



## Trust Programs Committee Agenda

Date: Thursday, April 8, 2021  
Time: 9:00 am - 2:00 pm  
Location: Electronic Zoom Meeting

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Pages

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**2.1. New Items and Re-Ordering of the Agenda**

**2.2. Approval of Agenda**

**3. TOWN HALL**

**4. DELEGATIONS**

**4.1. Southern Gulf Islands Forum**

Jane Wolverton, Galiano Island Local Trustee

Laura Parker, Outreach Coordinator, Constituency office of Adam Olsen, MLA

**4.2. Baynes Sound Lambert Channel Ecosystem Forum**

Daniel Arbour, Comox Valley Regional District Electoral Area A Director

Dorrie Woodward, Chair, Association of Marine Stewards of Denman Island

**4.3. Coastal Douglas-fir Conservation Partnership**

Kelly Chapman, Coordinator, CDFCP

Darryn McConkey, Steering Committee Chair, CDFCP

**4.4. Howe Sound Community Forum and Ocean Watch Action Committee**

Ruth Simons, Executive Director, Howe Sound Biosphere Region Initiative Society

**4.5. Rural Islands Economic Forum**

Francine Carlin, President and Board Chair, Rural Islands Economic Partnership

**5. ADOPTION OF MINUTES/COORDINATION**

**5.1. Minutes of Meeting**

**5.1.1. Trust Programs Committee minutes of February 5, 2021**

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**5.2. Resolutions Without Meeting**

**5.2.1. TPC RWM-2021-01**

9 - 9

|      |                                                                             |         |
|------|-----------------------------------------------------------------------------|---------|
| 5.3. | Follow Up Action List                                                       | 10 - 13 |
| 6.   | BUSINESS                                                                    |         |
| 6.1. | Secretariat Services to Coordination Groups in the Trust Area - RFD         | 14 - 28 |
|      | Clare Frater, Director of Trust Area Services, to speak to the agenda item. |         |
| 7.   | NEW BUSINESS                                                                |         |
| 8.   | CORRESPONDENCE                                                              |         |
| 8.1. | Letter from Michael Sketch to Trust Council March 9, 2021 meeting           | 29 - 34 |
| 9.   | WORK PROGRAM                                                                |         |
| 9.1. | Trust Programs Committee Work Program                                       | 35 - 36 |
| 10.  | NEXT MEETING                                                                |         |
|      | Thursday, April 15, 2021, from 4:00 p.m. to 7:00 p.m.                       |         |
| 11.  | ADJOURNMENT                                                                 |         |

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



## Trust Programs Committee Minutes of Regular Meeting

**Date:** February 5, 2021  
**Location:** Electronic Zoom Meeting

**Members Present:** Deb Morrison, North Pender Island Local Trustee (Chair)  
Paul Brent, Saturna Island Local Trustee  
Scott Colbourne, Gabriola Island Local Trustee  
David Critchley, Denman Island Local Trustee  
Doug Fenton, Thetis Island Local Trustee  
Michael Kaile, Bowen Island Municipal Trustee  
Kees Langereis, Gabriola Island Local Trustee  
Benjamin McConchie, North Pender Island Local Trustee  
Timothy Peterson, Lasqueti Island Local Trustee  
Dan Rogers, Gambier Island Local Trustee (EC Representative)  
Peter Luckham, Islands Trust Council Chair (Ex Officio)

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Clare Frater, Director, Trust Area Services  
Dilani Hippola, Senior Policy Advisor  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Robert Barlow, Legislative Services Clerk/Recorder

**Members of the Public:** None

### 1. CALL TO ORDER

The meeting was called to order at 9:00 a.m. Chair Morrison acknowledged that the meeting was being held in the traditional and treaty territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

#### 2.1 New Items and Re-Ordering of the Agenda

The following addition to the agenda was presented for consideration:

- 6.1 Islands 2050 Questions for Trustees: Summary of Responses – additional responses received late

**By general consent** the additional late responses were accepted to be included in agenda item 6.1.

#### 2.2 Approval of Agenda

**By general consent** the agenda was approved as presented.

### 3. ELECTION OF VICE-CHAIR

As Trustee Colbourne resigned as Vice-Chair effective December 4, 2020, the Committee wished to elect a Vice-Chair. Director Frater assumed the role of presiding officer and conducted an election.

- Trustee Langereis nominated Trustee Peterson and was seconded by Trustee Rogers.
- Trustee Morrison nominated Trustee Fenton and was seconded by Trustee Langereis.

Director Frater conducted the election by secret ballot (vote) and declared Trustee Peterson to be the Vice-Chair of the Trust Programs Committee (TPC).

#### 4. TOWN HALL AND DELEGATIONS

None

#### 5. ADOPTION OF MINUTES/COORDINATION

##### 5.1 Minutes of Meeting

###### 5.1.1 Trust Programs Committee minutes of January 22, 2021

**By general consent** the minutes as presented were approved.

##### 5.2 Resolutions Without Meeting

None

##### 5.3 Follow Up Action List

Director Frater provided an update in regards to the items that are in progress, noting that:

- staff are continuing with meetings with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development staff in regards to consolidating existing agreements with respect to Crown land agreements;
- staff continue to work with MLA Adam Olsen's office to identify a facilitator for the Southern Gulf Islands Regional Forum.

Trustee Rogers enquired about the status of an item on the Executive Committee Follow Up Action List that is on hold pending review by TPC: Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.

**By general consent** the review is to be added to the TPC FUAL.

#### 6. TRUST COUNCIL BUSINESS

##### 6.1 Islands 2050 Questions for Trustees: Summary of Responses – Briefing

Director Frater introduced the Briefing, indicating that the intention is to receive feedback and comments from TPC and then forward the briefing to Trust Council.

Committee members expressed a desire to edit their own comments and to offer all trustees the same opportunity before finalizing the Trust Council agenda package.

**TPC-2021-007**

**It was MOVED and SECONDED,**

that Trust Programs Committee send out the preliminary responses to the three questions posed by the Trust Programs Committee Chair regarding the Object for their review and further edits to be delivered back to Staff no later than Tuesday, February 9, 2021.

