



Trust Programs Committee Agenda

Date: Monday, November 4, 2024
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

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meetings

6.1.1 Trust Programs Committee draft minutes of August 26, 2024

3 - 7

For review and approval

6.2 Resolutions Without Meeting

None.

6.3 Follow up Action List

8 - 11

For review

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Stewardship Education Program Webinars in 2024/25 - Request For Decision 12 - 19

1. That Trust Programs Committee endorse the Removing Invasive Species webinar project charter.
2. That Trust Programs Committee endorse the Native Plant Gardening webinar project charter.

8. BUSINESS - OTHER

8.1 Trust Council Policy 1.2.1 (Policy Statement Amendment) - Briefing 20 - 25

requested at the August 26, 2024 meeting

8.2 Proposed TPC Meeting Dates for 2025/2026 - Request For Decision 26 - 28

1. That Trust Programs Committee adopt the proposed meeting dates of [dates] for the three months remaining in the 2024/25 fiscal year and for the 2025/26 fiscal year.
2. That Trust Programs Committee schedule all 2025/26 TPC meeting dates as electronic meetings.

9. BUSINESS - NEW

10. WORK PROGRAM 29 - 30

For review, amendment as needed, and referral to Trust Council for approval before each quarterly TC meeting.

The Work Program consists of the Active Projects List and the Future Projects List.

11. NEXT MEETING

To be determined.

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.



Trust Programs Committee Minutes of a Regular Meeting

Date: August 26, 2024
Location: Electronic Meeting

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

Staff Present: Clare Frater, Director, Trust Area Services
Morgana Van Niekerk, Communications Specialist
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 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 May 22, 2024

By general consent the minutes were approved as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow Up Action List

Director Frater spoke to the FUAL items that were in progress.

By general consent the Committee requested that the Policy Statement Amendment Policy be placed on the agenda of the next meeting.

TPC-2024-015

It was MOVED and SECONDED,
that Trust Programs Committee request Director Marlor, Legislative and Information Services, to review the Policy Statement Amendment Policy to provide an overview for potential amendments.

CARRIED

7. BUSINESS - WORK PROGRAM ITEMS

Trustee Harris joined the meeting at 10:36 a.m.

7.1 Trust Programs Committee FY2025/26 budget requests - Request For Decision (RFD)

Director Frater introduced the RFD. Committee discussion included:

- staff and contractor capacity to deliver programs
- the business cases are necessarily vague as the decisions about program details are not made until the next fiscal year

TPC-2024-016

It was MOVED and SECONDED,
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.

CARRIED

TPC-2024-017

It was MOVED and SECONDED,

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.

CARRIED

7.2 Stewardship Education Program Webinars in 2024 - Request For Decision

Director Frater introduced the RFD. Committee discussion included:

- that the Removing Invasive Species and Native Plant Gardening topics are to be separated into two webinars as per TPC direction from the previous meeting; Staff will return with two separate Project Charters to the next TPC meeting
- as the Program Coordinator position is currently vacant, the webinars may be delivered later than previously suggested
- Trustees will provide to Staff names of potential speakers in regards to the webinars
- the practice of burning brush piles in the autumn needs to be included in the Living With Fire webinar

TPC-2024-018

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Living With Fire webinar project charter as amended.

CARRIED

TPC-2024-019

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Saltwater Intrusion and Groundwater Conservation webinar project charter.

CARRIED

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

Director Frater introduced the RFD, indicating that the draft brochure was produced as part of Trust Council's request to the Regional Planning Committee to develop a housing action toolkit. Committee discussion included:

- quality and size of drawings and the different formats for the website and for print
- the phrase "Your Land and Government Authority" may be misleading and could be removed
- add the text "and Bowen Island Municipality" after "...and if applicable, First Nations..."
- edit the title "Navigating Development for Housing" by adding "within the Islands Trust Area" or "within the Gulf Islands"
- the Trust Identity Guide was used in the development of the package

- the possibility of providing a revised version to the Committee before forwarding the Committee's formal response to the Executive Committee

It was MOVED and SECONDED,

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

TPC-2024-020

It was MOVED and SECONDED,

that Trust Programs Committee amend the motion "that Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* in the Living in the Trust Area mailing package." by adding "as amended" after the word "Housing".

