



Trust Programs Committee Agenda

Date: Monday, August 26, 2024
Time: 10:00 am - 12:00 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

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 Trust Programs Committee Draft Minutes of May 22, 2024

3 - 8

For review and approval

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

9 - 11

For review

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Trust Programs Committee FY2025/26 budget requests - Request For Decision 12 - 22

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for stewardship education.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for secretariat services.

7.2 Stewardship Education Program Webinars in 2024 - Request For Decision 23 - 28

- That Trust Programs Committee endorse the Living with Fire webinar project charter.
- That Trust Programs Committee endorse the Saltwater Intrusion and Groundwater Conservation webinar project charter.
- That Trust Programs Committee endorse the Removing Invasive Species and Native Plant Gardening webinar project charter.

7.3 Including the Navigating Development for Housing Brochure in the Stewardship Package - Request For Decision 29 - 32

That Trust Programs Committee approve the inclusion of the brochure Navigating Development for Housing in the Living in the Trust Area mailing package.

8. BUSINESS - NEW

9. WORK PROGRAM 33 - 34

For review and referral to Trust Council before each quarterly TC meeting

10. NEXT MEETING

Monday, November 4, 2024, from 10:00 a.m. to 3:00 p.m.

11. 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.

12. RISE AND REPORT

If requested

13. ADJOURNMENT

*Approximate time is provided for the convenience of the public only and is subject to change without notice.



Trust Programs Committee Minutes of a Regular Meeting

Date: May 22, 2024
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
Tim Peterson, Lasqueti Island Trustee (EC Representative)
Peter Luckham, Islands Trust Council Chair and Thetis Island Trustee
(Ex Officio TPC member)

Member Absent: Jamie Harris, Salt Spring Island Trustee

Staff Present: Clare Frater, Director, Trust Area Services
Joe Elliott, Senior Indigenous Relations Advisor
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 10:01 a.m. and acknowledged that attendees of the meeting were in locations across the traditional territories of the Coast Salish people. Trustees and Staff introduced themselves.

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

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Trust Programs Committee (TPC) Minutes of April 15, 2024

By general consent the minutes were approved as presented.

6.2 Resolutions Without Meeting (RWM)

None.

6.3 Follow Up Action List

Director Frater spoke to the FUAL items that were in progress and also spoke about recent staff changes including hiring a temporary contract person to backfill the Program Coordinator who is on a temporary placement with the Planning department; and that the current Senior Policy Advisor, Tyler Brown, will be leaving Islands Trust at the end of the month.

As Chair Evans was experiencing poor connectivity to the meeting, Vice-Chair Allen assumed the role of Chair for the rest of the meeting.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Survey Results Reports from January – March, 2024 webinars - Briefing

Director Frater introduced the Briefing. Committee discussion included:

- the possibility of future webinars on wildfire to focus on other parts of the Trust Area, that being Howe Sound and the northern islands
- general public feedback indicates a positive response to the webinars.

7.2 Stewardship Education Program - Request For Decision (RFD)

Director Frater introduced the RFD. Committee discussion included:

- available land title information prevents inclusion of apartment buildings and building stratas in a mail-out
- the challenge of reaching Trust Area residents who are renters needs to be addressed
- a potential future webinar could address the need to know where on the islands is rainwater infiltrating into groundwater and thereby helping to replenish the amount of groundwater in order to protect those areas

- the possibility that a webinar on invasive species plant removal could be combined with native plant gardening

Trustee Peterson left the meeting at 10:37 a.m.

TPC-2024-007

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Living in the Trust Area Mailing Program Project Charter, dated May 15, 2024.

CARRIED

Trustee Peterson returned to the meeting at 10:54 a.m.

Committee discussion continued:

- focusing on invasive species plant removal is a “negative” action that may not resonate with the public as much as “positive” actions
- combining the topic of invasive species plant removal with the topic of gardening with native plants will not support being able to provide sufficient detail on each of the two topics, and some members of the public may only be interested in only one of those two topics
- the positive aspect of invasive species plant removal in supporting pollinators and the native plants could be emphasized

TPC-2024-008

It was MOVED and SECONDED,

that Trust Programs Committee direct staff to develop project charters for the following four webinars – Groundwater Conservation, Living With Fire, Invasive Species Plant Removal, and Native Plant Gardening.

CARRIED

7.3 Trust Programs Committee 2025/26 Business Cases - Request For Decision

Director Frater introduced the RFD. Committee discussion included:

- possibility of increasing the suggested amount for both programs
- staff had advised coordination groups of the total funds for secretarial services and suspect the groups would likely ask for more support if Islands Trust could provide more
- staff availability to create, publicize, and deliver the programs is a limiting factor

TPC-2024-009

It was MOVED and SECONDED,

that Trust Programs Committee request staff to draft the following fiscal year 2025/26 business cases for consideration at the next regular business meeting:

- Secretariat Services (\$17,000)
- Stewardship Education (\$17,000)

CARRIED

Committee recessed at 11:30 a.m. and resumed at 11:40 a.m.

