries. Geoduck aquaculture represents an opportunity to diversify the economy of coastal and Aboriginal communities in BC. At the same time, DFO recognizes the importance of ensuring the conservation of wild geoduck stocks, as well as the economic prosperity and long-term sustainability of the wild geoduck fishery.

This document and the approaches outlined within it are designed to provide a management framework under which both wild and aquaculture fisheries for geoduck can thrive. In that context, the document provides guidance on four key areas:

- Coastwide opportunities for geoduck aquaculture;
- Siting guideline for shellfish aquaculture, aimed at minimizing overlap with the existing commercial fishery while providing sustainable opportunities for aquaculture;
- Wild harvest opportunities prior to aquaculture licensing; and
- An overview of management issues and approaches related to geoduck aquaculture.

2. Principles and Objectives

The following section outlines the principles and objectives that will guide DFO in the integrated management of wild and aquaculture fisheries for geoduck.

2.1. Principles

The Department will be guided by the following principles:

- **Conservation** – The conservation and long-term sustainability of wild geoduck stocks is the first priority.
- **Obligations to First Nations** – DFO will respect constitutionally protected Aboriginal and treaty rights and will work to engage interested and affected First Nations in the management of commercial geoduck fisheries and geoduck aquaculture.
- **Economic Prosperity and Sustainable Use** – DFO will support economic opportunities and the sustainable use of both wild and aquaculture fisheries.
- **Transparency** – This Framework will support open and transparent decision-making related to the management of commercial geoduck fisheries and geoduck aquaculture.

2.2. Objectives

The following objectives will support the integrated management of wild and aquaculture fisheries for geoduck:

- Support economically, environmentally and socially sustainable wild and aquaculture fisheries.
- Identify coastwide opportunities for geoduck aquaculture
- Manage the overlap between wild and aquaculture fisheries.
- Establish transparent siting criteria and procedures for geoduck aquaculture.

3. Background

3.1. Wild Commercial Geoduck Harvest in BC

The commercial dive fishery for geoduck in BC began in 1976. The fishery expanded rapidly until 1979 when licence numbers were capped and harvest quotas were set for conservation purposes. In 1989, with the support of the commercial industry, a management program with individual vessel quotas (IVQ) for geoducks was initiated. As part of this initiative, area licensing and a three-year area rotation period for the fishery was established. Geoduck licence quotas were set at 1/55 of the annual commercial Total Allowable Catch (TAC). There are 55 commercial licences, generally fished on about 40 vessels. In 2012 a pilot program was initiated where the quota for each licence was divided into 10 tradable blocks.

Currently, the TAC and the IVQ's are based on a low annual harvest rate (1.2% - 1.8%) of the estimated current biomass and the fishing effort is distributed and managed on a bed-by-bed basis. The commercial fishery occurs coastwide in units called Geoduck Management Areas (GMAs). GMAs are defined portions of Pacific fisheries waters built on the areas and subareas as defined in the *Pacific Fishery Management Area Regulations*. GMAs scheduled to be fished, in any given year, are assigned a quota. The fishery may open and close based on sanitary and biotoxin contamination conditions as well as market demand. The schedule of openings and closures varies from year to year, but is planned to allow for a year-round supply of geoducks to reach the market.

Geoducks are harvested commercially by divers using high pressure water delivered through a nozzle (known as a "stinger") to loosen the substrate around the clam and allow the clam to be lifted out alive.

The current management plan for the geoduck fishery has established limit reference points as required under the precautionary approach and the Department's Sustainable Fisheries Framework (SFF). Geoduck beds are closed for harvest if the biomass on the bed is below this reference point. These closed beds are not considered for re-opening until a survey has been conducted that demonstrates that the biomass has recovered and is above the limit reference point.

The wild commercial geoduck fishery harvest is monitored using on-grounds monitors and 100% of the harvest is independently validated, dockside, at the first point of landing. Geoduck that arrive at fish plants must be accompanied by a tag upon which the vessel name, vessel registration number (VRN), "G" or "FG" tab number, and the date and location of harvest are recorded.

More information regarding the management of geoduck fisheries can be found in the Integrated Fisheries Management Plan (IFMP) at the following website: *http://www.pac.dfo-mpo.gc.ca/fm-gp/ifmp-eng.html*

3.2. Geoduck Aquaculture in BC

Geoduck aquaculture has taken place in BC since the early 1990's. In that time, interest in geoduck aquaculture has continued to grow and significant investments have been made by industry and government in terms of research, cultivation techniques, hatchery production, and economic and technical feasibility.

Geoduck typically take seven to ten years to mature from planting to harvest. Given the long maturation time, geoduck aquaculture operations require a significant investment in terms of capital, planning and management before operators see any return on investment. In BC, the majority of interest has focused on sub-tidal aquaculture. However, a number of intertidal sites also exist and some experimentation with cultivation in suspended aquaculture systems has occurred. Inter-tidal aquaculture has proven successful in other jurisdictions such as Puget Sound in Washington State.

As with other types of shellfish aquaculture, viable geoduck aquaculture depends on the production and access to seed. Typically, broodstock is selected and conditioned in a hatchery for a year or more prior to spawning. Juvenile geoduck are then reared in a nursery system until reaching a suitable size for out-planting. Juvenile geoduck require a sand substrate, making nursery rearing challenging. Different techniques have been employed by producers in BC and elsewhere to provide a suitable nursery environment.

