

Financial Planning Committee Revised Agenda

Date: October 29, 2021
Time: 9:00 am - 2:00 pm
Location: Electronic Zoom Meeting

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommendation
That the agenda be approved, as amended.

2.1. New Items and Re-Ordering of the Agenda

- 2.1.1. *7.1 Freshwater Sustainability Strategy – verbal update from Island Planner Chadwick*
- 2.1.2. *8.1 Correspondence from Trustees Morrison and Wolverton to Executive Committee dated October 8, 2021, re: Sustained Learning*

2.2. Approval of Agenda

3. TOWN HALL

4. DELEGATIONS

None

5. ADOPTION OF MINUTES/COORDINATION

5.1. Minutes of Meeting

- 5.1.1. Trust Programs Committee draft minutes of August 27, 2021

3 - 7

5.2. Resolutions Without Meeting

None

5.3. Follow Up Action List

8 - 11

6. BUSINESS

6.1. Appointment of TPC representative on Financial Planning Committee

Trust Council Policy 2.3.3, Financial Planning Committee (FPC) Terms of Reference, indicates that the Chair of the Trust Programs Committee (or an appointee) is a member of the FPC. This term, the TPC Vice-Chair has been participating in FPC meetings without a motion of TPC to appoint. Staff suggest TPC appoint Vice-Chair Timothy Peterson to represent TPC on FPC.

6.2. Secretariat Services - Feedback from Recipients - Briefing 12 - 14

6.3. Stewardship Education Program Update - Briefing 15 - 17

6.4. Trust Programs Committee Budget Requests FY2022/23 - Business Cases - RFD 18 - 29

6.5. Trust Programs Committee Meeting Schedule for 2022 - RFD 30 - 32

6.6. Community Stewardship Award Suspension - RFD 33 - 43

6.7. Policy Statement Amendment Project Update - Verbal Briefing

7. NEW BUSINESS

7.1. *Freshwater Sustainability Strategy – verbal update from Island Planner Chadwick*

8. CORRESPONDENCE

8.1. *Correspondence from Trustees Morrison and Wolverton to Executive Committee dated October 8, 2021, re: Sustained Learning* 44 - 44

9. WORK PROGRAM

9.1. Trust Programs Committee Work Program 45 - 46

10. NEXT MEETING

To be determined

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 a Regular Meeting

Date: August 27, 2021
Location: Electronic Meeting

Members Present: Deb Morrison, North Pender Island Local Trustee (Chair)
Timothy Peterson, Lasqueti Island Local Trustee (Vice 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
Dan Rogers, Gambier Island Local Trustee (EC Representative)
Peter Luckham, Islands Trust Council Chair (Ex Officio)

Staff Present: Clare Frater, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: One member of the public

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m. Chair Morrison acknowledged that attendees of the meeting were on the traditional and treaty territories of several Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 New Items and Re-Ordering of the Agenda

The following additions to the agenda were presented for consideration:

- 5.2 TPC RWM 2021-02 – Declared Carried on August 23, 2021
- 7.1 Include discussion of MODUS Planning, Design and Engagement Inc. selection process
- 7.1 Include discussion of recent trustee conversations with the public in regards to the Policy Statement Amendment Project (PSAP)

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

3. TOWN HALL

Jacinthe Eastick enquired as to First Nation engagement in regards to the Policy Statement Amendment Project.

4. DELEGATIONS

None

5. ADOPTION OF MINUTES/COORDINATION

5.1 Minutes of Meeting

5.1.1 Trust Programs Committee draft minutes of June 15, 2021

By general consent the minutes were approved as presented.

5.2 Resolutions Without Meeting

TPC RWM 2021-02 was declared carried on August 23, 2021.
That the Trust Programs Committee meeting of August 27, 2021, be an electronic meeting.

5.3 FUAL

Director Frater spoke to the items in progress.

TPC-2021-041

It was MOVED and SECONDED,
that Trust Programs Committee remove the November 6, 2019 activity related to the Fraser Basin Council from the FUAL.

CARRIED

It was suggested that staff use the Activity field in the FUAL to note original target dates and whether the item is on hold.

6. TRUST COUNCIL BUSINESS

None

7. BUSINESS

7.1 Islands Trust 2050 Policy Statement Amendment Project update - Briefing

Discussion included:

- the selection process in regards to hiring the engagement consultant MODUS Planning, Design and Engagement Inc. It was noted that questions regarding the hiring of MODUS were encouraged to be directed to the Executive Committee as the Trust Programs Committee was not involved in the hiring decision

- how a discussion guide recommended by the Executive Committee would fit with an engagement plan developed by the consultant
- the relationship between Islands Trust and the Province in general and the recent Order by the Minister of Forests, Lands, Natural Resource Operations and Rural Development that went into effect August 24, 2021 in regards to the prohibition of new applications for private moorage within the southern Gulf Islands and the southeast shoreline of Vancouver Island for the next two years
- whether Trust Council or local trust committees can create moratoriums on activities that are being reviewed by the Province
- some trustees have conducted small community meetings that promote discussion and explanation/education
- the possibility of Trustees speaking notes in regards to specific issues such as desalination
- improving the format or layout of the document so individuals can focus on the aspects that interest them
- separating parts of the Policy Statement that are supported by a general agreement and those parts that don't have general agreement; those parts that don't have a general agreement could be discussed at a later date as the Policy Statement is an ongoing document that needs to be updated on a regular basis
- separating areas of the Policy Statement that relate to powers within Islands Trust jurisdiction and areas that relate to advocacy or cooperation with other agencies
- engaging with the younger public who prefer to use social media to communicate and obtain information
- typical Official Community Plans are longer documents than the current draft Policy Statement

The meeting recessed at 10:41 a.m. and resumed at 10:48 a.m.

7.2 Stewardship Education Program - Briefing

Director Frater spoke to the briefing. Discussion ensued on potential priorities for the temporary community communications position and how it might interact with PSAP work and a "Living in the Trust Area" mailing. Topics included:

- addressing forest management on properties (why we care what we do with the forest on our properties; why forests matter)
- addressing how to assist the public in being aware of actions they can take towards supporting "preserve and protect"
- addressing beachfront issues, including supporting the Green Shores program
- including the Truth Before Reconciliation document in communications materials
- ensuring coordination with Islands Trust Conservancy
- including the science on the impacts to the environment of tree cutting in communication materials
- reviewing previous educational program work done by Islands Trust, such as the "Place in the Islands" book, with a view to potential revision and use
- including connection to resources and current issues (such as the PSAP) on the Islands Trust website in the tax assessment insert

- including information on the difference between the Trust Council and the Local Trust Committees in the “Living in the Trust Area” mailing
- informing other governments and agencies of the role and mandate of Islands Trust and the need for cooperation
- continuing to create stewardship education webinars
- utilizing a variety of communication methods to connect with the public, including thorough use of social media
- providing basic information to residents regarding Islands Trust bylaws, their obligations, responsibilities and opportunities with a view to minimizing the need for bylaw enforcement

Director Frater will return to the next TPC meeting with a proposal in regards to priorities for the temporary community communications position between now and March of 2022. She indicated that there are many examples of communication material that Islands Trust has produced and they would need to be reviewed in light of reconciliation.

