



Trust Programs Committee Minutes of a Regular Meeting

Date: February 6, 2023
Location: Electronic Meeting

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

Staff Present: Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative Services
Stefan Cermak, Director, Planning Services
Dilani Hippola, Senior Policy Advisor
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: Two members of the public were present

1. CALL TO ORDER

Chair Evans called the meeting to order at 10:01 a.m. and acknowledged that participants of the meeting were on the traditional and treaty territories of many First Nations.

2. AGENDA

2.1 Review of Agenda

No late item nor changes to the agenda was presented for consideration.

2.2 Approval of Agenda

By general consent the agenda was approved.

3. PUBLIC COMMENT PERIOD

David Dunnison spoke in regards to agenda item #7.1.2 Secretariat Services Program, specifically in regards to the Coastal Douglas-fir Conservation Partnership (CDFCP). He questioned the value of supporting the organization and the validity of some statements from the CDFCP. Director Frater stated that the staff time indicated in the agenda materials for secretariat support to the CDFCP is incorrect.

ADOPTED

Mary Beth Rondeau spoke in regards to the Policy Statement review, suggesting that trustees discuss the topic with their respective communities prior to a revised draft Policy Statement bylaw going to Trust Council for their review.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Trust Programs Committee (TPC) Minutes of January 9, 2023

It was noted that the draft minutes incorrectly indicated that the February 6th meeting would start at 9:00 a.m. but actually was scheduled to start at 10:00 a.m.

By general consent the minutes were approved as amended.

6.2 Resolutions Without Meeting

None.

6.3 Follow Up Action List

Director Frater spoke to the items that were in progress:

- New Crown land protocol agreement – to be discussed at agenda 7.1.4
- amending Trust Council Policy 1.2.1 (Policy Statement Amendment) – on hold pending staff capacity and pending completion of the Policy Statement Amendment Project so that lessons learned in that project can be incorporated into suggested amendments
- review current criteria for future Secretariat Services applications – to be discussed at agenda 7.1.2 and when applications are reviewed by the Committee in April
- evaluation of the effectiveness of the Living in the Trust Area Mailing Program – will be discussed at the May meeting
- investigation of venues and scheduling for two potential in-person meetings – to be discussed at agenda 8.3

The Committee noted that Islands Trust Council has not been reviewing the Policy Statement as frequently as indicated in Trust Council Policy 1.2.1 and, as a result, the

ADOPTED

current Policy Statement Amendment Project has been and remains a major project that involves many potential updates and additions.

The Committee also requested and received clarification of the role of the ex officio member of the Committee.

7. BUSINESS - WORK PROGRAM ITEMS

7.1 TPC Work Program Review - Briefing

Director Frater presented the briefing that provided an overview of a number of TPC programs and projects.

7.1.1 Stewardship Education Program Overview

Committee discussion included:

- the value and effectiveness of the program and specifically the educational webinars; staff indicated that advice in regards to options for evaluating the program will be provided to the Committee in May
- Islands Trust can provide to realtors the “Living in the Trust Area” material but is not able to require all realtors to provide to potential buyers that information
- a concern about the accuracy of some statements relating to the extent of the Coastal Douglas-fir ecosystem zone, the loss or growth of that ecosystem, and the methodology used by a contractor of the Islands Trust Conservancy to inform a 2014 “Carbon and Biodiversity Mapping and Assessment for the Islands Trust Area” report. Staff indicated that Provincial staff had previously reviewed and offered opinions about Trust descriptions of the Coastal Douglas-fir ecosystem zone.

TPC-2023-007

It was MOVED and SECONDED,

that Trust Programs Committee request staff to recirculate the memo from the Province in regards to the extent of the Coastal Douglas-fir Ecosystem to the Trust Programs Committee.

CARRIED

TPC-2023-008

It was MOVED and SECONDED,

that Trust Programs Committee request staff to provide all information from the US National Parks Service website regarding the range and extent of the Coastal Douglas-fir zone and Coastal Douglas-fir forests.

CARRIED

ADOPTED

7.1.2 Secretariat Services Program Overview

Committee discussion included:

- the hours of staff time devoted to this program fluctuates from year to year
- as some coordination groups mature, they may need less support from Islands Trust
- Director Frater indicated that she will confirm with the Committee at a later date her belief that Islands Trust did not provide any direct administrative support via staff time to the Coastal Douglas-fir Conservation Partnership

7.1.3 Policy Statement Amendment Project Overview

Director Frater indicated that staff are currently working on the resolutions passed by Trust Council in June and September 2022 and that next steps include updating the Project Charter, clarifying the budget request, and creating a communications plan. Trust Council has assigned the project to the Executive Committee with support from the Trust Programs Committee.

7.1.4 Crown Lands Agreement Project Overview

Director Frater provided some highlights of the project that currently is on the Future Projects list for the Committee. In the absence of a current agreement, Director Frater works directly with a contact in the Ministry of Forests to resolve any issues with Crown land referrals.

Committee discussion included that the *Declaration on the Rights of Indigenous Peoples Act* will likely be considered as staff negotiate a new agreement.

7.1.5 Community Stewardship Awards Program Overview

Director Frater provided some highlights and noted that the program is to be offered in the last year of the four year term which means it will be brought forward to the November 2025 TPC agenda.

