



Trust Programs Committee Agenda

Date: Monday, August 28, 2023
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 **Review of the Agenda**

Late items, new items and re-ordering of the agenda
 - 2.2 **Approval of Agenda**
3. **PUBLIC COMMENT PERIOD**
4. **DELEGATIONS**

None.
5. **CORRESPONDENCE**
 - 5.1 **2023-05-14 - Dunnison: edits to language regarding the CDF zone** 3 - 6
6. **ADMINISTRATIVE COORDINATION**
 - 6.1 **Draft Minutes of Previous Meetings**
 - 6.1.1 **Trust Programs Committee Minutes of May 15, 2023** 7 - 13

For review and approval
 - 6.2 **Resolutions Without Meeting**

None.
 - 6.3 **Follow up Action List** 14 - 17

For review
7. **BUSINESS - WORK PROGRAM ITEMS**
 - 7.1 **Policy Statement Amendment Project - verbal update**
 - 7.2 **Stewardship Education Program**

7.2.1	2023/24 Speaker Series Project Charter – Request For Decision (RFD)	18 - 21
	That Trust Programs Committee endorse the Speaker Series Project Charter, dated August 28th, 2023.	
7.2.2	Questionnaire re Potential Speaker Series Topics – Briefing	22 - 25
7.3	Secretariat Role to Forums within the Trust Area	
7.3.1	Secretariat Services to the Coastal Douglas-fir Conservation Partnership – RFD	26 - 33
	That Trust Programs Committee allocate for fiscal year 2023/24 \$X,XXX to support the coordination of the Coastal Douglas-fir Conservation Partnership.	
8.	BUSINESS - OTHER	
8.1	Staff comments responding to May 2023 e-mail from David Dunnison – BRF	34 - 41
8.2	Trust Programs Committee Business Cases for FY2024/25 budget requests – RFD	42 - 53
	1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$15,000 for stewardship education.	
	2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$12,000 for secretariat services.	
9.	BUSINESS - NEW	
10.	WORK PROGRAM	54 - 55
	For review and referral to Trust Council before each quarterly TC meeting	
11.	NEXT MEETING	
	Monday, November 6, 2023, from 10:00 a.m. to 3:00 p.m.	
12.	CLOSED MEETING	
	If desired:	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.	
13.	RISE AND REPORT	
	If requested	
14.	ADJOURNMENT	
	*Approximate time is provided for the convenience of the public only and is subject to change without notice.	

From: Robert Barlow
Sent: Monday, May 15, 2023 9:24 AM
To: Robert Barlow
Subject: FW: Trust Program Committee - edits to language regarding the CDF zone

From: David Dunnison [REDACTED]
Date: May 14, 2023 at 9:01:19 PM PDT
To: Kristina Evans <kevans@islandstrust.bc.ca>, Sam Borthwick <sborthwick@islandstrust.bc.ca>, Alex Allen <aallen@islandstrust.bc.ca>, Sue Ellen Fast <sfast@islandstrust.bc.ca>, Jamie Harris <jharris@islandstrust.bc.ca>, Timothy Peterson <tpeterson@islandstrust.bc.ca>, Peter Luckham <pluckham@islandstrust.bc.ca>
Cc: Clare Frater <cfrater@islandstrust.bc.ca>
Subject: Trust Program Committee - edits to language regarding the CDF zone

Dear Trust Programs Committee,

It was a pleasure to find and review item “8.4 Coastal Douglas-fir biogeoclimatic zone language and potential education session – Briefing” on your agenda for your 15 May 2023 meeting tomorrow.

Staff have clearly conducted a comprehensive review of Islands Trust materials related to the CDF zone and biodiversity. This effort is greatly appreciated and I look forward to the Trust’s implementation of virtually all the recommended changes.

There were just a few items, however, that that might yet benefit from either a different approach or different wording. These few items include some that appear to be in conflict with expert opinions the Islands Trust has sought and received from various sources.

First and foremost, in terms of approach and tone, the following Islands Trust statement provides a good example of where a different emphasis might be more welcome by your constituency and might assist the Islands Trust Conservancy in its ongoing efforts:

“The CDF zone needs active stewardship by land owners: 80% of land in the whole CDF is privately owned but only 11% is protected in some way, making it the least-protected biogeoclimatic zone in BC”

Please consider the following suggested wording:

Islands Trust Area residents are commendable stewards of the CDF and have been strong supporters, financially and otherwise, of protected areas within the Trust Area. Almost half of the entire protected portion of the CDF zone is found within the Islands Trust Area, and the Islands Trust Area has met Canada’s international commitment of 20% protected areas. Residents of the Islands Trust Area are providing a positive example for our neighbouring communities and the ongoing support and commitment of our residents is greatly appreciated by the Islands Trust.

In addition to this example, the following list of provides commentary on statements as provided sequentially in the edited materials provided under section 8.4 of your agenda:

1. “The Salt Spring Island Local Trust Area’s beautiful and vibrant islands, **home to some of the rarest ecosystems in the world**, are **under threat from development**, climate change and habitat degradation”

“The Galiano Island Local Trust Area is **home to some of the rarest ecosystems in the world** that are **under threat from development**, climate change and habitat degradation.”

Comment:

Are these statements on global rarity supported by an independent authority?
And, how significant is the ‘threat from development’?

Please consider that research conducted for the Islands Trust by Madrone, as found on the [Islands Trust website](#), indicated a 1.6% rate of disturbance over a ten year period, 2004 – 2014. This represents an annual rate of disturbance of just 0.16%. Of this total, new buildings and roads represented just 0.08% of the total Islands Trust Area, or an annual disturbance rate of 0.008%.

This appears to be a nominal and effectively inconsequential degree of disturbance. The data obtained for the Islands Trust does not support these statements.

2. “CDFmm indicates Coastal Douglas-fir (moist maritime). **Virtually all of the Islands Trust Area is within this biogeoclimatic subzone**”

Comment:

This edited statement remains incorrect. There are portions of six different CWH subzones that are also found within the Islands Trust Area.

3. From the comment, “However, for plain language, staff will replace with “Some ecosystems found in the Islands Trust Area are **globally rare and have a high density of species of concern**.””

And elsewhere:

“it has **the highest density of species** that are of both provincial and global conservation concern of any B.C. biogeoclimatic zone...”

Comment:

Statements about the CDF, and especially the Islands Trust Area, having the ‘highest density of species of concern’ are not factually defensible. Please note

that this is simply fact, not an opinion. Notably, the BC CDC database is not spatially specific, and this is a misapplication of the species at risk information that is available to us.

Moreover, the recent webinar with the BC Conservation Data Centre's Katrina Stipek that was sponsored by the Islands Trust Conservancy was very insightful on this topic.

In a follow-up, Katrina Stipek from the BC CDC (Wendy Tyrell of the IT Conservancy was copied) provided a definitive list of ecological communities, plants and animals that are known known to exist within the Islands Trust Area. This Islands Trust specific list includes 27 ecological communities, 35 animals and 46 plants known to occur within the IT Area, or 108 total. Please note that this number is considerably lower than numbers cited throughout Islands Trust materials (e.g. "more than 300" or "more than 350").

It is of further relevance that of these 108 total listed Ecological Communities, Animals and Plants known to occur within the Islands Trust Area, more than half are recognized as Globally Apparently Secure (22), Globally Secure (25) or as officially Globally Not Registered (13).

Thus, statements of 'global rarity' may not be supported by the excellent and extensive information we have on endangered species and ecosystems.

This information is also relevant with respect to Item #6 below.

4. "There is significant concern for the conservation of the CDF zone. The **Coastal Douglas-fir Conservation Partnership** has emphasized the importance of the CDF zone as being **biologically rich...**"

Comment:

Please consider that the Coastal Douglas-fir Conservation Partnership (CDFCP) is not a recognized authority. Moreover, the adjacent CWH zone is more biologically rich than the CDF. It is also the case that nearby portions of the CDF on Vancouver Island and on the mainland are more biologically rich than the portion of the CDF within the Islands Trust Area. This statement remains largely conjecture.

5. "CDF forests are important for people's mental health and wellbeing, and provide recreational and educational opportunities for people..."

Comment:

Does the Islands Trust have any research in its possession that can support the assertion that CDF forests, per se, are somehow unique in terms of benefitting mental health and well-being? Perhaps this statement can be made generically about forests in general, or it could simply be dropped.

6. “The Islands Trust Area’s forests are **unique** and **globally important**”

Comment:

How do we measure ‘global importance’? How unique are forests within the Islands Trust?

Please also refer to item #3 above.

In terms of Global Rankings, more than half of the ecological communities, animals and plants that we consider threatened in BC are considered “Secure” globally. This disparity in classification suggests lower global importance.

7. “The Islands Trust Area (blue) **holds** 25% of British Columbia’s Coastal Douglas-fir zone (green), the **smallest and most rare biogeoclimatic zone** in the province”

Comment:

While the Islands Trust Conservancy can hold land title, it is my understanding that the Islands Trust itself cannot or does not. Thus, this statement is false. The Islands Trust Area does not hold 25% of the CDF zone.

Moreover, there is no definition of ‘rarity’ as applied to the CDF or any Biogeoclimatic zone. Statements to that effect appear to be conjecture and a misapplication of the BEC system.

Your consideration of these additional proposed edits is greatly appreciated.

As noted above, there have been an appreciable number of welcome corrections prepared to Islands Trust materials by staff. I strongly encourage the Trust Programs Committee to accept the majority of these proposed edits. Staff have worked hard on this.

At the same time, I would also strongly encourage the Trust Programs Committee to consider the edits and points made above. Particularly those that offer a more positive tone with respect to donations of time, land, and funding for securing protected properties. The residents, taxpayers and voters within the Islands Trust Area may appreciate a more positive approach and such an approach may make future conservation campaigns more successful.

