



Trust Programs Committee Agenda

Date: Wednesday, February 12, 2025
Time: 10:00 am - 12:30 pm
Location: Electronic Zoom Meeting

Pages

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

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

None.
5. **CORRESPONDENCE**
 - 5.1 **2025-01-27_From Dan O'Donnell - funding to facilitate a workshop for contractors** 3 - 3
 - 5.2 **2025-02-06_From Trustee Yates - Gabriola realtors request for annual meeting with Islands Trust staff and Trustees** 4 - 4
6. **ADMINISTRATIVE COORDINATION**
 - 6.1 **Draft Minutes of Previous Meetings**
 - 6.1.1 **Trust Programs Committee draft minutes of November 4, 2024** 5 - 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 2025/26 Budget Submission - Request For Decision

12 - 21

That Trust Programs Committee advise Financial Planning Committee that it is reducing its Stewardship Education Program budget request from \$17,000 to \$9,500.

8. BUSINESS - NEW

9. WORK PROGRAM

22 - 23

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.

10. NEXT MEETING

Wednesday, April 16, 2025, from 10:00 a.m. to 3:00 p.m., electronic (Zoom) meeting

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.

From: Dan O'Donnell [REDACTED]
Sent: Monday, January 27, 2025 9:00 AM
To: Clare Frater <cfrater@islandstrust.bc.ca>
Subject: Dan O'Donnell

Good morning, Clare

Thank you for returning my call on Friday as we discussed we are looking for funding to facilitate a workshop for contractors on the island that would give them a greater awareness of cultural sites and give them the tools to identify these sites when working I'm convinced if we come from the approach that we can work together everyone can be honoured in this and not to be afraid. Any help we can receive to facilitate this goal would be greatly appreciate it.

Thank you
Daniel O'Donnell
Sent from my iPhone

From: Susan Yates <syates@islandstrust.bc.ca>
Sent: Thursday, February 6, 2025 9:08 PM
To: Clare Frater <cfrater@islandstrust.bc.ca>
Cc: Susan Yates <syates@islandstrust.bc.ca>
Subject: Gabriola realtors request for annual mtg with IT staff and Trustees

Hi Clare,

Hope I still have a brain left to get this to you; tomorrow morning I'll be too busy. In days of yore (like 30 years ago) both Staff and Trustees met with realtors once a year or so; it was good for Trustees to listen to the conversation too.

But on to my current request for TPS to support Trust Staff (and hopefully LTC members who want to join them) meeting with realtors once a year. Here is what long time (approx 45 years over 2 generations) Gabriola realtors the McMahon Group e-mailed to me over several messages (each message adding another point!) I have inserted a couple of my own comments in italics.

"I watched the last portion of the meeting where you proposed a motion to set up a meeting between Trustees, Staff, and local Realtors. While I recognize that the Motion was abandoned we wanted to reach out to you to let you know that the Realtors in our office are open to a yearly meeting. We do our best to keep up on bylaws, changes and amendments but some things such as administrative changes don't get much attention or press. As Realtors, we struggle to track down mapping for DPAs, esp. since the IT retired their MapIT program which we depend on heavily. *(I let Ms. McMahon know that the new version of MapIT will be available soon).*

There were 103 sales last year and 557 in the past 5 years (2020-2025). There are currently 50 listings on Gabriola and we expect that number to rise this year. Our office deals with about 50-70% of sales, with the rest made up by off-island Realtors. We do want to note that many of the issues that people allude to regarding the Islands Trust and Realtors are due to off-island Realtors with little or no knowledge of the Islands Trust on Gabriola.

We do invite the Planners to our meetings once every year or so but a more formal meeting would be mutually beneficial" *(I did not know this, and have never heard our Planners mention this).*

Thank you Clare for advocating for this at TPS; I suppose I could still do the same at the LTC level if EC does not support this.

Best regards and may we both not have to work so late tomorrow!