CARRIED

TPC-2024-021

It was MOVED and SECONDED,

that Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* as amended in the Living in the Trust Area mailing package.

CARRIED

Chair Evans requested that when the TPC edits to the brochure are approved by the Executive Committee, staff will then distribute to TPC members for their information the final print version as well as the web version of the brochure.

8. BUSINESS - NEW

None.

9. WORK PROGRAM

Director Frater spoke to the Work Program and stated that it will be amended by deleting the sentences that refer to business cases being presented to TPC at the August 26, 2024 meeting before being sent to Trust Council.

The Committee expressed a desire to see the term "Work Program" appear on the Active Projects List and the Future Projects List so that it is clear that those two lists are components of the Work Program. The Committee recognized that the Executive Committee is responsible for the format of Islands Trust agendas and requested that the two Executive Committee members on the TPC consider this.

The Committee also requested staff to add the words "Active Projects List" and "Future Projects List" to the Work Program agenda item on the agenda cover with language that guides the Committee to review, amend as needed, and forward to Trust Council for approval.

The Committee discussed the potential impact to items on the two lists once a strategic plan and corporate planning process are adopted.

TPC-2024-022

It was MOVED and SECONDED,
that Trust Programs Committee forward the Work Program as amended to Trust Council.

CARRIED

10. NEXT MEETING

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

11. CLOSED MEETING

The meeting was not closed.

12. RISE AND REPORT

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

13. ADJOURNMENT

By general consent the meeting adjourned at 11:50 a.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

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

26-Aug-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Including the Navigating Development for Housing Brochure in the Stewardship Package Chair Evans requested that when the TPC edits to the brochure are approved by the Executive Committee, staff will then distribute to TPC members for their information the final print version as well as the web version of the brochure.	Clare Frater	Target: 30-Sep-2024	In Progress
100%	2 By general consent the Committee requested that Trust Council Policy 1.2.1 (Policy Statement Amendment) be placed on the agenda of the next meeting.	Clare Frater David Marlor Robert Barlow	Target: 04-Nov-2024	Completed
0%	3 that Trust Programs Committee request Director Marlor, Legislative and Information Services, to review the Policy Statement Amendment Policy to provide an overview for potential amendments.	Clare Frater David Marlor Jason Youmans	Target: 04-Nov-2024	In Progress
100%	4 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.	Julia Mobbs Robert Barlow	Target: 16-Oct-2024	Completed
100%	5 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.	Julia Mobbs Robert Barlow	Target: 16-Oct-2024	Completed
0%	6 - that the Removing Invasive Species and Native Plant Gardening topics are to be separated into two webinars as per TPC direction from the previous meeting; Staff will return with two separate Project Charters to the next TPC meeting	Clare Frater Morgana van Niekerk	Target: 04-Nov-2024	In Progress

Follow Up Action Report

Trust Programs Committee

26-Aug-2024

Progress	Activity	Responsibility	Dates	Status
0%	7 - the practice of burning brush piles in the autumn needs to be included in the Living With Fire webinar that Trust Programs Committee endorse the Living With Fire webinar project charter as amended.	Clare Frater Morgana van Niekerk	Target: 04-Nov-2024	In Progress
0%	8 that Trust Programs Committee endorse the Saltwater Intrusion and Groundwater Conservation webinar project charter.	Clare Frater Morgana van Niekerk	Target: 04-Nov-2024	In Progress
0%	9 - the phrase 'Your Land and Government Authority' may be misleading and could be removed - add the text 'and Bowen Island Municipality' after '...and if applicable, First Nations...' - edit the title 'Navigating Development for Housing' by adding 'within the Islands Trust Area' or 'within the Gulf Islands' that Trust Programs Committee approve the inclusion of the brochure Navigating Development for Housing as amended in the Living in the Trust Area mailing package. Chair Evans requested that when the TPC edits to the brochure are approved by the Executive Committee, staff will then distribute to TPC members for their information the final print version as well as the web version of the brochure.	Clare Frater Morgana van Niekerk	Target: 04-Nov-2024	In Progress