7.3 Trust Programs Committee Budget Requests 2022/23 - RFD

Director Frater presented the RFD, indicating that the recommendations support development of the 2022/23 draft budget and give Trust Programs Committee members and Trust Area Services staff more time to prepare refined budget estimates and business cases informed by Trust Program Committee discussions. It was noted that Trust Council will need to discuss potential future activities of the PSAP before the Committee would be able to estimate budget requirements.

TPC-2021-042

It was MOVED and SECONDED,

that Trust Programs Committee defer recommendations on the 2022/23 budget of the Policy Statement Amendment Project to Trust Council.

CARRIED

TPC-2021-043

It was MOVED and SECONDED,

that Trust Programs Committee request that the Financial Planning Committee include in the first version of the Fiscal Year 2022/23 Budget \$75,000 as a Trust Programs Committee Strategic Plan projects budget placeholder amount pending TPC consideration of specific budget requests on October 29, 2021, and Trust Council consideration of Policy Statement Amendment Project funding.

CARRIED

TPC-2021-044

It was MOVED and SECONDED,

that Trust Programs Committee request staff to prepare business cases for undertaking 2018-2022 Strategic Plan projects related to Secretariat Services, Policy Statement Amendment Project, Climate Change Indicators and

Stewardship Education Program for consideration by Trust Programs Committee in October 2021.

CARRIED

8. NEW BUSINESS

None

9. CORRESPONDENCE

None

10. WORK PROGRAM

10.1 Trust Programs Work Program

By general consent the Committee adopted the Work program as presented.

11. NEXT MEETING

Next meeting is an electronic meeting on Friday, October 29, 2021, from 9:00 a.m. to 2:00 p.m.

12. ADJOURNMENT

By general consent the meeting adjourned at 11:51 a.m.

Deb Morrison, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Trust Programs Committee

29-Feb-2016

Activity	Responsibility	Dates	Status
1 Implement Crown Land Protocol project charter V2, circulate past RFD to TPC members, keep charter on future agendas until project is complete, and consider inventory of current referrals if it helps demonstrate the need for updating the letter of understanding.	Clare Frater	Target: 31-Mar-2022	In Progress

16-Sep-2020

Activity	Responsibility	Dates	Status
1 Provide Trust Council with advice in December 2021 to support revisiting the decision to suspend the Community Stewardship Awards Program.	Clare Frater	Target: 29-Oct-2021	Completed

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 Lori Foster	Target: 31-Mar-2022	In Progress

05-Nov-2020

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



Follow Up Action Report

Trust Programs Committee

05-Nov-2020

Activity	Responsibility	Dates	Status
1 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 David Marlor	Target: 31-May-2022	In Progress
2 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. ON HOLD pending staff capacity	Clare Frater Dilani Hippola	Target: 31-Mar-2022	In Progress

05-Feb-2021

Activity	Responsibility	Dates	Status
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. By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.	Clare Frater		In Progress



Follow Up Action Report

Trust Programs Committee

14-May-2021

Activity	Responsibility	Dates	Status
1 that Trust Programs Committee request staff to consult with groups requesting Secretariat services, and report back on future requests for the August or October meeting.	Clare Frater Gillian Nicol	Target: 27-Aug-2021	Completed
2 that Trust Programs Committee request staff to review current criteria, and to provide feedback or suggestions for criteria for future Secretariat Services applications.	Clare Frater Gillian Nicol		In Progress
3 that Trust Programs Committee request staff to engage with groups receiving Secretariat services on the impact/benefits of those services, and to report back prior to the allocation of Secretariat services for fiscal 2022/23.	Clare Frater Gillian Nicol		Completed

27-Aug-2021

Activity	Responsibility	Dates	Status
1 A briefing will be provided at the next TPC meeting to support development of advice for Trust Council in regards to revisiting the decision to suspend the Community Stewardship Awards Program	Clare Frater Lisa Wilcox	Target: 29-Oct-2021	Completed
2 Director Frater to return to the next TPC meeting with a proposal in regards to priorities for the temporary community communications position between now and March of 2022.	Clare Frater	Target: 29-Oct-2021	Completed



Follow Up Action Report

Trust Programs Committee

27-Aug-2021

Activity	Responsibility	Dates	Status
3 that Trust Programs Committee defer recommendations on the 2022/23 budget of the Policy Statement Amendment Project to Trust Council.	Clare Frater Julia Mobbs	Target: 21-Sep-2021	Completed
4 that Trust Programs Committee request that the Financial Planning Committee include in the first version of the Fiscal Year 2022/23 Budget \$75,000 as a Trust Programs Committee Strategic Plan projects budget placeholder amount pending TPC consideration of specific budget requests on October 29, 2021, and Trust Council consideration of Policy Statement Amendment Project funding.	Clare Frater Julia Mobbs	Target: 20-Oct-2021	Completed
5 that Trust Programs Committee request staff to prepare business cases for undertaking 2018-2022 Strategic Plan projects related to Secretariat Services, Policy Statement Amendment Project, Climate Change Indicators and Stewardship Education Program for consideration by Trust Programs Committee in October 2021.	Clare Frater Dilani Hippola Lisa Wilcox	Target: 29-Oct-2021	Completed

BRIEFING

To:	Trust Programs Committee	For the Meeting of:	October 29, 2021
From:	Trust Area Services	Date Prepared:	October 20, 2021
SUBJECT:	Feedback from Recipients of Secretariat Services		

PURPOSE: To provide Trust Programs Committee (TPC) with information on the Secretariat Services program.

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.

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.

Since In March 2021, Trust Council adopted a budget with \$12,000 allocated for contracting administrative support and paying for meeting costs (room rental, supplies, etc.) for coordination groups in the Trust Area. Islands Trust support to forums can be via staff support through contribution of direct staff time, financial support for contractors, or a combination of the two.

At the May 14th, 2021 TPC meeting, TPC allocated the \$12,000 budget to five coordination groups. During the same meeting, TPC passed the following motions:

TPC-2021-026

That Trust Programs Committee request staff to consult with groups requesting Secretariat services, and report back on future requests for the August or October meeting.

TPC-2021-028

That Trust Programs Committee request staff to engage with groups receiving Secretariat services on the impact/benefits of those services, and to report back prior to the allocation of Secretariat services for fiscal 2022/23.

In October 2021, Staff consulted coordination groups supported by the Secretariat Services program. Their input is below:

Coordination Group	Response
Átl'ka7tsem/Howe Sound Community Forum	Funding is very helpful of course – what funding would not be! The services has been particularly helpful in supporting the continued hosting of the Forums online during COVID. We are now trying out a hybrid forum which is more costly. The program has enabled us to make progress on writing up procedures, archiving past information, and adding some capacity to support note-taking and support during the events. We hope the Islands Trust funding may be matched or used as a model for other communities as the amount allocated by Islands Trust, as the funding does not cover the full cost of labour. We would absolutely love to relay on this funding each year as the Forums and committees need to continue to be sustainable. It would be helpful if the funding would start earlier following approval in order to help with cash flow.
Baynes Sound/Lambert Channel Ecosystem Forum	We greatly appreciate the funding from Islands Trust. We wouldn't be where we are today without the generosity of staff time and funding from the program. We have only been positively impacted by the program. The program support has sustained us and we've grown because of it. Unfortunately, the current direct staff assistance of 25 hours for the year is too low for us to organize two forums. We require more direct staff support in order to be sustainable, as the steering committee focus their attention to other areas created during forum events. We are looking for additional funding sources, which we were successful earlier this year with the Cowichan Valley Regional District. However, we would absolutely love to rely on this funding and in-kind support to continue going forward.
Rural Islands Economic Partnership	We have had nothing but amazing things to say about the direct staff assistance we have received to date. It has been a life saver as this all-islands event is a lot of work and we only have so much volunteer capacity. We would love to have access to additional direct staff assistance and possible funding for contracted support during the next fiscal. Thank you for supporting our 2021 RIEP Forum.
Coastal Douglas-fir Conservation Partnership	We really appreciate the funding from one of our partner organizations. We are excited for this years funding from the program as it will support website hosting and operational expenses. More funding provides us opportunities to take on more projects which always helps us to bolsters our services, projects and support our program. For example, we were able to support the Salt Spring Island Local Trust Area by having our coordinator sit on the Coastal Douglas-fir Working group.
Southern Gulf Islands Forum	We appreciate the direct staff assistance and contracted support to date. This group of elected officials met occasionally before, but with the funding from the program it has helped formalize the group and establish a Terms of Reference to guide us. Although we have only been formally meeting since March 2021, we have made an impact already, when some

	members of the group were able to write and sign a letter in support with the Tsawout First Nation to delay the subdivision proposal on James Island. We hold monthly, 2hr meetings with plans to host two, half-day, forums a year. For November's meeting we have invited Transport Canada staff to make a presentation on marine traffic management in the Salish Sea. Most likely First Nations, provincial, federal, regional and local governments wouldn't have an opportunity to all be present to directly learn from them. We would greatly appreciate more direct staff assistance and contracted support going into the future, to further advance the workings of this group.
Saanich Inlet Network	Has not received support before, but could be eligible. Staff was not successful in hearing from them before agenda deadline.

FOLLOW-UP: Staff will follow up as directed. Staff will also prepare a briefing that responds to this resolution for the next TPC meeting:

TPC-2021-027

That Trust Programs Committee request staff to review current criteria, and to provide feedback or suggestions for criteria for future Secretariat Services applications.

Prepared By: Gillian Nicol, A/ Engagement Planner

Reviewed By: Lisa Wilcox, Senior Intergovernmental Policy Advisor/October 21st, 2021
Clare Frater, Director, Trust Area Services/ October 21st, 2021

BRIEFING

To:	Trust Programs Committee	For the Meeting of:	October 29, 2021
From:	Trust Area Services	Date Prepared:	October 22, 2021
SUBJECT:	Stewardship Education Program		

PURPOSE: To provide Trust Programs Committee with an update on the Stewardship Education Program.

BACKGROUND: The 2018-2022 Strategic Plan included a strategy “to develop and implement a stewardship education program directed towards the public, industry and/or stakeholders in the Trust Area”. Trust Council budgeted \$15,000 for 2020/21 for the stewardship education program and \$24,000 in 2021/22.

In 2020 Trust Program Committee organized three public webinars on climate change related topics. The rainwater harvesting webinar attracted 283 people to register and 126 people to participate during the webinar. The ecosystem based adaptation webinar attracted 122 people to register and 57 people to participate during the webinar. The eelgrass webinar had 181 participants. The recordings of the webinars are available to view on the Islands Trust website along with webinar materials. The webinars were advertised through news releases, social media posts, and newspaper ads, along with connecting to community organizations and groups.

On February 5, 2021, Trust Programs Committee endorsed a new project charter (attached) for a Living in the Trust Area mailing program. During deliberations, Trust Programs Committee discussed a need to connect to realtors in the Trust Area; a need to know how much a mail out to all residents (approximately 36,000 residents) would cost and the possibility of connecting with informal free distribution on the islands.

Due to staff vacancies, a delay with the new position classification process, and the Policy Statement Amendment Project no work has taken place on the stewardship education program in 2021. In mid-October, the Islands Trust hired a temporary, part-time Communications Specialist to focus on the Living in the Trust Area mailing and additional stewardship education outreach as time permits.

In August 2021, Trust Programs Committee discussed potential priorities for the temporary community communications position and how it might interact with PSAP work and a “Living in the Trust Area” mailing. Topics included:

- addressing forest management on properties (why we care what we do with the forest on our properties; why forests matter)
- addressing how to assist the public in being aware of actions they can take towards supporting “preserve and protect”
- addressing beachfront issues, including supporting the Green Shores program
- including the Truth Before Reconciliation discussion paper in communications materials

- ensuring coordination with Islands Trust Conservancy
- including the science on the impacts to the environment of tree cutting in communication materials
- reviewing previous educational program work done by Islands Trust, such as the “Place in the Islands” book, with a view to potential revision and use
- including connection to resources and current issues (such as the PSAP) on the Islands Trust website in the tax assessment insert
- including information on the difference between the Trust Council and the Local Trust Committees in the “Living in the Trust Area” mailing
- informing other governments and agencies of the role and mandate of Islands Trust and the need for cooperation
- continuing to create stewardship education webinars
- utilizing a variety of communication methods to connect with the public, including thorough use of social media
- providing basic information to residents regarding Islands Trust bylaws, their obligations, responsibilities and opportunities with a view to minimizing the need for bylaw enforcement.

The new Community Communications Specialist will consider this feedback when developing the Living in the Trust Area mailing. Staff will provide a verbal update at the meeting about preliminary progress on the project.

Trust Council budgeted \$24,000 for 2021/22 for Stewardship Education Program and Trust Programs Committee has allocated \$21,000 of this towards the Living in the Trust Area Mailing program, leaving \$3,000 for additional activities. In the business case to Trust Council for the Stewardship Education Program funds in 2021/22 Trust Programs Committee noted that potential programming could include presentations/outreach to new land purchasers and professional practitioners such as realtors, dock installers, surveyors, builders, heavy equipment operators, and/or other delivery methods/audiences. None of these activities have been planned yet, but staff could provide a project charter to TPC in February 2022 for delivery in March 2022.