When the geoduck have grown to approximately 10 mm, they are transferred to grow-out beds (either low inter-tidal or sub-tidal) where they are planted in the substrate. The planted geoduck take time to bury themselves into the substrate which can leave them subject to predation from crabs and starfish. Predator protection measures are often employed to reduce losses. In inter-tidal systems, geoduck are planted directly into PVC tubes which have been pushed into the substrate and covered with mesh, the mesh and tube are later removed. Common practice in sub-tidal environments involves the use of mesh "canopies" secured to the substrate covering the areas planted with geoduck during early growth stages. These predator control measures may be in place for 18 months to two years.

Current harvesting methods for both inter-tidal and sub-tidal culture involves the use of a "wand" or "stinger" which is inserted into the sea bed around the Geoduck and liquefies the sand using high pressure water. The geoduck can then be gently removed by grasping the siphon. This harvesting method is the same as that used in the commercial geoduck fishery.

In 1997, the Province of BC established a temporary moratorium on new geoduck aquaculture sites which lasted approximately eight years.

From 2004 through 2006, DFO and the Province of BC worked together in developing a series of three interim policies to guide the management of geoduck aquaculture. These policies included a "phased approach" to geoduck aquaculture with an initial focus on the Strait of Georgia and the pre-selection of new areas available for geoduck aquaculture. As a result of these policies, six new sites, all within the Strait of Georgia, were identified and licensed by the Province of BC.

On December 19, 2010, DFO assumed the primary responsibility for regulating and managing most aspects of aquaculture in BC. The *Pacific Aquaculture Regulations* (PAR) were developed to outline the Department's authorities with respect to the management of the industry. New aquaculture licences were issued for existing shellfish, finfish and freshwater/land-based aquaculture operations in BC, including those geoduck aquaculture sites previously licensed by the Provincial government.

Through the PAR and British Columbia Aquaculture Regulatory Program (BCARP), DFO has developed a robust regulatory and management framework for aquaculture in BC. The Department is working closely with the Province, Transport Canada and other partners to ensure that aquaculture is sustainable and managed in a way that supports DFO's mandate for conservation and sustainable use of aquatic resources.

More information regarding DFO's management of aquaculture in BC can be found at website:
http://www.dfo-mpo.gc.ca/aquaculture/index-eng.htm

3.3. Role of Canadian Federal Government

The Minister of Fisheries and Oceans, through the powers granted under the *Fisheries Act* and its *Regulations*, has the authority to manage and regulate fisheries including wild commercial geoduck harvest, geoduck aquaculture, recreational geoduck harvest and First Nations harvest of geoduck for food, social and ceremonial purposes.

Under the Minister's authority for the proper management and control of fisheries and the conservation and protection of fish, DFO develops policies and management plans, issues licences, establishes conditions of licence and enforces those conditions as appropriate.

DFO, along with Environment and Climate Change Canada (ECCC) and the Canadian Food Inspection Agency (CFIA), is responsible for delivering the Canadian Shellfish Sanitation Program (CSSP). The goal of the program is to protect Canadians from the health risks associated with the consumption of contaminated bivalve shellfish (e.g. mussels, oysters and clams). See 6.2.4 for more details.

Transport Canada is responsible for minimizing the impact of works on navigable waterways.

3.4. Role of BC

The Province of British Columbia (BC), through the Ministry of Forests, Lands and Natural Resource Operations (FLNRO), is responsible for land-use allocation decisions and provides tenure rights to Provincial Crown land, foreshore and aquatic Provincial Crown land under authority of the BC *Land Act*. Under the Provincial Aquaculture Land Use Policy, tenures are provided for the cultivation of finfish, shellfish and marine plants on aquatic Provincial Crown land or foreshore.

3.5. Role of First Nations

First Nations have a particular historic and cultural interest in the harvest and management of aquatic resources near their communities. As part of the review process of aquaculture proposals, DFO consults with local First Nations, and seeks their input and views on the proposal in advance of the issuance of any aquaculture licenses or leases.

3.6. Role of Local Governments

Municipal governments or regional districts may require specific zoning be in place prior to the commencement of any aquaculture operations.

3.7. Federal/Provincial Cooperation

In recognition of their respective roles, DFO, the Province of BC and Transport Canada (TC) have developed a harmonized aquaculture application and review process. This process includes a single harmonized application for new aquaculture licence and tenure applications, as well as amendments to existing licences. The three agencies have also established a harmonized process for the review and consideration of new and amended aquaculture applications. While each federal and provincial agency retains its respective decision-making authority, this process is designed to support more effective communication and coordination with respect to the review and potential issuance of their respective authorizations for aquaculture in BC. (see Appendix 3 for details)

4. Framework Application

This Framework applies to the management of wild and aquaculture geoduck commercial fisheries in BC. It applies to applications for new and/or amended shellfish aquaculture licences, including geoduck hatcheries. In doing so, it replaces the following interim policies:

- 'Information Regarding the Amendment of an Existing Intertidal Shellfish Licence to Include Geoduck Aquaculture, 2005'
- 'Information Regarding the Amendment of an Existing Subtidal Shellfish Licence to Include Geoduck Aquaculture, 2005'
- 'Information Regarding Making Application for a New Subtidal Geoduck Aquaculture Tenure and Licence, 2005'
- 'Interim Protocol for Pre-seed Harvest of Sub-tidal Geoduck Aquaculture Sites , 2010'

5. Coastwide Opportunities for Geoduck Aquaculture

Since 2006, DFO and the Province of BC have taken a phased approach to the expansion of geoduck aquaculture, with an initial focus on the Strait of Georgia. This approach was based on science advice that identified uncertainties regarding potential genetic and disease impacts of geoduck aquaculture on wild populations. Phased expansion was meant to minimize potential risks associated with geoduck aquaculture pending further science work, as well as the development of additional management and regulatory measures. As a result, since 2006, new opportunities for geoduck aquaculture have been limited to the Strait of Georgia.