**CARRIED**

**6.2 Islands 2050 (Policy Statement Amendment Project) Discussion Paper - RFD**

Director Frater introduced the Discussion Paper, the purpose of which is to provide relevant historical context and current analysis to support an informed and fulsome Trust Council discussion on key questions relating to Trust Object interpretations, the regional/local balance of policy directives, preliminary recommendations from the TPC working groups, and a summation of engagement with First Nations governments to date. It was noted that the report's summary of the working groups' discussions had been drawn from documents produced by the working groups themselves.

Trustee Colbourne joined at 10:02 a.m.

**TPC-2021-008**

**It was MOVED and SECONDED,**

that Trust Programs Committee forward the "Islands Trust Object: Past, Present, and Future" Policy Statement Amendment Project Discussion Paper to Trust Council.

**CARRIED**

The Committee recessed at 10:09 a.m. and resumed at 10:15 a.m.

**7. BUSINESS**

**7.1 Proposed Islands 2050 Virtual Open House - Briefing**

The Briefing provided information about a proposed Islands 2050 virtual open house scheduled prior to the March meeting of Trust Council. It was noted that Staff had provided a Request for Decision to the Executive Committee's February 3, 2021 meeting agenda regarding the project charter for the open house which was approved as presented. Staff will provide the results of the open house to the March meeting of Trust Council.

Trustee McConchie joined at 10:23 a.m.

A desire was expressed for Staff to provide background information and speaking notes for all Trustees to use as a resource when discussing this engagement tool with the public. It was noted that Committee members are welcome to provide to Staff any comments in regards to the proposed virtual open house.

## 7.2 Living in the Trust Area Mailing Program Project Charter – RFD

Director Frater spoke to the RFD indicating that the Mailing Program is in response to the Committee request to reach out to new residents of the Islands Trust Area.

Discussion included:

- need to connect to realtors in the Trust Area;
- need to know how much a mail out to all residents (approximately 36,000 residents) would cost;
- the cost of this program leaves \$3,000 to do other education programs for the year which is likely enough for two other online educational webinars; and
- the possibility to connect with informal free distribution on the islands.

### TPC-2021-009

**It was MOVED and SECONDED,**

that Trust Programs Committee endorse the Living in the Trust Area Mailing Program Project Charter, dated February 5, 2021.

**CARRIED**

### TPC-2021-010

**It was MOVED and SECONDED,**

that Trust Programs Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$24,000 for Strategic Plan Item No. 21 - Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area (increased from \$15,000), in recognition of the fact that the Committee intends to underspend its Stewardship Education Program budget in 2020/21 by \$9,000.

**CARRIED**

**Trustee Kaile opposed**

## 7.3 Community Benefit Land Trust Concept – Briefing

Director Frater introduced the Briefing, indicating that it was previously presented to Trust Council in December, 2020 to provide information on the community benefit land trust concept and options for Islands Trust to hold land for community benefit.

Discussion included:

- the importance of this concept;
- the possibility of moving the concept forward by:
  - adding it to the TPC projects list,
  - adding it to the current Policy Statement Amendment Project,
  - adding it to the Strategic Plan,
  - referring the briefing to the Trust Council;
- the impact to First Nations communities.

### TPC-2021-011

**It was MOVED and SECONDED,**

that Trust Programs Committee add the Community Benefit Land Trust Concept to the TPC Projects List.

**CARRIED**  
**Trustees Brent and Kaile opposed**

**TPC-2021-012**

**It was MOVED and SECONDED,**

that Trust Programs Committee ask staff consider the ideas presented in the Community Benefit Land Trust concept Briefing when drafting bylaw options in the Policy Statement Amendment Project.

**DEFEATED**

**TPC-2021-013**

**It was MOVED and SECONDED,**

that Trust Programs Committee request that the Community Benefit Land Trust Concept be added to the Policy Statement Topic Review Inventory.

**CARRIED**

**8. NEW BUSINESS**

None

**9. CORRESPONDENCE**

None

**10. WORK PROGRAM**

**10.1 Trust Programs Committee Work Program**

Director Frater advised that the Policy Statement Amendment Project continues to be a priority.

**TPC-2021-014**

**It was MOVED and SECONDED,**

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

**CARRIED**

**11. CLOSED MEETING**

The meeting was not closed.

**12. RISE AND REPORT**

No Rise and Report as the meeting was not closed.

**13. NEXT MEETING**

Thursday, April 8, 2021 from 9:00 a.m. to 2:00 p.m.

It was noted that the agenda will likely require more time than currently scheduled as a draft Policy Statement Bylaw will be presented at that time. Discussion included options to schedule more time for the Committee to meet to address the agenda.

**TPC-2021-015**

**It was MOVED and SECONDED,**  
that Trust Programs Committee request staff to provide options for a late  
afternoon/evening meeting in the week following the next TPC meeting.

**CARRIED**

**14. ADJOURNMENT**

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

\_\_\_\_\_  
Deb Morrison, Chair

Certified Correct:

\_\_\_\_\_  
Robert Barlow, Legislative Services Clerk/Recorder

**TRUST PROGRAMS COMMITTEE**  
**RESOLUTION WITHOUT MEETING**

RESOLUTION WITHOUT MEETING NO. RWM-2021-01

The following matter is considered urgent and necessary in order for Trust Programs Committee to review the results of public and First Nations engagement and to have sufficient time to discuss potential Policy Statement amendments prior to review of a draft Policy Statement Amendment bylaw at the May 14, 2021 Trust Programs Committee meeting.