☺☞Susan☺



Trust Programs Committee Minutes of a Regular Meeting

Date: November 4, 2024
Location: Electronic Meeting

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

Member Regrets: Alex Allen, Vice-Chair/Hornby Trustee

Member Absent: Jamie Harris, Salt Spring Trustee

Staff Present: Clare Frater, Director, Trust Area Services
Morgana Van Niekerk, Communications Specialist
Jason Youmans, Senior Policy Advisor
Robert Barlow, Legislative Services Clerk/Recorder

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 August 26, 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. The Committee requested staff to utilize the progress indicator on the FUAL to provide some indication of work that has been started but not completed.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 Stewardship Education Program Webinars in 2024/25 - Request For Decision (RFD)

Director Frater and Communications Specialist Van Niekerk spoke to the RFD. Committee discussion included the possibility of combining the Removing Invasive Species webinar and the Native Plant Gardening webinar.

TPC-2024-023

It was MOVED and SECONDED,

that Trust Programs Committee endorse the content of the Removing Invasive Species webinar and the Native Plant Gardening webinar project charters and request that staff combine them into one webinar.

CARRIED

8. BUSINESS – OTHER

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

Director Frater introduced the Briefing. Committee discussion included that the Policy Statement Amendment policy could be improved by having:

- stronger language to ensure regular review of the Policy Statement,
- separation of tasks that must be done and tasks that would be good to be done, and
- separation of audience that must be consulted and those that would be good to be consulted.

TPC-2024-024

It was MOVED and SECONDED,

that Trust Programs Committee direct staff to update Trust Council Policy 1.2.1 (Policy Statement Amendment) to:

- clarify that Trust Council must review the Policy Statement within the first year of a term of office to consider the need for amendments each term,
- identify which audiences must be engaged,
- add efficiencies regarding selections of topics, and
- correct reference errors.

CARRIED

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

Director Frater introduced the RFD. Committee discussion included:

- the possibility of reducing the number of meetings
- changing dates or moving agenda items to different dates can be problematic as the timing of some agenda items is constricted. For example, notifying potential applicants to the Secretariat Services Program whether any such funding is available can only be done after Trust Council adopts a budget and it is best to hold a meeting in April each year to allow for coordination groups to plan their activities.
- the need for the February 12, 2025' meeting will be assessed closer to the date.

TPC-2024-025

It was MOVED and SECONDED,

that Trust Programs Committee adopt the proposed meeting dates of February 12, 2025 for the three months remaining in the 2024/25 fiscal year and of April 16, May 7, July 30, November 5, and February 11 for the 2025/26 fiscal year.

CARRIED

TPC-2024-026

It was MOVED and SECONDED,

that Trust Programs Committee schedule the February 12, 2025 meeting and all the meetings in the 2025/26 fiscal year as electronic meetings.

CARRIED

9. BUSINESS - NEW

None.

10. WORK PROGRAM

Director Frater spoke to the Work Program.

DRAFT

TPC-2024-027

It was MOVED and SECONDED,

that Trust Programs Committee request staff to add a number 3 to the Active Projects report, specifically the Policy Statement Amendment policy.

CARRIED

By general consent Trust Programs Committee forwarded the Work Program as amended to Trust Council.

11. NEXT MEETING

Wednesday, February 12, 2025.

12. 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 11:23 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

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: 16-Apr-2025	In Progress

26-Aug-2024

Progress	Activity	Responsibility	Dates	Status
100%	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	Completed
100%	2 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	Completed

Follow Up Action Report

Trust Programs Committee

26-Aug-2024

Progress	Activity	Responsibility	Dates	Status
100%	3 - 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	Completed

Follow Up Action Report

Trust Programs Committee

04-Nov-2024

Progress	Activity	Responsibility	Dates	Status
100%	1 Trust Programs Committee endorsed the content of the Removing Invasive Species webinar and the Native Plant Gardening webinar project charters and request that staff combine them into one webinar.	Clare Frater Morgana van Niekerk	Target: 12-Feb-2025	Completed
0%	2 that Trust Programs Committee direct staff to update Trust Council Policy 1.2.1 (Policy Statement Amendment) to: - clarify that Trust Council must review the Policy Statement within the first year of a term of office to consider the need for amendments each term, - identify which audiences must be engaged, - add efficiencies regarding selections of topics, and - correct reference errors.	Clare Frater David Marlor	Target: 16-Apr-2025	In Progress