In that time, interest in geoduck aquaculture has continued to increase, as has our understanding of potential risks related to interactions between wild and farmed geoduck populations. The Department has undertaken further science work to assess these risks (Bureau et al, 2013). Bureau et al explored potential risks and mitigation measures related to geoduck aquaculture and made a number of recommendations related to the source and volume of geoduck broodstock, transfer zones and quarantine practices.

DFO has determined that potential disease, genetic and ecological risks associated with the expansion of geoduck aquaculture beyond the Strait of Georgia can be adequately addressed through implementation of new management measures, including hatchery protocols, conditions of licence and the Introductions and Transfers process.

In establishing the Integrated Geoduck Management Framework, DFO will now consider aquaculture applications on a coastwide basis (beyond the Strait of Georgia). The Department will consider both new applications for geoduck aquaculture, and applications to add geoduck to existing aquaculture operations, in all areas of the Pacific coast, subject to the normal review process for shellfish aquaculture applications and the siting guidelines outlined below.

A revised Geoduck Hatchery Protocol has been developed (see Appendix 1) and will be implemented through DFO conditions of licence for each hatchery.

6. Siting Guidelines

6.1. Context

The siting guidelines are intended to identify those areas available for new shellfish aquaculture applications, while managing overlap with the existing commercial geoduck fishery. Regardless of the area applied for, all applications are subject to the review by applicable Federal and Provincial agencies as part of the harmonized aquaculture review process.

The siting guidelines are grounded in historical information regarding the wild commercial geoduck harvest over the last four fishing opportunities, prior to 2014, in sub-tidal waters. This information has been used to identify those areas used most extensively by the wild commercial fishery.

The siting guidelines apply to:

- Applications for new shellfish applications in sub-tidal or intertidal areas.
- Applications for size increases of existing shellfish aquaculture operations.

The siting guideline do not apply to applications for amendments to existing licences for the purpose of shellfish aquaculture where the area is already tenured and licensed for aquaculture and there are no proposed changes to the boundary of the tenure area.

6.2. Shellfish Aquaculture Siting Matrix

The Shellfish Aquaculture Siting Matrix (the Matrix) is a visual representation of the siting guideline (Fig. 1) and illustrates the key differences between the categories so that applicants can understand what areas are available for shellfish aquaculture applications. Further information regarding each of these areas, and the corresponding review considerations, are outlined below.

In order to assist shellfish aquaculture licence applicants with interpreting the Siting Matrix, a series of maps have been developed that geographically represent the Yellow and Red areas. The complete collection of maps can be found at the following website:
http://www.pac.dfo-mpo.gc.ca/aquaculture/management-gestion/2017/geoduck-panope/maps-cartes-eng.html

The classification of areas reflected in these maps will remain in effect for 10 years from the implementation date of this Framework.

	YELLOW	RED
Category	Shellfish aquaculture applications accepted	Shellfish aquaculture applications generally not accepted · See exception in 6.2.2
Criteria for determining category	Some geoduck commercial landing history (1 – 3 times in the last 4 fishing opportunities)	Geoduck harvested in each of the last 4 fishing opportunities
Review considerations	Review will include a detailed assessment of the potential impacts to the geoduck fishery	For exception situations only, review will follow Yellow area approach Otherwise does not apply
Commercial harvest opportunity prior to aquaculture licensing	One commercial harvest opportunity: 3 months in 6 months PSP free window	For exception situations only: will follow the Yellow area approach Otherwise does not apply

Figure 1. Shellfish Aquaculture Siting Matrix for new shellfish aquaculture applications or expansion to existing shellfish aquaculture operations.

6.2.1. Yellow Areas

Yellow areas are defined as areas of the coast that have been harvested by the wild commercial geoduck fishery one to three times out of the previous four times the area has been available to be harvested.

DFO will consider applications for shellfish aquaculture in these areas. In addition to the regular review process for shellfish aquaculture, the Department will also consider the extent of potential impacts on the wild commercial geoduck fishery.

Applications in Yellow areas will be considered for aquaculture operations up to 20 hectares.

Successful applications in Yellow areas will be subject to a harvest of wild geoduck from the site by the wild commercial fishery in advance of aquaculture licensing. See Section 6.3 for details.

6.2.2. Red Areas

Red areas are those areas of the coast that have been harvested by the wild commercial geoduck fishery four times out of the previous four times the area has been available to be harvested.[1]

Generally, DFO will not consider applications for shellfish aquaculture in red areas.

Under special circumstances, DFO will consider applications for shellfish aquaculture in red areas submitted by a First Nation. Consideration will be given to applications by First Nations, supported by a band council resolution, that have reserve

[1] An area may not be opened in any given year due to biotoxin contamination or other reason. Therefore, having a criterion that captures the last 4 times an area was open for harvest ensures that these areas that are important to the wild harvest are not overlooked due to such closures.

land adjacent to the red area being applied for. In these cases, a single application may be considered up to a maximum size of 10 hectares. These licences would be considered for issuance only to First Nations and will be non-transferable. These licences would also be subject to a commercial harvest prior to aquaculture licensing as outlined in Section 6.3.

Additional opportunities for First Nations geoduck aquaculture in red areas beyond 10 ha, in some cases, may also be considered in areas immediately adjacent to their reserves (or proposed Treaty Settlement Lands) as an economic opportunity within broader treaty, incremental treaty or non-treaty agreement negotiations with Canada. To balance the impact of such opportunities on the wild geoduck fishery, any such opportunity must be mitigated through the relinquishment of an appropriate amount of commercial geoduck quota.

Provision of aquaculture access by First Nations to red areas supports the Government of Canada's broad policy objective to provide economic development opportunities to First Nations. This access does not, and is not intended to, define or extinguish any Aboriginal or treaty rights, neither is it evidence of the nature or extent of any Aboriginal or treaty right.

6.2.3. Other Areas

Most areas of the coast have no recent documented harvest by the wild commercial geoduck fishery as of 2016.

DFO will consider applications for shellfish aquaculture in these areas, including intertidal areas.

Licence applications of all sizes will be considered in these areas, but the size of the proposed aquaculture operation will be reviewed in the context of other land and water use activities in the vicinity prior to any licence issuance.

If approved, new operations in these other areas will not be subject to a commercial harvest prior to aquaculture licensing.

6.2.4. Review Process and Considerations

All applications for shellfish aquaculture licence applications accepted for review will be subject to the rigorous review by applicable Province of BC and Federal agencies as part of the harmonized aquaculture review process. This review will consider the aquaculture application in the context of First Nations food, social and ceremonial fisheries, adjacent land use, impacts to all other fisheries and habitat (including proximity to eelgrass, SARA species, intertidal stream channels, and fish spawning areas), navigation, size of tenure, proximity to other tenures, shellfish contamination, transfer considerations, etc. Regulatory agencies will consult with local First Nations in advance of the issuance of any aquaculture licences or leases. In order to conserve wild stocks and address the sustainability of both wild and aquaculture stocks, reviewers will consider the size of the proposed aquaculture operation and the number of aquaculture sites in a given area. See Appendix 3 for details of the review process.

Areas may be closed for harvest due to sanitary or biotoxin contamination and these factors are considered as part of the review process. The Canadian Shellfish Sanitation Program (CSSP) was established to co-ordinate the efforts of federal government agencies in setting standards for sanitary shellfish handling and harvest practices to ensure that bivalve molluscs are safe for human consumption. Applications for shellfish aquaculture licences will undergo an early-phase assessment to ensure compliance with CSSP requirements. Applications for geoduck aquaculture will not be accepted in unclassified waters, prohibited waters, conditionally restricted waters or where biotoxin monitoring is not able to be established. For definitions of these classifications see:
http://www.ec.gc.ca/marine/default.asp?lang=En&n=4DFAFB15-1

Aquaculture applicants are advised to check the following website for contaminated closures:
http://www.pac.dfo-mpo.gc.ca/fm-gp/contamination/biotox/index-eng.html

For more information on the CSSP see the CSSP Manual of Operations on the Internet at:
http://www.inspection.gc.ca/food/fish-and-seafood/manuals/canadian-shellfish-sanitation-program/eng/1351609988326/1351610579883

6.3. Commercial Harvest Opportunity Prior to Aquaculture Licensing

DFO policy[2] supports a 'final', directed, commercial harvest opportunity, whereby a portion of the high-value wild shellfish species are removed from a shellfish aquaculture site, by wild fishery licence holders, prior to a DFO aquaculture licence being issued.

Prior guidance regarding this harvest was provided through the "Interim Protocol for Pre-seed Harvest of Subtidal Geoduck Aquaculture Sites" (2010). This guidance has been updated in the form of a revised Protocol (Appendix 2) for the commercial harvest of geoduck from shellfish aquaculture sites prior to licensing.

This Protocol applies to all aquaculture licence applications in a yellow or red area that have net yet been issued but have been approved by DFO. The Protocol does not apply to areas outside yellow or red areas.

A commercial harvest opportunity will be provided on a one-time basis (within a maximum 3 months PSP free window within a 6 month period) to the wild commercial fishery in advance of a DFO aquaculture licence being issued. This harvest opportunity will apply to the entire lease (tenure) area.

The amount harvested under this Protocol will be in addition to the Total Allowable Catch (TAC) provided in that year's regular commercial geoduck fishery. A licence fee will be charged for the specific quantity of geoduck commercially harvested from shellfish aquaculture sites prior to licensing. This fee will be based on the formula outlined in the *Pacific Fishery Regulations*, 1993 for geoduck and horse clams.

Residual wild geoduck which remain on the tenure at the completion of the commercial harvest will become accessible to the tenure holder, subject to licence conditions, as by-catch during the harvest of the cultured geoduck.

7. Management Issues and Objectives: Geoduck Aquaculture

Under the *Pacific Aquaculture Regulations*, DFO has developed a comprehensive management and regulatory regime for aquaculture in B.C. This regime is designed to support economic opportunities related to aquaculture while ensuring that the aquaculture industry operates in a sustainable manner so that species and marine environments are protected for future generations.

Conditions of licence are one of the primary measures used by DFO in regulating the aquaculture industry in B.C. These are conditions which must be met by operators of all licensed aquaculture facilities in B.C., including shellfish, and cover requirements such as: the type and numbers of fish that can be cultivated; requirements for marking of site (tenure) boundaries; requirements related to the introduction and transfer of fish; access to wild stocks on site; notification and environmental monitoring / reporting.

The generic licence conditions for shellfish aquaculture can be found at:
http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/docs/licence-cond-permis-shell-coq-eng.pdf

In addition to these generic licence conditions for shellfish, DFO has also identified a number of management issues and objectives related to geoduck aquaculture.

Diligent Use

Both DFO and the Province of B.C. are committed to ensuring that aquaculture operators are engaged in "diligent use" of their site and are actively engaged in aquaculture (i.e. the cultivation of fish). Specific reporting requirements have been identified to confirm that licensed aquaculture operators are actively engaged in aquaculture activities on the site (tenure), consistent with both DFO objectives related to conservation and sustainable use of fisheries resources, as well as Provincial requirements under the *BC Land Act*.