**It was Moved by Trustee Brent and Seconded by Trustee Langereis,  
that Trust Programs Committee convene a special electronic meeting on Thursday, April 15, 2021,  
from 4:00 p.m. to 7:00 p.m.**

| <u>TRUSTEES CONTACTED</u> | <u>DATE VOTE RECEIVED</u> | <u>VOTE</u> |
|---------------------------|---------------------------|-------------|
| Deb Morrison              | February 26, 2021         | In Favour   |
| Paul Brent                | February 24, 2021         | In Favour   |
| Scott Colbourne           | February 25, 2021         | In Favour   |
| David Critchley           | February 25, 2021         | Opposed     |
| Doug Fenton               | February 24, 2021         | In Favour   |
| Michael Kaile             | February 25, 2021         | In Favour   |
| Kees Langereis            | February 24, 2021         | In Favour   |
| Benjamin McConchie        | February 24, 2021         | In Favour   |
| Timothy Peterson          | February 24, 2021         | In Favour   |
| Dan Rogers                | February 24, 2021         | In Favour   |

|                         |          |                         |
|-------------------------|----------|-------------------------|
| <b>FINAL VOTE COUNT</b> | <b>9</b> | <b><u>IN FAVOUR</u></b> |
|                         | <b>1</b> | <b><u>OPPOSED</u></b>   |

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON February 26, 2021.

\_\_\_\_\_  
CHAIR'S SIGNATURE

\_\_\_\_\_  
RECORDER'S SIGNATURE

## Follow Up Action Report

### Trust Programs Committee

#### 29-Feb-2016

| Activity                                                                                                                                                                                                                                                                | Responsibility | Dates               | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-------------|
| 1 Implement Crown Land Protocol project charter V2, circulate past RFD to TPC members, keep charter on future agendas until project is complete and consider inventory of current referrals, if it helps demonstrate the need for updating the letter of understanding. | Clare Frater   | Target: 31-Mar-2020 | In Progress |

#### 06-Nov-2019

| Activity                                                                                                                                                                                            | Responsibility | Dates               | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-------------|
| 1 that Trust Programs Committee request that staff work with the Fraser Basin Council to identify opportunities for coordination in the delivery of secretariat services in the Islands Trust Area. | Clare Frater   | Target: 31-Mar-2020 | In Progress |

#### 23-Jun-2020

| Activity                                                                                                                          | Responsibility | Dates               | Status    |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-----------|
| 1 that Trust Programs Committee allocate \$3,500 to support the coordination of the Baynes Sound/Lambert Channel Ecosystem Forum. | Clare Frater   | Target: 31-Mar-2020 | Completed |

#### 20-Oct-2020

| Activity | Responsibility | Dates | Status |
|----------|----------------|-------|--------|
|----------|----------------|-------|--------|

## Follow Up Action Report

### Trust Programs Committee

#### 20-Oct-2020

| Activity                                                                                                                                                                                                                        | Responsibility              | Dates               | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-------------|
| 1 that Trust Programs Committee endorse a potential commitment by Islands Trust Council to participate as a pilot region for the Climate Action Report Card Tool that is being developed by My Sea to Sky Society and partners. | Clare Frater<br>Lori Foster | Target: 31-Mar-2020 | In Progress |

#### 05-Nov-2020

| Activity                                                                                                                                                                                                                                                                                        | Responsibility                 | Dates               | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|-------------|
| 1 that Trust Programs Committee allocate \$3,000 to initiate the Southern Gulf Islands Regional Forum.                                                                                                                                                                                          | Clare Frater                   | Target: 31-Mar-2020 | Completed   |
| 2 that Trust Programs Committee allocate \$800 to support the coordination of the Coastal Douglas-fir Conservation Project.                                                                                                                                                                     | Clare Frater                   | Target: 31-Dec-2021 | Completed   |
| 3 that Trust Programs Committee request staff to investigate options for a joint review with the Ministry of Transportation and Infrastructure of road standards, incorporating the Climate Change Declaration and the Reconciliation Declaration, and report back to Trust Programs Committee. | Clare Frater<br>David Marlor   | Target: 05-Feb-2021 | In Progress |
| 4 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.                                                | Clare Frater<br>Dilani Hippola | Target: 05-Feb-2021 | In Progress |



## Follow Up Action Report

## Trust Programs Committee

05-Feb-2021

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Responsibility              | Dates               | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-------------|
| <p>1 Discuss with the province and report to Trust Council on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.</p> <p><b>By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.</b></p>                   | Clare Frater                |                     | In Progress |
| 2 that Trust Programs Committee forward the "Islands Trust Object: Past, Present, and Future" Policy Statement Amendment Project Discussion Paper to Trust Council.                                                                                                                                                                                                                                                                                             | Clare Frater                | Target: 08-Apr-2021 | Completed   |
| 3 Staff to provide background information and speaking notes for all Trustees to use as a resource when discussing the Islands 2050 Virtual Open House engagement tool with the public.                                                                                                                                                                                                                                                                         | Clare Frater                | Target: 08-Apr-2021 | Completed   |
| 4 that Trust Programs Committee request that the Financial Planning Committee include in the Fiscal Year 2021/22 Budget \$24,000 for Strategic Plan Item No. 21 - Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area (increased from \$15,000), in recognition of the fact that the Committee intends to underspend its Stewardship Education Program budget in 2020/21 by \$9,000. | Clare Frater<br>Julia Mobbs | Target: 08-Apr-2021 | Completed   |

## Follow Up Action Report

### Trust Programs Committee

05-Feb-2021

| Activity                                                                                                                                          | Responsibility                 | Dates               | Status    |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|-----------|
| 5 that Trust Programs Committee add the Community Benefit Land Trust Concept to the TPC Projects List.                                            | Robert Barlow                  | Target: 08-Feb-2021 | Completed |
| 6 that Trust Programs Committee request that the Community Benefit Land Trust Concept be added to the Policy Statement Topic Review Inventory.    | Clare Frater<br>Dilani Hippola | Target: 08-Apr-2021 | Completed |
| 7 that Trust Programs Committee forward the Work Program to Trust Council as amended.                                                             | Clare Frater                   | Target: 08-Apr-2021 | Completed |
| 8 that Trust Programs Committee request staff to provide options for a late afternoon/evening meeting in the week following the next TPC meeting. | Clare Frater<br>Robert Barlow  | Target: 12-Feb-2021 | Completed |



## REQUEST FOR DECISION

**To:** Trust Programs Committee      **For the Meeting of:** April 8, 2021  
**From:** Trust Area Services      **Date Prepared:** April 7, 2021  
**SUBJECT:** Secretariat Services to Coordination Groups in the Trust Area

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### RECOMMENDATION:

That Trust Programs Committee allocate \$X,XXX to support the coordination of the XXX.