8. BUSINESS - OTHER

7.1 Recommendations for Trust Council's Strategic Plan - Kunming-Montreal COP15 Global Biodiversity Framework - Draft Trustee Request For Decision for Trust Council

Trustee Fast introduced the draft Trust Council RFD, indicating that a working group of herself and Trustees Allen, Elliott, Patrick and Smith have been discussing the Global Biodiversity Framework and its various aspects. The working group has not presented the draft RFD to the Regional Planning Committee. Committee discussion included:

- the subject of the RFD is in regards to the Kunming-Montreal COP15 Global Biodiversity Framework but the content is about only one aspect of that Framework, that being integrated spatial planning.

TPC-2024-010

It was MOVED and SECONDED,

that Trust Programs Committee amend the draft Trust Council Request For Decision by changing the subject to "Recommendations for Trust Council's Strategic Plan – Integrated Spatial Planning Approach."

CARRIED

Director Frater stated that she will notify the Director, Planning Services of the direction provided by the Trust Programs Committee in regards to this topic so that the Director, Planning Services can advise the Regional Planning Committee.

TPC-2024-011

It was MOVED and SECONDED,

that Trust Programs Committee forward the amended Draft Trust Council Request For Decision in regards to Integrated Spatial Planning as amended to Trust Council.

CARRIED

7.1 2023/24 Annual Report – Approval of Trust Programs Committee Section - Request For Decision

Director Frater presented the RFD.

TPC-2024-012

It was MOVED and SECONDED,

that Trust Programs Committee approve the text attached to the Request For Decision for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

9. BUSINESS - NEW

None

9. NEXT MEETING

Monday, August 26, 2024, from 10:00 a.m. to 3:00 p.m.

10. WORK PROGRAM

Director Frater introduced the Work Program, noting that the Trust Council and Trust Council's Committee of the Whole will be discussing the draft new Policy Statement so it is expected that the Committee's former responsibility to advise on content may be altered.

TPC-2024-013

It was MOVED and SECONDED,

that Trust Programs Committee remove item#1 Policy Statement Amendment Project from the Active Projects List.

CARRIED

TPC-2024-014

It was MOVED and SECONDED,

that Trust Programs Committee forward the Work Plan to Trust Council as amended.

CARRIED

11. CLOSED MEETING

The meeting was not closed.

13. RISE AND REPORT

As the meeting was not closed, there was no need to consider this.

14. ADJOURNMENT

By general consent the meeting adjourned at 12:28 p.m.

Kristina Evans, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Trust Programs Committee
Minutes of a Regular Meeting
May 22, 2024

DRAFT

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Follow Up Action Report

Trust Programs Committee

05-Nov-2020

Progress	Activity	Responsibility	Dates	Status
0%	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

Progress	Activity	Responsibility	Dates	Status
0%	1 that Trust Programs Committee request staff to review current criteria, and to provide feedback or suggestions for criteria for future Secretariat Services applications. ON HOLD pending staff capacity	Clare Frater	Target: 01-Apr-2024	In Progress

Follow Up Action Report

Trust Programs Committee

22-May-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 that Trust Programs Committee direct staff to develop project charters for the following four webinars - Groundwater Conservation, Living With Fire, Invasive Species Plant Removal, and Native Plant Gardening.			Completed
0%	2 that Trust Programs Committee request staff to draft the following fiscal year 2025/26 business cases for consideration at the next regular business meeting: - Secretariat Services (\$17,000)\n- Stewardship Education (\$17,000) \n		Target: 16-Aug-2024	Completed
0%	3 that Trust Programs Committee amend the draft Trust Council Request For Decision by changing the subject to "Recommendations for Trust Council's Strategic Plan - Integrated Spatial Planning Approach."		Target: 31-May-2024	Completed
0%	4 that Trust Programs Committee forward the amended Draft Trust Council Request For Decision in regards to Integrated Spatial Planning as amended to Trust Council.		Target: 31-May-2024	Completed
0%	5 that Trust Programs Committee approve the text attached to the Request For Decision for inclusion in the 2023/24 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.		Target: 31-May-2024	Completed
0%	6 that Trust Programs Committee remove item#1 Policy Statement Amendment Project from the Active Projects List.		Target: 31-May-2024	Completed

Follow Up Action Report

Trust Programs Committee

22-May-2024

Progress	Activity	Responsibility	Dates	Status
0%	7 that Trust Programs Committee forward the Work Plan to Trust Council as amended.		Target: 31-May-2024	Completed



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 26, 2024
From: Trust Area Services **Date Prepared:** August 16, 2024
SUBJECT: Trust Programs Committee FY2025/26 budget requests

RECOMMENDATION:

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for stewardship education.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for secretariat services.

DIRECTORS COMMENTS: The recommendations support development of the 2025/26 draft budget. Staff will forward the business cases for review by Financial Planning Committee.

1 PURPOSE:

The purpose of this Request for Decision is for Trust Programs Committee (TPC) to recommend budget allocations for Fiscal Year 2025/26.

2 BACKGROUND:

Trust Council 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.*

In September 2024, Trust Council will consider adoption of a Strategic Plan for 2025 -2028. While no stewardship education topics need to be selected until the 2025/26 fiscal year, there are topics within proposed initiatives in the draft Strategic Plan that could be the subject of stewardship education activities in 2025/26 including: climate action, fallow deer, freshwater protection, marine and foreshore protection.

The recommended resolutions are associated with the Trust's annual programming initiatives for Stewardship Education and Secretariat Services. Should the implementation of the 2025-28 Strategic Plan include additional assignments to TPC for the 2025-26 fiscal year outside the scope of the Stewardship Education Program, staff will proactively develop business cases for TPC's consideration in November 2024.

At its regular meeting of May 22, 2024, Trust Programs Committee passed the following motion:

That Trust Programs Committee request staff to draft the following fiscal year 2025/26 business cases for consideration at the next regular business meeting:

- *Secretariat Services (\$17,000)*
- *Stewardship Education (\$17,000)*

See TPC [agenda package](#) of May 22, 2024 for funding history of stewardship and secretariat services provided by Islands Trust.

Staff have drafted business cases for Trust Programs Committee review.

3 IMPLICATIONS OF RECOMMENDATIONS

ORGANIZATIONAL: This work can be accomplished within the staff resources assigned to TPC.

FINANCIAL: None.

POLICY: None

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

Financial Planning Committee reviews the first draft of the 2025/26 budget at its meeting on October 16, 2024 and meets again to review the next draft on November 13, 2024.

TPC has a meeting scheduled for November 4, 2024 during which will give the Committee an opportunity to review the any Strategic Plan assignments or requests from Financial Planning Committee, and provide requests for changes which can be conveyed verbally to the Financial Planning Committee meeting on November 13, 2024.

Once the 2025/26 budget is approved staff will seek direction from TPC on activities for 2025/26 activities.

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 2025/26 funding for stewardship education
- 2) Business case for 2025/26 funding for secretariat services

RESPONSE OPTIONS

Recommendation:

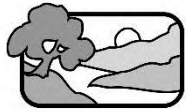
- 1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for stewardship education.**
- 2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for secretariat services.**

Alternatives:

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

Prepared By: Director, Trust Area Services, August 16, 2024

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 Trust Programs Committee

Department:

Trust Area Services

Name of Request:

[Stewardship Education Program](#)

\$ Value of Request

\$17,000

Date of Submission to Finance: August XX, 2024

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 2025-26

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

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.*

ISSUE/OPPORTUNITY:

Since 2017, Trust Programs Committee has carried out a Stewardship Education Program on behalf of Islands Trust Council. This included:

21/22: a "Living in the Trust Area" mailing program to new land purchasers (\$24,000 budgeted, actual spent was \$16,128)

22/23: continued mailings to new land purchasers in the Islands Trust Area (\$13,000 budgeted, actual spent was \$10,398).

23/24: Continued mailings and a speaker series (\$13,000 budgeted, actual spent was \$7,799).

24/25: Continued mailings and a speaker series (\$15,000 budgeted)

The details of stewardship programming since 2020 is available on the [Stewardship Education webpage](#).

The Policy Statement states, "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:

The provision of educational programming and materials on stewardship topics to be determined by Trust Program Committee in FY 2025/26 is expected to assist community members to be more informed stewards. Audiences may include *the public, industry, and interested and affected parties (interest holders) in the Trust Area*.

This initiative will help the Trust fulfil the vision set out in 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:

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

ALTERNATIVES CONSIDERED:

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 2024 Trust Programs Committee will undertake a public survey to seek views 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 other 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 Programs Committee

Risks: Would depend on the implementation selected by Trust Programs Committee

Financial implications: Larger budget required

Resource requirements: Would depend on the implementation selected by Trust Programs 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 Programs Committee

Risks: Would depend on the implementation selected by Trust Programs Committee

Financial implications: Smaller budget required

Resource requirements: Would depend on the implementation selected by Trust Programs 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:

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:

That \$17,000 be budgeted for the Stewardship Education Program.

