



File No.: 6500-20
Housing Options Impacts
Review

DATE OF MEETING: October 22, 2020
TO: Gabriola Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
Northern Team
SUBJECT: Report subject: Housing Options and Impacts Review Next Steps

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the amended “Housing Options and Impacts Review Project Charter - Version 5” dated October 2020.
2. That public engagement activities related to the Gabriola Housing Options and Impacts Review Project through March, 2021 provide answers to the following questions:
 - a. In what order should the topics of the “in-scope” section of the Gabriola Island Housing Options and Impacts Project Charter version 5 be prioritized and addressed?
 - b. For each topic listed in the “in-scope” section of the Gabriola Islands Housing Options and Impacts Project Charter version 5, in what way should the Gabriola Island Official Community Plan and / or Land Use Bylaw be amended to address that topic?

REPORT SUMMARY

The purpose of this report is to provide a recommendation for the Gabriola Housing Options and Impacts Review project next steps.

BACKGROUND

At their June 25, 2020 meeting, the Gabriola Local Trust Committee passed the following resolution:

GB-2020-035 it was MOVED and SECONDED

that the Gabriola Island Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide recommended prioritization of the in-scope components of version 5 of the Project Charter, other than the review of the Gabriola Build Out Map, based on staff comments regarding budget and staffing, and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government.

CARRIED

The Gabriola Housing Advisory Planning Commission (HAPC) met with staff on September 3, 2020 to discuss next steps for the project as requested. No motions were made or voted on during the meeting, however, general discussion indicated the following:

1. Staff recommended that the project budget for fiscal year 2020-2021 not exceed \$5,000 and the HAPC seemed to accept this figure;
2. Staff advised that staffing resources for this project from the Northern Islands Trust team could amount to 6 hours a week. The HAPC suggested that the members of the HAPC form a community group, separate from their roles as HAPC members and that community group could also provide labour for the public engagement effort.
3. Staff advised that the term for the current LTC will end in November of 2022. With this in mind, the HAPC seemed to suggest that the public engagement related to this project be conducted through the winter of 2021 / 22 and that recommendations for OCP and LUB bylaw amendments be provided by the group to be initiated in Spring, 2022.
4. Staff recommended that the public engagement be structured to focus on the Gabriola OCP and LUB and be conducted in stages with topical areas in sequence. The HAPC response to this recommendation seemed to be that the public engagement should not be narrowly focused on the Gabriola OCP and LUB but should be designed to capture any and all ideas related to housing solutions on Gabriola. The HAPC members seemed confident that this approach could still inform specific changes to the OCP and LUB and topics to focus on.

Following the HAPC meeting, the members of the group asked if a portion of the budget for this project could be spent on paying a community member for their time to act as a project manager of the public engagement. Staff informed them that Islands Trust would define this as a consulting contract and that the Islands Trust Procurement Policy (attachment 2) would apply. Consultants hired by Islands Trust are required to have their own liability insurance and their work must be focused on items the LTC has authority over; namely the OCP and LUB. The consultant could not work on housing topics beyond the OCP or LUB and be eligible for LTC project funds.

In general, in order to be eligible for LTC project funds, community group activities need to be directly related to the OCP and LUB. Where public engagement goes beyond the OCP and LUB or outside of the jurisdiction of the LTC, any community group activities with related LTC project dollars would be responsible for their own accounting for expenditures of LTC project funds versus activities unrelated to these documents.

Islands Trust financial obligations and other resourcing issues result in the following:

1. LTC project dollars cannot be given to community groups for their direct expenditure. All expenditures of LTC project dollars must be managed by Islands Trust staff;
2. LTC project dollars must only be spent on activities under the authority of the LTC (the OCP and LUB);
3. Islands Trust staff and technical resources related to LTC projects must be focused on activities under the authority of the LTC (OCP and LUB).
4. Resourcing Islands Trust Zoom accounts is limited.

ANALYSIS

The Public Engagement strategy recommended by the HAPC and endorsed by the Gabriola LTC in February, 2020 assumed a budget of \$9,500 with labour primarily provided by northern office Islands Trust staff and a consultant. It also assumed a topical scope that was more expansive than a focus on the Gabriola OCP and LUB.

A revised budget of \$5,000 or less, a reduction in dedicated staffing resources due to the LPS Review, social distancing requirements, and clarity about the fiscal constraints of LTC project dollars necessitates a reduction in the scope of the public engagement plan related to the Housing Options and Impacts review project.

If the Trustees hope to make amendments to the Gabriola Official Community Plan to advance the HOIRP prior to the end of their current term, staff estimate that consideration of draft bylaws would need to begin no later than the Spring of 2021.

Because project dollars and Islands Trust resources must be managed by staff, working with a group of volunteers to execute a public engagement strategy would likely include some of the following scenarios:

| Activity | Who | Does What |
|-------------------------------|---------------------|--|
| Mailing to Gabriola residents | Community group | Designs and drafts document to be mailed |
| | Islands Trust Staff | Purchases paper and envelopes; Stuffs envelopes; Pays for postage; Take envelopes to post office |
| Online Survey | Community group | Designs survey questions; Designs and drafts survey advertisements for the paper and social media posts; Analyzes responses |
| | Islands Trust Staff | Inserts questions into Islands Trust Survey Monkey account; Posts survey to Islands Trust website; Orders and pays for advertising in local newspaper; Manages posts to social media; Collects responses and conveys to Community Group. |

Staff's recommendation differs somewhat from the recommendations of the HAPC in the following ways:

| | HAPC member ideas | Staff Recommendation | Comment |
|----------------------------|---|---|---|
| Scope of Engagement | Any and all topics related to housing on Gabriola | OCP and LUB In-Scope topic areas | LTC Project dollars can only support OCP and LUB work |
| Budget | \$5,000 for 2020/2021; \$5,000 for 21/22 – majority for consultant | Up to \$5,000 for engagement; \$3,500 for legislative process | |
| Labour | Consultant + GB Community Members + Islands Trust Staff | 6 hours a week of staff time + volunteer and / or paid consultant hours | Consultants typically charge \$100 to \$150 an hour, are required to have liability insurance, and must focus their work on the OCP and LUB |
| Timeline | Engagement complete / recommendations for bylaws by: Spring, 2022 | Engagement Complete / recommendations for bylaws by: March, 2021 | Amendment bylaws would need to be ready to be drafted no later than Spring, 2021 to be completed within the LTC term |

Rationale for recommendation

Staff understand that a public engagement strategy can be iterative rather than be fully designed from the beginning of a project so it makes sense to have some flexibility in how the engagement is carried out. Staff could work with a group of community members to design and execute a public engagement strategy that might change over time.

Staffing resources being what they are, the engagement strategy will need to result in prioritization and sequential work related in-scope topics. As the deliverables of the HOIRP project are amendment bylaws for the Gabriola OCP and LUB, the engagement should also provide input into the specific ways in which the OCP and LUB should be amended related to each topic.

Staff are also recommending that the preliminary engagement be complete by March 2021 in order to give the LTC enough time to pass the first set of amendment bylaws prior to the end of their term.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Preliminary engagement focuses on prioritization and details of first topic

Due to the shortened public engagement timeline and time required to process amendments, the preliminary public engagement could be focused on prioritization and sequence of in-scope topics and recommended amendments for just the first of the topics.

That public engagement activities related to the Gabriola Housing Options and Impacts Review Project through March of 2021 provide answers to the following questions:

- a. In what order should the topics of the “in-scope” section of the Gabriola Island Housing Options and Impacts Project Charter version 5 be prioritized and addressed?*
- b. For the “in-scope” topics of the Gabriola Islands Housing Options and Impacts Project Charter version 5 to be identified as the first to be addressed, in what way should the Gabriola Island Official Community Plan and / or Land Use Bylaw be amended to address that topic?*

2. Ask staff for more information

Alternatively the LTC could ask staff to report back with more detailed information on one or more of the above options. The motion would be:

That the Gabriola Island Local Trust Committee ask staff to provide more information about...

NEXT STEPS

If the LTC accepts the recommendation, staff would work with the community group to develop and execute public engagement.

| | | |
|---------------|---|------------------|
| Submitted By: | Heather Kauer, RPP, MCIP, AICP Regional Planning Manager | October 13, 2020 |
|---------------|---|------------------|

ATTACHMENTS

1. Draft Project Charter v. 5
2. Islands Trust Procurement Policy

Housing Options and Impacts Review Project - Charter v 5

Gabriola Island Local Trust Committee

Date: October, 2020

Purpose: To increase housing options on Gabriola Island through Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports the Object of the Islands Trust, strengthens relations with Snuneymuxw First Nation and builds on the findings of the 2018 Northern Region Housing Needs Assessment

Background: This project builds on the Housing Options Review Project PHASE 1 completed in June 2018, which focused on secondary suites on lots 2 hectares or larger. The second phase of the project will consider a broader range of housing issues, and the potential for increased density on the island to accommodate increased housing options. Support for the Islands Trust’s “preserve and protect” mandate, including a focus on indigenous housing needs and protecting the island’s groundwater supply/water conservation, is an overarching consideration.

Objectives

- Develop an Engagement Strategy to prioritize consultation methodology and topics.
- Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options.
- Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services on Gabriola Island in collaboration with Snuneymuxw First Nation, the RDN, health and housing service providers and community groups.
- Develop a strategy to address all housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report.
- Ensure proposed policy/regulatory changes are consistent with the Object of the Islands Trust and Islands Trust Policy Statement; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.
- ~~Develop a water sustainability strategy for the island.~~

In Scope

First Nations Relations and Perspectives

- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.

~~Regional Conservation Plan and Development Permit Areas:~~

~~Consider new Development Permit areas for water conservation; form and character; and protection of biodiversity. Consider and incorporate RCP goals as part of the housing project.~~

~~Water Sustainability Plan:~~

~~Develop an island wide water sustainability plan that builds on the RDN water budget data, rainwater catchment and requirements of the Water Sustainability Act.~~

Affordable/Attainable/Seniors/Special Needs Housing:

- Review definitions of “affordable” and “attainable” housing.
- Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new ‘housing first’ policy.
- Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning.

Secondary Suites:

- Consider secondary suites on lots smaller than 2 hectares.

Multi-dwelling and Mixed Use:

- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.

Build Out Map:

- Review and update the Gabriola Island Build-Out Map.

Out of Scope

- Review of minimum lot sizes for subdivisions.
- Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
- Review of home occupation regulations.
- Review of marina/live-aboard regulations.
- Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).

Workplan Overview

| Deliverable/Milestone | Date |
|---|-------------------------------|
| LTC endorses project charter and Terms of Reference for a Housing APC. | Spring 2019 (COMPLETED) |
| HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement. | Winter 2019-20 (COMPLETED) |
| Initiate broad community consultation and engagement on review topics. Develop TOR for groundwater plan. | 2020 – Spring, 2021 |
| Present initial draft of groundwater plan. Draft bylaw(s) developed; early referrals and consultation. | Spring, 2021 |

| | |
|---|-----------|
| Legislative process for proposed bylaw(s); adoption, endorsement of water plan and communication materials. | 2021-2022 |
|---|-----------|

| Project Team | |
|--|--|
| Island Planner | Project Manager/Planner |
| Regional Planning Manager | Project Sponsor |
| Freshwater Specialist | Groundwater Specialist |
| Legislative Clerk | Legislative Process/Bylaw Review |
| Communications /Planner 2 | Communications / Planning Support |
| Housing APC | Community/First Nations Reps |
| | |
| RPM Approval Date: 12/7/18; 22/11/18; 31/01/19; 11/07/19; 27/02/20; 09/10/20 | LTC Endorsement: Resolution # GB-2018-115; GB-2019-013; GB-2019-74; GB-2020-022 |

| Budget: | | |
|---|--|---------------------------|
| Gabriola Housing Options and Impacts Review Project | | |
| Budget Sources: | | |
| Fiscal | Item | Cost |
| 2019-2020 | Engagement Strategy development; HAPC facilitation/engagement activity | \$5,000 (Completed) |
| 2020-2021 | Develop topic focus for consultation; Topic Consultation/ Professional Facilitation/Legal Review of draft; groundwater sustainability plan phases 1-3 | \$4,000 |
| 2021-2022 | <u>Drafting bylaws</u> , Legislative Process (community information meetings; public hearing; advertising); final phase of groundwater plan | Spring, 2021-2022 \$3,500 |
| | | |
| | | |
| | | |
| | | |
| | Total | \$12,500 |

| PROJECT CHARTER WORK PLAN OVERVIEW | | | |
|---|---|--------------------|----------------|
| Meeting | Deliverable/Milestone | Target Date | Cost |
| | Engagement activities | March, 2021 | \$5,000 |
| April, 2021 | Engagement activities report; recommendations for topic prioritization and bylaw amendments | April, 2021 | |
| May, 2021 | Draft bylaws intro staff report | May, 2021 | |
| | Early referral to RDN | June, 2021 | |
| July, 2021 | 1 st Reading of bylaws/ initiation of 60 day referral period/legal review/CIM | July, 2021 | \$500 |
| October, 2021 | Staff report in re: referrals / legal review | October, 2021 | \$2,000 |
| November, 2021 | 2 nd Reading | November, 2021 | |
| January, 2022 | Public Hearing | January, 2022 | \$1,000 |
| February, 2022 | 3 rd Reading / Referral to EC | February, 2022 | |
| | EC | March, 2022 | |
| | Ministry Approval | June, 2022 | |
| July, 2022 | Approval | July, 2022 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$8,500 |



| | |
|---------------------------|---|
| Policy: | 6.5.3 |
| Approved By: | Trust Council |
| Approval Date: | March 25, 1996 |
| Amendment Date(s): | March 29, 2007; December 9, 2009; September 16, 2010; September 11, 2013; March 5, 2014; December 5, 2017 |
| Policy Holder: | Director of Administrative Services |

PROCUREMENT

Purpose

In accordance with the *Islands Trust Act*:

1. To set out purchasing procedures that support the costs of operations which the Islands Trust is authorized to recover through property tax requisition under *Section 47(2)* of the *Islands Trust Act*;
2. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
3. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
4. To ensure properly delegated purchasing authority is maintained; and
5. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

A. Definitions

n/a

B. Policy

1. Delegation of Authority

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The tables in Appendix A establishes the signing authority delegation for procurement processes.

Trustees do not have authority to make commitments or indications of preference to a supplier of goods or services, to avoid any real or perceived perception that trustees are improperly influencing a decision of staff to select contractors in accordance with this policy.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensure that no expenditure is made that is not included in the annual budget.
- Ensure that expenditures are consistent with the required or permitted operations of Islands Trust bodies, as identified in the *Islands Trust Act*.
- Be familiar with the provisions of the Government of British Columbia's Standards of Conduct for Public Service Employees in Government Procurement Processes.

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services, as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

The Chief Administrative Officer will determine if expenditures require review or approval by the Executive Committee or Trust Council.

5. Financial Assistance to Community Organizations and Other Groups or Individuals

Financial assistance to community organizations or other groups or individuals is only permitted if made by the Islands Trust Council, its delegate, or the Executive Committee acting on its behalf, pursuant to Section 8(2)(h) of the *Islands Trust Act* which states that Trust Council may:

- (f) engage in activities to gain knowledge about the history and heritage of the trust area and to increase public awareness, understanding and appreciation of its unique amenities and environment,*
- (g) conserve heritage property."*

Local Trust Committees may not provide financial assistance to community organizations or other groups or individuals unless Trust Council has, by bylaw, delegated its authority under Section 8(2)(h) of the *Islands Trust Act*.

6. Disclosure of Contracts

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the *Community Charter*.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

7. Local Trust Committee Expenses

7.1 Disbursements must only be made as authorized by Part 4 of the *Islands Trust Act* and typically include the following:

7.1.1 Advisory Planning Commission expenses (meeting and secretarial costs)

7.1.2 LTC meeting costs including advertising, hall rental, external facilitation costs, and secretarial costs

7.1.3 Local mail-outs and/or trustee newsletters

7.1.4 Open house costs

7.1.5 Purchases of goods or services that support the land use planning and regulatory operations of the LTC.

7.2 Disbursements must be made in accordance with the budget allocation, be processed via the Trust's financial system, and comply with all financial policies and procedures; including use of purchase orders or service contracts where required, and appropriate approvals by the Treasurer and/or designate;

7.3 Any disbursement over \$500 which is to be charged against the local trust committee expense budget, with the exception of those items noted in Section 7.1.1 through 7.1.4 above, should be approved by resolution of the LTC;

7.4 Expenditures cannot exceed the annual budget allocation provided to each local trust committee by Trust Council. However, if a local trust committee anticipates extraordinary costs they should approach the Executive Committee to request a budget adjustment;

7.5 Trustee travel and other expenditures must comply with Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures; and

7.6 Trustee expenses related to attendance at training and/or conferences must comply with Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance.

8. Competitive Process

The table in Appendix A establishes the dollar limits for different types of competitive processes.

An individual project with a total value greater than \$25,000 that will be completed over more than one fiscal year will require a formal competitive process with a Request for Proposal.

A competitive process can be held at the discretion of the Manager with budget authority, even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A.

All competitive processes must be coordinated by the Finance Officer to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price, while taking into consideration the quality and followup service available (if applicable) for the goods and services. To expedite routine or regular purchases, a qualified vendors' list may be established. Vendors on the qualified vendors' list will be selected in accordance with established procedures.

9. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services, determines whether to approve a purchase by direct award:

- The requirement is valued at less than \$25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- There is a single supplier that clearly provides the best value in the circumstances of a particular purchase.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor or the lessor's approved suppliers.
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request, and is named in the funding proposal. In this circumstance, the

Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor, or community group, after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee (*Islands Trust Act, Section 24*).

- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.

10. Selection Criteria

In a competitive process, selection criteria shall be established before a competitive process is posted. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality, qualifications, delivery time, quality of the response, environmental and social policy considerations, local purchasing and any other factors as determined by the Manager with budget authority for the purchase.

A local trust committee may request that the Regional Planning Manager provide the selection criteria for their review prior to posting the competition.

All details of the selection process shall be retained by the Finance Clerk.

11. Consultant Evaluations

A firm's performance is assessed for services based on the quality of the project in terms of how successfully it fulfils the stated objectives for the project. In the case of studies and briefs, where there is no built work involved, the product refers to the actual work produced by a consultant. Quality of 'services' assesses the firm's ability to manage and deliver professional services in a comprehensive, effective, reliable and timely manner throughout each stage of the project.

12. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years, provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

13. Fiscal Year

Contracts should not extend beyond the end of the current fiscal year-end to provide for budget approvals. Should the situation arise where this is required, approval by the Chief Administrative Officer is required.

14. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust.

Environmental considerations include such things as the suppliers' efforts towards recycling; use of environmentally friendly products; and manufacturing goods from recycled or recyclable materials.

In addition, purchases of equipment and supplies should have Canadian content wherever possible, practical and economical.

15. Social Policy Considerations

When making purchases every effort will be made to select suppliers whose products or services align with the attributes of social procurement policy.

Social procurement considerations include contributions towards a stronger local economy; enhancing the number of local jobs; and enhancing community arts and culture infrastructure.

16. Local Purchasing Considerations

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia, with preference given to items produced in the Islands Trust Area or on Vancouver Island.
- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, will ensure that awards represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area, and/or whose employees reside in the Islands Trust Area.

17. Staff Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized “Training/Conference Request Form” (see Policy 8.2.1, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (i.e., BCGEU travel allowance chart).

C. Legislated References

Islands Trust Act

BC Government Purchasing Handbook

Ministry of Finance Core Policy 6.0 Purchasing

Islands Trust Policy 8.2.1, Staff Training and Conference Attendance

Islands Trust Policy 6.12.1, Trustee Training/Conference Attendance

Islands Trust Policy 7.2.3, Trustee Travel Policy and Procedures

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

Appendix A – Method of Procurement and Approval Authority

APPENDIX A – METHOD OF PROCUREMENT AND APPROVAL AUTHORITY

| COMMITMENT MATRIX October 10, 2017 | | | | | | |
|---|--|------------------------------------|------------------------|---|--|--|
| Commitment/ Spending \$ Level | Commitment Type | Number of Quotes | Method of Purchase | Document Submitted to Finance | Special Conditions | |
| 1 | <\$ 100 | Petty Cash | One | Verbal, in person | Petty Cash Reconciliation | Receipt Required with payment claim - record purpose of purchase on receipt |
| 2 | <\$500 | Petty Cash, Corporate Credit Card | One | Verbal, in person | Petty Cash or Corporate Credit Card Reconciliation | Receipt Required with payment claim - record purpose of purchase on reconciliation |
| 3 | <\$5,000 per item or aggregate | Service Contract or Purchase Order | One | Verbal or written quote from one or more known vendors | Invoice | Approval of Invoice with indication of Project Code if any including indication that services/goods were received as ordered |
| 4 | \$5001 to \$25,000 per item or aggregate | | Request at least Three | Verbal or written quote from at least Three known vendors. If no "known" vendors then formal competitive process ITQ or RFP | Invoice | |
| 5 | >\$25,001 per item or aggregate | | Public Process | Appropriate Competitive process - RFP/ITQ | Invoice | |
| All Direct Award Service Contracts or Purchase Orders over \$ 10,000 must be approved by the Chief Administrative Officer | | | | | | |

| SIGNING AUTHORITY MATRIX October 10, 2017 | | | | | | | | | | |
|--|---|---|---------------------------------|--|--|--|---|---|--|-------------|
| Position Type of Decision | Commitment Type | Executive Committee | Chief Administrative Officer | Treasurer (Director of Administrative Service) | Director (Local Planning Services and Trust Area Services) | Corporate Secretary (Manager of Legislative Services) | Regional Planning Manager | Manager - (Manager of Islands Trust Fund, Manager of Information Systems, Executive Coordinator) | Supervisor (Finance Officer and Employee Services Coordinator) | |
| 1 | Authorization of Purchase of Services or Goods | Petty Cash, Corporate Credit Card Charge, Purchase Order or Service Contract to be done when required by policy | N/A | Greater than \$100,000 or direct award greater than \$10,000 | Up to \$100,000 | Up to \$25,000 | Up to \$10,000 | Up to \$10,000 | Up to \$5,000 | Up to \$500 |
| 2 | Authorization of new Positions | Email approval prior to initiation of hiring process | N/A | Yes | Yes | N/A | N/A | N/A | N/A | N/A |
| 3 | Authorization to fill vacant positions or changes to existing Positions | Offer Letter | N/A | Yes | Yes | N/A | N/A | N/A | N/A | N/A |
| 4 | Authorization of Training Request prior to registration or travel bookings | Training Request Form | N/A | Greater than \$50,000 or for any amount for training outside of the Province of BC | Up to \$50,000 - Training within Province of BC | Up to \$10,000 - Training in the Province of BC | Up to \$10,000 - Training in the Province of BC | Up to \$10,000 - Training in the Province of BC | Up to \$10,000 - Training within the Province of BC | |
| 5 | Authorization of Travel and Expense reimbursements | Expense Form | N/A | Greater than \$50,000 or for any amount for travel outside of the Province of BC | Up to \$50,000 - Travel within Province of BC | Up to \$10,000 - Travel within Province of BC | Up to \$10,000 - Travel within Province of BC | Up to \$10,000 - Travel within Province of BC | Up to \$10,000 - Travel within Province of BC | N/A |
| 6 | Authority to sign Grant Agreements or Memorandum of Understanding with external parties | Contract | N/A | Greater than \$100,000 | Up to \$100,000 | Up to \$25,000 | N/A | N/A | N/A | N/A |
| 7 | Authority to sign Contracts with external parties with no monetary implications | Contract | N/A | Within area of accountability | Within area of accountability | Within area of accountability | Within area of accountability | Within area of accountability | Within area of accountability | N/A |
| 8 | Authority to sign Project Charter | Contract | N/A | Greater than \$100,000 | Up to \$10,000 | Up to \$10,000 | Up to \$5,000 | Up to \$5,000 | N/A | N/A |
| 9 | Authority to sign Legal Services requests | Legal Services Request | N/A | Greater than \$100,000 | Up to \$100,000 | Up to \$25,000 | Up to \$10,000 | Up to \$10,000 | Up to \$5,000 | N/A |
| 10 | Authority to sign Lease/Rental Agreements | Agreement | N/A | Greater than \$100,000 | Up to \$100,000 | N/A | N/A | N/A | N/A | N/A |
| 11 | Authority to release LTC project funds from the LTC Project Reserve Fund | Agreement | Greater than \$20,000 | Up to \$20,000 | Up to \$20,000 | N/A | N/A | N/A | N/A | N/A |

Attachment 3

Staff comments on Gabriola LTC Delegation Submission

In regard to: *Resolution GB-2020-035*

“That the Gabriola Island Local Trust Committee refer the project charter and public engagement strategy of the Housing Options and Impacts Review Project to the Housing Advisory Planning Commission to provide recommended prioritization of the in-scope components of version 5 of the Project Charter, other than the review of the Gabriola Build Out Map, based on staff comments regarding budget and staffing, and that all meetings resulting from the referral must meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government”.

Rationale:

The Housing Advisory Planning Commission met September 3rd to discuss the above resolution and agreed in principle on a response (outlined in the HAPC minutes from that date). The HAPC was unable to meet in person again but worked electronically to finalize the response agreed to in the September 3rd meeting. In coming forward as a delegation we wish to have our recommendation read into the public record and to seek Trustee’s support for the actions outlined below which recommend a community-led engagement process to identify ways to promote a greater diversity of affordable housing options while protecting the island’s natural habitat and cultural heritage. Given the LTC’s budgetary and staffing limitations and the ongoing challenges of the pandemic, we believe the recommendation below will allow public engagement to happen within the original timeframe envisioned for the project.

RECOMMENDATION

The HAPC recommends the following courses of action:

- that the Housing Options and Impacts Review Project charter remains as written in v. 4.1, removing any prioritization of topics, as we believe the prioritization of in-scope components will occur naturally through the engagement process with the community;

- that a volunteer group of community members, led by the Gabriola Talks group, which has significant experience in public consultation on Gabriola, in partnership with the Gabriola Island Chamber of Commerce, and HAPC members, be directly responsible for managing and steering the public engagement strategy of the Housing Options and Impacts Review Project. The discussions will focus on housing affordability on Gabriola and ways to

Commented [HK1]: v. 4 of the Project Charter includes freshwater items. The project charter will need to be revised in order to remove these items.

increase the supply of affordable housing while respecting the preserve and protect mandate of the Islands Trust;

- that the HAPC members of this independent group, acting in their capacity as community organization members, be trusted with guiding the engagement process to ensure the it meets the mandate and objectives of the project, as laid out by Charter v. 4.1, and that all meetings meet the respective health and legislative requirements set forth by the Provincial Health Officer and Provincial Government;

- that the HAPC, in consultation with staff and Trustees and with due consideration of staff comments regarding budget and staffing, would then develop recommendations to the LTC resulting from the findings of the community consultation process;

- that the HAPC receive a budget of \$5,000 this fiscal cycle, with the understanding that Islands Trust project dollars will be limited to activities that focus on the OCP and LUB;

- that the volunteer community group seek other sources of funding, such as from the GICC, in order to engage with the public in a broad and meaningful way.

We further recommend that the deliverables and timeline return to those laid out in Charter v. 4.1.

Deliverables:

Fall 2020 – 2021 Initiate broad community consultation and engagement on review topics

2021-2022 – Drafting bylaws, legislative review

2022 – 2023 Legislative process for proposed bylaws; adoption.

Commented [HK2]: It's staff's understanding that this means the community group intends to do public engagement that encompasses more than just those topics covered by the GB OCP and LUB. LTC project dollars are only eligible to be spent on the GB OCP and LUB.

Commented [HK3]: Financial responsibilities of Islands Trust dictate that neither the HAPC nor a community group made up of HAPC members can directly receive LTC project funds. All expenditures of funds must be done by Islands Trust staff and cannot be done by HAPC or community group members.

Commented [HK4]: If other sources of funding are acquired, the community group leading this effort must provide bookkeeping services that document expenditures from the various funding sources.

Commented [HK5]: Drafting of bylaws would need to occur in spring / summer of 2021 and the legislative process begun by the Fall of 2021 in order for amendment bylaws to be adopted before the end of the LTC terms.

Respectfully submitted,

Dyan Dunsmoor-Farley
on behalf of the Housing Advisory Planning Commission

October 14, 2020