### TRUST AREA SERVICES COMMENTS:

- 1 PURPOSE:** To provide Trust Programs Committee (TPC) with background information, and to review requests for secretariat support for coordination groups in the Island Trust Area.
- 2 BACKGROUND:** There are a number of coordinating groups operating in the Trust Area, largely supported by volunteer or in-kind staff effort. These bodies bring together different levels of government, First Nations and community members on a regular basis to discuss matters of mutual interest/concern.

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

In December 2019, Trust Council adopted the 2018-2022 Strategic Plan that includes Strategy #21: Provide a secretariat role to forums within the Trust Area.

In September 2020, Trust Council passed a Secretariat Services policy, as recommended by TPC. Trust Programs Committee support to forums can be via staff support through contribution of staff time, financial support, or a combination of the two. It is important to note that this is not a granting process – Islands Trust will offer the administrative support via the Program Coordination staff time or contract.

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

In November 2019, TPC requested that staff work with the Fraser Basin Council to identify opportunities for coordination in the delivery of secretariat services in the Islands Trust Area. This work has not advanced in a meaningful way but staff will reach out as time permits.

On March 10th, 2021, Trust Council adopted a budget with \$12,000 for 2021/22 for secretariat services as proposed in a business case from TPC.

The following organizations have provided Letters of Interest (attached) outlining administration and funding needs. Some of them will be expanding on their letters and participating as delegates during the meeting.

| Organization                                 | Administration Needs                          | Estimated Administrative Costs                   |
|----------------------------------------------|-----------------------------------------------|--------------------------------------------------|
| Southern Gulf Islands Forum                  | Yes, see specifics in the letter of interest  | \$5,000.00                                       |
| Baynes Sound Lambert Channel Ecosystem Forum | Yes, see specifics in the letter of interest. | \$2,500.00                                       |
| Coastal Douglas-fir Conservation Partnership | None.                                         | \$5,000.00                                       |
| Howe Sound Community Forum                   | None.                                         | \$4,000.00                                       |
| Rural Island Economic Partnership            | Yes, see specifics in the letter of interest. | None– but might ask during the delegation period |
| <b>TOTAL REQUESTS:</b>                       |                                               | <b>\$16,500.00</b>                               |
| <b>FUNDING AMOUNT:</b>                       |                                               | <b>\$12,000.00</b>                               |

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** Staff estimate that up to four weeks a year of the Program Coordinator's time (140 hours or roughly \$5000) is available to assist with the Secretariat Services program. At least half of this time is likely to be spent managing contracts leaving approximately 70 hours for direct administrative/facilitation assistance to coordination groups.

**FINANCIAL:** In the 2020/21 fiscal year, TPC has \$12,000 budgeted to spend on secretariat services.

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

**IMPLEMENTATION/COMMUNICATIONS:** Information about secretariat support for coordinating bodies will be included on the new Islands Trust website and featured on social media accounts.

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

**OTHER:** N/A

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

### 5 ATTACHMENT(S):

- Trust Council policy 2.1.15 Secretariat Services
- Southern Gulf Islands Forum – Letter of Interest
- Baynes Sound Lambert Channel Ecosystem Forum – Letter of Interest
- Coastal Douglas-fir Conservation Partnership – Letter of Interest
- Howe Sound Biosphere Region Initiative Society - Howe Sound Forum – Letter of Interest
- Rural Island Economic Partnership – Letter of Interest

## **RESPONSE OPTION**

### **Recommendation:**

That Trust Programs Committee allocate \$X,XXX to support the coordination of the XXX.

### **Alternatives:**

That Trust Programs Committee request Trust Area Staff to support the coordination of the XXX.

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**Prepared By:** Gillian Nicol, Program Coordinator

**Reviewed By/Date:** Clare Frater, Director of Trust Area Services/April 7, 2021

|                           |                                 |
|---------------------------|---------------------------------|
| <b>Policy:</b>            | 2.1.15                          |
| <b>Approved By:</b>       | Trust Council                   |
| <b>Approval Date:</b>     | September 15, 2020              |
| <b>Amendment Date(s):</b> |                                 |
| <b>Policy Holder:</b>     | Director of Trust Area Services |

## SECRETARIAT SERVICES

### Purpose

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

### Background

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

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

### A. Definitions

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

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

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

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

## **B. Policy**

### **1. Funding Source**

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

### **2. Policy for Providing Secretariat Services**

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

## **C. Legislated References**

Islands Trust Act, Section 3

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

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

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

Policy Manual: Procurement (6.5.3)

Policy Manual: First Nations Engagement Principles (6.1.1)

**D. Other References**

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

**E. Attachments**

N/A

March 30, 2021

Dear Trust Programs Committee members,

**RE: Southern Gulf Islands Forum - Request for Participation and Funding**

The 2021 meeting of the Southern Gulf Islands (SGI) Forum was held on Tuesday March 30<sup>th</sup>, 2021. We have reviewed and agreed upon submitting this letter as a group, for your consideration.

The \$3000 support we received from the Trust Programs Committee in late 2020, for the organizational phase of bringing together the multiple levels of government and local trust committees in the Southern Gulf Islands region, has been most helpful to ensure that we put on a well-planned and organized meeting, with a focus on goals to ensure we continue to successfully work together.

The allocation of that funding was as follows:

- Facilitator to help us establish a framework going forward which included a brief survey to help shape the 4-hr meeting, including such questions as, what are some short-term issues (6 months - 2 years) and some long-term issues (2 - 10 years) that we could work on together for concrete action, as an example.
- Professional note-taker to accurately capture information and synthesize conversations into key takeaways, so that we have accurate documentation for follow-up,
- Graphic facilitator to document the voices of the elected officials through visualization – which will be a great benefit to everyone, as they will be able to share on social media, websites, newsletter, and media.
  - Note – we received an additional \$1000 from Islands Trust's Reconciliation Action Plan funding to help bridge relationships.