7.1.6 Community Benefit Land Trust Concept Project Overview

Director Frater noted that this potential project originated with a Trust Council recommendation that TPC review this concept and that a review would be an extensive undertaking.

Trust Programs Committee recessed at 11:57 a.m. and resumed at 12:45 p.m.

8. BUSINESS - OTHER

ADOPTED

8.1 Review of 2023-24 Funding Request - Briefing

Director Frater presented the Briefing from the Financial Planning Committee (FPC) that requested TPC review their funding requests for the 2023/24 fiscal year and report back to Financial Planning Committee with additional information and identified reductions where possible.

8.1.1 Trustee-proposed Draft Budget Revisions List

It was noted that the list was provided by FPC and that FPC was specifically asking TPC to review the two TPC items that have budgets, namely the Secretariat Services business case and the Stewardship Education business case.

8.1.2 Secretariat Services Program business case

Committee discussion included:

- the cost of the program
- the value of work done by previous recipient organizations
- the potential effect on recipients of the support provided by the program if the program were not funded

TPC-2023-009

It was MOVED and SECONDED,

that Trust Programs Committee propose a reduction to the Financial Planning Committee from \$15,000 to \$12,000 to the Secretariat Services Program for the 2023/24 fiscal year.

CARRIED

8.1.3 Stewardship Education Program business case

Committee discussion included:

- the cost and value of the program
- the potential impact if the program were not funded
- the importance of an effective communications plan
- the content of any new material would be reviewed by the Committee prior to distribution
- If funding is supported, a Project Charter will be produced and reviewed by the Committee

TPC-2023-010

It was MOVED and SECONDED,

that Trust Programs Committee, in light of the request from Financial Planning Committee to reduce requested funds, reduce the request from \$20,000 to \$15,000 for the Stewardship Education Program for the 2023/24 fiscal year.

CARRIED

ADOPTED

TPC-2023-011

It was **MOVED** and **SECONDED**,

that Trust Programs Committee encourage Executive Committee to support all efforts to pursue additional funding from the Province.

CARRIED

Trust Programs Committee recessed at 2:05 p.m. and resumed at 2:11 p.m.

8.2 Policy Statement Amendment Project Business Case – Recommendations to Executive Committee for next steps

Senior Policy Advisor Hippola provided an update on the project and outlined possible next steps for the project timeline after Trust Council and its committees receive the next draft Policy Statement in May/June.

Current status of the project is that staff are incorporating Trust Council's 32 resolutions passed in June and September 2022 into a revised draft Policy Statement; preparing an updated Policy Statement Amendment Project Charter; and preparing a Policy Statement Amendment Project Communications Strategy for the consideration of the Executive Committee and Trust Council in February/March 2023. Feedback from Trust Programs Committee on the proposed project timeline was invited in order to inform Executive Committee's deliberations on the project charter at its February 13th meeting.

The revised draft Policy Statement is expected to be presented to Trust Programs Committee at the May 15, 2023, meeting where the Committee could make early recommendations to Trust Council for further revisions if desired. The Committee requested that the presentation slide illustrating possible next steps be provided to members of the Committee and that slide will be added to a revised agenda for the present meeting.

Committee discussion included:

- the value of completing the project this term
- possible next steps may include local trustees conducting discussions within their local trust areas and Bowen Island prior to or after a revised draft Policy Statement is presented to Trust Council
- asking trustees to discuss the project with their communities had variable results previously during the process as some trustees did not do so or held very few discussions with their communities
- the value of the 32 resolutions made by Trust Council to edit the draft being incorporated into a revised draft Policy Statement before sending out to the public
- the role of the Governance Committee in regards to the project.

Trustee Peterson left the meeting at 2:48 p.m.

ADOPTED

TPC-2023-012

It was MOVED and SECONDED,

that Trust Programs Committee recommend to Executive Committee that local trust committees and Bowen Island Municipality be given six months to provide their communities an opportunity to review and deliver feedback on the revised draft Policy Statement through their Advisory Planning Commissions or Regular or Special Meetings, as appropriate, prior to First Reading.

CARRIED

8.3 Venues and Scheduling for two potential in-person meetings in 2023/24 – Verbal Discussion

Chair Evans stated that previous Committee discussions indicated a preference for an in-person meeting when a revised draft of the Policy Statement would be available for review by the Committee. Committee discussion included:

- potential in-person meetings in May, July, November and/or February
- whether further public engagement would be before or after Trust Council reviews the revised draft of the Policy Statement

Trustee Fast left the meeting at 3:07 p.m.

TPC-2023-013

It was MOVED and SECONDED,

that Trust Programs Committee defer the decision on in-person venues until we have a Resolution Without Meeting with all members of the Trust Programs Committee present.

CARRIED

9. BUSINESS – NEW

None.

10. WORK PROGRAM

Director Frater spoke to the current Work Program (Active Projects and Futures Projects).

By general consent Trust Programs Committee confirmed the current Work Program as amended with changes to target dates and will forward it to Trust Council.

11. NEXT MEETING

The next scheduled meeting is Monday, April 3, from 10:00 a.m. to 3:00 p.m.

12. CLOSED MEETING

ADOPTED

The Committee did not close the meeting.

13. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

14. ADJOURNMENT

By general consent the meeting adjourned at 3:19 p.m.

Kristina Evans, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder