



Islands Trust  
**DIRECTOR OF TRUST AREA SERVICES**  
**2011/2012 THIRD QUARTER REPORT**

Date: Nov. 15, 2011

ACCOMPLISHMENTS	CURRENT	PLANNED
<p><b>1. <u>TRUST PROGRAMS COMMITTEE</u></b></p> <ul style="list-style-type: none"> <li>• Drafted briefing for Trust Council on carbon neutral operations</li> <li>• See advocacy achievements below</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing tracking of legislative and major policy / program changes in all levels of government</li> <li>• Seeking contractor to interpret Trust Area Census data to demonstrate socio-economic trends</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with drafting new policy to guide carbon neutral program</li> <li>• Complete Bowen Crown Land Profile, pending Parks Canada decision.</li> <li>• Draft Gambier Crown Land Profile, per Gambier LTC request</li> <li>• Prepare legislative monitoring chart for March 2012 Trust Council</li> <li>• Prepare for 2012 Community Stewardship Awards program</li> <li>• Prepare additional indicator program reports</li> </ul>
<p><b>2. <u>AGENCY LIAISON and ADVOCACY</u></b></p> <ul style="list-style-type: none"> <li>• Prepared Chair letters re: damage to Goldstream River support for derelict vessels bill (Bill C-231), unconventional oil spill concerns, smart meter installations. Port of Metro Vancouver improvement project studies</li> <li>• Coordinated referral from BC Hydro re annual wood pole test and treat program and briefed Salt Spring LTC</li> <li>• Monitored Goldstream River oil spill recovery work and briefed Salt Spring LTC</li> </ul>	<ul style="list-style-type: none"> <li>• Implementing marine advocacy program</li> <li>• Building advocacy webpage and content</li> </ul>	<ul style="list-style-type: none"> <li>• Draft policy on advocacy for March 2012 Trust Council</li> <li>• Develop flow chart on developing protocol agreements with first nations</li> <li>• Write letter to BC Ferries re protocol</li> <li>• Assist CAO / contractor during drafting of first nations relations strategy</li> </ul>
<p><b>3. <u>ISLANDS TRUST FUND</u></b></p> <ul style="list-style-type: none"> <li>• Prepared tax-shift scenarios for implementing NAPTEP on Bowen Island</li> </ul>	<ul style="list-style-type: none"> <li>• Rebuilding website</li> <li>• Working on expanding NAPTEP to Bowen, Bowyer &amp; Passage Islands</li> <li>• Working with Local Planning Services to revise coordination policy 3.3.ii to refer to Regional Conservation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with Free Crown Grant proposal for Lasqueti Island</li> </ul>