In addition, we are most grateful to the incredible Secretariat administrative support from your Program Coordinator, Gillian Nicol. She and staff point-person, Laura Parker, from MLA Adam Olsen's constituency office have been in constant contact, working on this effort since December.

Bringing together multiple levels of governments to work cooperatively on the many issues in our communities, is both daunting and exciting. But most importantly, it is crucial. And it happened.

Included in today's Forum were six Local Trust Area Trustees, Capital Regional District representative, Member of Parliament Elizabeth May, Member of the Legislative Assembly Adam Olsen, Tsartlip First Nation and W̱SÁNEĆ Leadership Council representative to engage in this regional government to government conversation. In total there were 18 in attendance, including staff and contractors.

We look forward to future meetings wherein we will invite other participants to attend and participate in areas within their jurisdiction.

Today we discussed community, shared values, identifying criteria for bringing community issues of concerns forward, working together, and next steps including solidifying our Terms of Reference for going forward. We also discussed cost sharing arrangements with the other participants, such as committing staff resources to work in subsequent meetings as well as between staff in planning future meetings. This component certainly commits all participants are an active part of the whole. The group

also decided that they will be meeting more regularly, but on an informal basis, along with the forum type style two – three times a year.

At this time, we are requesting the Trust Council support the SGI Forum initiative once again. We are asking for in-kind support from the Trust Area Services staff and resources, and \$5000 to support emerging costs which may include, but not limited to, renting meeting venues, purchasing food and refreshments (if meeting in person), hiring a professional note taker, facilitator and graphic recorder.

Thank you for considering this request. All participants are committed to working together toward increased health and well-being of communities in the Southern Gulf Islands area, for the benefit of present and future generations! We believe this fully encompasses the intent of the Secretariat Services funding program.

Sincerely,

Gordon Elliot Director of Operations of the W̱SÁNEĆ Leadership Council Society and elected Councillor in Tsartlip

Gary Holman, Salt Spring Island Capital Regional District Director

Elizabeth May, Member of Parliament, Saanich-Gulf Islands

Adam Olsen, Member of Legislative Assembly, Saanich North and the Islands

Laura Patrick, Trustee, Salt Spring Island Local Trust Area

Tahirih Rockafella, Trustee, Galiano Island Local Trust Area

Jane Wolverton, Trustee, Galiano Island Local Trust Area

Deb Morrison, Trustee, North Pender Island Local Trust Area

Steve Wright, Trustee, South Pender Island Local Trust Area

Paul Brent, Trustee, Saturna Island Local Trust Area

April 8th, 2021

Dear Trust Programs Committee Members,

For the past three years your committee has played a major role in successfully nurturing the Baynes Sound /Lambert Channel Ecosystem Forum, both with direct funding for administrative costs and with performing a secretariat role through Trust Area Services.

Our Forum continues to develop and engage a broad range of organizations and governments, for example: Qualicum First Nations, K'omoks First Nation, Department of Fisheries and Oceans, Provincial Government, Regional District (Baynes Sound-Denman/Hornby Islands in Area A), Denman Island Local Trust trustees, Hornby Island Local trustees, Vancouver Island University, Island Health, BC Shellfish Growers Association, Association of Marine Stewards of Denman Island, and Hornby Island Conservancy.

At our last Forum in November we confirmed our terms of reference, and formed an eight-member Steering Committee.

At this point, the Forum does not have any funding to continue forward. We do appreciate the funding we received last fiscal to pay the administrative costs for our 2020 May and November Forums, and the hosting costs of our new website (to be released on May 14<sup>th</sup>), and meeting software. World Wildlife Fund, which contributed as well, will no longer be helping with our expenses as their partnership and support ended in June 2020.

The Forum has grown significantly since the beginning. We are searching for funding to cover the cost of our future activities, however we've been unsuccessful so far. Steering Committee members are requesting \$2,500.00 and support from the Trust Area Services staff to support our next gathering in May 2021. The coming year members of the Steering Committee are devoting more time to searching for funding, and we hope to become independent in the future.

We look forward to sharing more with you when we present as a delegate on April 8<sup>th</sup>, 2021.

Thank you for your consideration,

Steering Committee members

Chair, Daniel Arbor, Regional Director, Baynes Sound-Denman/Hornby Islands in Area A  
Co-Chairs: K'omoks First Nation and Qualicum First Nation representatives  
Vice Chair: Carl Butterworth, Manager, Deep Bay Marine Station, Vancouver Island University  
Secretary: Dorrance Woodward, Chair, Association of Marine Stewards of Denman Island  
Treasurer: Jim Russell, Executive Director, BC Shellfish Growers Association  
Member: David Critchley, Denman Island Local Area Trustee, Islands Trust  
Member: Chris Pearce, Research Scientist, Department of Fisheries and Oceans

# COASTAL DOUGLAS-FIR & ASSOCIATED ECOSYSTEMS CONSERVATION PARTNERSHIP



March 26<sup>th</sup>, 2021

**Re: 2021/22 Secretariat Services Grant**

Dear Trust Programs Committee members;

Please accept this letter as a financial request to the Islands Trust of up to \$5,000 for secretariat services to support coordination of the Coastal Douglas-fir Conservation Partnership (CDFCP). The CDFCP is a collaboration of agencies, organizations and land managers who are interested in promoting and protecting healthy Coastal Douglas-fir and associated ecosystems into the future. The Islands Trust Council and the Islands Trust Conservancy are both CDFCP members, along with a number of other organizations operating in the Islands Trust area. Kathryn Martell, with the ITC, is a CDFCP Steering Committee member.

The IT Secretariat Services funding would be used to supplement additional funds the partnership has applied for from the federal Priority Places initiative (and will be applying for during the next intake for the Real Estate Foundation of BC). Funds would be used to help hire a Partnership Coordinator, and would be administered by the BC Conservation Foundation, our banker. The Secretariat grant would provide an important contribution to meeting mandatory matching requirements for these funding sources.

Islands Trust granted the CDFCP \$800 for secretariat services in the 2020/21 fiscal year. This funding was used to support the CDFCP coordinator in meeting organization, recording and distributing meeting notes, and project administration. Notable activities facilitated by the CDFCP coordinator in 2020/21 include: preparation of a revised five-year CDFCP Conservation Strategy; engagement with local governments on establishing Local Conservation Funds; development and delivery of webinars on conservation tools for local governments; facilitation of meetings for the CDFCP Steering Committee, CDFCP Securement Working Group and the CDF subgroup of Species and Ecosystems at Risk Local Government Working Group; and running of pilot projects for providing CDF/conservation input into local government OCP reviews.

For 2021/2022, the CDFCP Coordinator's proposed duties will include:

- Coordinating meetings and supporting the CDFCP Steering Committee, CDFCP Securement Working Group, and the CDF subgroup of Species and Ecosystems at Risk Local Government Working Group (the Islands Trust Conservancy is a member of all these groups);
- Working with local governments and First Nations to recognize Coastal Douglas-fir and associated ecosystems (CDFAE), and to develop plans, policies, bylaws and incentives that enhance CDFAE values, and (where compatible) mitigate climate change and climate change risk.

- Implementing a multi-year strategy to work with local governments and other CDFCP members on establishing local conservation funds.
- CDFCP member communication (e-news) and website update;
- Supporting priority projects including delivery of webinars and workshops on an as needed basis (e.g. on legislation updates, carbon offsets/credits, conservation tools and incentives, successful initiatives, etc.)

\$5,000 would support 100 hours at \$40/hour plus minor expenses and administrative fees. See attached draft budget for details. The partnership would be appreciative of a smaller contribution as we are actively pursuing additional financial support to meet our grant application \$ matching requirements.

Looking forward to hearing from you and thank you for the opportunity for this request.

Let me know if you have any questions or would like additional information.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Kelly Chapman | CDFCP Coordinator  
Coastal Douglas-fir Conservation Partnership  
[www.cdfcp.ca](http://www.cdfcp.ca)  
Email: [info@cdfcp.ca](mailto:info@cdfcp.ca)

cc Darryn McConkey, Chair, CDFCP  
Kathryn Martell, Ecosystems Protection Specialist, Islands Trust Conservancy



Program proposal for Islands Trust

March 15, 2021

Ruth Simons  
Executive Director,  
Howe Sound Biosphere Region Initiative Society (HSBRIS)

## **Request to continue funding support for:**

### **Howe Sound Community Forum (the Forum) and Ocean Watch Action Committee**

#### **Background:**

The Howe Sound Community Forum Purpose:

*To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations*

Members of the Forum represent the local governments and regional districts in the Howe Sound watershed. The Forum first convened in 2000, 21 years ago in June. In 2002 the members, including Squamish Nation signed onto the Principles for Cooperation (attached). Day long meetings take place in the spring and fall each year with up to 70 people that including NGOs, citizens and government staff attending as observers.

Due to COVID-19 transition to two hours meetings over Zoom due to COVID-19. These were held April 23, 2020, October 26, 2020 and April 23, 2021. This had advantages as costs were reduced and participation remained at around 40 people. We anticipate returning to in-person meetings once COVID restrictions are lifted. Participants value the in person meetings for the networking and the opportunity to visit other communities.

In 2020, Islands Trust supported partial costs for administrative support of the HSCF meetings which was most helpful in advancing record keeping, note taking and development of web tools to track actions.

#### **Ocean Watch Action Committee (OWAC):**

The Ocean Watch Task Force was a committee created out of the Howe Sound Community Forum following the Ocean Wise 2017 Howe Sound Report. The task force was co-chaired by Trustee Kate-Louise Stamford and District of Squamish Council member Doug Race. The task force produced a strategic plan for local governments that has been helpful in highlighting actions and leading the development of the Marine Reference Guide. In 2019 upon completion of the Terms of Reference, Trustee Stamford provided a report to the HSCF with recommendations for continuance.

In 2020, Ocean Wise produced an update to the report Átl'ka7tsem/Txwnéwu7ts/Howe Sound 2020 Edition with recommended areas of focus including actions related to Climate Change. HSCF members

resolved to support the Howe Sound Biosphere Region Initiative Society as the convenors of the Ocean Watch Action Committee and committed to ongoing participation by staff and/or elected representative.

The OWAC committee met over Zoom in October 2020, January, 2021 and March 26<sup>th</sup> 2021. Minutes and links to presentations can [be found here](#).

In 2020 funding from Islands Trust helped to fund support for note taking, record keeping, website changes and the development an Action Tracker housed on the HSBRIIS website. Funding is matched through in-kind donations or contributions from other sources.

**2021/22 Program Funding request:**

**\$4000.00 Total Request**

Requesting similar funding to last year:

Labour: *To a contract maximum of \$3,650 (\$25 /hour - \$50/hour dependent on nature of work as outlined below)*

- Support for organizing Spring and Fall Howe Sound Community Forum meetings including planning meetings, web conferencing set up and management, post forum reporting, and event management.
- Organize and hosting up four Ocean Watch Action committee meetings (planning, hosting meetings, providing meeting notes, tracking actions, website updating)
- Provide final report by March 15, 2021 summarizing the work provided under the contract.

Expenses: *To a contract maximum of \$250*

- Reimbursement of a single Zoom licence fee while required during the term of the contract.
- Webhosting fee for Howe Sound Biosphere Region Initiative website

Travel: *to a contract maximum of \$100*

- Actual travel costs incurred to committee meetings for contractor and subcontractor (Fall forum)

Ruth Simons  
Executive Director,  
Howe Sound Biosphere Region Initiative Society (HSBRIS)  
Box 465, Lions Bay, B.C. V0N 2E0  
[howesoundbri@gmail.com](mailto:howesoundbri@gmail.com)  
604 921-6564 778 834-4292

March 17, 2021

Islands Trust Programs Committee  
c/o Robert Barlow, Legislative Services Clerk  
#200-1627 Fort Street  
Victoria, BC V8R 1H8

To: Islands Trust Program Committee Members

Thank you for the opportunity to be considered for administrative support by the Islands Trust Secretariat Services Program for the 2021 Rural Islands Economic Forum (RIEF) set for October 20-22. RIEF is an initiative of the Rural Islands Economic Partnership Society <https://ruralislandspartnership.ca>

The Forum was launched November 7-8, 2019, on Pender/Tsawout Island. The Forum was the first time an event was founded to address the unique and special needs and challenges being faced by rural island communities, especially in the face of climate change and now in the context of pandemic recovery. For highlights of the 2019 Forum visit <https://ruralislandspartnership.ca/rural-islands-economic-forum/>

The 2019 Forum brought together 135 + rural island stakeholders from across all economic sectors, community influencers, representatives of Indigenous communities with traditional or reserve lands on these islands; local, regional, provincial and federal government representatives, industry representatives and allies to participate, learn, network and report on current progress, challenges and solutions for addressing the sustainability of rural island community economic and social well-being.