COST/BENEFIT ANALYSIS:

Quantitative:

- \$17,000 for the Stewardship Education Program for FY 2025/26. See also staff resourcing section below.

Qualitative:

- A stewardship education program creates an 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:

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:

Once the requested budget is approved, 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:

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 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:

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: Trust Programs Committee,

Prepared by: Director, Trust Area Services, August 16, 2024

Reviewed by:



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 Trust Programs Committee	Budget Source (select all that apply):
Department: Trust Area Services	☒ 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
Name of Request: Secretariat Services Program	☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____
\$ Value of Request: \$17,000	☐ Other – please describe: _____
Date of Submission to Finance: August XX, 2024	Funding Required for (date range): Fiscal Year 2025/26

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

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:

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 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](#).

Previous amounts budgeted by Trust Council for secretariat services in the last four years:

24/25 \$15,000 (TPC has allocated \$14,250 to date with a further request expected this fall)

23/24 \$12,000 (actual spent was \$11,985)

22/23 \$15,000 (actual spent was \$12,513)

21/22 \$12,000 (actual spent was \$12,976)

PROJECTED RESULTS/DELIVERABLES:

Through offering support for administration, the Secretariat Services Program supports 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:

No risks identified

ALTERNATIVES CONSIDERED:

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.

Risks: None

Financial implications: Larger budget required

Resource requirements: Would depend on the implementation selected by Trust Programs 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 Secretariat Services Program

Benefits: Would depend on the implementation selected by Trust Programs 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 Programs 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:

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:

That \$17,000 be budgeted for the Secretariat Services Program.

COST/BENEFIT ANALYSIS:Quantitative:

- \$17,000 to fund requests from coordination groups in FY 2025/26. 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:

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:

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 decides which groups to support in April, with contracts issued in May and final reports from coordination groups provided in March the following year.

STAFF RESOURCING:

The staff resources required will depend on the number of coordination groups supported by Trust Programs Committee in 25/26 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 25/26 and other initiatives undertaken by Trust bodies that require support from Trust Area Services.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

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 staff will provide recommendations about budget implications and options. Staff would ensure that all interested and affected parties were kept informed.

Requested by: Trust Programs Committee,

Prepared by: Director, Trust Area Services, August 14, 2024

Reviewed by:

REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 26, 2024

From: Trust Area Services **Date Prepared:** August 19, 2024

SUBJECT **Stewardship Education Program Webinars in 2024**

RECOMMENDATIONS:

- That Trust Programs Committee endorse the Living with Fire webinar project charter.
 - That Trust Programs Committee endorse the Saltwater Intrusion webinar project charter.
 - That Trust Programs Committee endorse the Removing Invasive Species and Native Plant Gardening webinar project charter.
1. **PURPOSE:** To seek endorsement and direction for the Stewardship Education webinar project charters.
 2. **BACKGROUND:** The 2018-2022 Strategic Plan set out a plan to develop and implement a stewardship education program directed towards the public, industry and/or stakeholders in the Trust Area. This webinar series aims to advance education in the Trust Area about responsible stewardship in the Islands Trust Area.

Staff-suggested topics for webinars are based on public survey results, with Trust Programs Committee having proposed the following webinar topics: saltwater intrusion, living with fire (Howe Sound focus), and invasive species removal and native plant gardening.

Trust Programs Committee requested project charters for the following webinars:

1. Potential Topic: Living with Fire

Description: This edition of a Living with Fire webinar aims to provide specific considerations for northern islands or those in the Howe Sound. Staff suggest a maximum of one or two presenters and one moderator to stay within the optimal 90 minute webinar structure.

Potential Presenters: Local fire experts, Fire Smart BC, BC Fire Service

2. Potential Topic: Saltwater Intrusion

Description: Risk of saltwater intrusion is of special concern for coastal aquifers. The likelihood of saltwater intrusion in groundwater wells increases with pumping demand and from coastal hazards such as rising sea levels and storm surges. This webinar would provide more information and resources to help educate Trust Area residents on the risks of saltwater intrusion. Staff suggest a maximum of one or two presenters and one moderator to stay within the optimal 90 minute webinar structure.

Potential Presenters: William Shulba, Islands Trust Freshwater Specialist, and provincial hydrogeologist.

3. Potential Topic: Invasive species plant removal and Native plant gardening

Description: Invasive species are considered one of the greatest threats to biodiversity worldwide. They can out-compete a diversity of native species, taking over entire sections of your property and pose threats to human and animal health, fuel wildfires, and devalue property. This session would educate participants on how they can help to stop the spread of invasive species, and also provide more information and resources for those wishing to begin a native plant garden, or improve their current gardening efforts. Staff suggest a maximum of one or two presenters and one moderator to stay within the optimal 90 minute webinar structure.