Follow Up Action Report

Trust Programs Committee

26-Aug-2024

Progress	Activity	Responsibility	Dates	Status
50%	10 The Committee expressed a desire to see the term 'Work Program' appear on the Active Projects List and the Future Projects List so that it is clear that those two lists are components of the Work Program. The Committee recognized that the Executive Committee is responsible for the format of Islands Trust agendas and requested that the two Executive Committee members on the TPC consider this. The Committee also requested staff to add the words 'Active Projects List' and 'Future Projects List' to the Work Program agenda item on the agenda cover with language that guides the Committee to review, amend as needed, and forward to Trust Council for approval.	Clare Frater David Marlor Robert Barlow	Target: 04-Nov-2024	In Progress
100%	11 that Trust Programs Committee forward the Work Program as amended to Trust Council.		Target: 04-Nov-2024	Completed



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** November 4, 2024
From: Trust Area Services **Date Prepared:** October 28, 2024
SUBJECT Stewardship Education Program Webinars in 2024/25

RECOMMENDATIONS:

1. That Trust Programs Committee endorse the Removing Invasive Species webinar project charter.
2. That Trust Programs Committee endorse the Native Plant Gardening webinar project charter.

DIRECTOR COMMENTS: The two proposed project charters respond to a request from Trust Programs Committee. Trust Programs Committee has previously requested that these two webinars be delivered separately, however there may be merit in offering them as one webinar so staff have provided possible wording for a motion to this effect in the alternatives section of the Request For Decision.

In addition, as staff have confirmed speakers for the previously-approved webinars, staff have attached for information updated project charters with additional background about the speakers for the previously-approved Living with Wildfire, and Groundwater Conservation and Saltwater Intrusion webinars.

1. **PURPOSE:** To seek endorsement for the Removing Invasive Species webinar and the Native Plant Gardening webinar project charters.
2. **BACKGROUND:** The 2018-2025 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: groundwater conservation and saltwater intrusion, living with wildfire (Howe Sound focus), invasive species removal, and native plant gardening.

Trust Programs Committee requested project charters for the following webinars:

1. Living with Wildfire

Description: This edition of a Living with Wildfire 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.

Presenters: Joe Gilchrist, Salish Fire Keepers Society; Conor Corbett – Registered Professional Forester, Frontera Forest Solutions; Rhonda Millikin, Ph.D., M.Sc., R.P., Nativus

2. Groundwater Conservation and 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 will provide more information and resources to help educate Trust Area residents on how to conserve groundwater and about 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(s) (to be named after interregnum period is over).

3. Invasive species plant removal

Description: Invasive species are considered one of the greatest threats to biodiversity worldwide. They can out-compete a diversity of native species, take over entire sections of Islands Trust Area properties, pose threats to human and animal health, fuel wildfires, and devalue property. This session will 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. The webinar will feature an Elder welcome, one presenter and a Q&A session.

Presenter: Sara Jim, TFE NE SNÁ. ĆSELÁE SEN ETŲ WSÁNEĆ (WSÍ, KEM), WSÍ, KEM Ivy Project

4. Native plant gardening

Description: The Native Plant Gardening webinar would feature a 10 minute Elder welcome, 40 minutes of presentation, followed by a 30 minute question and answer period. Kyle Clarke, Education Coordinator, WSANEC & PEPÁKĒN HÁUTW (PH) is the presenter. Kyle utilizes his skills and knowledge of land stewardship to promote ecosystem restoration, protection, and education to reintroduce culturally significant plants, including food plants, to communities. His presentation will focus on teaching attendees how they can participate in native plant gardening in the Trust Area.