Yours truly,

David Dunnison
Salt Spring Island Resident

dunnison@dunnison.com



Trust Programs Committee Minutes of a Regular Meeting

Date: May 15, 2023
Location: Electronic Meeting

Members Present: Kristina Evans, Chair/South Pender Island Trustee
Alex Allen, Vice-Chair/Hornby Island Trustee
Sam Borthwick, Denman Island Trustee
Sue Ellen Fast, Bowen Island Municipal Trustee
Jamie Harris, Salt Spring Island Trustee
Tim Peterson, Lasqueti Island Trustee (EC Representative)
Peter Luckham, Islands Trust Council Chair (Ex Officio)

Staff Present: Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative Services
Gillian Nicol, Program Coordinator
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: No member of the public was present

1. CALL TO ORDER

Chair Evans called the meeting to order at 10:00 a.m. and acknowledged that participants of the meeting were on the territories of many Coast Salish First Nations.

2. AGENDA

2.1 Review of Agenda

No late item nor changes to the agenda were presented for consideration.

2.2 Approval of Agenda

By general consent the agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

Chair Evans indicated that an email from David Dunnison titled “Trust Program Committee - edits to language regarding the CDF zone” was sent to Trust Programs Committee members late on May 14, 2023. It was not added to the agenda as a late item and will be provided as a correspondence item at the next scheduled TPC meeting.

Chair Evans requested staff to review the email and report on it at the next meeting.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Trust Programs Committee (TPC) Minutes of April 3, 2023

By general consent the minutes were approved.

6.2 Resolutions Without Meeting

None.

6.3 Follow Up Action List

Director Frater spoke to the FUAL items that were in progress, noting that the staff positions of two policy advisors continue to be vacant which impacts Trust Area Services ability to respond to a number of action items.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Stewardship Education Program – Request for Decision (RFD)

Program Coordinator Nicol presented the RFD that sought endorsement and direction for the Stewardship Education Program. Committee discussion included:

- last year’s “Living in the Trust Area” mail-out provided good information but perhaps too much information and included some duplication and therefore a review of the material with intention to “streamline” in mind might be of value
- a contractor was required to increase the accuracy of the mailing list of new property owners
- possibility of approaching communities to ask for webinar topics
- staff and contractor costs to do the mail-out may be on par but staff are unable to do that because of the way the data is received
- long-term residents appreciated the material
- possibility that the mail-out simply direct people to the website to find detailed information rather than directly provide the information

TPC-2023-018

It was MOVED and SECONDED,

that Trust Programs Committee request staff to redesign the Government and Other Services contact sheet to have the Land Use Planning contact sheet on the back of it.

CARRIED

Committee discussion continued and included:

- possibility of conducting webinars on the same topics as in previous years
- one of the strengths of hosting a live webinar is the ability to be interactive
- “wood stove prevention” should be “wood stove best practices”
- the well owner education workshop could be revised and include information about groundwater conservation and how to interpret groundwater maps

TPC-2023-019

It was MOVED and SECONDED,

that Trust Programs Committee request staff consider methods to solicit topics from Trust Area residents for further stewardship education webinars.

CARRIED

TPC-2023-020

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Living in the Trust Area Mailing Program Project Charter, dated May 15, 2023.

CARRIED

TPC-2023-021

It was MOVED and SECONDED,

that Trust Programs Committee direct staff to develop project charters for best practices when using a well and saltwater intrusion and groundwater issues; and wildfire prevention webinars.

CARRIED

8. BUSINESS – OTHER

8.1 Annual Report – Trust Programs Committee Section - RFD

Director Frater presented the RFD that provided the Committee with their draft section of the Annual Report for review and approval.

TPC-2023-022

It was MOVED and SECONDED,

that Trust Programs Committee approve the text attached to the 2022/23 Annual Report – Approval of Trust Programs Committee section RFD for

inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.2 TPC 2024/25 Business Cases - RFD

TPC-2023-023

It was MOVED and SECONDED,

that Trust Programs Committee request staff to draft the following fiscal year 2024/25 business cases for consideration at the next regular business meeting:

- Secretariat Services (\$12,000)
- Stewardship Education (\$15,000).

CARRIED

8.3 Coastal Douglas-fir mentions in US National Park Service website – Briefing

Director Frater presented the Briefing and expressed gratitude for support from Heather Klassen, Research Ecologist, BC Ministry of Forests. Committee discussion included:

- what the percentage of forest cover might be in the Trust Area
- value of celebrating the success that has been achieved in order to encourage stewardship rather than emphasizing what has not been achieved
- whether the language on the website is misleading, doesn't support housing for workers, and is driving climate alarmism
- many other agencies (government and conservancies) are using the same words and phrases as found on the Islands Trust website
- every lost piece of habitat is significant and Islands Trust needs to draw the attention to new residents to the value of habitat
- desire to be cautious to proclaim that Islands Trust is doing a terrific job of preserve and protect mandate as that might result in less enthusiasm for action
- staff has been using plain language in order to be accessible by the majority of residents; a balance between scientific and accessible language is sought in all website material with a commitment to correcting inaccuracies once identified

8.4 Coastal Douglas-fir Biogeoclimatic Zone Language and Potential Education Session – Briefing

Director Frater presented the Briefing that provided information about staff review of language about the Coastal Douglas-fir biogeoclimatic zone and associated ecosystems and to support a discussion about a training session for Trust Council. The Director indicated that staff continue to support the principle of using plain language in all materials so that statements are scientifically accurate but still readily understandable.

Committee discussion included:

- language on page 45, "CDF forests are globally rare, found primarily on BC's south coast" can change to "forests within the CDF zone are rare"
- provincial experts could address the Committee so that trustees can ask questions

- a preference was suggested for emphasis on questions and answers rather than presenting information

Committee recessed at 12:22 p.m. and resumed at 12:34 p.m.

8.5 Advice to Trust Council on Montreal Charter on Biodiversity - Briefing

Director Frater introduced the Briefing, indicating that Trust Council requested advice about how the Kunming-Montreal Global Biodiversity Framework impacts the work of the Islands Trust. Committee discussion included:

- what the current percentages of protected land and of biodiversity for each LTA might be
- it will take some time to review the extensive literature
- only a few Canadian local governments have been involved or signed on
- whether adopting the framework would bind Islands Trust to additional actions
- Dr. Risa Smith of the Islands Trust Conservancy attended the Conference of the Parties to the Convention on Biological Diversity as a delegate and may be available to provide a presentation to the Committee
- a working group could be formed to review the goals and targets of the protocol and might be able to provide a map or chart of what is currently protected in the Trust Area, including areas protected by the Riparian Areas Regulation, Development Permit Areas, parks, covenants, nature reserves, etc.

It was MOVED and SECONDED,
that Trust Programs Committee invite members of Islands Trust Conservancy Board and Regional Planning Committee to consider forming a working group to review the goals and targets of the Kunming-Montreal protocol and report on how Islands Trust could best incorporate and contribute to these.

TPC-2023-024

It was MOVED and SECONDED,
that Trust Programs Committee amend the above motion by striking the words "Islands Trust Conservancy Board and".

CARRIED

The question on the motion was then called.

TPC-2023-025

It was MOVED and SECONDED,
that Trust Programs Committee invite members of Regional Planning Committee to consider forming a working group to review the goals and targets of the Kunming-Montreal protocol and report on how Islands Trust could best incorporate and contribute to these.

DEFEATED

TPC-2023-026

It was MOVED and SECONDED,

that Trust Programs Committee request Regional Planning Committee to appoint two members to form a joint working group to review the goals and targets of the Kunming-Montreal protocol and report on how Islands Trust could best incorporate and contribute to these.

CARRIED

TPC-2023-027

It was MOVED and SECONDED,

that Trust Programs Committee appoint Trustees Fast and Allen to represent Trust Programs Committee on the joint working group with the Regional Planning Committee discussing the Trust Programs Committee protocol.

CARRIED

8.6 Venue Options for the November 6, 2023 in-person meeting - Discussion

Committee discussion included a preference for livestreaming and electronic participation by the public. Director Frater stated that staff may not be able to provide electronic participation as the Local Trust Committee Meeting Administrator may not be able to provide that service to the Trust Programs Committee.

By general consent the Committee requested staff to arrange the November 6, 2023 meeting to be in Nanaimo.

9. BUSINESS – NEW

None.

10. WORK PROGRAM

Director Frater presented the current Work Program (Active Projects and Future Projects).

TPC-2023-028

It was MOVED and SECONDED,

that Trust Programs Committee items #2 and #3 be exchanged on the Active Projects report.

CARRIED

TPC-2023-029

It was MOVED and SECONDED,

that Trust Programs Committee request the work program be forwarded to Trust Council as amended.

CARRIED

11. NEXT MEETING

The next scheduled meeting is Monday, August 28, 2023, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

The Committee did not close the meeting.

13. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

14. ADJOURNMENT

By general consent the meeting adjourned at 1:38 p.m.