OTHER: None.

RELEVANT POLICY(S): Communications Policy 6.10

ATTACHMENT(S):

1. Living in the Trust Area Mailing Program – TPC Project Charter, February 2021

FOLLOW-UP: Staff will continue with implementing the Living in the Trust Area project charter informed by Trust Programs Committee discussions.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:

Purpose To guide the development of an introductory letter and informational materials that will be mailed to new land purchasers in the Trust Area on a regular basis.

Background: In the [2018-2022 Strategic Plan](#), Trust Council established an objective to improve community engagement and participation in Islands Trust work and committed to develop a Stewardship Education Program that would be directed towards the public, industry and stakeholders in the Trust Area. Trust Programs Committee administers the Stewardship Education Program and has identified that a regular mailing to people who have bought properties in the Trust Area could assist them in becoming stewards of region. The materials in the package would include information on the history of the region and reconciliation efforts, Islands Trust and Islands Trust Conservancy, the Natural Area Protection Tax Exemption Program, Trust policies and bylaws and the rationale for them, contact information for local trustees, information on other government services in the Trust Area, and best practices for living lightly on an island, among others.

Objectives

- To improve awareness of the Islands Trust/Conservancy and the history and values of the region
- To provide new purchasers with information about preserving and protecting in Trust Area.
- To promote compliance with by-laws

In Scope

- Development of letter to new purchasers and associated publications
- Development of a method of producing a regular mailing list of new purchasers
- Postage costs

Out of Scope

- Materials targeted to purchasers based on the type or location of property purchased
- Mailing to landowners who purchased prior to 2021
- Mailings to renters and new purchasers in trailer parks, apartment buildings

Work plan Overview

Deliverable/Milestone	Date
Assessment of existing materials, development of GIS code for regular mailing lists,	February—March 2021
Development of a draft letter and associated publications	April—June 2021
Send mailings on a regular interval (month or bi-monthly) and amend materials as required	June 2021—March 2022

Project Team

Clare Frater	Project Manager
Gillian Nicol	Project Coordinator
Emily Kendy, Erin Coulson, Lisa Wilcox	Writers

Approved by:

Clare Frater

Date: Feb 1, 2021

Endorsement:

TPC resolution #:

TPC-2021-009

Budget

Budget Source: TPC Stewardship Education Program

Fiscal	Item	Cost
2020/2021	Contract assessment of existing publications	\$1,000
2021/2022	Graphic design and printing	\$10,000
2021/2022	Letterhead, envelopes and postage	\$10,000
	Total (\$9,000 carried forward from 2020/21, \$12,000 from 2021/22)	\$21,000

REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** October 29, 2021
From: Trust Area Services **Date Prepared:** October 18, 2021
SUBJECT: Trust Programs Committee Budget Requests FY2022/23 – Business Cases

RECOMMENDATION:

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 3.3 – to develop i) a set of climate change, demographic and environmental data and ii) performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaptation efforts.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 4.3 – to develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.
3. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 5.2 – to provide a secretariat role to forums within the Trust Area.

DIRECTORS COMMENTS: The recommended items support the 2018-2022 Islands Trust Strategic Plan. The work involves support from Trust Area Services staff assigned to the Trust Programs Committee, and consultants as required.

1 PURPOSE:

The purpose of this Request for Decision is for Trust Programs Committee to recommend budget allocations for Fiscal Year 2022/23 to further the Trust Council 2018-2022 Strategic Plan.

2 BACKGROUND:

Trust Programs Committee (TPC) continues to work towards completing the Strategic Plan items that are assigned to the committee and that are TPC top priority work program items. In order to support the work anticipated in the next fiscal year, including projects carrying over from this fiscal year, budget allocation requests are provided in the form of three business cases.

The items referred to in the resolutions are:

Strategic Plan Item No. 3.3 (Climate Indicators Project) – to develop i) a set of climate change, demographic and environmental data and ii) performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaptation efforts.

Strategic Plan Item No. 4.3 (Stewardship Education Program) – to develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.

Strategic Plan Item No. 5.2 (Secretariat Services Program) – to provide a secretariat role to forums within the Trust Area.

The Executive Committee is receiving a briefing on October 27, 2021 recommending that an additional \$5,000 be budgeted for the Policy Statement Amendment Project for 2022/23.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Work would be undertaken by staff assigned to the Trust Programs Committee and consultants as per the business cases.

FINANCIAL: The FY2022/23 budget would need to include the required funds to support the projects.

POLICY: N/A

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

FIRST NATIONS: All plans noted above will require an element of First Nations engagement and engagement with Indigenous people/community living within the Islands Trust Area. This includes ensuring processes are culturally sensitive and safe for Indigenous inclusion, are reflective of reconciliation principles adopted by Islands Trust Council, and are communicated to First Nation governments within the Islands Trust Area who have treaty and territorial areas to ensure equitable participation and notification. All budgets should allocate for First Nations honorariums for participation, acknowledgements, and welcomes, if required.

OTHER: N/A

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

1. Business Case Strategic Plan Item 3.3 – Climate Indicators Project
2. Business Case Strategic Plan Item 4.3 – Stewardship Education Program
3. Business Case Strategic Plan Item 5.2 – Secretariat Services Program

RESPONSE OPTIONS

Recommendation:

1. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 3.3 – to develop i) a set of climate change, demographic and environmental data and ii) performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaptation efforts.
2. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 4.3 – to develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.
3. That Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for Strategic Plan Item No. 5.2 – to provide a secretariat role to forums within the Trust Area.

Alternative:

1. Pass the recommendations above as amended.
 2. Propose different resolutions.
 3. Do not pass one or more of the resolutions.
-

Prepared By: Dilani Hippola, Senior Policy Advisor

Reviewed By/Date: Lisa Wilcox, Senior Intergovernmental Policy Advisor / October 18, 2021
Gillian Nicol, Engagement Planner / October 18, 2021
Clare Frater, Director, Trust Area Services/October 21, 2021



Budget Funding Request Short-Form Business Case

Completion of this form initiates a request to the management team for allocation of budget funds. 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

Initiated by: Clare Frater	Budget Source (select all that apply): ☒ Specific Project Funding ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _____
Business Area: Trust Area Services	
Name of Request: Climate Indicators Project (Strategic Plan Item No. 3.3) \$25,000	
Date initiated: October 18, 2021	Date required: Fiscal 2022/23

BACKGROUND:

Strategic Plan Item No. 3.3 is to develop a set of climate change, demographic and environmental data; and performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaptation efforts. A budget of \$25,000 was earmarked for this work in the Gross Budget and Implementation section of the Strategic Plan. In Phase 1 of the project (FY 2020/21), Trust Programs Committee contracted Pinna Sustainability to provide a [scoping report](#) outlining a shortlist of potential climate change indicators suitable for the Islands Trust Area. At the outset of Phase 2, staff received an invitation to collaborate with My Sea to Sky Society, BCIT, and a group of partner agencies including Climate Caucus, the University of Vicotira, and the Climate Action Secretariat, to develop a Climate Action Report Card Tool for Trust Area communities as a pilot project for a broader national project. However, these organizations have yet to secure the multimillion dollar funding required for this work. Trust Programs Committee wishes to continue to explore new avenues for partnerships to fulfil this work in FY 2022/23.

PROBLEM STATEMENT/OBJECTIVES:

In order to effectively mitigate and adapt to climate change in the Trust Area, it is important for decision-makers to have accurate, up-to-date, and localized data sets to monitor the impacts of climate change, as well as performance criteria to monitor the effectiveness of Islands Trust climate change mitigation and adaptation related policies.

PROJECTED RESULTS/DELIVERABLES:

Phase 2 of this project (carried over from FY 2021/22) will involve engaging with cultural knowledge holders and Indigenous advisors, as well as other levels of government and academic/civil society organizations, in the development of climate change related indicators, data sets and ongoing monitoring and reporting. This may involve hiring a third-party contractor or student to coordinate data collection and liaise with partners.

ALTERNATIVES CONSIDERED:

Option 1: Budget a reduced funding amount.

Option 2: Defer work on the project to FY23/24.

CRITICAL SUCCESS FACTORS (List):

The project will require advice and support from Islands Trust Geographic Information Systems staff and Administrative Services staff, and for climate-related data, willing partners with the capacity to develop the desired climate related data sets.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

The project will involve collaborating with other agencies, including the Province of BC, to determine what data sharing is available.

BENEFIT/COST ANALYSIS SUMMARY:Quantitative Analysis:

\$25,000 to contribute to a larger funding partnership.

Qualitative Analysis:

High quality data sets and performance indicators can support more informed, area-based decision-making and adaptive management practices, which in turn support stronger ecosystem and community resilience to climate change in the Trust Area.

RECOMMENDED DECISION:

That \$25,000 be budgeted for the Climate Indicators Project. (Financial Planning Committee)

PURCHASING PROCEDURE:

All expenditures will be in accordance with Policy 6.5.3 on Procurement.

Clare Frater / Director, Trust Area Services

October 18, 2021

Initiator:

Date



Budget Funding Request Short-Form Business Case

Completion of this form initiates a request to the management team for allocation of budget funds. 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

Initiated by: Clare Frater	Budget Source (select all that apply): ☒ Specific Project Funding ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _____
Business Area: Trust Area Services	
Name of Request: Stewardship Education Program (Strategic Plan Item No. 21) \$17,500	
Date initiated: October 18, 2021	Date required: Fiscal 2022/23
BACKGROUND: Strategic Plan Item 21 is to develop and implement a stewardship education program directed towards the public, industry, and stakeholders in the Trust Area. In FY 2020/21, with a budget of \$15,000, Trust Programs Committee successfully delivered Phase 1 of the program - a series of three climate action stewardship education webinars on the topics of rainwater harvesting, ecosystem-based adaptation, and eelgrass/blue carbon. In FY 2021/22, with a budget of \$24,000, Phase 2 is developing a “Living in the Trust Area” mailing program to help all new land purchasers and professional practitioners (realtors, dock installers, surveyors, etc.) better understand the Islands Trust mandate, local bylaws, and key stewardship principles and practices. Phase 2 is being implemented from Fall 2021 to the end of March 2022. Phase 3 of the program (FY 2022/23) is expected to build on the earlier two phases and develop the next series of webinars (\$7,500), and continue a regular mailing of information to new land purchasers (\$10,000).	

PROBLEM STATEMENT/OBJECTIVES:

Trust Area communities play a critical role in supporting the Islands Trust Object. There is a need to broaden public and industry awareness about the uniqueness of the Islands Trust mandate and local bylaws, and to empower the public with education and tools to help preserve and protect local ecosystems and cultural heritage in the Islands Trust Area.

PROJECTED RESULTS/DELIVERABLES:

The provision of educational programming and materials on stewardship topics to be determined by Trust Program Committee in FY 2022/23.

ALTERNATIVES CONSIDERED:

Option 1: Budget a reduced funding amount.

Option 2: Defer work on the project to FY23/24.

CRITICAL SUCCESS FACTORS (List):

Sufficient staff time to administer and deliver the program.

Trust Programs Committee decision-making regarding the topics to be addressed and methods of outreach.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

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

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

BENEFIT/COST ANALYSIS SUMMARY:Quantitative Analysis:

- \$17,500 for the Stewardship Education Program for FY 2022/23

Qualitative Analysis:

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

RECOMMENDED DECISION:

That \$17,500 be budgeted for the Stewardship Education Program.

PURCHASING PROCEDURE:

All expenditures will be in accordance with Policy 6.5.3 on Procurement.

Clare Frater / Director, Trust Area Services

October 18, 2021

Initiator:

Date

Director/CAO

Date



Budget Funding Request Short-Form Business Case

Completion of this form initiates a request to the management team for allocation of budget funds. 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

Initiated by: Clare Frater	Budget Source (select all that apply):
Business Area: Trust Area Services	☒ Specific Project Funding ☒ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member ☐ Computer Hardware/Software
Name of Request: Secretariat Services Program (Strategic Plan Item No. 5.2) \$15,000	☐ Furniture & Equipment ☐ Computer Hardware/Software ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary Temp Duration: _____ ☐ Other – please describe: _____
Date initiated: October 18, 2021	Date required: Fiscal Year 2022/23

BACKGROUND:

Strategic Plan Item 5.2 is to provide secretariat support to forums within the Trust Area. The *Islands Trust Act* states that Trust Council may coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district, First Nations, and government of British Columbia policies for the preservation and protection of the Trust Area and its unique amenities and environment. In September 2020, adopted a [Secretariat Services Policy](#). Trust Programs Committee has [provided](#) secretariat service support to coordination groups in the Trust Area such as the Baynes Sound / Lambert Channel Regional Forum, Howe Sound Community Forum, and Southern Gulf Island Regional Forum. This support includes both Islands Trust in-kind staff time, and the hiring of administrative consultants and workshop facilitators. In FY 2021/22, Trust allocated \$12,000 budgeted by Trust Council and 70 staff hours to support five coordination groups. A higher budget would allow for a greater number of coordination groups to be supported in FY 2022/23 or more funding provided to currently supported groups.