Presenter: Kyle Clarke, Education Coordinator, WSANEC & PEPÁKĒN HÁUTW (PH)

3. IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: The webinars will be implemented by the Program Coordinator (once hired – likely start date in January), 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 the Stewardship Education 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 four webinars is \$5,000.

Speaker honoraria for non-staff speakers generally range from \$100 - \$1,000, depending on speaker and/or topic. Publicity costs range from \$50 - \$100 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 can promote programming through their own channels.

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

FIRST NATIONS RELATIONS: None.

OTHER: None.

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

5. ATTACHMENTS:

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

RESPONSE OPTIONS

Recommendations:

1. That Trust Programs Committee endorse the Removing Invasive Species webinar project charter.
2. That Trust Programs Committee endorse the Native Plant Gardening webinar project charter.

Alternatives:

1. Endorse the content of the Removing Invasive Species and Native Plant Gardening webinars project charters and request that staff combine into one webinar.
2. Endorse the project charters with amendments
3. Request a project charter for a different activity
4. Request that staff provide additional reporting at a future meeting
5. Do not endorse the project charter(s)

Prepared By: Morgana van Niekerk, Communications Specialist, October 28, 2024

Reviewed By/Date: Clare Frater, Director, Trust Area Services, October 30, 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. A previous webinar on wildfire in the Salish Sea took place in March 2024. This webinar 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 ninety minute webinar would feature a 10 minute welcome, 60 minutes of presentation, followed by a 20 minute question and answer period. Three presenters have expressed interest in attending and will discuss wildfire from the perspectives of their own expertise. The presenters are: **Rhonda Millikin:** Rhonda Millikin, Ph.D., M.Sc., R.P., is an ecologist and environmental technology entrepreneur with deep expertise in wildfire risk and ecosystem management. Her work spans habitat restoration and fuel management, emphasizing the role of native plants in fostering resilient landscapes that are better equipped to withstand wildfire threats. **Joe Gilchrist:** Joe began fighting forest fires at the age of 15. He has worked full-time with BC Wildfire Service after completing a government training program called Indigenous Fire Prevention. Currently he works bringing Indigenous Cultural Burning, Traditional land stewardship to the forefront as a Traditional Fire Keeper. **Conor Corbett:** Conor is a Registered Professional Forester specializing in wildfire risk reduction and sustainable forest management. With extensive experience in fuel management, ecosystem restoration, and fire-smart practices, Conor works with communities to create forest management strategies that prioritize wildfire resilience and environmental stewardship. His expertise help landowners and organizations prepare for and mitigate wildfire impacts while fostering healthy, biodiverse forests.

Objectives	In Scope	Out of Scope
To educate Trust Area residents on living with wildfire. (particularly residents of the northern and Howe Sound islands).	Organization and promotion of a webinar on Living with wildfire	- 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		Budget		
Director, Trust Area Services	Project Manager	Budget Source:		
Program Coordinator	Project Support	Fiscal	Item	Cost
Program Coordinator & Communications Specialist	Webinar delivery	2024/25	Organizer Fees (planning, research & facilitation)	\$0
Communications Specialist	Promotion	2024/25	Promotion (paid social media)	\$0
Approved by: <i>Clare Frater</i> Date: October 30, 2024	Endorsement: TPC resolution #: TPC-2024-018 Date: Aug 26, 2024	2024/25	Honorarium for subset of presenters	\$1,750
			Total	\$1,750