Kristina Evans, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Trust Programs Committee

29-Feb-2016

Activity	Responsibility	Dates	Status
1 Implement Crown Land Protocol project charter V2, circulate past RFD to TPC members, keep charter on future agendas until project is complete, and consider inventory of current referrals if it helps demonstrate the need for updating the letter of understanding.	Clare Frater	Target: 31-Aug-2026	In Progress

05-Nov-2020

Activity	Responsibility	Dates	Status
1 Staff to refine the Amending the Policy Statement Amendment Policy 1.2.1. RFD, and bring it back to Trust Programs Committee. ON HOLD pending staff capacity	Clare Frater	Target: 31-Aug-2026	In Progress

14-May-2021

Activity	Responsibility	Dates	Status
1 that Trust Programs Committee request staff to review current criteria, and to provide feedback or suggestions for criteria for future Secretariat Services applications.	Clare Frater	Target: 28-Aug-2023	In Progress

07-Mar-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Programs Committee

07-Mar-2023

Activity	Responsibility	Dates	Status
1 Trust Council direct the Regional Planning Committee and the Trust Programs Committee to consider how the Montreal Charter on Biodiversity impacts the work of the Islands Trust and share their thinking back with Trust Council in this calendar year.	Clare Frater Stefan Cermak	Target: 15-Nov-2023	In Progress

15-May-2023

Activity	Responsibility	Dates	Status
1 Staff to review and report on an email from David Dunnison dated May 14, 2023, titled "Trust Program Committee - edits to language regarding the CDF zone" sent to Trust Programs Committee members.	Clare Frater	Target: 28-Aug-2023	Completed
2 Trust Programs Committee request staff to redesign the Government and Other Services contact sheet to have the Land Use Planning contact sheet on the back of it.	Morgana van Niekerk	Target: 28-Aug-2023	In Progress
3 Trust Programs Committee request staff consider methods to solicit topics from Trust Area residents for further stewardship education webinars.	Gillian Nicol	Target: 28-Aug-2023	Completed
4 that Trust Programs Committee endorse the Living in the Trust Area Mailing Program Project Charter, dated May 15, 2023.	Gillian Nicol	Target: 28-Aug-2023	Completed

Follow Up Action Report

Trust Programs Committee

15-May-2023

Activity	Responsibility	Dates	Status
5 that Trust Programs Committee direct staff to develop project charters for best practices when using a well and saltwater intrusion and groundwater issues; and wildfire prevention webinars.	Gillian Nicol	Target: 28-Aug-2023	Completed
6 that Trust Programs Committee approve the text attached to the 2022/23 Annual Report - Approval of Trust Programs Committee section RFD for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.	Morgana van Niekerk	Target: 28-Aug-2023	Completed
7 that Trust Programs Committee request staff to draft the following fiscal year 2024/25 business cases for consideration at the next regular business meeting: - Secretariat Services (\$12,000) - Stewardship Education (\$15,000).	Clare Frater	Target: 28-Aug-2023	Completed
8 that Trust Programs Committee request Regional Planning Committee to appoint two members to form a joint working group to review the goals and targets of the Kunming-Montreal protocol and report on how Islands Trust could best incorporate and contribute to these.	Clare Frater	Target: 28-Aug-2023	Completed
9 staff to arrange the November 6, 2023 meeting to be in Nanaimo.	Robert Barlow	Target: 28-Aug-2023	Completed
10 that Trust Programs Committee items #2 and #3 be exchanged on the Active Projects report.	Robert Barlow	Target: 26-May-2023	Completed

Follow Up Action Report

Trust Programs Committee

15-May-2023

Activity	Responsibility	Dates	Status
11 that Trust Programs Committee request the work program be forwarded to Trust Council as amended.	Robert Barlow	Target: 31-May-2023	Completed



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 28, 2023
From: Trust Area Services **Date Prepared:** August 22, 2023
SUBJECT **2023/24 Speaker Series Project Charter**

RECOMMENDATION: That Trust Programs Committee endorse the Speaker Series Project Charter, dated August 28th, 2023.

TRUST AREA SERVICES DIRECTOR COMMENTS: The recommendation would further efforts to advance strategy 4.3 in the Strategic Plan: *develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area. It would also advance a desire by Regional Planning Committee to communicate about the Freshwater Sustainability Strategy.*

PURPOSE: To seek endorsement and direction for the Stewardship Education Program speaker series in 2023/24.

BACKGROUND: On May 15th, 2023, Trust Programs Committee passed the following motion:

That Trust Programs Committee direct staff to develop project charters for best practices when using a well and saltwater intrusion and groundwater issues; and wildfire prevention webinars.

Trust Council approved \$15,000 for a stewardship education program in 2023/24. In May 2023 Trust Programs Committee allocated \$10,000 of the budget to the “Living in the Trust Area” Mailing project, leaving up to \$5,000 for the speaker series.

When considering this direction and the direction from the [Freshwater Sustainability Strategy](#), (2022-2032) staff propose that the following webinars make up the Stewardship Education Speaker Series:

Webinar #1		
Date: January 2023	Potential Title: Islands Trust Freshwater Sustainability Strategy and Online Atlas	Presenter(s): William Shulba, Senior Freshwater Specialist, Sonja Zupanec, Island Planner, Cultural Knowledge Holder
<i>Description:</i> Join Islands Trust for a presentation of the Islands Trust Freshwater Sustainability Strategy that sets out a vision and actions to address freshwater supply challenges, support climate action, and protect freshwater resources over the longer term. The strategy identifies how Islands Trust will work with key partners in other government agencies, First Nations governments, community groups, and island residents. Presenters will provide examples of how the Strategy has been implemented to address climate change and will share teachings provided by cultural knowledge holders during development of the strategy.		

In addition, there will be a demonstration of the Islands Trust Area Freshwater Atlas, a new online communication tool.

Note to TPC: Promotion of the webinar could include feature of: A short film celebrating the spirit of water directed by Makaila Wenezenki called, “What the Water Tells Us”, developed during the making of the strategy.

Webinar #2		
Date: February 2023	Potential Title: Groundwater: Our Shared Responsibility!	Presenter(s): William Shulba, Senior Fresh Water Specialist and Provincial Representative
Description: Groundwater is a unique amenity of the Islands Trust Area. Join Islands Trust and provincial staff to learn further about groundwater resources and best practices for well management on the islands. Risk of saltwater intrusion is of special concern for coastal well owners that can impact both drinking water and ecosystems. The likelihood of saltwater intrusion in groundwater wells increases with pumping demand and from coastal hazards such as rising sea levels and storm surges. Come learn about actions to protect against saltwater intrusion and to preserve our groundwater.		
Webinar #3		
Date: March 2023	Potential Title: Wildfire Prevention	Potential Presenter(s): Local fire experts, Fire Smart BC, BC Fire Service, Native Plant Specialist, Local Group (e.g. Gambier Fire Equipment Group), Traditional Ecological Knowledge holder
Description: During summer months, wildfire is an increasing concern on islands. There are actions homeowners and businesses can take to prevent fires, and the spread of fires before fire season starts. This webinar will share best practices from a variety of perspectives, and provide information about how fires are monitored and reported on the islands. It will include a moderated question and answer session.		

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The program will be implemented by the Program Coordinator, with support as needed from the Communications Specialist. The Stewardship Education Program is not expected to negatively impact other ongoing work. The number and the topic of webinars/workshops requested by TPC will determine the amount of staff time needed. Generally, a webinar/workshop can require two to four days of Program Coordinator time and one to two days of the Communications Specialist time, but this varies depending on the topic, number of speakers, and whether follow-up is required (e.g. participant evaluation, published Q and A document, additional educational materials developed and posted to website). The project will also require time from the Freshwater Special and an Island Planner – this effort is allocated by the Regional Planning Committee as part of the Freshwater Sustainability Strategy implementation.

FINANCIAL: The recommendation would result in TPC allocating the \$5,000 of remainder of its \$15,000 Stewardship Education budget to be used for presenter fees, promotion, and honoraria.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will implement the project charter as approved. Staff will also develop a communications plan to support requested programming. Communication materials in support of past programming included: news releases, website

content, e-mails to subscribers, emails to community groups and past participants, social media posts, and weekly and monthly newspaper advertisements. Staff also provide content to trustees so they can promote programming through their own channels.

FIRST NATIONS: Depending on the topics chosen, some First Nations might either be interested in collaborating on programming, and/or inviting their community members to participate.

OTHER: None.

RELEVANT POLICY: [Communications Policy 6.10.2](#)

ATTACHMENT:

Stewardship Education Program – Speaker Series, Project Charter, dated August 28th, 2023

RESPONSE OPTIONS

Recommendation:

That Trust Programs Committee endorse the Speaker Series Project Charter, dated August 28, 2023.

Alternatives:

1. Endorse the project charter with amendments
 2. Request a project charter for a different webinar
 3. Request that staff provide additional reporting at a future meeting
 4. Do not endorse the project charter
-

Prepared By: Gillian Nicol, Program Coordinator, August 22, 2023
William Shulba, Senior Freshwater Specialist, August 22, 2023

Reviewed By/Date: Clare Frater, Director, Trust Area Services/ August 22, 2023

DRAFT

Stewardship Education Program - Speaker Series Charter v1

Trust Programs Committee

Date: August 28, 2023

Purpose To guide the delivery of webinars through a speaker series that support and educates community members on stewardship education topics in the Trust Area.

Background: Trust Council's Strategy Plan includes strategy 4.3 *Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.*

In May 2023, Trust Program Committee directed staff to develop project charters for webinars about best practices when using a well and saltwater intrusion, groundwater issues; and wildfire prevention webinars. Trust Council's Freshwater Sustainability Strategy calls for a freshwater stewardship outreach plan. In response staff proposed webinar topics. The webinars set out below will aim to enhance the capacity of individuals and communities in the Islands Trust Area in tangible, practical, citizen/community based ways.

Objectives

- To improve community engagement and participation
- To enhance the capacity of Trust Area community members to respond to climate change.
- To provide an opportunity for community members to ask questions of subject matter experts.

In Scope

- Organize and provide three interactive webinars about:
 1. Islands Trust Freshwater Sustainability Strategy and New Online Atlas
 2. Groundwater: Our Shared Responsibility!
 3. Wildfire prevention
- Educational hand out

Out of Scope

- Additional topics
- Additional webinars

Work plan Overview

Deliverable/Milestone	Date
Communication and evaluation plan for the speaker series	September—November 2023
Implement communication and evaluation planning	December 2023 —May 2024
Host the speaker series	January— March 2024

Project Team		Budget		
Director, Trust Area Services	Project Manager	Budget Source: Stewardship Education Program		
Program Coordinator	Project Lead	Fiscal	Item	Cost
Information Services staff	Advisor	2023/24	Presenters Fees	\$2,000
Communications Specialist	Advisor	2023/24	Promotion (paid social media postings, newspaper advertisement)	\$2,000
Approved by: <i>Clare Frater</i> Date: August 21, 2023		2023/24	Honorarium (Traditional Welcome)	\$1,000
			Total	\$5,000
Endorsement: TPC resolution # : Date: August 28, 2023				

BRIEFING

To: Trust Programs Committee **For the Meeting of:** August 28, 2023
From: Trust Area Services **Date Prepared:** August 21, 2023
SUBJECT: Questionnaire re potential speaker series topics

PURPOSE: To provide Trust Programs Committee with an update to its request for staff to consider methods to solicit stewardship education speaker series topics from community members.