03-Dec-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Trust Council Direction: Staff to work with Trust Programs Committee to consider the Xwe'et tay / Lasqueti Archeology Project Presentation for a future educational webinar.	Clare Frater	Target: 07-May-2025	In Progress

05-Dec-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 Trust Council Direction: Staff to work with Trust Programs Committee to review their budget requests and provide any reductions for incorporation into the March budget.	Clare Frater	Target: 12-Feb-2025	In Progress



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** February 12, 2025
From: Trust Area Services **Date Prepared:** February 5, 2025
SUBJECT: Trust Programs Committee 2025/26 Budget Submission

RECOMMENDATION: That Trust Programs Committee advise Financial Planning Committee that it is reducing its Stewardship Education Program budget request from \$17,000 to \$9,500.

DIRECTOR COMMENTS: The reduction can be accommodated by having the Executive Committee's communication budget absorb costs associated with the Living in the Trust Area mailing program and associated printing costs.

- 1 PURPOSE:** To advise Trust Program Committee of a request of Trust Council to review its 2025/26 budget requests.
- 2 BACKGROUND:** At its December 2024 meeting, the Islands Trust Council passed the following resolution:

that Trust Council request staff to ask each Standing Committee to review their budget requests and provide any reductions to staff for incorporation into the March budget.

At its August 26, 2024 meeting, Trust Programs Committee considered its budget needs for the 2025/26 fiscal year and passed the following two resolutions:

- 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.*

The Living in the Trust Area mailing program, which is funded through the Stewardship Education Program, has matured into a communications activity that can be accommodated within the Executive Committee's communication budget, and delivered under direction from the Executive Committee. The Executive Committee's proposed communications budget for 2025/26 already includes these funds.

In 2025/26 Trust Programs Committee could allocate \$9,500 to other stewardship educations activities, such as webinars, informed by the public survey results

provided in 2024. Webinars have been incurring an average of ~ \$1,500 each in costs in 2024/25.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: Reduction of 2025/26 stewardship education program budget request by \$7,500.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will amend the associated business case being provided to Financial Planning Committee/Trust Council

FIRST NATIONS RELATIONS: None.

OTHER: None.

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

3 ATTACHMENTS:

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

RESPONSE OPTIONS

Recommendation: That Trust Programs Committee advise Financial Planning Committee that it is reducing its Stewardship Education Program budget request from \$17,000 to \$9,500.

Alternative:

- 1) Reduce or increase the 2025/26 Stewardship Education Program budget request
 - 2) Reduce or increase the 2025/26 Secretariat Services budget request
-

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:



Islands Trust

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

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

TO BE COMPLETED BY INITIATOR

Requested by Trust Programs Committee

Department:
Trust Area Services

Name of Request:

[Stewardship Education Program](#)

\$ Value of Request

\$17,000

Date of Submission to Finance: August 26, 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).
- As appropriate, availability of contractor to support webinars or other educational programming. If contractors are unavailable program delivery may be impacted.
- 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: Trust Programs Committee, August 26, 2024



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 26, 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)

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: Trust Programs Committee, August 26, 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 three webinars - Saltwater Intrusion and Groundwater Conservation; Living With Fire; and Invasive Species Plant Removal and Native Plant Gardening.

Responsible

Clare Frater
Morgana van
Niekerk

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

3. Trust Council Policy 1.2.1 (Policy Statement Amendment)

Activity:

Review of the Policy with the view of making recommendations to Trust Council for amendments if required.

Responsible

Clare Frater
Jason Youmans

Dates

Rec'd: 04-Nov-2024
Target: 11-Mar-2025

Future Projects Report

Trust Programs Committee

1. *Update Crown Land Agreements*

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.

Responsible

Clare Frater

Date Received

19-Jun-2014

2. *Community Benefit Land Trust Concept*

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

Responsible

Clare Frater

Date Received

05-Feb-2021

3. *Community Stewardship Awards Program*

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.

Responsible

Clare Frater

Date Received

02-Dec-2021