Purpose To provide one public webinar on Groundwater Conservation and Saltwater Intrusion 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 and Saltwater Intrusion. 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 will provide more information and resources to help educate Trust Area residents on the risks of saltwater intrusion and the importance of groundwater conservation. Freshwater Specialist and at least one hydrogeologist from the Province present with 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. In September 2024, staff from the Province confirmed that they will be available between February and March 2025 to present this webinar, but are not able to confirm the presenter(s) or the exact dates due to the interregnum 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 Groundwater Conservation and Saltwater Intrusion, 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 –December 2024
Implement the communication and evaluation plan for the webinar	February—March 2025
Host the webinar	February—March 2025
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: October 30, 2024

Endorsement:
TPC resolution #: TPC-2024-019
Date: Aug 26, 2024

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 on Removing Invasive Plant Species.

Background: Trust Programs Committee has directed staff to plan for four stewardship education webinars to take place from Fall 2024 to March 31, 2025. The Removing Invasive Species webinar will be eighty minutes long and will feature a 10 minute Elder welcome, 40 minutes of presentation, followed by a 30 minute question and answer period. The presenter is Sarah Jim TFE NE SNÁ. ĆSELÁE SEN ET ȚSÁNEĆ (ȚSÍ,ĶEM). Sarah leads the ȚSÍ,ĶEM Ivy Project on her family's land in ȚSÍ,ĶEM. Sarah focuses on the importance of Indigenous-led conservation efforts and discuss the strategies used to tackle invasive species and challenges and success in balancing restoration efforts with respect for traditional knowledge.

Objectives

- To provide educational information to residents of the Trust Area to empower all residents with regards to removing invasive species

In Scope

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

Out of Scope

- Additional topics
- Additional webinars
- New education materials

Work plan Overview	
Deliverable/Milestone	Date
Draft slides and script for webinar	December 2024
Implement the communication and evaluation plan for the webinar	December 2024 - March 2025
Host the webinar	December 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: October 30, 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 one pre-senters and one Elder (welcome)	\$1,000
	Total	\$1,000

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Purpose To provide one public webinar on 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. The Native Plant Gardening webinar would feature a 10 minute welcome, 40 minutes of presentation, followed by a 30 minute question and answer period. Kyle Clarke , Education Coordinator, WSANEC & PEPÁKEN HÁUTW (PH) is the presenter. Kyle utilizes his skills and knowledge of land stewardship to promote ecosystem restoration, protection, and education to reintroduce culturally significant plants, including food plants, to communities. His presentation will focus on teaching attendees how they can participate in native plant gardening in the Trust Area.

Objectives

- 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 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	December 2024
Implement the communication and evaluation plan for the webinar	December 2024 - March 2025
Host the webinar	December 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: October 30, 2024

Endorsement:

TPC resolution #:

TPC-2024-018

Date: August 28, 2024

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 one presenter and one Elder (welcome)	\$1,000

Total \$1,000

BRIEFING

To:	Trust Programs Committee	For the Meeting of:	November 4, 2024
From:	Trust Area Services	Date Prepared:	October 28, 2024
SUBJECT:	Policy Statement Amendment Policy		

PURPOSE: To support a Trust Programs Committee discussion about potential changes to the Policy Statement Amendment Policy.

BACKGROUND: The [Policy Statement Amendment Policy](#) was last amended by Trust Council in March 2016, following advice from Trust Programs Committee and the Policy Statement Task Force. The amendments were also informed by advice from Ministry of Municipal Affairs staff. The main changes to the policy created more robust public engagement and referral processes.

On November 5, 2020, Trust Programs Committee passed the following resolution after hearing from Trustee Peterson on a proposed Trustee RFD regarding the Policy Statement Amendment Policy:

that Trust Programs Committee request staff to work with Trustee Peterson to refine the Amending the Policy Statement Amendment Policy 1.2.1. RFD, and bring it back to Trust Programs Committee before the March, 2021 Trust Council meeting.

This resolution has been on hold since that time, due a lack of staff capacity relating to the Policy Statement Amendment Project.