Potential Presenters: Kristen Miskelly, MeadowMakers Program, and Max Mitchell, Habitat Acquisition Trust

3. IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The webinars 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.

Generally, a webinar/workshop can require two to four days of Program Coordinator time and two to three days of the Communications Specialist time, depending on the topic, number of speakers, and the level of follow-up required (e.g. participant evaluation, published Q and A document, additional educational materials).

FINANCIAL: In March 2024, Trust Council approved a budget of \$15,000 for this program. Staff have proposed a budget of \$7,500 for the Living in the Trust Area mailing program and \$7,500 for webinars. The expected costs for the three webinars is \$2,750.

Speaker honorariums for non-staff speakers generally range from \$100 - \$1,000, depending on speaker and/or topic. Publicity costs range from \$100 - \$200 for social media boosts, and \$300 - \$1,500 for Trust-wide newspaper advertising.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS: Staff will implement the project charters for the selected webinar topics, including communications plan to support promoting the webinars within the Trust Area. Communication materials/channels in support of past programming include: subscriber notices, website content, emails to community groups and past participants, and social media posts. The variety and intensity of promotional activities undertaken for this webinar series will be within budget and depend on staff capacity. Staff can also provide content to trustees, as requested, so they could promote programming through their own channels.

Webinar dates will be determined based on speaker availability as well as staff availability.

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

OTHER: None.

4. RELEVANT POLICY: [Communications Policy 6.10.2](#)

5. ATTACHMENTS:

1. Project Charter: Living with Fire webinar.
2. Project Charter: Saltwater Intrusion in the Islands Trust Area Conservation webinar.
3. Project Charter: Removing Invasive Species and Native Plant Gardening webinar.

RESPONSE OPTIONS

Recommendations:

1. That Trust Programs Committee endorse the Removing Invasive Species and Native Plant Gardening webinar.
2. That Trust Programs Committee endorse the Saltwater Intrusion webinar.
3. That Trust Programs Committee endorse the Removing Invasive Species and Native Plant Gardening webinar.

Alternatives:

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

Prepared By: Morgana van Niekerk, Communications Specialist, August 19, 2024

Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 19, 2024

Purpose To provide one public webinar titled Living with Wildfire, targeted to northern islands within the Trust Area.

Background: Trust Programs Committee has directed staff to plan for three stewardship education webinars to take place from Fall 2024 to March 31, 2025. Three topics have been chosen, including Living with Wildfire. A previous webinar on wildfire in the Salish Sea took place in March 2024. This webinar ended up mostly focused on the Southern Gulf Islands. It was well-attended, and there were many requests for a webinar for the northern islands from trustees and the public. This sixty minute webinar would feature a 10 minute welcome, 30 minutes of presentation, followed by a 20 minute question and answer period.

Objectives

- To educate Trust Area residents on living with wildfire. (particularly residents of the northern and Howe Sound islands).

In Scope

- Organization and promotion of a webinar on Living with Fire

Out of Scope

- Additional topics
- Additional webinars
- New educational materials

Work plan Overview	
Deliverable/Milestone	Date
Draft slides and script for webinar	September 2024
Implement the communication and evaluation plan for the webinar	August 2024 - March 2025
Host the webinar	September 2024—March 2025
Implement the speaker series evaluation plan for the webinar	Within two weeks of webinar

Project Team	
Director, Trust Area Services	Project Manager
Program Coordinator	Project Support
Program Coordinator & Communications Specialist	Webinar delivery
Communications Specialist	Promotion
Approved by: Clare Frater Date: August 19, 2024	Endorsement: TPC resolution #: TPC- Date:

Budget		
Budget Source:		
Fiscal	Item	Cost
2024/25	Organizer Fees (planning, research & facilitation)	\$0
2024/25	Promotion (paid social media)	\$0
2024/25	Honorarium for subset of presenters	\$1,250
	Total	\$1,250

Purpose To provide one public webinar on Saltwater Intrusion and Groundwater Conservation in the Trust Area.

Background: Trust Programs Committee has directed staff to plan for three stewardship education webinars to take place from Fall 2024 to March 31, 2025. One of the topics is Groundwater Conservation. Risk of saltwater intrusion is of special concern for coastal aquifers. The likelihood of saltwater intrusion in groundwater wells increases with pumping demand and from coastal hazards such as rising sea levels and storm surges. This webinar would provide more information and resources to help educate Trust Area residents on the risks of saltwater intrusion and the importance of groundwater conservation. Staff suggest a maximum of one or two presenters and one moderator to stay within the optimal 90 minute webinar structure. This ninety minute webinar would feature a 10 minute welcome, 50 minutes of presentation, followed by a 30 minute question and answer period.