[2] The National Policy on Access to Wild Aquatic Resources as it Applies to Aquaculture: http://www.dfo-mpo.gc.ca/aquaculture/ref/AWAR-ARAS-eng.htm

DFO requires that all geoduck aquaculture licence holders maintain records and report on a range of activities related to the cultivation of fish on site (e.g. seeding, harvest plans).

Under the BC Aquaculture Regulatory Program, DFO requires that all aquaculture licence holders and applicants submit management plans and that those plans be approved by the Department before aquaculture activities can take place on the site (e.g. seeding, harvest). These requirements are outlined under the generic conditions of licence for shellfish, as well as licence conditions specific to geoduck.

As part of the shellfish aquaculture application process, applicants will submit information regarding the overall management of the operation. This information may be considered by DFO prior to the issuance of an aquaculture licence, as well as potential renewal of licences once issued. This information may also be shared with the Province of B.C. and considered under Provincial roles and responsibilities under the *BC Land Act*.

Access to Wild Stock

Access to wild geoducks stocks on an aquaculture site/tenure will be managed in a manner that is consistent with applicable policy and regulatory guidelines, including the *Pacific Aquaculture Regulations* and DFO Policy on Access to Wild Aquatic Resources as it Applies to Aquaculture (AWAR). Under AWAR, harvest of wild stocks on an aquaculture tenure is restricted to by-catch taken during the authorized harvest of cultured animals. As such, harvest on a site may not occur until cultured geoduck reach marketable size. In the case of geoduck, this period is a minimum of seven years after seeding. Aquaculture operators are required to submit a harvest plan to DFO, for approval, prior to any harvest activity on the aquaculture tenure.

Monitoring and Traceability

Consistent with the management of other fisheries, DFO has developed monitoring measures for geoduck aquaculture and will develop others as necessary. These measures are outlined in the management plans for shellfish aquaculture (e.g. Integrated Management of Aquaculture Plan) and DFO conditions of licence. The Department has a comprehensive aquaculture regulatory program in place to ensure the sustainable development of the sector. Some of the key elements are implemented through conditions of licence that apply to aquaculture licence holders.

Buyers of fish and seafood increasingly, are demanding independently verifiable evidence that these products come from legal and sustainable fisheries or aquaculture operations. Tracing farmed fish and seafood products as they travel through the supply chain is a means to demonstrate to consumers, retailers, and export markets that the products they are purchasing come from aquaculture operations which operate in a sustainable way. Traceability is also an important mechanism for ensuring that products are safe for human consumption and are harvested from areas that are free from contamination.

Wild geoduck fisheries are managed through the implementation of an Integrated Fisheries Management Plan (IFMP) and associated licence conditions.

Aquaculture operations are managed through licence conditions specific to the species being cultured and the type of operation.

The geoduck IFMP and the associated licence conditions for landing validation can be found at:
http://www.pac.dfo-mpo.gc.ca/fm-gp/ifmp-eng.html

Licence conditions for geoduck aquaculture, including landing validation requirements, can be found at:
http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/docs/licence-cond-permis-shell-coq-eng.pdf

8. Access to Broodstock

Access to broodstock is a key issue for aquaculture operators in terms of ensuring the viability and sustainability of their operations. It is also a key issue for DFO with respect to ensuring the conservation and long-term sustainability of wild species and ecosystems. Consistent with science advice, DFO requires that all licence holders for geoduck aquaculture obtain broodstock from wild populations. The transfer of broodstock to the aquaculture facility will also be reviewed for potential disease, genetic and ecological risks. The Department also requires that hatchery operators (also licensed by DFO under the *Pacific Aquaculture Regulations*) follow specific protocols (see Appendix 1) designed to limit the potential for negative impacts on the health and genetic diversity of wild geoduck populations.

9. Map Reserves

In 2004 and 2005 the Province of BC designated several areas in the Strait of Georgia as Map Reserves as part of a pilot program for geoduck aquaculture research and development using different methodologies. These enhanced sites also helped to mitigate losses of wild geoduck from sea otters and sanitary closure areas.

Any Map Reserves identified through Provincial designation that includes a proposal to undertake aquaculture activities, would need to be licensed by DFO under the *Pacific Aquaculture Regulations*, and would be subject to the provisions of this Framework.

10. Framework Review

This Framework will be subject to review 10 years after it comes into force (or sooner, should broader policy or management changes be required). This review will consider the overall effectiveness of the Framework as well as further views from First Nations and stakeholders regarding its implementation.

11. Definitions

In this document and the appendices:

"Aquaculture" means the cultivation of fish. It implies some form of intervention in the rearing process to enhance production, such as regular stocking, feeding, and protection from predators and disease.

"Intertidal" means the area between high tide and chart datum.

"Minister" means the Minister of Fisheries and Oceans Canada.

"Sub-tidal" means the portion of the bottom of the ocean that is not exposed at low tide stages.

"By-catch" means non-cultivated individuals of the licensed species taken in addition to the fish deliberately placed on the licensed area.

12. References

C. Hand and K. Marcus. Potential Impacts of Subtidal Geoduck Aquaculture on the Conservation of wild Geoduck Populations and the Harvestable TAC in British Columbia; CSAS 2004/131.

Bureau et al. Review of Geoduck Hatchery Protocols Currently in Place for the Strait of Georgia and Evaluation of Potential Application to Other Coastal Areas in British Columbia; CSAS 2014/010.