In reference 2.2.1 and 2.2.2 in the Secretariat Policy, participants from the Islands Trust executive staff and islands Trustees from Salt Spring, Thetis, Gabriola, Pender, Saturna as well as representatives from the K'awat'si Economic Development and the Namgis Economic Development offices of the K'awat'si and Namgis Nations participated in the two-day event.

The Forum is a biennial event and is in alignment with 2.2.3 of the Secretariat Policy. The RIEP Board is planning for the 2021 program to be held in virtual real-time and on-demand and, if possible, with several in-person satellite programs – depending on pandemic recovery progress. The Forum will cover a variety of topical, trending and solutions focused workshops, roundtables, presentations, plenaries and guest speakers delivered through a rural islands lens.

We thank you for the opportunity to be considered for administrative support for RIEF 2021. We are a volunteer management Board. The majority of work for planning, organizing and delivering the Forum is the work of volunteers from across BC's rural Islands. Please refer to page #2 of this letter for an outline of Forum 2021 administrative support needs.

With thanks and respectfully,



Francine Carlin, President and Board Chair (Salt Spring)

Cc: Mike Hooble, Vice-President (Galiano) Keena Hicken-Gabberia- Secretary-Treasurer (Independent)  
Rod Marsh, Director (Bowen) Julie Sperber, Director (Gabriola) Mark Lasby, Director (Quadra), Marjorie Giroux, Director, (Malcolm)

### Outline Of Rural Islands Economic Forum 2021 Administrative Support Needs

1. Tracking and processing Forum registration
2. Track inquiries for information about the Forum
3. Follow-up administration of Forum presenters, workshop leaders, etc.
4. Liaising with and providing administrative support to Forum committee members
5. Ability to work remotely and skilled in document management– xcel, word, etc; proficient online; strong organizational skills.

**Delegation submission to the Islands Trust Council from  
Michael Sketch for an electronic quarterly meeting,  
7:00 p.m. session on Tuesday, 9 March, 2021**

**a draft trust policy statement**

**duty of care: an article of faith for the Islands Trust Act**

Trust councillors, staff and the Trust Programs Committee,

In my delegation submission for your last quarterly meeting, I asked Council to give direction to revise the Trust Policy Statement so as to effectively implement direction of the Act.

Ambiguity and wriggle room in both i) wording of current directive policies and ii) Trust Council implementation policy, compromise preserve and protect. There is no direction that the entire process of land use planning; from application to bylaw, be demonstrably accountable to the trust object and to directive trust area policies.

But it's not just the failure in implementing preserve and protect trust policies that concern trust supporters and critics alike. Three quarters of the trust budget is allocated to the local planning service. The effectiveness of the federal governance level is minimized. That is the trust object, trust area policy, and, dare I say, trust council. With a revised structure, Islands Trust federal governance can and should ensure that preserve and protect are effective in practice.

**Revision of the Trust Policy Statement**

If the policy statement isn't effective in preserving and protecting, Council is responsible for remedy. Please take a fresh look at the current bylaw and give further direction to the Trust Programs Committee.

The Act requires that Council adopt, by bylaw, a general statement of policies to further the trust object. The current bylaw is overburdened with advocacy and explanation which is better placed on the trust website. Far better that the bylaw be compact, unambiguous and sufficient to be a regional plan to guide trust area local policy and regulation.

Administering changes in land use consistent with the trust object and therefore with the trust policy statement is the business of trust body corporations.

Taken together, the i) trust object and ii) statutory responsibility of trust bodies to further the object, confer a duty of care owed by trust bodies to the interests immediately affected by changes in land use.

## **Duty of Care**

That duty of care should be acknowledged as an article of faith for the Islands Trust Act.

Then let a duty of care to the interests affected by changes in land use inform the first among Council's trust area policies.

## **The interests affected by changes in land use**

The effect of changes in trust area land use to

- 1) the natural environment and
- 2) the predominantly rural built environment and
- 3) First Nations and
- 4) residents and
- 5) the people of British Columbia generally

are both manifest and immediate.

Preservation and protection of the natural environment is sometimes spoken for in the land use planning staff process and by decision makers. But not always.

It follows that a higher duty of care is due the natural environment. An important rationale for the Islands Trust Act.

## **First among trust area policies**

A revised policy statement (Appendix 1) for the attention of Council and the Trust Programs Committee begins with:

“Trust bodies and the employees of trust council shall exercise a duty of care to the interests affected by changes in land use; in particular but not limited to the interests of the natural environment, which can not speak for themselves.”

The next policy addresses precaution in the exercise of trust body responsibility for changes in land use:

“Where there is perception but not necessarily certainty, that the built environment will prejudice the ability of natural environment resources to sustain development, then precaution shall inform limitation of growth of the built environment.”

Given the effects of a climate emergency and now the threat of pandemic, security for the most productive trust area agricultural lands is even more important.

Appendix 1 gives general policies for effective trust governance, followed by directive policies for agriculture. Other categories of directive policies can be added in the same format.

Based on a first draft of trust area policies (e.g. Appendix 1), Council’s Trust Programs Committee might consider online development of an open source policy statement, with UVIC Environmental Law and Simon Fraser Political Science as moderators. When time and content are right, Trust Council can adopt the result. There would be less emphasis on controlling and funding the process; more on creativity.