BACKGROUND: The stewardship education program will be hosting a speaker series (webinars) during the 2023-24 fiscal year. The speaker series is proposed to take place January –March 2024, and could continue into the 2024/25 fiscal.

On May 15th, 2023, Trust Programs Committee passed the following motion:

Trust Programs Committee request staff consider methods to solicit topics from Trust Area residents for further stewardship education webinars.

Staff has considered options for soliciting topics from Trust Area community members and intend to issue an online questionnaire in September via SurveyMonkey software. Staff has drafted a questionnaire seeking input on previously proposed topics and requesting ideas for additional topics.

Staff has also developed a communication plan to promote the questionnaire which includes: website content, e-mails to subscribers, emails to community groups and past participants, and social media posts. Staff plan to also provide content to trustees in order for them to share with their own communities.

Staff will provide the questionnaire results to Trust Programs Committee in November.

OTHER: None.

RELEVANT POLICY(S): [Communications Policy 6.10.2](#)

ATTACHMENT(S):

1. Draft questionnaire

FOLLOW-UP: Staff will continue with implementing the Stewardship Education Program informed by Trust Programs Committee discussions.

Prepared By: Gillian Nicol, Trust Area Services, August 15, 2023

Reviewed By/Date: Clare Frater, Director, Trust Area Services/August 21, 2023

Attachment: Stewardship Education Speaker Series – Questionnaire

(DRAFT FOR TPC COMMENT)

About this Survey

What is the purpose of this survey? Islands Trust is seeking feedback on topics for its next virtual speaker series.

Islands Trust has offered online education from time to time. Previous topics included eelgrass protection, ecosystem-based adaptation, and rainwater harvesting. The Islands Trust Conservancy has also completed a speaker series. All recordings can be found on the [Stewardship Education webpage](#).

What happens to your input? Staff will provide the feedback to Trust Programs Committee who will consider topics for future speaker series, and consider whether to support a speaker series in 2024-2025.

Survey length: Two minutes to complete (estimate).

Survey deadline: XXX, 2023 at 11:59 pm

Navigating the survey: Please use the 'preview' and 'next' buttons at the bottom of each page to navigate the survey, answer questions, and review your responses. When finished, please go to the final page and click 'submit'.

Thank you for your participation, we value your feedback!

Freedom of Information and Protection of Privacy Act and Correspondence Policy

Privacy Protection: Any personal information collected during the survey is subject to the *Freedom of Information and Protection of Privacy Act*. If you have any inquiries about the collection or use of information in this survey, please contact the Islands Trust's Director of Legislative Services at 250.405.5169.

Personal Information: Islands Trust will not collect, use, or disclose personal information through this Survey Monkey survey. However, please be aware that Survey Monkey itself collects IP addresses.

Content Moderation: Comments and questions will be reviewed to ensure they do not contain defamatory or profane content, personal remarks about individuals, their motives, or intentions, or any other content inappropriate for a general audience.

Attachment: Stewardship Education Speaker Series – Questionnaire

(DRAFT FOR TPC COMMENT)

Thank you for your understanding and cooperation.

Share your ideas

Islands Trust has offered on-island and virtual education sessions from time to time since 2017. Islands Trust is soliciting ideas from the public on topics for its next stewardship education speaker series.

1. In no particular order, below is a list of previously suggested topics. Which topics would you like to learn more about? Select all that apply.
 - Groundwater conservation
 - Native plant gardening
 - Rain gardens
 - Species at risk on your property
 - Invasive species removal
 - Community based habitat: Success stories
 - Well maintenance
 - Shoreline protection best practices
 - Wildfire prevention
 - Saltwater intrusion
 - Wood stove use and maintenance
 - Sea level rise and warming
 - Using the Islands Trust mapping system (new platform to be launched in 2024)
 - Determining if you need a development permit
2. Below, please list additional topics you would be interested in:
3. The Islands Trust Area is made up of 13 local trust areas (LTA) and Bowen Island. Which one do you feel most connected with?
 - Ballenas-Winchelsea Island LTA
 - Bowen Island
 - Denman Island LTA
 - Gabriola Island LTA
 - Galiano Island LTA
 - Gambier Island LTA
 - Hornby Island LTA
 - Lasqueti Island LTA
 - Mayne Island LTA
 - North Pender Island LTA

Attachment: Stewardship Education Speaker Series – Questionnaire

(DRAFT FOR TPC COMMENT)

- Salt Spring Island LTA
- South Pender Island LTA
- Thetis Island LTA

[insert Islands Trust Area map]

Thank you for your participation

Stay Up to Date

Want to stay up to date with the Islands Trust and Islands Trust Conservancy? You can sign up for news and information: <https://islandstrust.bc.ca/subscribe/>

Give Us Feedback Anytime

We'd like to hear from you! Any time you'd like to give us feedback, go to: <https://islandstrust.bc.ca/contact-us/share-your-views/>

Click the DONE button below to finalize your survey!



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 28, 2023
From: Trust Area Services **Date Prepared:** August 22, 2023
SUBJECT: Secretariat Services to the Coastal Douglas-fir Conservation Partnership

RECOMMENDATION:

That Trust Programs Committee allocate for fiscal year 2023/24 \$X,XXX to support the coordination of the Coastal Douglas-fir Conservation Partnership.

DIRECTOR OF TRUST AREA SERVICES COMMENTS: Trust Council's Secretariat Services Policy guides delivery of the Secretariat Services program.

- 1 **PURPOSE:** To provide Trust Programs Committee (TPC) with background information, and to re-provide a request for secretariat support for coordination groups in the Islands Trust Area.
- 2 **BACKGROUND:** There are a number of coordinating groups operating in the Trust Area, largely supported by volunteer or in-kind staff effort. These bodies bring together federal, provincial, First Nation, local and regional levels of government, not-for-profits and/or community members on a regular basis to discuss matters of mutual interest/concern.

Over the years, coordinating bodies and trustees have raised concern regarding the lack of funding for the administrative needs (e.g. meeting logistics, agenda preparation, minutes, facilitation, website hosting/posting, shared document drive) for some of the coordinating bodies and/or concern about the sustainability of relying on volunteer and side-of-the-desk coordinators.

In December 2019, Trust Council adopted the 2018-2022 Strategic Plan that includes Strategy #21: Provide a secretariat role to forums within the Trust Area. This plan was extended to 2024/25 by Trust Council in June 2023 with a few additions.

In September 2020, Trust Council passed a Secretariat Services policy, as recommended by TPC.

TPC support to forums can be via staff support through contribution of staff time, financial support, or a combination of the two. It is important to note that this is not a granting process. Islands Trust can offer administrative support via staff time or contract.

The Secretariat Services policy states that TPC will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If staff resources or funding remain unallocated after this meeting, TPC may consider additional opportunities at future meetings.

In May 2021, TPC requested staff to review current criteria, and to provide feedback or suggestions for criteria for future Secretariat Services applications. Staff hope to bring this forward to TPC this year for review.

In March 2023, Trust Council adopted a budget with \$12,000 for 2023/24 for secretariat services.

Past allocation amounts are available on the Support for Coordination Groups webpage:

<https://islandstrust.bc.ca/programs/support-for-coordination-groups/>

The following organizations have provided Letters of Interest (attached) outlining administration needs.

On April 3, 2023, Trust Programs Committee passed the following resolution

that Trust Programs Committee allocate for fiscal year 2023/24:

- **\$1,000 to support the coordination of the Rural Island Economic Partnership,**
- **\$2,600 to support the coordination of the Baynes Sound Lambert Channel Ecosystem Forum,**
- **\$3,200 to support the coordination of the Átl'ka7tsem/Howe Sound Community Forum,**
- **\$2,600 to support the coordination of the Southern Gulf Islands Forum, and**
- **that the application from the Coastal Douglas-fir Conservation Partnership be reconsidered at a later date.**

Coastal Douglas-fir Conservation Partnership staff contacted Islands Trust staff in mid-July 2023 to request that their request for secretariat support be reviewed again by Trust Programs Committee. Coastal Douglas-fir Conservation Partnership staff declined the offer to present to the Committee again.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Program Coordinator is available to request a service contract.

The other programs supported by the Program Coordinator include First Nations engagement, the Living in the Trust Area Mailing, stewardship education programs as requested by TPC, budget consultation administration, social media administration, administration of housing agreements, website support, webinar organization and administration, and general support to the Trust Area Services team.

FINANCIAL: In the 2023/24 fiscal year, TPC has \$12,000 budgeted to spend on secretariat services. There is \$2,600 remaining unallocated in the Secretariat Services budget. The Coastal Douglas-fir Conservation Partnership had requested \$3,000.

POLICY: Trust Council Policy 2.1.15 Secretariat Services (see attached)

IMPLEMENTATION/COMMUNICATIONS: Following TPC's decision, as appropriate, staff will either develop a service contract and update the website or inform the CDFCP of the decision made.

FIRST NATIONS: TPC is encouraged to prioritize support for coordinating bodies that are guided by the principles of inclusion and diversity and are informed by First Nations, Métis, and/or Inuit understanding in keeping with the Islands Trust's Reconciliation Declaration.

OTHER: N/A

4 RELEVANT POLICY: [Trust Council Policy 2.1.15 Secretariat Services](#)

5 ATTACHMENTS:

1. Coastal Douglas-fir Conservation Partnership – Letter of Interest
2. Trust Council Secretariat Services Policy (2.1.15)

RESPONSE OPTION

Recommendations:

That Trust Programs Committee allocate for fiscal year 2023/24 \$X,XXX to support the coordination of the Coastal Douglas-fir Conservation Partnership.

Alternatives:

- 1) Defer the decision to request more information from the Coastal Douglas-fir Conservation Partnership.
- 2) Do not allocate funding to the Coastal Douglas-fir Conservation Partnership.