Appendix 1: Geoduck Hatchery Protocol

Background

Bureau et al. (CSAS 2014) provides the background and potential impacts of geoduck aquaculture to genetic diversity and disease in wild geoducks and has led to the development of a Geoduck Brood Stock and Hatchery Protocol and Hatchery Licence conditions. This Protocol and these conditions are reflected in the Harmonized Application Guidebooks for Shellfish Aquaculture and for Fresh water/ Land-based Aquaculture.

Shellfish Transfer Zones

Introductions, transfers or movement of geoducks, within the marine environment, shall be limited to within and not between Shellfish Transfer Zones as described by the Introductions and Transfers Committee.

See the following website for maps of the Shellfish Transfer Zones:
http://www.pac.dfo-mpo.gc.ca/aquaculture/maps-cartes-eng.html

All geoduck brood stock collections shall occur under the authority of a licence issued under Section 4 of the *Fisheries Act* for harvest from crown seabed areas or from an aquaculture tenure prior to the onset of culture activities. Brood stock collection is not permitted from a geoduck aquaculture tenure after seeding of the tenure has occurred.

All Geoduck brood stock transfers to hatcheries shall require an Introductions and Transfers licence issued under Section 56 of the *Fishery General Regulations*.

Quarantine protocols for moving geoduck brood stock to and growing seed in out-of-Zone hatcheries

Where a hatchery operator wishes to bring geoduck from a different transfer zone for spawning inside a hatchery, treatment of both influent and effluent water in and out of the hatchery is required to minimize risks of disease transfer between Zones. Isolation of hatchery lots (brood stock and/progeny) from different zones is also required. Hatchery operators shall provide the details of such isolation and quarantine systems to the Introductions and Transfers Committee for review and approval prior to the issuance of an Introductions and Transfers licence. Progeny may only be introduced into the marine environment within the Transfer Zone from which their brood stock was sourced.

Number of geoduck brood stock to collect

A minimum of 100 geoducks (1:1 sex ratio) shall be collected for brood stock for each hatchery lot to be spawned from a single transfer zone.

The DFO *National Policy on Access to Wild Aquatic Resources as it Applies to Aquaculture* policy outlines the process for obtaining a licence to collect brood stock.[3]

Source and refresh rate of geoduck brood stock

All brood stock in each hatchery shall be collected from wild geoduck populations and replaced yearly with fresh brood stock, when hatchery is active, in order to maximize genetic diversity of hatchery produced seed and minimize possible genetic impacts of cultured geoducks on the wild populations. Brood stock geoduck may not be sold and must be destroyed when they are replaced by fresh brood stock.

Prohibitions on use of non-wild geoducks as brood stock

Use of hatchery-produced geoducks as brood stock is prohibited due to the increased risks of genetic drift in the hatchery production. The requirement for an Introductions and Transfers licence issued under Section 56 of the *Fishery General Regulations* for all geoduck movements will ensure that geoduck brood stock in hatcheries comes from a wild stock source.

[3] The National Policy on Access to Wild Aquatic Resources as it Applies to Aquaculture: http://www.dfo-mpo.gc.ca/aquaculture/ref/AWAR-ARAS-eng.htm

How many animals to spawn in the hatchery

A minimum of 30 males and 30 females shall be used when conducting a hatchery spawning event. These geoducks must be from a wild stock source, refreshed annually and from the same Transfer Zone. Although the sex ratio of the brood stock collection will be unknown until the first spawning, it is currently believed that the minimum brood stock collection of 100 animals will provide a suitable buffer of 40 animals to enable hatcheries to meet this requirement.

Prohibitions on import of geoduck seed from outside BC

Seed imports from Washington are not permitted due to genetic differences observed between Strait of Georgia and Washington State geoducks (Miller et al. 2006)[4]. Since the degree of genetic differentiation between BC and Alaska populations of geoducks is unknown, import of geoduck seed from Alaska is prohibited.

For details on the specific licence conditions that apply to hatcheries raising geoduck go to the following site: *http://www.pac.dfo-mpo.gc.ca/aquaculture/licence-permis/docs/licence-cond-permis-fresh-douce-eng.pdf*

[4] Miller, K.M., Supernault, K.J., Li, S., and Withler, R.E. 2006. Population structure on two marine invertebrate species (Panopea abrupta and Strongylocentrotus franciscanus) targeted for aquaculture and enhancement in British Columbia. Journal of Shellfish Research 25(1) 33-42.

Appendix 2: Protocol for Commercial Harvest Prior to Aquaculture Licensing

Background

This appendix concerns one component of the Integrated Geoduck Management Framework: the harvest of a portion of the existing wild geoducks at geoduck tenure sites prior to issuance of aquaculture licence documents from Fisheries and Oceans Canada (DFO).

Application

This Protocol applies to sub-tidal shellfish tenure sites that are in Yellow areas, and specific cases in Red areas, as defined in the Integrated Geoduck Management Framework.

The Protocol may be modified as experience is gained in these harvests and geoduck aquaculture practices and as other relevant policies are developed.

Guiding Federal Policy

DFO policy[5] supports a final, directed commercial harvest opportunity whereby some portion of a wild shellfish species is removed from a shellfish aquaculture site, by wild fishery licence holders, prior to a DFO aquaculture licence being issued.

DFO recognizes that there may be wild stocks of the same species being cultured on an aquaculture site and that these animals may be harvested during the harvest of the cultured product. This is defined as by-catch.

DFO policy specifically addresses the allocation and management of wild species on a lease area through the following direction:

- In order to facilitate access to a new lease and reduce conflict in communities when there is significant stock of high value on a lease area, and where a number of commercial fish harvesters may be displaced, as a condition to recommending its approval of a lease site, DFO may require that a specified species be harvested from the lease prior to a DFO aquaculture licence being issued.
- Where a valuable species is resident on a potential lease area, DFO may require that some of the animals of that species be removed from the lease, prior to the issuance of a DFO aquaculture licence. It is not the intent to remove all animals in a pre-aquaculture harvest, but to allow a significant portion of the economic value of the wild species to be accrued to the public fishery.

[5] The *National Policy on Access to Wild Aquatic Resources as it Applies to Aquaculture*: http://www.dfo-mpo.gc.ca/aquaculture/ref/AWAR-ARAS-eng.htm

Protocol for Commercial Harvest of Geoduck Prior to Aquaculture Licensing

Objectives

Commercial harvest of wild geoduck on tenures prior to aquaculture licensing will:

- Permit geoduck harvesters who will be displaced by shellfish aquaculture tenures to accrue a portion of the economic value of the wild geoducks present at the site prior to allocation of the site to aquaculture;
- Support the activity of shellfish aquaculture and discourage activities to merely gain access to valuable wild geoduck stocks through tenuring of wild geoduck beds.

When and Where a Commercial Harvest Prior to Aquaculture Licensing is Considered

A harvest opportunity will be considered:

- when the sub-tidal shellfish aquaculture tenure application falls within Yellow areas, and specific cases in Red areas, as defined in the Integrated Geoduck Management Framework and;
- when the sub-tidal shellfish aquaculture licence application has received an "approval-in-principle" from DFO but prior to the issuance of an aquaculture licence.

Note: These harvests will be a one-time-only opportunity in each case.

There will be a maximum 3 months PSP free harvest opportunity in a 6 month period and a maximum harvest of 20% of the geoduck biomass on the site.

Who Will Qualify

Consistent with DFO policy, these harvest opportunities are supported by DFO where commercial geoduck harvesters may be displaced by aquaculture operations. There are 55 eligible geoduck category G or FG licence holders that will be eligible to apply for participation in a harvest.

The Department will consider the ability of an applicant to meet the conditions of licence for an on-grounds monitor, catch tracking, landing validation and reporting, and other considerations. Consideration may also be given to whether the applicant is also a holder of the aquaculture tenure for the site where the commercial harvest will take place. Concerns of unfair advantage have been raised if the G or FG licence holder also holds a tenure site for geoduck where a harvest is recommended. Accordingly, the DFO will seek to avoid awarding commercial harvest opportunities to geoduck harvesters who also hold the aquaculture tenure for the site. In these cases alternate geoduck harvesters will be considered.

Area(s) For Commercial Harvest Prior to Aquaculture Licensing

The area available for harvest will be identified in a G or FG licence authorizing the harvest. This will include a definition of the exact geographical coordinates for the tenure. Licence holders who have applied to participate in such a harvest must limit their fishing activity to the area specified in the licence conditions.

Quantities Permitted to be Harvested

Based on the estimated biomass for the area from the DFO database, the quantity to be harvested from a specific application area will be established. The amount will not exceed 20% of the estimated biomass. This quantity will be divided between the successful applicants for the harvest. The quantity permitted to be harvested will be in addition to the annual Total Allowable Catch (TAC) identified for the fishery in the Integrated Fisheries Management Plan.

A distinct licence will be issued for this particular harvest and the associated licence fee will be charged for the specific quantity of geoduck authorized to be harvested. The fee will be based on the formula outlined in the *Pacific Fishery Regulations*, 1993 for geoduck and horse clams.

Application Process for Participation

All geoduck and horse clam licence holders will have the opportunity to apply to harvest in the tenure application area(s) identified for a commercial harvest. Interested licence holders must submit a request in writing to the Pacific Fishery Licence Unit for a G or FG licence to be issued. Applicants participating in the harvest must meet all conditions of licence identified in their licence. Whether any particular Harvest Plan will be approved and a licence issued will be decided on a case by case basis by DFO.

Responsibilities

It is the responsibility of the applicant to:

- apply for a licence;
- develop a harvest plan and submit it to DFO for approval;
- pay the licence fees associated with the licence;
- ensure the harvest area is in approved shellfish growing waters and is open to harvest;
- conduct the harvest within the area identified in their licence conditions;
- cover the costs associated with any additional biotoxin monitoring, the provision of observers, and on-grounds monitor;
- cover costs associated with harvest log/landing, catch validation and data requirements

It is the responsibility of DFO Resource Management, in consultation with FLNRO to:

- announce, through Fishery Notice, the opportunity for a commercial harvest prior to aquaculture licensing
- approve the harvest plan for the site;
- confirm a harvest amount (TAC) to be shared among successful applicants;
- issue a licence and collect the associated fees;
- ensure the area is opened to harvest by Variation Order

Residual Wild Geoducks on an Aquaculture Tenure

Residual geoduck that remain on the tenure at the completion of the commercial harvest will become accessible to the aquaculturalist, subject to the conditions of the aquaculture licence, for use as by-catch along with the harvest of cultured geoduck.

Requirements for Commercial Harvest in Advance of Aquaculture Licensing

Seasonal Considerations

Commercial harvest activities prior to aquaculture licensing will generally take place between March and September, during the period when geoducks are most likely to "show". These harvests will occur after a shellfish aquaculture application has received "approval-in-principal" but prior to the issuance of an aquaculture licence. The harvest will be permitted within the period as identified in the DFO-approved Harvest Plan. Harvest may only occur after the commercial harvest licence has been issued for that purpose and if the site is open for harvest as confirmed through the Canadian Shellfish Sanitation Program.