ACCOMPLISHMENTS	CURRENT	PLANNED
<p><b>4. <u>COMMUNICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Delivered 2003-2004 / 2004-2005 / 2005-2006 / 2006-2007 / 2010-2011 Annual Reports to Minister &amp; posted to web</li> <li>• Sent nine letters to Trust Council delegates</li> <li>• Issued four news releases (2 x Election Results, Marine Conservation, BC Ferries)</li> <li>• Video Project – completed 40 interviews, reviewed rough cut.</li> <li>• Reviewed/edited two Salt Spring brochures (Home-based Businesses, Bed and Breakfasts)</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting local elections communications</li> <li>• Revising 2011-2012 communications work plan for EC approval</li> <li>• Managing website contract, rebuilding site map and reviewing all pages</li> <li>• Renegotiating Video Project contract (pending EC approval)</li> <li>• Working with Royal Roads students to improve public engagement</li> <li>• Preparing public launch of Map-IT</li> <li>• Assisting Bylaw Enforcement with communications</li> <li>• Reviewing communications for Salt Spring re DPAs and RAR</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare 2011-2012 Annual Report</li> <li>• Implement strategic communications plan</li> <li>• Develop new website content</li> <li>• Review policy on trustee / LTC web-sites</li> <li>• Develop policy on new media / social network sites</li> <li>• End of term trustee survey re: external communications (pending EC approval)</li> </ul>
<p><b>5. <u>GRANTS ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Special projects grants research for Gabriola Water Study, Lasqueti's Assisted Living Housing/Nurse Station/Health Centre; and Lasqueti alternative energy project.</li> <li>• Established regular liaison and information exchange with Bowen Island Municipality planner and special project manager.</li> <li>• Submitted four interim reports to Green Shores funders and Solar BC (Lasqueti).</li> <li>• Reviewed and updated grants administration procedures and trustee orientation documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Update grants database and distribute to local planners.</li> <li>• Update and distribute community grant information.</li> <li>• Continued liaison with Canada Revenue Agency regarding qualified donee status for the Islands Trust.</li> <li>• Support New Horizons seniors' video project funded by Service Canada and prepare final report. (\$25,000)</li> </ul>	<ul style="list-style-type: none"> <li>• Green Shores – Stewardship Centre of British Columbia (\$25,000) – final report</li> <li>• Green Shores – Pacific Climate Impacts Consortium (\$40,000) – final report, 2nd instalment</li> <li>• Green Shores – Real Estate Foundation (\$30,700) – interim report and request 2nd instalment</li> <li>• Solar BC (\$5000) – final report</li> </ul>
<p><b>6. <u>HUMAN RESOURCES</u></b></p> <ul style="list-style-type: none"> <li>• Delivered communications session to LPS professional day, including communications strategy template for LTC projects</li> </ul>	<ul style="list-style-type: none"> <li>• Developing training / conference reporting tool for use by all staff</li> <li>• Improving cross-unit liaison on Islands Trust Object Integrating TAS files into new records management system</li> </ul>	<ul style="list-style-type: none"> <li>• Revise TAS job descriptions to reflect new Legislative Services Manager role and increased emphasis on electronic communications</li> </ul>



## TRUST FUND BOARD REPORT TO TRUST COUNCIL

3<sup>rd</sup> Quarter 2011-2012

*December 2011*

ACCOMPLISHMENTS	CURRENT	PLANNED
<p><b>1. STRATEGIC PLANNING/ ADMINISTRATION</b></p> <p>Dereck Atha and Robert Grant reappointed to TFB; Julie Glover to begin appointment December 31, 2011</p> <p>Received approval in principle from Bowen Island Municipality to expand NAPTEP to Bowen</p> <p>Finalist for the public sector category of the Real Estate Foundation's Land Awards</p> <p>Completed Sensitive Ecosystem Mapping for entire Island Trust Area and posted on the website</p>	<p>Working with LPS to identify ways to integrate goals of 2011-2015 Regional Conservation Plan into land use planning processes</p> <p>Developing report for Metro Vancouver to support request to expand Natural Area Protection Tax Exemption Program (NAPTEP) to Bowen, Bowyer and Passage</p> <p>Selecting new logo and tagline for the Islands Trust Fund</p>	<p>Develop business case for funding land acquisition</p> <p>Develop procedures to facilitate the acceptance of life estates</p> <p>Research potential role of Islands Trust Fund (ITF) in securing farmland in the islands</p>
<p><b>2. COVENANT AND PROPERTY ACQUISITIONS</b></p> <p>Signed two North Pender NAPTEP covenants and one voluntary covenant on Galiano Island.</p> <p>Received 21<sup>st</sup> protected area, the John Osland Nature Reserve on Lasqueti Island</p>	<p>Drafting two Hornby NAPTEP covenants</p> <p>Assessing feasibility of land acquisition campaign for Lasqueti Island property</p> <p>Consulting first nations, partners and community regarding Crown land application on Lasqueti</p> <p>Drafting covenant for Elder Cedar with Nanaimo &amp; Area Land Trust (NALT) and Gabriola Land and Trails Trust and have contracted the baseline inventory to be done.</p> <p>Drafting covenants for the 3 Gambier Island nature reserves with Gambier Island Conservancy and Sunshine Coast Conservation Association</p> <p>Contracting survey of 3.2 hectare land donation on Denman Island</p>	<p>Begin covenant negotiations with NALT and Lasqueti Island Nature Conservancy for Mt. Trematon Nature Reserve (Lasqueti)</p> <p>Begin research and case study to develop methodology to determine sustainable firewood allowance for covenant areas</p> <p>Register covenant on C. Cunningham Nature Reserve (Salt Spring)</p>

ACCOMPLISHMENTS	CURRENT	PLANNED
<p><b>3. PROPERTY AND COVENANT MANAGEMENT</b></p> <p>Approved Fairy Fen Management Plan (Bowen)</p> <p>Coordinated phase 3 of the Mount Trematon Restoration Project (tree planting/protection) (Lasqueti) in partnership with False Bay Elementary School</p>	<p>Installing deer exclusion areas on Sidney Island covenant and developing ecological monitoring plan (N Pender)</p> <p>Negotiating invasive species removal contracts for Galiano, Denman and Salt Spring nature reserves</p> <p>Researching the implications of mineral titles on ITF nature reserves</p> <p>Exploring restoration possibilities for Brigade Bay Nature Reserve (Gambier)</p>	<p>Contract tree protection and planting project for Singing Woods Nature Reserve (Bowen) ) and tree protection project for Lindsay Dickson Nature Reserve (Denman)</p> <p>Contract the Management Plan for the John Osland Nature Reserve (Lasqueti)</p> <p>Coordinate the Elder Cedar Restoration Project (tree planting/protection)</p>
<p><b>4. COMMUNICATIONS</b></p> <p>Published an article about the Kikuchi (Pender) donation in the Land Trust Alliance of BC magazine</p> <p>Distributed promotional material to residential addresses in southern Gulf Islands</p> <p>Hosted promotional display at Salt Spring Fall Fair</p> <p>Issued exclusive newsletter for Islands Trust Fund covenant landowners</p> <p>Completed website updates: new donor story (Louise Bell); fundraising campaigns; Real Estate Foundation Land Award</p>	<p>Redesigning Islands Trust Fund website</p> <p>Preparing Regional Conservation Plan summary for public distribution</p> <p>Drafting a report for donors on the Islands Trust Fund 2010-2011 activities</p> <p>Revising policies and procedures regarding partnerships and relations with island conservancies</p> <p>Preparing communications regarding 2011 conservation covenants</p> <p>Preparing fact sheet regarding NAPTEP and Ecogifts</p>	<p>Coordinate landowner contact program regarding conservation opportunities on Thetis Island</p> <p>Develop next edition of the Heron newsletter</p> <p>Develop a natural history/stewardship article for local papers</p>
<p><b>5. FUNDRAISING</b></p> <p>Completed direct mail appeal for the Opportunity Fund</p> <p>Submitted final report for Sunshine Coast Regional District Grant in Aid (Howe Sound ecosystem mapping)</p>	<p>Reviewing policies, procedures and guidelines relevant to fundraising activities</p> <p>Applied to Land Trust Alliance of BC for a Conservation Assistance grant</p>	<p>Prepare funding proposals to support the implementation of the 2011-2015 Regional Conservation Plan</p> <p>Develop materials for planned giving program</p> <p>Solicit Opportunity Fund grant applications</p>

*As of December 2011 the Trust Fund Board holds 21 properties and 63 covenants (of which 20 have NAPTEP certificates).*

## ISLANDS TRUST BRIEFING

DATE: November 24, 2011

**TOPIC: POLICY STATEMENT REVIEW**

**DIRECTED TO:** Trust Council

**CONFIDENTIAL:** NO

### DESCRIPTION OF ISSUE:

An April 2011 Executive Committee passed a resolution, on behalf of Trust Council, endorsing the submission of the Islands Trust's Gas Tax Fund Application to the Union of British Columbia Municipalities (UBCM) to enable a review of the Policy Statement using Integrated Sustainability Planning principles.

In June 2011 Trust Council passed a resolution directing staff to:

- distribute the final report of the 2010/11 Islands Trust Policy Statement Assessment Task Force to the new Trust Council in December 2011 and,
- report on Policy Statement review options and implications in time for Trust Council's next strategic planning session.

### BACKGROUND:

The *Islands Trust Act* requires a Policy Statement to describe the policies that Trust Council follows while carrying out the object of the Trust. Adopted in 1994, the current Policy Statement ensures that the provincial mandate of the Islands Trust underpins the work of all local trust committees, island municipalities and Trust Council. The Policy Statement interprets and articulates the meaning of the Islands Trust mandate, reflecting the priorities and values of islanders. The Policy Statement is online at: [www.islandstrust.bc.ca/tc/pdf/orgpolstatement.pdf](http://www.islandstrust.bc.ca/tc/pdf/orgpolstatement.pdf).

Although it is Trust Council's policy to regularly review the Policy Statement, Council has not made it a priority since 2001 due to lack of staff and other resources. The 2001 review resulted in few changes, so the current Policy Statement is largely what was adopted in 1994. A Policy Statement review process enables communities and stakeholders to review issues pertinent to the object of the Islands Trust and update the document to reflect current priorities and values.

### Assessment of the Policy Statement and recommendations

In 2010 Trust Council established a Policy Statement Assessment Task Force to conduct a preliminary assessment of the Policy Statement and make recommendations regarding further actions. In May 2011 the task force completed a final report intended to facilitate a full review should the 2011-2014 Trust Council decide to undertake a review.

In June 2011 Trust Council received the Task Force's report "*Review and Amendment of the Islands Trust Policy Statement: A Preliminary Assessment*" and directed staff to distribute it to the new Trust Council in December 2011. In November 2011 Executive Committee decided not to overload new trustees and directed staff to instead provide a short briefing in December and distribute the full report to trustees in early 2012 for consideration at the March 2012 Trust Council meeting. For those trustees interested in advance reading, the 70 page report is online at: [www.islandstrust.bc.ca/tc/pstf.cfm](http://www.islandstrust.bc.ca/tc/pstf.cfm). The main report is 10 pages long, includes nine recommendations for the 2011-2014 Trust Council, and has 60 pages of appendices.

## Funding a Policy Statement Review process

In April 2011 Islands Trust applied to the Union of British Columbia Municipalities for \$250,000 in Gas Tax funding to support a process to review and update the Policy Statement. The application was intended to offer the 2011-2014 Trust Council the option of reviewing the Policy Statement at little cost to local taxpayers. A decision on the grant application is expected soon and may be known by the time of the December Trust Council meeting.

The Policy Statement review process proposed in the grant application was guided by requirements set by the funder and is not binding on Trust Council unless Trust Council decides to accept the funds. The proposed review process would start in the Spring of 2012 and run for up to three years. It would require a significant amount of oversight by Trust Council and/or a Steering Committee established by Trust Council and a significant amount of in-kind staff resources from all staff departments. A part-time project manager and contractors would be hired using project funding to minimize impact upon staff resources.

**ATTACHMENT(S):** NO

---

## AVAILABLE OPTIONS:

The current budget proposal for 2012-2013 assumes receipt of the Gas Tax funds. The proposed budget would require a significant increase if the review was to begin in 2012 without Gas Tax or other external funding.

If the application is fully funded: Trust Council, as part of the budget and strategic planning process for the 2011-2014 term, will decide whether to:

- accept the funds and proceed with the project;
- not accept the funds and not proceed with the project; or
- request a modification of the proposed project and budget.

If the application is partially funded: Trust Council, as part of the budget and strategic planning process for the 2011-2014 term, will decide whether to:

- not accept the funds;
- reduce the scope of the proposed project; or
- seek alternate funding to make up the difference.

If the application is not successful: Trust Council can, as part of the budget and strategic planning process for the 2011-2014 term:

- consider options for alternative funding for a Policy Statement review process
- consider postponing a Policy Statement review process until the 2014-2017 term

## FOLLOW-UP:

- 1) Staff will advise Executive Committee as soon as a decision is announced on the funding application.
  - 2) Staff will work with the Financial Programs Committee and Trust Programs Committee to prepare a briefing on Policy Statement review options and implications for Trust Council to consider during its budget and strategic planning sessions in March 2011.
- 

**PREPARED BY:** Clare Frater, Policy Analyst

**SUBMITTED BY:** Lisa Gordon, Director, Trust Area Services

**REVIEWED BY:** \_\_\_\_\_  
(Chief Administrative Officer)

**REVIEWED BY EXECUTIVE COMMITTEE:**

November 22, 2011

**OTHER REVIEW:**

## ISLANDS TRUST REQUEST FOR DECISION

**DATE:** November 25, 2011

**TO:** Trust Council

**Target Decision Date:** December 9, 2011

---

**SUBJECT: ISLANDS TRUST REPRESENTATION ON THE GULF ISLANDS  
NATIONAL PARK RESERVE PARK ADVISORY BOARD (PAB)**

**RECOMMENDATION:** That the Islands Trust Council recommend to Parks Canada, Trustee (*to be determined by Council*) as Trust Council's representative and Trustee (*to be determined by Council*) as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:** Representation on the Parks Advisory Board provides the Islands Trust Council with an opportunity for close liaison with Parks Canada. Ideally, Council's representatives are from Islands most affected by National Park policies.

---

### **IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:** Few organizational demands are expected from the appointment. Trust Council's appointed representative (or alternate) attends meetings as required and reports to Trust Council on a regular basis.

**FINANCIAL:** None (Parks Canada pays an honorarium and expenses to attend meetings).

**POLICY:** No policy implications.

**IMPLEMENTATION/COMMUNICATIONS:** Staff will advise the Superintendent of Gulf Islands National Park Reserve of Council's recommended appointees. The park Superintendent subsequently submits a request for appointment to the CEO of Parks Canada. The CEO will write directly to the appointees to confirm their membership.

---

### **BACKGROUND**

1. The PAB has 7 members, including a Trust Council representative, a Capital Regional District Board representative, 3 public members, and 2 non-voting Parks Canada representatives.

2. The PAB is required to meet at least 4 times per year for a half or full day, normally a weekday.
3. Key purpose is to assist in the development of the Park Management Plan and to advise the Superintendent on annual business planning and on matters of interest to the public/surrounding communities relating to planning, management and operations of the park reserve.
4. Islands Trust members will be appointed for 3 years (coincident with their Islands Trust term of office).
5. Chairperson and Vice Chair of the PAB are elected annually from the membership.
6. Islands Trust member must be at meeting to have a quorum.
7. All members are to act in the public interest and not as representatives of an organization.
8. The PAB provides an opportunity for members to provide their expertise (focused on conservation, education, land based recreation, water based recreation, tourism or cultural heritage and planning/public service) to assist in ensuring the best possible planning and management of the national park.

During 2005-2008, Trust Council was represented by Tom Johnstone of Saturna Island and the late John Henshaw (alternate 2005-2007) and Gary Rowe of Mayne Island (alternate 2007-2008). During 2008-2011 the representatives were Wendy Scholefield of South Pender Island and Derek Masselink of North Pender Island (alternate).

**REPORT/DOCUMENT:** Park Advisory Board Terms of Reference 2006

**KEY ISSUE(S)/CONCEPT(S):**

The National Park Establishment Agreement requires that the Islands Trust Council recommend an elected trustee and an alternate for appointment to the Park Advisory Board.

**RELEVANT POLICY:**

Consistent with Islands Trust Policy Statement:

*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.*

Consistent with Park Advisory Board Terms of Reference dated July 15, 2006.

**DESIRED OUTCOME:**

Trust Council recommends a Trustee and an alternate for appointment to the Park Advisory Board. Ideally, the appointees represent Islands most affected by National Park policies.

---

**RESPONSE OPTIONS**

**Recommended:** As recommended.

**Alternatives:** None recommended.

**PREPARED BY:** Clare Frater, Policy Analyst

**SUBMITTED BY:** Lisa Gordon, Director, Trust Area Services

**REVIEWED BY:** \_\_\_\_\_  
**(Chief Administrative Officer)**

**REVIEWED BY EXECUTIVE COMMITTEE:**

November 22, 2011

**OTHER REVIEW:**

### **PARK ADVISORY BOARD (PAB) TERMS OF REFERENCE**

Revised June 15, 2006

#### **A: BACKGROUND**

1. Certain aspects of this Terms of Reference are set out as per the Memorandum of Agreement Between Her Majesty the Queen in Right of Canada as Represented by the Minister of Canadian Heritage (now Minister of Environment) For the Purposes of the Parks Canada Agency and Her Majesty the Queen in Right of British Columbia as Represented by the Minister of Sustainable Resource Management and the Minister of Water, Land and Air Protection Respecting the Establishment of a National Park Reserve of Canada in the Gulf Islands of British Columbia (Park Establishment Agreement) which was signed in May 2003.
2. The Site Superintendent and Field Unit Superintendent are accountable for the preparation and recommendation process of the Interim Management Guidelines and Management Plan for Gulf Islands National Park Reserve. The Management Planning Program is led by the Park and Community Planning Coordinator. The Planning Coordinator sets the process, leads the Parks Canada team preparing the documents, obtains and addresses the feedback from the Advisory Board and the public and is charged with preparing the Interim Management Guidelines and the Management Plan.
3. Interim Management Guidelines are approved by the Director General for National Parks. Management Plans are approved by the Minister responsible for Parks Canada and subsequently tabled in the House of Parliament.
4. The PAB Terms of Reference will be made available to the public upon request.
5. In addition to the Canada National Parks Act, Parks Canada's Guiding Principles and Operational Policies and its Guide to Management Planning set out the framework within which the Management Planning Program will be undertaken.

6. Parks Canada staff will continue to work with other community and regionally-based groups on management planning and operational programs for the Park Reserve and will seek, on an on-going basis, input and consultations respecting park management planning.

**B: PURPOSE OF THE PARK ADVISORY BOARD:**

1. The purpose of the PAB is to provide advice and guidance to Canada through the following roles:
  - (a) recommending the interim management guidelines for the Gulf Islands National Park Reserve to the Director-General for National Parks for approval;
  - (b) recommending the management plan for the Gulf Islands National Park Reserve to the federal Minister for approval;
  - (c) reviewing the annual business plan for Gulf Islands National Park Reserve and providing advice with respect to that plan to the Superintendent of Gulf Islands National Park Reserve; and
  - (d) providing advice on other current matters related to the planning, management and operation of the Gulf Islands National Park Reserve that are of interest to the surrounding communities and the public.

**C: PARK ADVISORY BOARD MEMBERSHIP**

1. The PAB will consist of seven members appointed by the Chief Executive Officer of the Parks Canada Agency as follows:
  - (a) from the Parks Canada Agency, two non-voting members, one of whom will be the Superintendent;
  - (b) from the Capital Regional District (CRD), one member who is an elected regional director and one alternate, recommended to the Chief Executive Officer by the CRD;
  - (c) from the Islands Trust Council (as defined in the Islands Trust Act), one member who is an elected trustee and one alternate, recommended to the Chief Executive Officer by that Council; and
  - (d) from the public, three members chosen by the Chief Executive Officer who are recognized as having expertise in one or more of the following areas: conservation, education, land based recreation, water based recreation, tourism or cultural heritage.

2. Parks Canada will provide an opportunity for interested Canadians to apply and be considered for appointment to the public member positions of the PAB.
3. Members of the PAB will be appointed for terms of 2 or 3 years. A member may be re-appointed, to a maximum term length of 6 years, excluding the park reserve superintendent, who remains a permanent member.
4. Alternates for the Islands Trust Council representative and the Capital Regional District representative will also be appointed and will fill in for their respective PAB member if the member is unable to attend a scheduled meeting.
5. Members of the PAB, and their alternates as necessary, will act impartially and in the public interest and will not act as representatives of the person or agency recommending or appointing them while participating as members of the PAB.
6. All members of the PAB, and alternates when they are required to attend, will be entitled to payment by Parks Canada of travel expenses and a per diem honorarium (according to standard federal government per diem rates) as appropriate to attend meetings of the PAB.
7. The Chief Executive Officer of Parks Canada may terminate the appointment of a member of the PAB, or an Alternate, at any time.
8. A PAB member or Alternate may resign from the Advisory Board at any time by submitting a letter of resignation to the Chief Executive Officer of Parks Canada

## **D: ROLES AND RESPONSIBILITIES**

### PAB Members and Alternates

1. The members of the PAB, and their Alternates when they are acting on behalf of a PAB member, will act impartially, in good faith, and in the public interest in all aspects of the PAB business.
2. The members of the PAB will elect a Chairperson and Vice Chairperson from among their membership to serve annual terms.
3. The members will take an active part in the meetings to ensure the best advice is provided to Parks Canada.

4. The members will respect the confidentiality of information identified as sensitive or privileged.
5. The members may seek information and input from external sources to assist them in providing well-rounded advice to Parks Canada.
6. The members will maintain relationships with Parks Canada staff so as to develop trust and respect, but avoiding personal relationships that may affect their objectivity.

#### PAB Chairperson

1. The chairperson will provide impartial leadership to the PAB at its meetings and through the PAB's various endeavours.
2. The Chairperson is responsible for establishing the agenda for the meeting, in consultation with the Park and Community Planning Coordinator and the PAB members.
3. The Chairperson is responsible for conducting meetings in an effective, efficient, and fair manner and will require all involved in the meetings to conduct their business in a respectful manner at all times. If necessary, the Chairperson will use Roberts Rules of Order as a guide to ensure due process.
4. The Chairperson will work with closely Park and Community Planning Coordinator to ensure that information needs of the PAB and requirements of the Park Management Planning Program are adequately addressed.

#### PAB Vice-Chairperson

1. The Vice-Chairperson will serve as Chairperson in the absence of the Chairperson.

**E: MEETINGS**

1. The PAB will meet at least four times yearly, at the call of the chairperson and a quorum will be the Superintendent and three other members of the PAB, one of whom must be a local trustee (as defined in the Islands Trust Act).
2. All regular meetings of the PAB will be open to the public, however the PAB meetings are not for the purpose of public consultation. The PAB may consider allowing representations from the public to be made during some portion of its meetings.
3. The Chairperson, in consultation with other members and the Park and Community Planning Coordinator, will prepare and post a notice of meetings including time, location and agenda so the public is made aware of the meetings.
4. Administrative support for the PAB will be determined and provided by Parks Canada. Parks Canada will ensure that there is a record of all PAB meetings, including discussions and recommendations. The chairperson will be responsible to verify the records are accurate.
5. For the first three meetings the Gulf Islands National Park Reserve Superintendent will act as chairperson for the meetings. Before the end of the third meeting the PAB will elect a PAB chairperson and vice-chair from among its members.
6. The Park Superintendent or his designate shall, at each meeting, update members of the PAB and those in attendance from the public about any developments related to policies, planning, management, and operational matters relevant to the PAB's role.
7. Minutes will be kept of all PAB meetings and will be distributed in accordance with the practices established by the PAB.
8. To complement the PAB processes, the PAB may seek external technical expertise and/or establish volunteer working groups on specific issues or groups of issues. If volunteer working groups are established the PAB will establish a Terms of Reference for the group(s).

**F: BOARD CONDUCT**

1. In its deliberations and in making any recommendations, the PAB will comply with all applicable laws and policies and its Terms of Reference and will meet the purpose of the

National Park Reserve while taking into consideration the cultural landscape as well as historic community uses.

2. The PAB will make every effort to make recommendations by consensus but, if necessary, the PAB will decide by a simple majority of those members present.
3. The PAB will establish, regularly review, and maintain an annual work plan to guide its work.
4. Before making its final recommendations under subsection 17.4(a) of the park establishment agreement, the PAB will make its draft recommendations, in writing to the Field Unit Superintendent.
5. Where the Field Unit Superintendent advises the PAB that he is not in agreement with the draft recommendations submitted by the PAB, the PAB may, at its discretion, submit its draft recommendations to the Chief Executive Officer of Parks Canada. If the PAB submits draft recommendations to the Chief Executive Officer, the Chief Executive Officer will notify the PAB, in writing, of his decision with respect to the draft recommendations submitted.
6. PAB members may not use or allow the use of, for other than official PAB purposes, information obtained through or in connection with their PAB affiliation that has not been made available to the general public.
7. When speaking to the public or writing about any matter regarding the Gulf Islands National Park Reserve in a document for distribution beyond the PAB membership, the Superintendent, or Parks Canada staff, a PAB member shall clearly distinguish those recommendations, opinions, or positions officially adopted by the PAB as a body from those he or she may have as an individual. In no case shall a member represent individual opinions as those of the PAB, the Superintendent, or Parks Canada staff.
8. Any PAB member that has a conflict of interest or potential conflict of interest (personal, financial, professional, etc.) in any matter before the Board, its subcommittees or working groups, shall preclude himself or herself from any action on that matter including discussions and voting actions.
9. PAB members will use any and all information gained through the PAB for PAB purposes only and will not use any information gained through the PAB for personal gain.

10. All PAB requests to Parks Canada staff for information or assistance will be made through the PAB to the Superintendent to ensure that those needs are addressed within the context of staff work programs.

**G: FIRST NATIONS**

1. Parks Canada wishes to continue to consult with those First Nations who have expressed that they have an historical relationship to the region encompassing the Gulf Islands National Park Reserve, with respect to their involvement in the planning and management of the National Park Reserve, including with respect to the development of interim management guidelines and the management plan for the National Park Reserve and Parks Canada will work with the First Nations to determine the best processes for consultation.
2. In accordance with section 35 of the *Constitution Act* (1982), any existing aboriginal and treaty rights will be respected in the National Park Reserve and any proposed new regulation that may infringe an existing aboriginal or treaty right will be the subject of consultations between Canada and the affected First Nations prior to the coming into force of the regulation. The PAB will bear this in mind in its discussions, deliberations and recommendations.
3. Parks Canada may convene joint meetings of the PAB and interested First Nations to discuss the development of interim management guidelines and/or the management plan.
4. Parks Canada is responsible for ensuring that interested First Nations are provided opportunities to provide input to the development of the interim management guidelines and the management plan for the park reserve.

**H: National Marine Conservation Area Feasibility Study**

1. Parks Canada may convene joint meetings of the PAB the NMCA Advisory Board to discuss issues of mutual interest, including the development of interim management guidelines and/or the management plan.

**I: Modification of the Terms of Reference**

1. Parks Canada, from time to time and working in consultation with the PAB, may modify the Terms of Reference for the PAB.