Prepared By: Clare Frater, Director of Trust Area Services

Reviewed By/Date:



Attn: Islands Trust Programs Committee (TPC)

Date: 16 March 2023

RE: Application for Secretariat Services Funding

The Coastal Douglas-fir Conservation Partnership (CDFCP) is a collaboration of agencies, organizations and land managers who are interested in promoting the conservation and stewardship of the Coastal Douglas-fir and associated ecosystems (CDFAE) in south-western British Columbia.

The CDFAE includes the forests, grasslands, wetlands, and shorelines found throughout the Islands Trust Area. These habitats support more than 300 species listed as being at risk of extinction¹. They are of cultural value as they include forests and Garry oak meadows that have been managed by Indigenous Peoples to cultivate species for food (e.g. camas), medicine and materials (e.g. redcedar). These ecosystems also provide a role in regulating our local climate. By storing water, the islands' forests, wetlands, and grasslands help people, plants and animals withstand increasing effects of climate change (e.g., longer, deeper droughts due to hotter, drier summers). By storing carbon, these natural areas also help to reduce the severity of those changes.

The CDFCP would like to thank the Islands Trust for providing funding for secretariat services in FY22. The Partnership's other funding sources often do not provide support for core costs of project tasks and actions, precisely the gap that Secretariat Funding is designed to fill. This funding enabled us to support the formation and coordination of the Coastal Oak and Prairie Working Group, which brought together organisations and First Nations within the Islands Trust area and beyond to coordinate their activities within these culturally and biologically important ecosystems. As a result of the funding provided by the Trust, this CDFCP Working Group had the necessary support to submit grant applications for funding for on-the-ground restoration work at priority sites. As you can see, the Secretariat funding enables us to come together to achieve real conservation success.

The funding provided has also supported content development and distribution for our eNewsletter where we have promoted the activities of local conservancies and community-led conservation projects throughout the Islands Trust Area.

Islands Trust's financial support in FY22/23 enabled us to support delivery of your objective to '*preserve and protect the Trust Area and its unique amenities and environment*'. The CDFCP is hoping that the Islands Trust will be able to continue to provide financial support in FY23/24. This financial year we are looking for secretariate support for:

- continued coordination of the Coastal Oak and Prairie Working Group and the CDFCP Securement Working Group;
- the production of additional content on the CDFCP website for community members, planners and decisions makers, including recordings of webinars detailing practical examples of nature based solutions to climate change and the protection of biodiversity; and

¹ <https://islandstrust.bc.ca/conservancy/species-at-risk/> - accessed 13 March 2023.



- to provide meeting support to the Steering Committee Meeting, Working Group Meetings and Technical Committee Meetings.

In FY23/24 the CDFCP is seeking \$3,000 from the Islands Trust.

If you require any further information in relation to how these funds will be allocated, please do not hesitate to contact me.

Kind Regards

Lyndsey Smith

CDFCP Program Manager



Policy:	2.1.15
Approved By:	Trust Council
Approval Date:	September 15, 2020
Amendment Date(s):	
Policy Holder:	Director of Trust Area Services

SECRETARIAT SERVICES

Purpose

1. To define a process for allocating funding and staff time with respect to administrative support for Coordination Groups in the Trust Area, in accordance with Trust Council's authority to coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies.
2. To reinforce that Trust Council, its committees and the Executive Committee are not permitted to provide grants-in-aid in support of other organizations, unless consistent with the Procurement Policy (6.5.3) and the History, Heritage and Conservation Grants-In-Aid Policy (2.1.14), but may support coordination and assistance in the determination, implementation and/or carrying out of First Nation, regional, improvement district, and government of British Columbia policies.

Background

Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council for the purpose of carrying out the Trust Object. In accordance with section 8(2)(b), the Trust Council may "coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment." Part II of the Islands Trust Policy Statement further provides that:

"To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities."

A. Definitions

"Coordination Group" means a group comprised of First Nations, organizations and/or stakeholders that convene to share information and collaborate or to determine, implement or carry out First Nation, regional district, improvement district, or government of British Columbia policies in the Trust Area.

"Secretariat Services" means the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

"Secretariat Services Budget" has the meaning set out in section 1.1 hereof.

"Trust Object" means the object of the trust as set out in section 3 of the *Islands Trust Act*.

B. Policy

1. Funding Source

- 1.1 By September of each year, the Trust Programs Committee will recommend to the Financial Planning Committee an allocation for the Secretariat Services budget for the following fiscal year (the “Secretariat Services Budget”).

2. Policy for Providing Secretariat Services

- 2.1 Trust Programs Committee will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If staff resources or funding remain unallocated after this meeting, the Trust Programs Committee may consider additional opportunities at future meetings.
- 2.2 Trust Programs Committee may only allocate funding to or undertake Secretariat Services for Coordination Groups that:
 - 2.2.1 have an appointed representative of the Trust Council, Bowen Island Municipality, a local trust committee, or the Islands Trust Conservancy as a member or regular participant;
 - 2.2.2 invite and encourage First Nations involvement and leadership in a manner that is consistent with the Islands Trust Council’s First Nations Engagement Principles Policy and Reconciliation Declaration; and
 - 2.2.3 undertake work that coordinates and assists in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies that carry out the Trust Object.
- 2.3 Trust Programs Committee is encouraged to prioritize support for Coordination Groups that work collaboratively and respectfully with First Nations governments and Indigenous Peoples within the Trust Area.
- 2.4 When Trust Programs Committee allocates funding from the Secretariat Services budget for Secretariat Services for a Coordination Group, the amount may not exceed the direct award commitment spending level in Trust Council’s Procurement Policy 6.5.3.
- 2.5 Where Trust Programs Committee commits to undertaking Secretariat Services directly, the Committee will seek staff advice regarding availability of staff.

C. Legislated References

Islands Trust Act, Section 3

Islands Trust Act – Subsections 8(2)(b) & (f)-(h)

Islands Trust Policy Statement, Part II - The Islands Trust Object and its Meaning

Policy Manual: History, Heritage and Conservation Grants-In-Aid (2.1.14)

Policy Manual: Procurement (6.5.3)

Policy Manual: First Nations Engagement Principles (6.1.1)

D. Other References

Islands Trust Council's Reconciliation Declaration, March 14, 2019

E. Attachments

N/A



BRIEFING

To: Trust Programs Committee **For the Meeting of:** August 28, 2023
From: Trust Area Services **Date Prepared:** August 21, 2023
SUBJECT: Staff comments responding to May 2023 e-mail from David Dunnison

PURPOSE: To provide Trust Programs Committee with staff comments regarding a May 2023 e-mail from David Dunnison to Trust Programs Committee regarding edits to language regarding the CDF zone.

BACKGROUND:

At the May 15, 2023 meeting, Chair Evans indicated that an email from David Dunnison titled “Trust Program Committee - edits to language regarding the CDF zone” was sent to Trust Programs Committee members late on May 14, 2023. It was not added to the agenda as a late item and will be provided as a correspondence item at the next scheduled TPC meeting. Chair Evans requested staff to review the email and report on it at the next meeting.

Staff have reviewed and provided comments in text boxes in the attachment. As noted, staff will make the language changes noted in the staff comments.

ATTACHMENT:

1. May 2023 e-mail from David Dunnison to Trust Programs Committee regarding edits to language regarding the CDF zone – with staff comments

FOLLOW-UP: Staff will follow-up as directed.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: August 21, 2023

Staff comments on the May 14, 2023 e-mail from Mr. Dunnison to Trust Programs Committee

NOTE: STAFF comments are noted below in text boxes.

From: David Dunnison <dunnison@dunnison.com>

Sent: Sunday, May 14, 2023 8:38 PM

To: Kristina Evans <kevans@islandstrust.bc.ca>; Sam Borthwick <sborthwick@islandstrust.bc.ca>; Alex Allen <aallen@islandstrust.bc.ca>; Sue Ellen Fast <sfast@islandstrust.bc.ca>; Jamie Harris <jharris@islandstrust.bc.ca>; Timothy Peterson <tpeterson@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>

Cc: Clare Frater <cfrater@islandstrust.bc.ca>

Subject: Trust Program Committee - edits to language regarding the CDF zone

Dear Trust Programs Committee,

It was a pleasure to find and review item “8.4 Coastal Douglas-fir biogeoclimatic zone language and potential education session – Briefing” on your agenda for your 15 May 2023 meeting tomorrow.

Staff have clearly conducted a comprehensive review of Islands Trust materials related to the CDF zone and biodiversity. This effort is greatly appreciated and I look forward to the Trust’s implementation of virtually all the recommended changes.

There were just a few items, however, that that might yet benefit from either a different approach or different wording. These few items include some that appear to be in conflict with expert opinions the Islands Trust has sought and received from various sources.

First and foremost, in terms of approach and tone, the following Islands Trust statement provides a good example of where a different emphasis might be more welcome by your constituency and might assist the Islands Trust Conservancy in its ongoing efforts:

“The CDF zone needs active stewardship by land owners: 80% of land in the whole CDF is privately owned but only 11% is protected in some way, making it the least-protected biogeoclimatic zone in BC”

Please consider the following suggested wording:

Islands Trust Area residents are commendable stewards of the CDF and have been strong supporters, financially and otherwise, of protected areas within the Trust Area. Almost half of the entire protected portion of the CDF zone is found within the Islands Trust Area, and the Islands Trust Area has met Canada’s international commitment of 20% protected areas. Residents of the Islands Trust Area are providing a positive example for our neighbouring communities and the ongoing support and commitment of our residents is greatly appreciated by the Islands Trust.

Staff comment: Staff recognize that it is necessary to be clear about the threats to biodiversity, but also to share positive messages and optimism to inspire action. The Director has encouraged communications staff to consider including positive messages along with land conservation context as they undertake their work. This is in keeping with communication best practices.