Thank you for considering my submission to Trust Council.

Michael Sketch

[REDACTED]

North Pender Island

V0N 2M1

ph: [REDACTED]

Following:

Appendix 1 – A first draft of a trust policy statement

## **Appendix 1 – A draft Trust Policy Statement**

The Islands Trust Act establishes a federal governance wherein Trust Council presides over a union of local area land use jurisdictions, each with authority over land use conferred by the Local Government Act

Council's Trust Policy Statement bylaw  
is required at Section 15 of the Act and  
is a regional plan for the trust area

Trust Council holds and recommends to the Conservancy board that:

- 1.1 The interests affected by changes in land use in the trust area are those of:
  - (a) the natural environment and
  - (b) the predominantly rural built environment and
  - (c) first nations and
  - (d) residents and
  - (e) the people of British Columbia generally.
- 1.2 Trust bodies and the employees of trust council shall exercise a duty of care to the interests affected by changes in land use; in particular but not limited to the interests of the natural environment, which can not speak for themselves.
- 1.3 Where there is perception but not necessarily certainty, that the built environment will prejudice the ability of natural environment resources to sustain development, then precaution shall inform limitation of growth of the built environment.
- 1.4 To further accountability and transparency in the day to day actions of trust bodies and their employees, the written meeting minutes for all trust bodies shall be published and be consistent with Roberts Rules of Order for meeting minutes which are to be published. For certainty, meeting minutes shall be a comprehensive written record of what was said, in addition to a strict record of was done.
- 1.5 In order that this regional plan for the trust area be effective in furthering the trust object and given that trust bodies are continued for the purpose of carrying out the trust object, policies of the trust policy statement shall be adhered to in the day to day actions of trust bodies and their employees. For certainty, policies of this trust policy statement shall be adhered to by land use planning staff in staff report and other advice to decision makers in the entire development and deliberation of draft bylaws pertaining to applications for changes in land use.

- 1.6 Consistent with the trust object and recitals of the 1996 protocol agreement on agricultural land reserve lands in the trust area, the agricultural land reserve forms part of the unique amenities of the trust area.
- 1.7 Given the certainty of a climate emergency and the potential for uncertainties of transportation and distant sources of food, the 13% of trust area lands which are in the agricultural land reserve shall be protected in the long term as a reserve and not treated as a resource for development.
- 1.8 Trust bodies and their employees shall be diligent in respecting and cooperating with shared jurisdiction authorities, including but not limited to the agricultural land commission and regional districts.

Implementation of Directive Policies of the Trust Policy Statement (better placed as a procedural bylaw under S.11 of the Act, with a requirement that the subject procedural bylaw be attached to the trust policy statement bylaw).

- i) Each local trust committee and island municipality shall effectively implement directive trust area policies in their official community plans and regulatory bylaws and
- ii) where a directive policy requires an action not within the local trust committee or island municipality jurisdiction, that directive policy implementation shall consist of advocacy in official community plan policy which details the necessary statutory changes or inter-agency agreements and
- iii) that all staff reports which advise decision makers respecting a change in land use or a policy change, shall include the relevant directive policies and corresponding address in official community plan and regulatory bylaws of the local trust committee or island municipality jurisdiction and
- iv) a local trust committee or island municipality may petition trust council to absolve, given a 2/3 majority vote, the local area jurisdiction from responsibility to implement the subject directive policy in their official community plan and regulatory bylaws and
- v) where a local trust committee or island municipality refuses instruction from trust council to implement one or more directive policies in their official community plan and regulatory bylaws, then trust council reserves the right to withhold sums from the budget allotment to the local area jurisdiction and to the responsible land use planning authority, until such time as the instruction is carried out.

## Directive Agriculture Policies of the Trust Policy Statement

- 2.1 That productive agricultural soils shall be protected, particularly but not limited to protection through bylaws relating to soil removal and deposit.
- 2.2 That applications to trust bodies or referrals by trust bodies for other use than agriculture shall not be supported on trust area land in the agricultural land reserve which is determined by the agricultural land commission to include prime improved agricultural capability class 1 - 3 soils.
- 2.3 That applications to trust bodies or by trust bodies for exclusion from the agricultural land reserve shall not be supported where the subject land is determined by the agricultural land commission to include prime improved agricultural capability class 1 - 3 soils.
- 2.4 For land in the agricultural land reserve which does not include prime improved agricultural capability class 1 - 3 soils as determined by the agricultural land commission; land uses and activities that support the economic viability of farms, without compromising the agriculture capability of agricultural land, shall be encouraged.
- 2.5 The design of road systems and servicing corridors shall avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
- 2.6 Agricultural land shall be identified and preserved for current and future use.
- 2.8 The permitted land uses on adjacent properties shall minimize any adverse affects on agricultural land.
- 2.9 Farming shall be preserved, protected and encouraged and the sustainability of farming and the relationship of farming to other land uses shall be incorporated in local area official community plans and regulatory bylaws.
- 2.10 That the use of Crown lands for agricultural leases shall be encouraged.

Other directive policy groups in this format.

**End of Appendix 1 and of this delegation submission to Trust Council**

## Top Priorities Report

### Trust Programs Committee

#### 1. Policy Statement Amendment Project

Implement Policy Statement engagement plan and project charter (in support of Strategic Plan strategies #10,16,22,23)

#### Responsible

Clare Frater  
Dilani Hippola  
Gillian Nicol  
Lisa Wilcox

#### Dates

Rec'd: 21-Jun-2017  
Target: 14-Sep-2022

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

Administer Secretariat Services program

#### Responsible

Clare Frater  
Gillian Nicol

#### Dates

Rec'd: 20-Jun-2018  
Target: 31-Mar-2021

#### 3. Stewardship Education Program

Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area. (Strategic Plan strategy #15).

#### Responsible

Clare Frater

#### Dates

Rec'd: 13-Aug-2020  
Target: 31-Mar-2021

## Projects Report

### Trust Programs Committee

#### 1. *Update Crown Land Agreements*

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

Responsible

Clare Frater  
Lisa Wilcox

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

Date Received

05-Feb-2021