Vessel and Crew Requirements

All harvesting will be completed using licensed geoduck commercial fishing vessels. All vessels will operate following the latest WorkSafe B.C. regulations and must be equipped with GPS capability and charting software.

Harvest Procedures

The harvest will be conducted under the authority of a valid Category G or FG Licence, with specific licence conditions. A distinct licence will be required, along with payment of the appropriate licence fees. The TAC will be shared equally among successful applicants. The geoducks harvested will be attributed to the vessel's Individual Vessel Quota that has been issued for the purpose of this harvest.

Harvesters shall use the coordinates provided in their licence conditions to identify the area to be harvested. Using GPS tracking, harvesters shall ensure that the harvest is confined to the area within the polygon described by the provided coordinates. Any harvest outside of this area will be a violation of the licence.

A chain of custody process will be supported by following notification and landing validation procedures as they are currently in place for the commercial geoduck fishery. Any additional monitoring, notification or validation costs are the responsibility of the harvester. Harvesting will be conducted and completed in accordance with the approved harvest plan.

On-Grounds Monitor (OGM) Requirements

A third-party on-grounds monitor (OGM), paid for by the harvester(s), will be required on the site for all harvest activities to ensure that harvest vessels are accurately located and fishing within the prescribed area; to coordinate catch reporting; and to complete bed information survey forms. The OGM may work with multiple vessels at a single site.

Harvest Records and Reporting

Detailed validation / Harvest logs will be completed as per the commercial fishery requirements. "Pre-seed harvest" will be noted on each completed validation/log sheet, and keyed in the electronic data in the "Source" field as the value "P" for pre-seed harvest fishery records.

Appendix 3: Harmonized Process for the Shellfish and Finfish Aquaculture Sectors

Background

Canada and British Columbia are committed to work collaboratively to manage and regulate the aquaculture sector in the most effective, efficient and transparent manner possible.

Fisheries and Oceans Canada (DFO) is responsible for regulating, monitoring and licensing of finfish and shellfish aquaculture operations in British Columbia.

Transport Canada (TC) is responsible for minimizing the impact of works on navigable waterways.

The Ministry of Forests, Lands and Natural Resource Operations (FLNRO) is responsible for authorizing the occupation of provincial Crown land associated with aquaculture.

To simplify the approval process for the aquaculture sector, Canada and British Columbia work together in a harmonized approach to review aquaculture applications. All application information is collected on a harmonized application form.

Front Counter BC (FCBC) is the single point of contact for receiving all aquaculture applications.

June 2017 Islands Trust Council

Regional Conservation Plan

3:15 p.m. – 4:00 p.m. Wednesday, June 21, 2017

Purpose: To provide an update on the development of the 2018-2027 Regional Conservation Plan. To receive additional input from Trust Council on the identified themes that have emerged from feedback received thus far.

Resources: Tony Law, Chair, Trust Fund Board
Susan Morrison, Trust Fund Board
Kate-Louise Stamford, Trust Fund Board
Clare Frater, Director, Trust Area Services
Jennifer Eliason, Manager, Islands Trust Fund

TIME	TOPIC	WHO
3:15	**Reaching a milestone – 100 Protected Places**	Tony Law
3:20	**Overview of conservation planning**	Jennifer Eliason
3:30	**Summary of feedback from workshops and trustee survey** **Identified themes for 2018-2028**	Jennifer Eliason
3:40	**Questions and discussion**	Tony Law Jennifer Eliason
3:55	**Next steps**	Jennifer Eliason

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Islands Trust

Top Priorities

Trust Council

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Ecosystem Preservation and Protection		02-Jun-2016		
2	Ensure human activity and development are compatible with maintenance of Trust Area ecosystems		02-Jun-2016		
3	Sustain Island Character and Healthy Communities		02-Jun-2016		
4	Effective, Efficient and Collaborative Governance				

Projects

Description	Activity	R/Initiated

DRAFT

Trust Council Quarterly Meeting Schedule
September 12-14, 2017
Denman Activity Centre, 1111 Northwest Road, Denman Island

Tuesday, September 12	Wednesday, September 13	Thursday, September 14
	7:30 Breakfast	**7:30 Breakfast**
Ferry to Denman Island: Depart Buckley Bay (10 minute crossing): 9:00am 10:00am 11:00am 12:30pm	8:30 **New Business Items*** 9:15 **Local Planning Services** Director's Report * LPC Work Program Bylaw Enforcement Briefing	8:30 **Closed meeting** 9:30 **Summary/Updates** Trustee Updates Priorities Chart Proposed December TC Draft Agenda Program Disposition of Delegations and Town Hall Requests 11:00 **Adjournment (approx.)**
12:00 **Executive Committee Meeting**	**10:15 Break**	**Ferries from Denman Island:** 12:00pm 12:50pm 2:15pm
12:30 Lunch	10:30 **Administrative Services** Director's Report * FPC Work Program Report 11:30 **Trust Area Services** Director's Report * TPC Work Program Trust Fund Board Report	
1:30 **Call to Order and Approval of Agenda** RWMs * Adoption of Minutes FUAL Trustee Round Table	**12:30 Lunch**	
2:45 Break	1:30 **Community Presentations** 2:00 **Delegations & Town Hall**	
3:00 **Executive** CAO's Report * EC Work Program Continuous Learning Plan Strategic Plan Update Salt Spring Island Incorporation 4:00 **Effective Advocacy** 5:00 **Adjourn for the day**	**3:00 Break** 3:15 **Session** 4:15 **Correspondence** 5:00 **Adjourn for the day**	IslandsTrust
6:00 **Dinner with Former Trustees**	6:00 **Dinner**	

* Denotes resolution/decision items

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