In addition to this example, the following list of provides commentary on statements as provided sequentially in the edited materials provided under section 8.4 of your agenda:

1. “The Salt Spring Island Local Trust Area’s beautiful and vibrant islands, **home to some of the rarest ecosystems in the world**, are **under threat from development**, climate change and habitat degradation”

“The Galiano Island Local Trust Area is **home to some of the rarest ecosystems in the world** that are **under threat from development**, climate change and habitat degradation.”

Comment:

Are these statements on global rarity supported by an independent authority? And, how significant is the ‘threat from development’?

Please consider that research conducted for the Islands Trust by Madrone, as found on the [Islands Trust website](#), indicated a 1.6% rate of disturbance over a ten year period, 2004 – 2014. This represents an annual rate of disturbance of just 0.16%. Of this total, new buildings and roads represented just 0.08% of the total Islands Trust Area, or an annual disturbance rate of 0.008%.

This appears to be a nominal and effectively inconsequential degree of disturbance. The data obtained for the Islands Trust does not support these statements.

Staff comment: Staff note that there are globally rare Conservation Data Centre entries in our region, recognized by NatureServe (international body). Due to lack of available staff time to provide the detailed analyses to support the existing sentence in non-technical language suitable for a general audience, staff will instead update these statements to statements such as:

“The XX Local Trust Area’s beautiful and vibrant islands are home for some of *British Columbia’s* rarest ecosystems which are facing continued impacts from habitat loss and fragmentation, invasive species, and climate change.

Trustees may be interested in this image: <https://ars.els-cdn.com/content/image/1-s2.0-S2590332220306060-gr1.jpg>

Virtually all ecological communities mapped in the Islands Trust Area are considered to be Endangered, Threatened, or of Special Concern by the BC CDC. There are also many

ecosystems that are considered Critically Imperiled or Imperiled at a global scale as determined by independent, global authority NatureServe.

With regard to the cited Madrone report, it should be noted that the impact of disturbance on species and ecosystems is not linearly related to the rate or amount of disturbance. It is not appropriate to infer lack of impact based upon a seemingly small disturbance rate across an archipelago of islands (especially when many islands have already faced significant disturbance). This chart from the report shows the disturbed areas in hectares (2004-2014) by all disturbance types. The impact of this disturbance and its effect on species requires island and site-specific analysis. The report did not identify how much natural area had been lost before 2004.

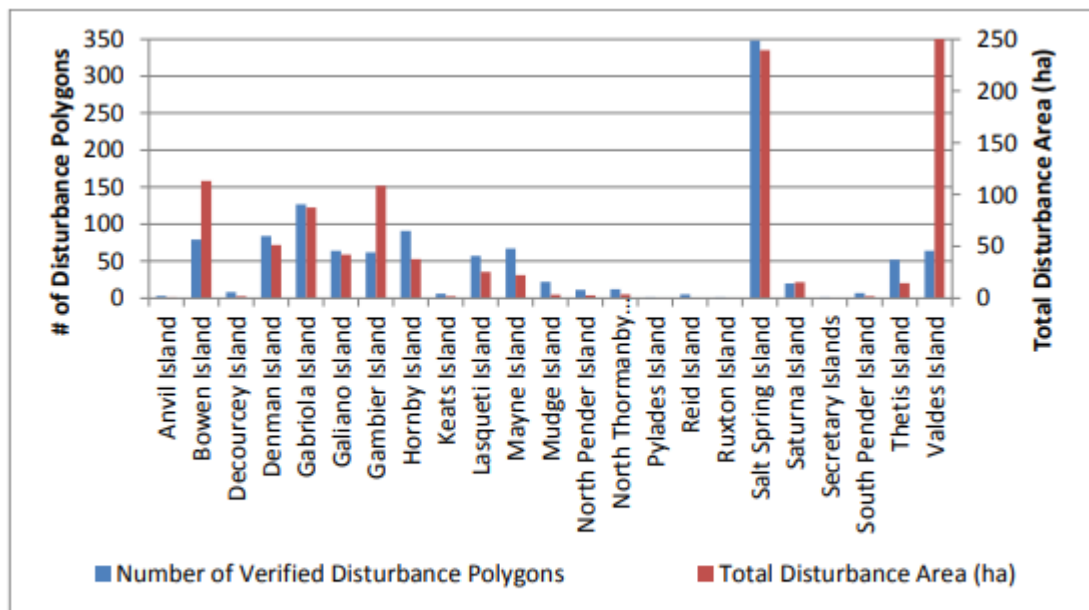


FIGURE 1. THE NUMBER OF DISTURBANCE POLYGONS AND TOTAL DISTURBANCE AREA BY ISLAND.

Staff note that the report is based on data that is almost 10 years old. Trust Programs Committee may wish to recommend to Trust Council to consider, as part of the next Strategic Plan, undertaking an updated analysis as part of the Indicator Program in light of the population growth and number of development and building/siting and use permits issued in the last 10 years. The 2022 Governance Report noted that “Islands Trust lacks both a comprehensive analysis of the Trust Area’s capacity to sustain current population and activity, and its ability to accommodate more growth and development, especially in light of climate change and other considerations.”

Conservation professionals could then analyse the extent, rate, and type of disturbances; the amount of habitat already lost; and review published research to determine both threat levels and, for each major island, what impact disturbance is having on species or ecosystems (or ecosystem services such as flood mitigation, shoreline stabilisation, groundwater recharge).

According to the CDC, conversion to urban and rural development is a threat to many of the ecological communities that are Red- or Blue-listed in the Islands Trust Area, and throughout the CDF subzone. These threats are often described in the “BC Conservation Status Report” for each species or ecological community (Example: [Douglas-fir/Alaska oniongrass](#)).

2. “CDFmm indicates Coastal Douglas-fir (moist maritime). **Virtually all of the Islands Trust Area is within this biogeoclimatic subzone**”

Comment:

This edited statement remains incorrect. There are portions of six different CWH subzones that are also found within the Islands Trust Area.

Staff comment: Staff will change this language to most of the Islands Trust Area is within this biogeoclimatic subzone.

For interest sake, trustees may wish to know that Saturna and Salt Spring have Coastal Western Hemlock areas at high-elevation sites (mountain tops). The transition zone between CDF and CWH is recognized by ecologists as high biodiversity areas that are an especially high conservation priority, particularly in light of climate change impacts.

The CWH subzones that are found in the Islands Trust Area are equally threatened and rare. Like the CDF subzone, all of CWH ecological communities either known to be in the Islands Trust Area, or potentially there, are either Red-listed or Blue-listed by the BC CDC.

3. From the comment, “However, for plain language, staff will replace with “Some ecosystems found in the Islands Trust Area are **globally rare and have a high density of species of concern**.””

And elsewhere:

“it has **the highest density of species** that are of both provincial and global conservation concern of any B.C. biogeoclimatic zone...”

Comment:

Statements about the CDF, and especially the Islands Trust Area, having the ‘highest density of species of concern’ are not factually defensible. Please note that this is simply fact, not an opinion. Notably, the BC CDC database is not spatially specific, and this is a misapplication of the species at risk information that is available to us.

Moreover, the recent webinar with the BC Conservation Data Centre’s Katrina Stipek that was sponsored by the Islands Trust Conservancy was very insightful on this topic.

In a follow-up, Katrina Stipek from the BC CDC (Wendy Tyrell of the IT Conservancy was copied) provided a definitive list of ecological communities, plants and animals that are known known to exist within the Islands Trust Area. This Islands Trust specific list includes 27 ecological

communities, 35 animals and 46 plants known to occur within the IT Area, or 108 total. Please note that this number is considerably lower than numbers cited throughout Islands Trust materials (e.g. “more than 300” or “more than 350”).

It is of further relevance that of these 108 total listed Ecological Communities, Animals and Plants known to occur within the Islands Trust Area, more than half are recognized as Globally Apparently Secure (22), Globally Secure (25) or as officially Globally Not Registered (13).

Thus, statements of ‘global rarity’ may not be supported by the excellent and extensive information we have on endangered species and ecosystems.

This information is also relevant with respect to Item #6 below.

Staff comment: *See response to #1.*

Also, staff conversations with ecologists reveal that hundreds of species whose range includes the Islands Trust Area are considered by experts to be at-risk, or should be considered at-risk because they depend upon an ecological community that is known to be at-risk, but, due to a lack of resources, the individual species has not yet been ranked by the Conservation Data Centre.

4. “There is significant concern for the conservation of the CDF zone. The **Coastal Douglas-fir Conservation Partnership** has emphasized the importance of the CDF zone as being **biologically rich...**”

Comment:

Please consider that the Coastal Douglas-fir Conservation Partnership (CDFCP) is not a recognized authority. Moreover, the adjacent CWH zone is more biologically rich than the CDF. It is also the case that nearby portions of the CDF on Vancouver Island and on the mainland are more biologically rich than the portion of the CDF within the Islands Trust Area. This statement remains largely conjecture.

Staff comment: Staff will update the quoted sentences in the CDF Toolkit, from:

There is significant concern for the conservation of the CDF zone. The [Coastal Douglas-fir Conservation Partnership](#) has emphasized the importance of the CDF zone as being biologically rich and containing globally imperiled and provincially identified species at risk, as well as containing ecosystems at risk.”

to

“There is significant concern for the conservation of the CDF zone. The Province of BC [notes](#) that the CDF zone is home to some of the province's most interesting and diverse ecosystems, and that a mild climate has given this area some of the province's rarest vegetation, which is seriously threatened by growing human settlement.”

With regard to comparing CDF and CWH, provincial staff note that the Biogeoclimatic Ecosystem Classification is a hierarchical system, delineating climate regions (zones) into subregional climates (subzones and then variants) and then to site units (site series) specific to those subregional climates. In BC, the CDF zone is limited in geographic distribution to <350m elevation on the south coast and includes only one subzone (CDFmm), while the CWH zone covers much of the remainder of the coast, > 10° latitude, from sea level up to 1400m elevation, and therefore includes numerous subzone/variants (>20) and associated ecosystems.

5. “CDF forests are important for people’s mental health and wellbeing, and provide recreational and educational opportunities for people...”