On August 26, 2024, Trust Programs Committee passed the following resolution:

that Trust Programs Committee request Director Marlor, Legislative and Information Services, to review the Policy Statement Amendment Policy to provide an overview for potential amendments.

At the time of writing, the Director of Legislative and Information Services was on vacation. He intends to attend the November 2024 Trust Programs Committee meeting. Administratively, the policy holder is Director, Trust Area Services. Staff have advanced this briefing on the understanding that the purpose of the requested review is to identify barriers in the current policy to more frequent review of the Policy Statement.

The policy sets out that each term Trust Council will identify Policy Statement review and/or amendment tasks, and will assign the Executive Committee, Trust Programs Committee or a select committee (delegated body) to coordinate the Policy Statement amendment process. It sets out in 3.1 that if a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on

priorities for the current term has occurred, Trust Council will engage with those audiences identified in the engagement plan before selecting Policy Statement topic review priorities for the term (note: policy mistakenly references section C.1 instead of A.1.). This requirement for public engagement on topics for review could hamper efforts to achieve more frequent reviews.

The policy assumes that Trust Council will generally select priority topics for review, but includes the option for Trust Council to, from time to time, review the entire Policy Statement.

The policy also sets out that as soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing. This gives Trust Council the discretion to scope to engage with different audiences as much or little as it deems necessary.

The policy also contains a clause about future implementation that states that if Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will consider giving funding priority to local trust committee programs that implement the new directive policies during the budgeting process.

Given the engagement and referral requirements set out in the Policy, requirements set out in protocol agreements, and the requirement for Ministerial approval, it is unlikely that any amendment to the Policy Statement could occur in less than two years, unless dedicated staff resources were provided.

ATTACHMENT(S): Policy Statement Amendment Policy

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

Prepared By: Director, Trust Area Services

Reviewed By/Date:



Policy:	1.2.1
Approved By:	Trust Council
Approval Date:	December 8, 1995
Amendment Date(s):	March 6, 1998; March 23, 2016
Policy Holder:	Director of Trust Area Services

POLICY STATEMENT AMENDMENT

Purpose

To outline the required steps for Trust Council to review and amend the Policy Statement Bylaw.

A. Definitions

1. “Engagement Plan” is a plan for engaging First Nations and stakeholders that is consistent with any protocol agreements in place (see C.4) and contains at least the following sections:

1. Context
2. Objectives
3. List of interested parties
4. Key messages
5. Engagement activities
6. Timing
7. Risks and mitigations
8. Resources

and considers the following audiences:

1. Trust Area electors
2. local trust committees/island municipalities
3. First Nations
4. regional districts operating within the Trust Area
5. school district boards, and improvement district boards,
6. the provincial and federal governments and their agencies, as determined in consultation with the ministry responsible for local government; and
7. other persons, organizations and authorities with interests the Islands Trust Council considers will be affected.

2. “Policy Statement Topic Review Inventory” is a document that compiles, at a minimum, suggestions for Policy Statement topics needing clarification or expansion and suggested new Policy Statement topics.

B. Policy

1. Requirements

- 1.1 The Policy Statement Bylaw may be amended by Trust Council with the approval of the Minister responsible for local government.

- 1.2 Each term, Trust Council will identify Policy Statement review and/or amendment tasks.
- 1.3 Trust Council will assign the Executive Committee, Trust Programs Committee or a select committee (delegated body) to coordinate the Policy Statement amendment process.
- 1.4 Adoption of Policy Statement amendments will occur only after Trust Council has undertaken a first, second and third reading and received approval of the Minister responsible for local government.
- 1.5 Ministerial approval is based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

2. Topic Review Inventory

- 2.1 Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.

3. Topic Review Process

- 3.1 If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term.
- 3.2 Once Trust Council has selected topics for review, Trust Council will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw.
- 3.3 As part of its annual budget cycle, Trust Council will allocate resources required to review the selected topics.
- 3.4 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
- 3.5 Once Trust Council has selected topics for review, Trust Council will inform the Ministry responsible for local government and invite First Nations in the Trust Area to participate in the next steps.

4. Amendment Process

- 4.1 The Executive Committee will guide agency referrals, public engagement, internal processing, and Policy Statement Bylaw amendment requirements, in accordance with its Terms of Reference.

- 4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.1., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.
- 4.3 Based on the engagement plan adopted by Executive Committee in 4.2, the Trust Council's delegated body will engage with stakeholders and First Nations about each topic proposed for amendment, prior to drafting a Policy Statement Amendment bylaw.
- 4.4 After first reading of the Policy Statement Amendment bylaw, Trust Council will request that the amendments be referred to First Nations, municipalities, regional districts and provincial and federal government agencies or departments having jurisdiction in the Trust Area. The minimum referral period to other agencies will be 45 days.
- 4.5 The Executive Committee, prior to third reading by Trust Council may provide for public input to Trust Council through correspondence, delegations or petitions in accordance with the Meeting Procedures Bylaw.
- 4.6 Trust Council, prior to third reading, will review input received from Islands Trust Council committees, local trust committees, the Islands Trust Conservancy Board, trustees or staff of the Islands Trust, First Nations, referral agencies and the public, and all input received through the engagement plan adopted in accordance with section C.1.
- 4.7 After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted First Nations and referral agencies in accordance with the adopted engagement plan.
- 4.8 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will advise local trust committees and island municipalities on resulting updates to official community plans.
- 4.9 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will consider giving funding priority to local trust committee programs that implement the new directive policies during the budgeting process.

5. Communications

- 5.1 The Executive Committee will monitor and report on the implementation of this policy to Council annually while producing the Islands Trust Annual Report.

6. Policy Statement Review

- 6.1 The Islands Trust Council may, from time to time, initiate a public review of the entire Policy Statement.

C. Legislated References

1. *Islands Trust Act*: Sections 15, 16, 22 and 27
2. Policy Statement Bylaw (No. 17)
3. Policy and Procedures Manual:
 1. Policy Statement Implementation (1.3.1)
 2. Coordination Agreements Process (2.1.4)
 3. Meeting Procedures Bylaw 101 (2.2.4)
 4. Priority Setting/Review Guidelines (6.2.1)
 5. Budget Process Policy (6.3.1)
 6. Annual Report Policy (6.10.1)
4. Protocol Agreements:
 1. Islands Trust Council – Bowen Island Municipality Protocol Agreement
 2. Islands Trust Council – Snuneymuxw First Nation Protocol Agreement
 3. Islands Trust Council – Lyackson First Nation Protocol Agreement

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

n/a



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** November 4, 2024
From: Legislative Services **Date Prepared:** October 29, 2024
SUBJECT: Proposed Trust Programs Committee 2025/2026 Meeting Schedule

RECOMMENDATIONS:

1. That Trust Programs Committee adopt the proposed meeting dates of [dates] for the three months remaining in the 2024/25 fiscal year and for the 2025/26 fiscal year.
2. That Trust Programs Committee schedule all 2024 TPC meeting dates as electronic meetings.

SENIOR STAFF COMMENTS:

The proposed meeting dates allow for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

1 PURPOSE:

- 1 To determine the 2025/26 meeting schedule for the Trust Programs Committee (TPC); and
- 2 To make decisions around meeting formats (electronic or in-person).

3 BACKGROUND:

Meeting Dates

Near the end of each calendar year, Trust Programs Committee determines the meeting dates for the next calendar year by way of resolution. In future, TPC will plan its meeting dates on a fiscal year basis rather than by calendar year, aligning corporate activities with the corporate year which supports work plans and budgeting activities. As such, meetings dates will be set in January or February for the following fiscal year. This year, TPC must set dates for the remainder of the 2024/25 year, as well as for 2025/26.

Proposed meetings dates for the remainder of the 2024/25 year and the 2025/26 year are as follows:

PROPOSED TPC DATE	ASSOCIATED EC DATE	TRUST COUNCIL DATES	ANNUAL TPC TASKS
Wednesday, February 12, 2025	February 26 (EC agenda deadline February 21)	March 11- 13, 2025	None
Wednesday, April 16, 2025	NA	NA	Secretariat Services Support - RFD

Wednesday, May 7, 2025	June 4, 2024 (EC agenda deadline May 30)	June 17-19 2025	Annual Report: Approval of TPC Section – RFD Topics for next fiscal business cases – RFD
Wednesday, July 30, 2025	September 3 (agenda August 29)	September 16-18, 2025	Budget business cases – RFD
Wednesday, November 5, 2025	November 19 (agenda November 14)	December 2-4, 2025	Proposed TPC Meeting Dates - RFD
Wednesday, February 11, 2026	February 25, 2026 (EC agenda deadline February 20)	March 10-12, 2026	Community Stewardship Awards – BRF (in last year of a 4 year term)

Meeting Format

Staff are requesting that TPC determine as early as possible if they wish to continue with electronic meetings for 2025 and 2026. Early decision making in this regard will help staff with meeting logistics and will inform budget planning for this area.

Electronic meetings create time savings for trustees who do not have to travel, time savings for staff in terms of travel and catering arrangements, generates several thousands of dollars in cost savings to the organization annually, and reduces corporate greenhouse gas emissions in alignment with Islands Trust values. In addition, fully electronic meetings tend to generate higher quality meeting recordings for future public viewings.

Trust Council Bylaw 101 permits Council Committees to conduct fully electronic regular and special meetings. Section 11.11(a) states: *“A regular or special meeting of a Council committee or a special meeting of the Executive Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.”*

4 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Allows for appropriate coordination of financial activities with Executive Committee and Trust Council meeting dates, and allows adequate time for staff and Committee members to perform their duties with appropriate care and due diligence.

FINANCIAL:

No financial impact associated with setting meeting dates.

Selection of all electronic meetings for 2025/26 will generate a few thousand dollars in financial savings as well as reduced greenhouse gas emissions and time savings from reduced travel. The draft 2025/26 budget will reflect TPC decisions made related to this topic.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Communications with meeting administrative staff will circulate internally for purposes of planning.

FIRST NATIONS: None.

OTHER: None.

5 RELEVANT POLICIES:

[Trust Council Bylaw 101](#)

[Trust Council Policy 2.3.1 Council Committee System](#)

6 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendations:

1. That Trust Programs Committee adopt the proposed meeting dates of [dates] for the three months remaining in the 2024/25 fiscal year and for the 2025/26 fiscal year.
2. That Trust Programs Committee direct staff to schedule all adopted TPC meeting dates as electronic meetings.

Alternatives:

3. That Trust Programs Committee adopt the proposed meeting schedule for the 2025/26 calendar year with amendments [as directed].
 4. That Trust Programs Committee direct staff to schedule only the 2025/26 TPC meeting dates of _____, _____, _____ as electronic meetings.
 5. That Trust Programs Committee direct staff to schedule all the 2025/26 TPC meetings as in-person meetings.
-

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By: Clare Frater, Director, Trust Area Services/October 30, 2024

Active Projects Report

Trust Programs Committee

1. *Stewardship Education Program*

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 and four webinars - Saltwater Intrusion and Groundwater Conservation, Living With Fire, Invasive Species Plant Removal (TPC to approve in Nov.), and Native Plant Gardening (TPC to approve in Nov.).

Responsible

Clare Frater

Dates

Rec'd: 22-May-2024
Target: 31-Mar-2025

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

Activity:

Administer Secretariat Services program.

Responsible

Clare Frater

Dates

Rec'd: 22-May-2024
Target: 31-Mar-2025

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