1 PROBLEM STATEMENT/OBJECTIVES: 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 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.
PROJECTED RESULTS/DELIVERABLES: Continued and new support to coordination groups in the Trust Area that further the Islands Trust Object.
ALTERNATIVES CONSIDERED: Option 1: Budget an increased funding amount. Option 2: Budget a reduced funding amount. Option 3: Do not budget funds in 2022/23 and consider funding in future years.
CRITICAL SUCCESS FACTORS (List): Some limited staff time must be available to manage contractors and work with partners. There must also be available contractors willing to take on the coordination/secretariat work. Trust Programs Committee must decide on the amount of funding to be allocated to the various groups.
CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: Support for secretariat services supports enhanced collaboration in the Islands Trust Area. Staff may promote the Islands Trust's contributions, as appropriate.
BENEFIT/COST ANALYSIS SUMMARY: <u>Quantitative Analysis:</u> \$15,000 to fund requests from groups for FY 2022/23 <u>Qualitative Analysis:</u> Supporting coordination groups/partnerships allows for Islands Trust to support enhanced coordination and cooperation in the Islands Trust Area and to learn from these groups, which advocate on similar issues of interest to Islands Trust residents and trustees. Supporting these local groups strengthens Islands Trust's position within the community as a leader and ally, and creates an opportunity to build long-term collaborative relationships. Some of these groups also offer an opportunity for more targeted and effective collaboration with First Nations and regional districts in the Trust Area.

RECOMMENDED DECISION:

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

PURCHASING PROCEDURE:

All expenditures will be in accordance with Policy 6.5.3 on Procurement.

Clare Frater / Director, Trust Area Services

October 18, 2021

Initiator:

Date

Director/CAO

Date

REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** October 29, 2021

From: Clare Frater,
Director,
Trust Area Services **Date Prepared:** October 7, 2021

SUBJECT: Trust Programs Committee Proposed 2022 Meeting Schedule

RECOMMENDATION:

1. That Trust Programs Committee adopt the proposed meeting dates for the 2022 calendar year as presented.

OPTIONAL RECOMMENDATION:

2. That Trust Programs Committee direct staff to schedule the 2022 TPC meeting dates of _____, _____, _____ as electronic meetings, and list the Victoria Office Board Room as the public meeting location should Ministerial Orders under the *Emergency Program Act* regarding local government meetings change in 2022 requiring a physical location be provided.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

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

1 PURPOSE:

- 1 To determine the 2022 meeting schedule for the Trust Programs Committee (TPC); and
- 2 To make decisions on whether any 2022 TPC meetings will be held electronically.

2 BACKGROUND:

Meeting Dates

Near the end of each calendar year, Trust Programs Committee determines the meeting dates for the next calendar year by way of resolution. Proposed meetings dates for the 2022 calendar year are as follows:

PROPOSED TPC DATE (Year 2022)	ASSOCIATED EC DATE (Year 2022)	TRUST COUNCIL DATES (Year 2022)
Friday, February 11	February 23	March 8-10
Friday, April 8		

Friday, May 13	June 8	June 21-23
Friday, August 26	September 7	September 20-22
Friday, November 25	December 14	November 1-3 (New Council Orientation)

Electronic Meetings for 2022

Staff are requesting that TPC determine as early as possible if they wish to continue with electronic meetings for 2022. Early decision making in this regard will help staff with meeting logistics and will inform budget planning for this area.

Electronic meetings create time savings for trustees who do not have to travel, time savings for staff who do not have to order meals and clean up after meetings, and generates cost savings to the organization of approximately \$3,000 per year. In addition, fully electronic meetings may produce higher quality meeting recordings for future public viewings.

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

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

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

FINANCIAL:

No financial impact associated with setting meeting dates. Each meeting incurs honoraria costs. Trustees are remunerated at \$100.00 per meeting attended for committee members, and \$150 per meeting attended for committee Chairs. Selection of all electronic meetings for 2022 will generate savings of approximately \$3,000. The draft 2022/23 budget will be adjusted to reflect TPC decisions made related to this topic.

POLICY: None.

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

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

Trust Council Bylaw 101

Trust Council Policy 2.3.1 Council Committee System

RESPONSE OPTIONS

Recommendation:

1. That Trust Programs Committee adopt the proposed meeting dates for the 2022 calendar year as presented.

Optional Recommendation:

2. That Trust Programs Committee direct staff to schedule the 2022 TPC meeting dates of _____, _____, _____ as electronic meetings, and list the Victoria Office Board Room as the public meeting location should Ministerial Orders under the *Emergency Program Act* regarding local government meetings change in 2022 requiring a physical location be provided.

Alternative:

1. That Trust Programs Committee adopt the proposed meeting schedule for the 2022 calendar year, with amendments as directed.
2. That Trust Programs Committee direct staff to schedule all the 2022 TPC meetings as in-person meetings.

Prepared By: Robert Barlow, Legislative Services Clerk

Reviewed By/Date: Clare Frater, Director, Trust Area Services/
Russ Hotsenpiller, Chief Administrative Officer



REQUEST FOR DECISION

To: Islands Trust Council **For the Meeting of:** October 29, 2021

From: Trust Programs Committee **Date Prepared:** October 22, 2021

SUBJECT: Reinstatement of Islands Trust Community Stewardship Awards Program

RECOMMENDATION: That the Islands Trust Council reinstate the Community Stewardship Awards Program beginning January 2022.

That the Islands Trust Council amend the Administration of the Community Stewardship Awards Program policy (2.1.11) to clarify that the program will now be offered in even numbered years.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendation from the Trust Programs Committee to reinstate the Community Stewardship Awards Program is consistent with the Strategic Plan objective “Improve community engagement and participation in Islands Trust work”

1. **PURPOSE:** To provide Trust Council with a Trust Programs Committee recommendation for reinstatement of the Community Stewardship Awards Program.
2. **BACKGROUND:** In 2002, Trust Council initiated an annual awards program designed to recognize individuals and organizations that are pursuing actions in the islands that have made a significant contribution towards the Object of the Islands Trust.

Until 2016, Trust Council offered the program annually. In December 2016, Trust Council amended the Administration of the Community Stewardship Awards Program policy to offer the program bi-annually beginning in 2017.

On August 13, 2020, the Trust Programs Committee considered proposed changes to the Administration of the Community Stewardship Awards Program policy. Following that discussion, the committee passed the following resolution:

That the Trust Programs Committee recommend to Trust Council that the Community Stewardship Awards be suspended and revisited at the end of 2021.

As noted in the TPC draft minutes, the following points were put forward by committee members as a rationale for suspending the program:

- It would free up staff and Trust Council time to focus on other priority items such as the climate crisis, First Nations reconciliation and the COVID-19 pandemic.
- It would allow more focus on stewardship education.

- It would allow staff resources to other projects and programs.

Through 2021, trustees and staff have participated in reconciliation training and engaged with Indigenous Cultural Knowledge Holders to develop a greater understanding of the place they live in relation to the guiding principles of reconciliation and the Truth and Reconciliation Calls to Action.

3. IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Reinstatement of the Community Stewardship Award program will create opportunities to highlight the work that is happening in the community and the important work that islanders, First Nations, and Indigenous People in the community are undertaking to steward the lands and waters of the Islands Trust Area.

FINANCIAL: The policy provides for local trust committees to use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony, and typically the awards themselves cost \$700-\$800 from the Trust Area Services communications budget. Reinstating the program would result in approximately \$1,400 to support the program in 2022/23.

POLICY: The Administration of the Community Stewardship Awards Program policy states that the program will be offered in odd-numbered years.

IMPLEMENTATION/COMMUNICATIONS: Staff will issue a news release about Trust Council's decision. Staff will implement the program in 2022 according to the [Community Stewardship Awards Program policy](#).

Islands Trust will request nominations from the public and other agencies through a news release, the Islands Trust website, 'tweets', notices to subscribers, and posters. The deadline for award nominations will be in April, 2019. The Islands Trust Council Chair will send all nominees a congratulatory letter and the Islands Trust will announce the names of all nominees in a news release. Typically, local trust committees and Bowen Island Municipality host on-island recognition events for recipients and nominees.

FIRST NATIONS: Reinstatement of the program at this time could provide elected officials the ability to connect with First Nations and Indigenous Peoples in their community to build relationships and highlight the important work being undertaken by First Nations and Indigenous community members. It is recommended that all participants in the evaluation committee to award the Community Stewardship Award have training in reconciliation, the history and legacy of residential school, and training in the treaty and territorial First Nations that call the Islands Trust Area home; along with training in cultural safety as per the Islands Trust adopted recommendations from the Missing and Murdered Indigenous Women and Girls Calls for Justice.

OTHER: None.

4. RELEVANT POLICY(S): None.

5. ATTACHMENT(S): DRAFT Amended Administration of Community Stewardship Award Policy

RESPONSE OPTIONS

Recommendation: That the Islands Trust Council reinstate the Community Stewardship Awards Program beginning January 2022.

Alternative:

- 1) Maintain the suspension the Community Stewardship Awards Program.
 - 2) Lift the suspension of the Community Stewardship Awards Program but do not change the policy so that the program will next be offered in 2023.
-

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services,

Reviewed By/Date: Clare Frater, Director, Trust Area Services, October 22, 2021



Policy:	2.1.11
Approved By:	Trust Council
Approval Date:	March 7, 2003
Amendment Dates:	December 5, 2003; September 16, 2005; December 8, 2006; March 11, 2009; September 16, 2009; September 10, 2014; December 7, 2016; September 15, 2020; <u>December XX, 2021</u>
Policy Holder:	Director of Trust Area Services

ADMINISTRATION OF THE COMMUNITY STEWARDSHIP AWARDS PROGRAM

Purpose

1. To define policies that will ensure a fair and effective Community Stewardship Awards program in accordance with related policies of the Islands Trust Council.
2. To provide an opportunity for the Islands Trust to proactively and positively engage island communities in promoting stewardship within the Trust Area.

A. Definitions

Not applicable.

B. Policy

1. Intentions

- 1.1 The Islands Trust Council has established an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
- 1.2 The Islands Trust Council offers the Community Stewardship Awards program every two years, on even~~odd~~-numbered years.
- 1.3 The Trust Programs Committee of Trust Council is responsible for initiating the Islands Trust Community Stewardship Awards Program in the first quarter of an even~~odd~~-numbered year.
- 1.4 Trust Council may alter the timing and frequency of the award program by resolution of Trust Council, to address unanticipated circumstances that may affect the biennial schedule.

2. Nomination Eligibility

- 2.1 The program is open to any individual, First Nation community or organization, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner

consistent with the mandate of the Islands Trust. A nominee does not need to live on an Islands Trust island to qualify for nomination.

- 2.2 A nominee who is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which the Trust is seeking compliance is not eligible to be nominated as an individual nominee.
- 2.3 A nominee cannot nominate themselves, or a business or committee/organization to which they belong. This policy is not intended to discourage nominations for broad community-type nominations from individuals who are part of that community, e.g. an Island resident, or a First Nation community or band.
- 2.4 Current staff members, contractors, and trustees are not eligible as an individual nominee and only become eligible twenty-four months after receiving final payment from the Islands Trust.
- 2.5 Organizations are not eligible as nominees if current staff members, contractors or trustees played a leadership role in the organization during the implementation of the nominated project or work.
- 2.6 Organizations that provide goods or services to the Islands Trust are eligible so long as the nominated project did not receive payment from the Islands Trust.
- 2.7 Projects that have received support from the Trust Conservancy Board are eligible if the value of the Islands Trust Conservancy cash and in-kind support is less than 50% of the project's budget.
- 2.8 Nominations can relate either to a single project or to work carried out over a period of time.
- 2.9 At the time of nomination, the project or work must be ongoing or must have been completed within the previous twenty-four months.
- 2.10 Nominations must be received by the deadline established by the Islands Trust. Nominations submitted after the deadline will not be accepted unless the delay is due to a technical or logistical error on the part of the Islands Trust.

3. Nomination Process

- 3.1 Nominations will be invited under the categories of individuals, organizations, or additional. The 'additional' category may include, but is not limited to awards for enduring achievement, reconciliation, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
- 3.2 Members of the public and other agencies may nominate individuals or organizations.
- 3.3 Each nominator may make one nomination per category every two years.
- 3.4 All nominators will be required to fill out the Islands Trust Community Stewardship Awards Nomination Form.

- 3.5 Each individual or organization nominated for an award must indicate acceptance of the nomination by signing the nomination form or by sending an email accepting the nomination and confirm the information provided in their nomination form is accurate.
- 3.6 After the close of nominations, each nominee will receive a letter from the Islands Trust Chair recognizing their nomination.

4. Nomination Evaluation

- 4.1 In May of ~~even~~^{odd}-numbered years, the Trust Programs Committee will evaluate and recommend award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:
 - 4.1.1 the confidential comments provided by local trustees; and
 - 4.1.2 the following criteria:
 - 4.1.2.1 benefits to the community or Trust Area,
 - 4.1.2.2 relationship of project or work to the Islands Trust Policy Statement,
 - 4.1.2.3 collaboration with others,
 - 4.1.2.4 innovation,
 - 4.1.2.5 community support,
 - 4.1.2.6 time and effort, and
 - 4.1.2.7 ongoing public service.
- 4.2 In June of ~~even~~^{odd}-numbered years, the Islands Trust Council will decide upon the Community Stewardship Award recipients while considering the items above, as well as the Trust Programs Committee's recommendations.
- 4.3 Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be part of the evaluation.

5. Award Presentation

- 5.1 Local trust committees and/or island municipalities will present the awards to the recipients. If an Islands Trust Council meeting is scheduled on an island in September, the local trust committee may choose instead to present the award(s) at that meeting.
- 5.2 The Awards will consist of framed certificates and/or small mementoes that represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.

6. Program Costs and Fees

6.1 The cost for each award will not exceed \$100.

6.2 Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.

C. Legislated References

1. Islands Trust Policy Statement, Part II - The Islands Trust Object and Its Meaning

“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.”

2. Islands Trust Council Policy 6.5.3 Procurement

3. Islands Trust Council Policy 6.1.1 First Nations Engagement Principles

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

Attachment: Nomination Form



Islands Trust

Islands Trust Community Stewardship Awards

Nomination Form

Deadline for submission: **[INCLUDE DATE AND TIME]**.

Trust Council uses the Community Stewardship Awards Program to recognize any individual, First Nation community or organization, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner consistent with the mandate of the Islands Trust. A nominee does not need to live on an Islands Trust island to qualify for nomination.

Instructions: Please ensure that you have read the [Frequently Asked Questions](#) document before nominating a potential candidate, and ensure that your nominee has agreed to be nominated.

Nominator Information

Name of Nominator or Nominating Organization:	
Contact person for Nominating Organization (if applicable):	
Address:	
Phone Number:	
Email:	

Nominee Information

Name of project or accomplishment:	
Name of Nominee or Nominated Organization:	
Contact person for Nominated Organization (if applicable):	
Address:	
Phone Number:	
Email:	

Acceptance of Nomination

The nominee or representative of a nominated organization should sign below to accept the nomination and to confirm the information provided is accurate. By signing below, the nominee also provides consent for staff to access bylaw enforcement records to determine if the nominee or nominated organization is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which the Trust

is seeking compliance. Alternatively, if this form is submitted via email, the nominee may send an email to: csa@islandstrust.bc.ca to accept the nomination, to confirm the information provided is accurate, and provide consent for staff to access the nominee's bylaw enforcement records to determine if the nominee or nominated organization is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which the Trust is seeking compliance. .

Signature:

Date:

Project Description

Please provide the following information about the nominated individual, project and/or body of work.

1. What was/is the overall purpose of the project or body of work?

Please describe the activities and events of the project or body of work, including the timeline. Provide details about who was involved in the project—planning, promoting and funding it. (250 words max)

2. Describe how the individual, project and/or body of work relates to the preserve and protect object of the Islands Trust:

How did the project or body of work encourage activities consistent with the mandate of the Islands Trust as outlined in the [Islands Trust Policy Statement?](#) (e.g. did the work protect, enhance or restore the natural environment? Did the work support the protection and conservation of cultural, sacred, or archaeological areas?) (150 words max)

3. Describe the benefits of the project to community or the regional Islands Trust Area.

Describe how the project was or will be meaningful and lasting to the local community, or to the entire Islands Trust Area. Who benefits? How much? How long will the benefits last? (150 words max)

4. Describe how the nominee collaborated with others.

How did the nominee collaborate with others and broaden support for the project? How many people were involved in the project or body of work? Did the nominee share knowledge and create learning for the community and others? (150 words max)

5. Describe how the project or body of work was particularly innovative.

How did the project or body of work create new ways of doing things or develop new solutions? Was there innovation in the degree or type of community participation? (150 words max)

6. Describe the degree to which the community supported and became involved in the project or body of work.

How broadly did members of the community support the project or body of work, and become involved in it to achieve success? Did the nominee build community connections and reach out to those who might not be natural supporters of the project or body of work? (150 words max)

7. If the project or body of work addresses climate change, describe how the project or body of work prepares your community to adapt or mitigate to climate change. (150 words max)

8. How or did the project or body of work support Reconciliation or raise awareness of Reconciliation within the community. (150 words max)

9. How or did the project or body of work incorporate understanding about, or enhance education of, Indigenous Traditional Knowledge regarding stewardship. (150 words max)

10. Is or did the project or body of work connect or reach out to First Nations communities or Indigenous Peoples within the Islands Trust Area. (150 words max)

We recommend that you keep a record of your nomination.

Submit by email to csa@islandstrust.bc.ca. You may also submit by fax to (250) 405-5155, or by mail to:

Community Stewardship Awards
Islands Trust
200-1627 Fort Street
Victoria BC V8R 1H8

Collection Notice: *Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2019 Community Stewardship Awards program.*

Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager, at 250-405-5188.

From: Deb Morrison <2debmorrison@gmail.com>
Sent: Friday, October 8, 2021 2:21:42 PM
To: Hotsenpiller, Russ <rhotsenpiller@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Dan Rogers <drogers@islandstrust.bc.ca>; Laura Patrick <lpatrik@islandstrust.bc.ca>; sfast@islandstrust.bc.ca <sfast@islandstrust.bc.ca>
Cc: Deb Morrison <dmorrison@islandstrust.bc.ca>; Jane Wolverton <jwolverton@islandstrust.bc.ca>
Subject: Re: Sustained Learning

Dear Trust Leadership,

In reflecting on the Trust Council and our ongoing needs as Trustees, and as communities, to learn and grow with respect to issues of reconciliation and climate change we would like to propose a standing set of informal afternoon learning sessions. It is important that while learning, Trustees have lots of opportunities to interact with experts in a particular topic. It is also important that while learning Trustees are not also engaged in the “business” work of the Trust so that they can be most open to new thinking without anticipating issues of decision making that may imminently arise.

To this end, we thought such sessions could be designed to:

- Fit into the after work, before dinner window when folks are most likely to have some free head space but not too tired.
- Be open to the public to listen and learn along with us
- Involve experts across a range of positions in our communities eg. First Nations, researchers, business leaders, other government leaders or experts
- Allow for short presentations or shares on a predefined topical area (10-30 min max) with larger question and answer sessions (30-50 minutes)
- Not be recorded to ensure that folks come together in person and engage in being present in the work
- Be scheduled as a standing session each month so that all can arrange schedules around these events.
- Require no pre-reading but potentially offer follow up learning resources.
- Be held virtually only to ensure broad reach and participation opportunities.

We would like to enquire how this could be accomplished and what current policies might prohibit this that would need to be adjusted.

Deb and Jane

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 3.1; 4.4; 5.6; 5.7)

Responsible

Clare Frater
Dilani Hippola
Gillian Nicol
Lisa Wilcox

Dates

Rec'd: 21-Jun-2017
Target: 13-Oct-2023

2. Secretariat Role to Forums within the Trust Area

Administer Secretariat Services program. Strategic Plan item 5.2

Responsible

Clare Frater
Gillian Nicol

Dates

Rec'd: 20-Jun-2018
Target: 31-Mar-2022

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 #4.3). This includes the Living in the Trust Area project guided by the project charter endorsed by TPC on Feb 5, 2021

Responsible

Clare Frater

Dates

Rec'd: 13-Aug-2020
Target: 31-Mar-2022

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

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