- Objectives**
- To improve community knowledge about saltwater intrusion in the Trust Area
 - To improve community knowledge about groundwater conservation in the Trust Area

- In Scope**
- Organization and promotion of a webinar on Saltwater Intrusion webinar, presented by Islands Trust Freshwater Specialist

- Out of Scope**
- Additional topics
 - Additional webinars
 - Additional Speakers
 - New education materials

Work plan Overview

Deliverable/Milestone	Date
Draft slides and script for webinar	September 2024
Implement the communication and evaluation plan for the webinar	September- December 2024
Host the webinar	September- November 2024
Implement the speaker series evaluation plan for the webinar	Within two weeks of webinar

Project Team	
Director, Trust Area Services	Project Manager
Sr. Freshwater Specialist	Project Support
Program Coordinator & Communications Specialist	Webinar delivery
Communications Specialist	Promotion
Approved by: Clare Frater Date: August 19, 2024	Endorsement: TPC resolution #: TPC- Date:

Budget		
Budget Source:		
Fiscal	Item	Cost
2024/25	Organizer Fees (planning, research & facilitation)	\$0
2024/25	Promotion (paid social media)	\$0
2024/25	Honorarium for Welcome	\$250
	Total	\$250

Purpose To provide one public webinar titled Removing Invasive Plants Species and Native Plant Gardening.

Background: Trust Programs Committee has directed staff to plan for three stewardship education webinars to take place from Fall 2024 to March 31, 2025. Three topics have been chosen including Removing Invasive Plants Species and Native Plant Gardening.

This ninety minute webinar would feature a 10 minute welcome, 50 minutes of presentation, followed by a 30 minute question and answer period.

Objectives

- To provide educational information to residents of the Trust Area to empower all residents with regards to invasive species
- To provide information to Trust Area residents who want to plant native plant species and participate in stewardship activities

In Scope

- Organization and promotion of a webinar on the removal of invasive plants species and native plant gardening

Out of Scope

- Additional topics
- Additional webinars
- New education materials

Work plan Overview	
Deliverable/Milestone	Date
Draft slides and script for webinar	September 2024
Implement the communication and evaluation plan for the webinar	September 2024 - March 2025
Host the webinar	September 2024—March 2025
Implement the speaker series evaluation plan for the webinar	Within two weeks of webinar

Project Team	
Director, Trust Area Services	Project Manager
Program Coordinator	Project Support
Program Coordinator & Communications Specialist	Webinar delivery
Communications Specialist	Promotion
Approved by: <i>Clare Frater</i> Date: August 19, 2024	Endorsement: TPC resolution #: TPC- Date:

Budget		
Budget Source:		
Fiscal	Item	Cost
2024/25	Organizer Fees (planning, research & facilitation)	\$0
2024/25	Promotion (paid social media)	\$0
2024/25	Honorarium for two presenters and one Elder (welcome)	\$1,250
	Total	\$1,250

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REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 26, 2024
From: Trust Area Services **Date Prepared:** August 19, 2024
SUBJECT: Including the *Navigating Development for Housing* brochure in the Stewardship Package

RECOMMENDATION: That Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* in the *Living in the Trust Area* mailing package.

1. **PURPOSE:** To seek endorsement from Trust Programs Committee to include [Navigating Development for Housing](#) in the Stewardship mailing package.
2. **BACKGROUND:** The Islands Trust Housing Strategic Action Plan directs Islands Trust staff to “Identify and Communicate Housing Need and Activities.”

One action associated with this objective is Action No. 4 – “Communicate to property owners what housing actions can be taken under existing bylaws and constraints that are beyond an LTC’s authority to address.”

To this end, staff have developed the Navigating Development for Housing brochure. It was provided to Regional Planning Committee on May 24, 2024, and Executive Committee will consider approval on August 21, 2024.

This brochure is an important communication tool to inform property owners about housing development on properties in the Trust Area.

This brochure can be found on the Islands Trust website, will be featured in upcoming subscriber notice(s) and through social media. However, these communication channels do not always reach new residents, therefore including this information in the mail-out Stewardship Package, which specifically reaches new residents, is an opportunity to help educate new residents on this important information.

3. IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The work can be undertaken within existing TAS staff resources, and be included in the existing mailing package.

FINANCIAL: Limited, to no, additional financial implications.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will update the Stewardship Education webpage to include a link to the brochure and will amend the Living in the Trust Area mailing procedure to include the publication as an item within the mailing packages.

FIRST NATIONS: None

OTHER: None

4. **RELEVANT POLICY(S):** [Communications Policy](#)

5. **ATTACHMENT(S):** Navigating Development for Housing brochure

RESPONSE OPTIONS

Recommended: That Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* in the *Living in the Trust Area* mailing package.

Alternative:

- 1) That Trust Programs Committee request staff to provide a revised or alternative option for disseminating this information
- 2) Request no further action

Prepared By: Morgana van Niekerk, Communications Specialist, August 19, 2024

Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 20, 2024

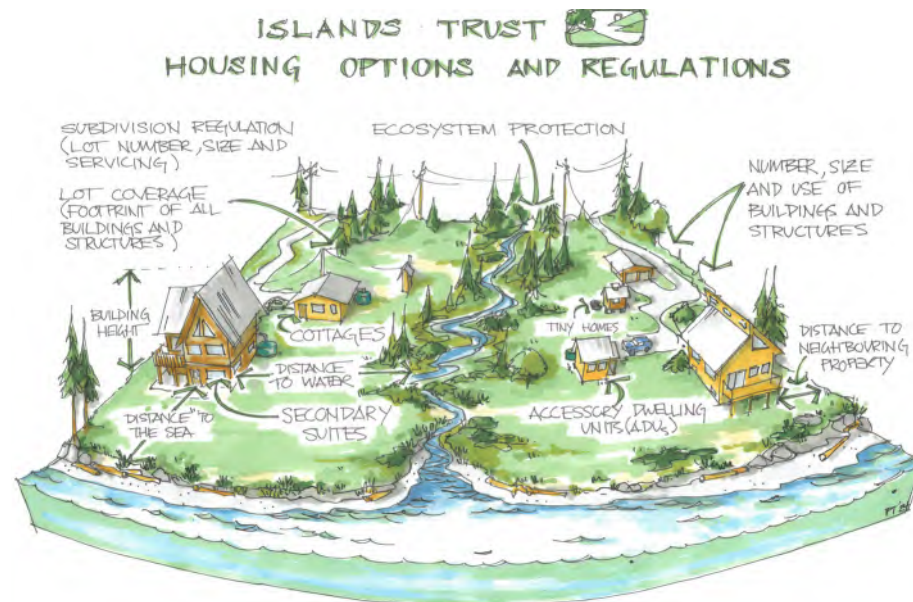
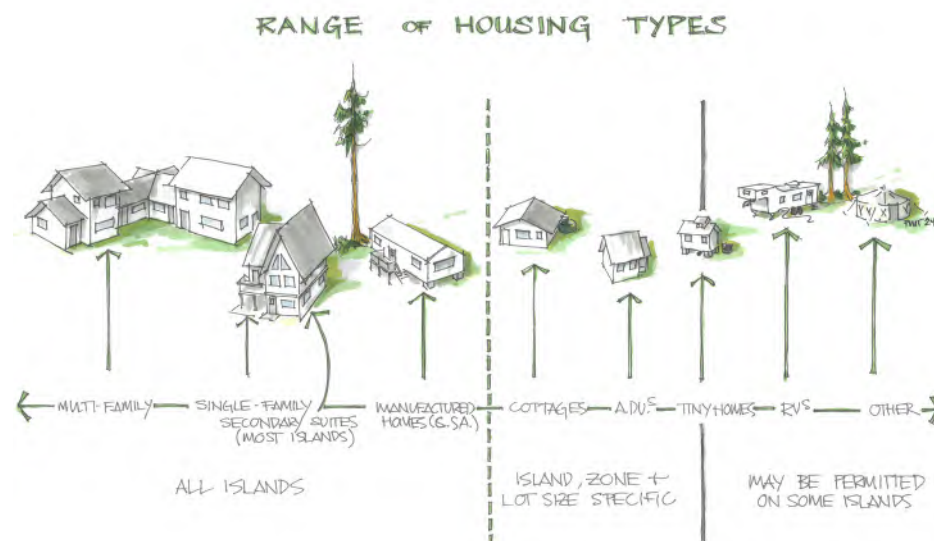
Navigating Development for Housing

Your Land and Government Authority

In December 2023, the Islands Trust Council endorsed the "[Islands Trust Housing Strategic Action Plan](#)," which includes a list of 31 actions. Action #4 is to communicate to property owners what housing actions, such as secondary suites, can be taken under existing bylaws and constraints that are beyond a Local Trust Committee's authority to address.

Each Local Trust Area's (LTA) bylaws may permit a number of housing options beyond a detached house, including secondary suites, cottages, accessory dwelling units, and flexible housing options. The options vary depending on the island, different zones, and lot size. Developing land with housing within the Islands Trust Area involves navigating the regulatory process and requires careful planning, collaboration with professionals, agencies, and if applicable, First Nations, and an understanding of both the general and site specific regulatory framework to ensure successful project outcomes.

When owners are considering developing on their lot, owners should consider what typical and alternative housing options are available in their the Local Trust Area and what each agency regulates. Property owners are encouraged by Islands Trust to consult with professionals and relevant agencies early in the planning process to ensure compliance with regulations and requirements and to foster respectful and inclusive development practices.



REGIONAL DISTRICTS AND OTHER AGENCIES

REGIONAL DISTRICTS

- HOUSING SERVICES
- BUILDING + PLUMBING INSPECTION
- UTILITIES (WATER + SEWER DISTRICTS)
- PARKS

PROVINCIAL AGENCIES

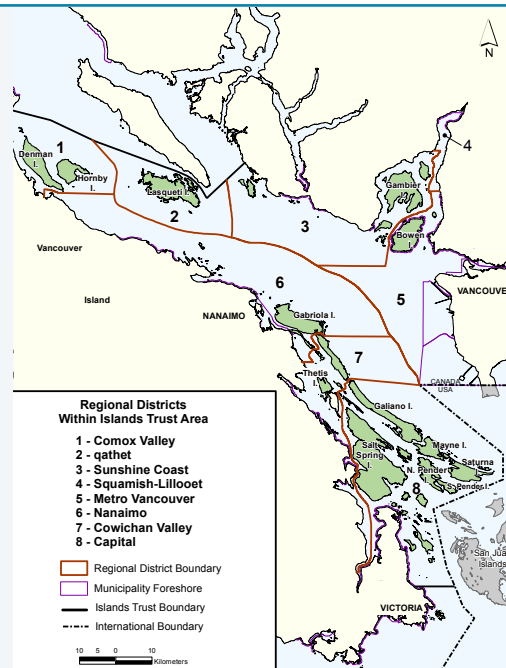
- ROADS + ACCESS
- SUBDIVISION
- GROUNDWATER LICENSING
- RIPARIAN AREAS REGULATION
- CROWN LAND + WATER (DOCK PERMISSIONS)
- ARCHAEOLOGY
- AGRICULTURAL LAND

REGULATES SEPTIC DISPOSAL



Regional Districts in the Trust Area

- 1 [Comox Valley Regional District](#)
- 2 [qathet Regional District](#)
- 3 [Sunshine Coast Regional District](#)
- 4 [Squamish-Lillooet Regional District](#)
- 5 [Metro Vancouver](#)
- 6 [Nanaimo Regional District](#)
- 7 [Cowichan Valley Regional District](#)
- 8 [Capital Regional District](#)



[View larger map](#)

Contact details

Southern Team

Galiano, Mayne, North Pender, Saturna, South Pender

✉ southinfo@islandstrust.bc.ca

☎ 1-250-405-5151

Galiano – Galiano Island Planner

galianoplanner@islandstrust.bc.ca

Mayne – Mayne Island Planner

mayneplanner@islandstrust.bc.ca

North Pender – North Pender Planner

northpenderplanner@islandstrust.bc.ca

Saturna – Saturna Island Planner

saturnaplanner@islandstrust.bc.ca

South Pender – South Pender Planner

southpenderplanner@islandstrust.bc.ca

Northern Team

Denman, Gabriola, Gambier Hornby, Lasqueti, Thetis, Ballenas-Winchelsea

✉ northinfo@islandstrust.bc.ca

☎ 1-250-247-2063

Salt Spring Island Team

✉ ssiinfo@islandstrust.bc.ca

☎ 1-250-537-9144



Islands Trust
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Active Projects Report

Trust Programs Committee

1. *Stewardship Education Program*

Responsible

Dates

Activity:

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 May 15, 2024 project charter endorsed by TPC on May 22, 2024. Staff to develop project charters for the following four webinars - Groundwater Conservation, Living With Fire, Invasive Species Plant Removal, and Native Plant Gardening.

Staff to draft the following fiscal year 2025/26 business case for consideration at the next regular business meeting (August 26, 2024): Stewardship Education (\$17,000)

Clare Frater

Rec'd: 22-May-2024

Target: 26-Aug-2024

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

Responsible

Dates

Activity:

Administer Secretariat Services program.

Staff to draft the following fiscal year 2025/26 business cases for consideration at the next regular business meeting (August 26, 2024): Secretariat Services (\$17,000)

Clare Frater

Rec'd: 22-May-2024

Target: 26-Aug-2024

Future Projects Report

Trust Programs Committee

1. *Update Crown Land Agreements*

Responsible

Date Received

Implement Crown Land Protocol project charter V2 and engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements about Crown land into one agreement.

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