Comment:

Does the Islands Trust have any research in its possession that can support the assertion that CDF forests, per se, are somehow unique in terms of benefitting mental health and well-being? Perhaps this statement can be made generically about forests in general, or it could simply dropped.

Staff comment: All forest types forests are important for people’s mental health and wellbeing, and provide recreational and educational opportunities for people.

6. “The Islands Trust Area’s forests are **unique** and **globally important**”

Comment:

How do we measure ‘global importance’? How unique are forests within the Islands Trust?

Please also refer to item #3 above.

In terms of Global Rankings, more than half of the ecological communities, animals and plants that we consider threatened in BC are considered “Secure” globally. This disparity in classification suggests lower global importance.

Staff comment: *See response to #1.*

Staff will delete the sentence in the CDF Toolkit which is in a section on climate change mitigation.

7. “The Islands Trust Area (blue) **holds** 25% of British Columbia’s Coastal Douglas-fir zone (green), the **smallest and most rare biogeoclimatic zone** in the province”

Comment:

While the Islands Trust Conservancy can hold land title, it is my understanding that the Islands Trust itself cannot or does not. Thus, this statement is false. The Islands Trust Area does not hold 25% of the CDF zone.

Moreover, there is no definition of 'rarity' as applied to the CDF or any Biogeoclimatic zone. Statements to that effect appear to be conjecture and a misapplication of the BEC system.

Staff comment: The word 'holds' in this phrase appears to be a synonym for 'has'. This phrasing is also [used](#) by the Government of Canada (e.g., "Canada holds nearly a quarter of the world's wetlands.")

Staff previously changed all other references that referred to a biogeoclimatic zone as being rare. The sentence quoted appears in the Conservancy's 2018-2022 Plan which has been approved by the Minister of Municipal Affairs. Despite the inaccuracy, staff recommend not requesting that the Board go through the approval processes required to amend this expired document which is soon to be replaced by an updated plan.

Your consideration of these additional proposed edits is greatly appreciated.

As noted above, there have been an appreciable number of welcome corrections prepared to Islands Trust materials by staff. I strongly encourage the Trust Programs Committee to accept the majority of these proposed edits. Staff have worked hard on this.

At the same time, I would also strongly encourage the Trust Programs Committee to consider the edits and points made above. Particularly those that offer a more positive tone with respect to donations of time, land, and funding for securing protected properties. The residents, taxpayers and voters within the Islands Trust Area may appreciate a more positive approach and such an approach may make future conservation campaigns more successful.

Yours truly,

David Dunnison
Salt Spring Island Resident

dunnison@dunnison.com
+1 604-970-8642



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 28, 2023
From: Trust Area Services **Date Prepared:** August 21, 2023
SUBJECT: Trust Programs Committee Business Cases for FY2024/25 budget requests

RECOMMENDATION:

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$15,000 for stewardship education.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$12,000 for secretariat services.

DIRECTORS COMMENTS: The recommendations support development of the 2024/25 draft budget. Staff will prepare a Policy Statement Amendment Project business case for review by Executive Committee.

1 PURPOSE:

The purpose of this Request for Decision is for Trust Programs Committee to recommend budget allocations for Fiscal Year 2024/25.

2 BACKGROUND:

Trust Council has adopted a Strategic Plan for 2018-2022. In June 2023, Trust Council passed the following motion:

That Trust Council direct staff to amend the Strategic Plan to extend the Strategic Plan through 2024/25 as an interim strategic plan with the following changes:

1. Corporate Planning is adopted as a priority for Trust Council
2. Prioritizing elements of the strategic projects that support land use decision making
3. Update the strategic initiatives related to housing to focus on projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive and resilient communities and the natural environment

On May 15, 2023, Trust Programs Committee passed the following motion:

That Trust Programs Committee request staff to draft the following fiscal year 2024/25 business cases for consideration at the next regular business meeting:

- Secretariat Services (\$12,000)
- Stewardship Education (\$15,000).

Financial Planning Committee reviews the first draft of the 2024/25 budget at their meeting on October 18, 2023 and meets again to review the next draft on November 8, 2023. Trust Programs Committee has a meeting scheduled for November 6, 2023 which will give the Committee an opportunity to review the requests and provide requests for changes verbally to the Financial Planning Committee meeting on November 8, 2023 when it considers the second version of the draft budget.

Staff have drafted business cases for Trust Programs Committee review.

3 IMPLICATIONS OF RECOMMENDATIONS

ORGANIZATIONAL: Staff assigned to the Trust Programs Committee would undertake the work with staff/consultants support work per the business cases, and subsequent project charters.

FINANCIAL: The FY2024/25 budget would need to include the required funds to support the projects.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: The Trust Programs Committee resolutions will be forwarded to the Financial Planning Committee.

FIRST NATIONS: Reconciliation opportunities will be considered in the development of project charters, should funding be allocated.

OTHER: None.

4 RELEVANT POLICY(S): [Budget Process Policy \(6.3.1\)](#)

5 ATTACHMENT(S):

- 1) Business case for 2024/25 funding for stewardship education
- 2) Business case for 2024/25 funding for secretariat services

RESPONSE OPTIONS

Recommendation:

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$15,000 for stewardship education.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget, the business case for \$12,000 for secretariat services.

Alternatives:

- 1) Move recommendations above with amendments
- 2) Do not request funding for the Stewardship Education Program.
- 3) Do not request funding for the Secretariat Services Program.
- 4) Request that staff develop additional business cases.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:



Islands Trust

**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit):
Trust Programs Committee

Department:
Trust Area Services

Name of Request:

[Stewardship Education Program](#)

\$ Value of Request (indicate by fiscal year and total if project is multi-year):

\$15,000

Date of Submission to Finance:

Budget Source (select all that apply):

☒ **Specific Project Funding (select all that apply)**

☒ Third Party Contractors

☐ Staff Travel Expense

☐ Staff Overtime Expense

☐ New Staff Member – Temporary for project

☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources (see Staff Costing Tool)**

☐ Permanent

☐ Temporary

Temp Duration: _____

☒ **Other – please describe: speaker fees,
communication expenses, honoraria, mailing costs**

Funding Required for (date range): Fiscal 2024-25

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: (Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.)

The [Islands Trust Policy Statement](#) includes numerous statements that Trust Council encourages property owners to undertake stewardship actions (policies 3.1.11, 3.3.3, 4.4.4, 5.1.4, 5.4.5, 5.8.8).

[Islands Trust Council's Strategic Plan](#) includes Strategy 4.3 *create a stewardship education program for the public, industry, and stakeholders in the Trust Area.*

4.4.7.

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

Since 2017, Trust Programs Committee has implemented a Stewardship Education Program for the Islands Trust Council. This included:

17/18 : six on-island well owner education workshops (~\$7,000)

18/19: six on-island sea level rise workshops in (~\$4,250)

20/21: three climate action webinars in (~\$3,000),

21/22: a "Living in the Trust Area" mailing program to new land purchasers in FY (~\$13,000)

22/23: continued mailings to new land purchasers in (~\$6,000).

In 2023/24 TPC intends to offer continued mailings (~\$10,000) and a speaker series (~\$5,000). The details of previous programming since 2020 is available on the [Stewardship Education webpage](#).

The Policy Statement states that “The assistance and cooperation of property owners, residents and visitors is vital to the preservation and protection of the environment and amenities of the Trust Area and the implementation of the Policy Statement.” and “The task of protecting the Trust Area is particularly challenging because ecosystems do not stop at political boundaries. Cooperative management programs are required to coordinate the actions of all stakeholders. Government, property owners, residents and visitors share responsibility for the preservation and protection of the Trust Area ecosystems.”

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

The provision of educational programming and materials on stewardship topics to be determined by Trust Program Committee in FY 2024/25 is expected to assist community members to be more informed stewards. Audiences may include *the public, industry, and interested and affected parties (stakeholders) in the Trust Area.*

This initiative will help the Trust fulfil the vision set out the Islands Trust Act that the Trust preserve and protect in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

The risk exists that incorrect information will be inadvertently provided. Staff will mitigate this risk by engaging expert speakers where possible, and requesting expert review of staff-produced publications (where applicable).

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Each fiscal year, Trust Programs Committee considers the financial support it wishes to request from Trust Council and, once the budget is approved, the Committee considers the methods by which it will deliver the Stewardship Education Program. For this reason, it is not practical to assess all alternatives considered. In Fall 2023 Trust Programs Committee will undertake a public survey to seek view on which stewardship education topics should be addressed in the future via webinars.

Option 1: Do not offer the program.

Benefits – Additional Trust Area Services staff time for another initiatives

Risks – Does not advance Strategic Plan Strategy 4.3 *Create a stewardship education program for the public, industry, and stakeholders in the Trust Area*

Financial implications – No funding required.

Resource requirements – Staff time available for other work.

Other implications- None.

Option 2: A larger budget for the Stewardship Education Program

Benefits – Would depend on the implementation selected by Trust Program Committee.

Risks – Would depend on the implementation selected by Trust Program Committee.

Financial implications – Larger budget required.

Resource requirements – Would depend on the implementation selected by Trust Program Committee.

Depending on the activities selected, it could mean more or less staff time to manage contracts or more time for direct staff delivery.

Other implications- None.

Option 3: A smaller budget for the Stewardship Education Program

Benefits – Would depend on the implementation selected by Trust Program Committee

Risks – Would depend on the implementation selected by Trust Program Committee

Financial implications – Smaller budget required.

Resource requirements – Would depend on the implementation selected by Trust Program Committee.

Depending on the activities selected, it could mean more or less staff time to manage contracts or more time for direct staff delivery.

Other implications- None.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

Critical success factors include:

- Sufficient staff time to administer and deliver the program. If there is a critical staff vacancy, program delivery may be impacted.
- Availability of contractor to develop mailing list (if Living in the Trust Area mailing is to proceed). If contractors are unavailable an accurate mailing list cannot be produced (staff could produce an in-house list (will contain errors and omissions as full data set not available internally).
- Public interest in participating in stewardship education events. If there is low public interest, project objectives won't be met.

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

That \$15,000 be budgeted for the Secretariat Services Program.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative:

- \$15,000 for the Stewardship Education Program for FY 2024/25. See also staff resourcing section below.

Qualitative:

- A stewardship education program offers the opportunity to educate community members and professional practitioners about the importance of preserving and protecting the Trust Area, climate action, and methods of being a good steward.
- Increased understanding of the Islands Trust and rationale for the preserve and protect mandate could result in reduced bylaw infractions.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Any purchases will comply with the Procurement Policy. The services/goods to be procured will depend on the activities selected by Trust Programs Committee.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the “roll-out” of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

Once budget approval is received, Trust Programs Committee will, in 2024/25, request staff to provide a project charter(s) for selected activities. Once the project charters are approved, staff will implement the project(s) as directed.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

The staff resources required will depend on the activities selected by Trust Programs Committee in 24/25, with on-island events (if selected) requiring significantly more time commitment. At a minimum, staff hours needed are expected to be: program coordinator 200 hours, communications specialist 40 hours, and Director of Trust Area Services 30 hours, with additional time for administrative services staff to manage financial elements. The program coordinator offers support to the Stewardship Education Program as a core duty of the position. The reasonableness of the staff hours in conjunction with other initiatives will somewhat depend on the scale and timing of the Policy Statement Amendment Project in 24/25 and other initiatives undertaken by Trust bodies that require support from Trust Area Services.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

Change management, communication and collaboration will be addressed via the strategies outlined in the project charter(s) and as directed by Trust Programs Committee during consideration of next steps.

The program would be supported by a communications plan(s). Ideally, components of the program would be delivered in collaboration with local agencies and/or First Nations.

Requested by (Committee or Business unit): Trust Programs Committee,

Prepared by: Gillian Nicol, Program Coordinator, August 15, 2023

Reviewed by: Clare Frater, August 21, 2023



Islands Trust

**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit):
Trust Programs Committee

Department:
Trust Area Services

Name of Request:

[Secretariat Services Program](#)

\$ Value of Request (indicate by fiscal year and total if project is multi-year):

\$12,000

Budget Source (select all that apply):

☒ **Specific Project Funding (select all that apply)**

- ☒ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources (see Staff Costing Tool)**

☐ Permanent

☐ Temporary

Temp Duration: _____

☐ **Other – please describe:** _____

Date of Submission to Finance:

Funding Required for (date range): Fiscal Year 2024/25

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: (Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.)

The [Islands Trust Policy Statement](#) provides that: "To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities."

[Islands Trust Council's Strategic Plan](#) includes Strategy 5.2 *Provide a secretariat role to forums within the Trust Area.*

In the [Islands Trust Council's Secretariat Services policy](#) sets out the policy for providing secretariat services which is defined as "the provision of administrative support including, but not limited to, meeting organization, meeting administration, public notices, recording and distribution of meeting notes or minutes, and website hosting and updating.

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

There are a number of coordinating bodies operating in the Trust Area, largely supported by volunteer or in-kind staff effort. These bodies bring together different levels of government, First Nations and community members on a regular basis to discuss matters of mutual interest/concern.

Over the years, coordinating bodies and trustees have raised concern regarding the lack of funding for the administrative needs (e.g. meeting logistics, agenda preparation, minutes, facilitation, website hosting/posting, shared document drive) for some of the coordinating bodies and/or concern about the sustainability of relying on volunteer and side-of-the-desk coordinators. In 2021, Trust Programs Committee sought the feedback of coordination groups receiving secretariat services on the impact/benefits of those services, and heard that the funding was helpful and promoted better coordination, among other benefits.

The details of previous support provided via Trust Programs Committee since 2018 is available on the [Support for Coordination Groups webpage](#) along with details of the Salt Spring Island Watershed Protection Alliance support.

Previous amounts budgeted by Trust Council in the last three years:

23/24 \$12,000

22/23 \$15,000

21/22 \$12,000

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

Through offering support for administration, the Secretariat Services Program support the continued operation of coordination groups in the Trust Area. Regular meetings of coordination groups can support more informed decision-making by trustees and partner agencies and First Nations that participate in the coordination groups. Coordination groups, at times, also discuss coordinated advocacy messages, leading to more impactful campaigns. This initiative will help the Trust fulfil the vision set out the Islands Trust Act that the Trust preserve and protect in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

No risks identified.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Do not offer the program.

Benefits – Additional Trust Area Services staff time for another initiatives

Risks – Does not advance Strategic Plan Strategy 5.2 *Provide a secretariat role to forums within the Trust Area.*

Financial implications – No funding required.

Resource requirements – Staff time available for other work.

Other implications- None.

Option 2: A larger budget for the Secretariat Services Program

Benefits – Increased support available to coordination groups. In April 2023, Trust Programs Committee received requests for \$14,120 in funding for its \$12,000 budget.

Risks – None.

Financial implications – Larger budget required.

Resource requirements – Would depend on the implementation selected by Trust Program Committee.

Depending on the how many coordination groups are supported and what support is offered, it could mean more or less staff time to manage contracts or more time for direct staff delivery.

Other implications- None.

Option 3: A smaller budget for the Stewardship Education Program

Benefits – Would depend on the implementation selected by Trust Program Committee

Risks – Uncertain. It could result in a coordination group facing administrative capacity issues.

Financial implications – Smaller budget required.

Resource requirements – Would depend on the implementation selected by Trust Program Committee.

Depending on the how many coordination groups are supported and what support is offered, it could mean more or less staff time to manage contracts or more time for direct staff delivery.

Other implications- None.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

Critical success factors include:

- Sufficient staff time to administer and deliver the program. If there is a critical staff vacancy, program delivery would be impacted. Also, the program depends on program staff time not being allocated to other initiatives by other Trust bodies.
- Availability of contractor to offer administrative support to coordination group. If contractors are unavailable program delivery may be impacted.
- Continued operation of coordination groups and continued Islands Trust participation in those coordination groups. Trust Programs Committee, via policy, has the discretion to allocate the budget provided.

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

That \$12,000 be budgeted for the Secretariat Services Program.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative:

- \$12,000 to fund requests from coordination groups in FY 2024/25. See also staff resourcing section below.

Qualitative:

- Continued Islands Trust support for administration of coordination groups comprised of First Nations, organizations and/or interested and affected parties (stakeholders).
- Regular meetings of coordination groups can support more informed decision-making by trustees and partner agencies and First Nations that participate in the coordination groups. Coordination groups, at times, also discuss coordinated advocacy messages, leading to more impactful campaigns.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Any purchases will comply with the Procurement Policy. Service contracts are typically offered via direct award. The Secretariat Services policy states that: *When Trust Programs Committee allocates funding from the Secretariat Services budget for Secretariat Services for a Coordination Group, the amount may not exceed the direct award commitment spending level in Trust Council's Procurement Policy 6.5.3.*

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the "roll-out" of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

The Secretariat Services policy states that: *Trust Programs Committee will assess opportunities to provide Secretariat Services at its first meeting of the fiscal year. If staff resources or funding remain unallocated after this meeting, the Trust Programs Committee may consider additional opportunities at future meetings.*

Typically, Trust Programs Committee has decided on which groups to support in April, with contracts issued in May and final reports from coordination groups provided in March.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

The staff resources required will depend on the number of coordination groups supported by Trust Programs Committee in 24/25 and the nature of support offered. The program coordinator offers support to the Secretariat Services Program as a core duty of the position. At a minimum, staff hours needed are expected to be: program coordinator 75 hours, communications specialist 1 hour, and Director of Trust Area Services 20 hours, with additional time for administrative services staff to manage financial elements. The reasonableness of the staff hours in conjunction with other initiatives will somewhat depend on the scale and timing of the Policy Statement Amendment Project in 24/25 and other initiatives undertaken by Trust bodies that require support from Trust Area Services.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

Information about how funding is allocated is posted to the Secretariat Services Program webpage and staff may promote the Islands Trust's contributions, as appropriate.

In April 2022, the Executive Committee requested staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This work has not begun as the Senior Policy Advisor position is dedicated to the Policy Statement Amendment project, and has not been backfilled for other work. If Trust Council did adopt new policy relating to s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act any impacts to the Secretariat Services program would not take effect until FY2025/26 at the earliest. Staff would ensure that all interested and affected parties were kept informed.

Requested by: Trust Programs Committee,

Prepared by: Gillian Nicol, Program Coordinator, August 15, 2023

Reviewed by: Clare Frater, August 21, 2023

Active Projects Report

Trust Programs Committee

1. *Policy Statement Amendment Project*

Provide recommendations to Executive Committee on the content of the revised draft Policy Statement.

Responsible

Clare Frater
Mary Storzer

Dates

Rec'd: 21-Jun-2017
Target: 01-Oct-2026

2. *Stewardship Education Program*

Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area. (Strategic Plan strategy #4.3). This includes the Living in the Trust Area project guided by the project charter endorsed by TPC.

Responsible

Clare Frater
Gillian Nicol

Dates

Rec'd: 13-Aug-2020
Target: 29-Mar-2024

3. *Secretariat Role to Forums within the Trust Area*

Administer Secretariat Services program. Strategic Plan item 5.2

Responsible

Clare Frater
Gillian Nicol

Dates

Rec'd: 20-Jun-2018
Target: 29-Mar-2024

Future Projects Report

Trust Programs Committee

1. *Update Crown Land Agreements*

Responsible

Date Received

Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one.

19-Jun-2014

2. *Community Benefit Land Trust Concept*

Responsible

Date Received

Further consideration of the Community Benefit Land Trust Concept briefing presented to TPC on February 5, 2021.

05-Feb-2021

3. *Community Stewardship Awards Program*

Responsible

Date Received

Trust Council Policy 2.1.11 Administration of Community Stewardship Awards Program states: Islands Trust Programs Committee of Trust Council is responsible for initiating Islands Trust Community Stewardship Awards Program in February in the final year of each term.

02-Dec-2021