

# Policy Statement Amendment Project - Project Charter V8

**Purpose** To support Trust Council’s update of the Islands Trust Policy Statement bylaw, incorporating feedback from First Nations, the public, and referral agencies, and approval by the Minister of Municipal Affairs.

**Background** Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, the task of updating the Islands Trust Policy Statement through the lenses of reconciliation, climate change, and affordable housing, and to undertake early engagement with First Nations and the public in the process.

## Objectives

- To adopt an updated Policy Statement bylaw that supports Trust Council’s commitments to reconciliation, climate change, and affordable housing, and reflects feedback from the public, First Nations, and partner agencies.

## In Scope

- Amendment drafting of V1 as directed by TC resolutions, communications, legal review, and implementation planning
- First Nations engagement, public engagement, and agency referrals
- Four readings/Ministerial approval

## Out of Scope

- Treaty or territorial negotiations or accommodation
- Consequential amendments to official community plans and land use bylaws

## Workplan Overview

Major Deliverable/Milestone	Dates
<p><b>Past Years (FY 2019-20, 2021-22, 2022-23, 2023-24)</b></p> <ul style="list-style-type: none"> <li>-First Nations early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023)</li> <li>-Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022)</li> <li>-Policy review and analysis by Trust Council’s committees/working groups and staff (2020-22)</li> <li>-Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023)</li> </ul>	2019-2024
<p><b>Present (FY 2023-24, 2024-25)</b></p> <ul style="list-style-type: none"> <li>-First Nations early engagement Phase 3 (receiving input)</li> </ul>	Sept 2023-Mar 2024
<p><b>Proposed Next Steps (FY 2024-25)</b></p> <ul style="list-style-type: none"> <li>-EC/TPC + TC receive revised draft Policy Statement (EC/TPC recommend changes) via special public mtgs</li> <li>-As requested by TC, EC and TPC develop recommendations for further revisions</li> <li>-Trust Council considers any TPC/EC recommendations and passes resolutions on further revisions required</li> <li><b>-Approval in principle by Trust Council</b></li> <li>-Six month public engagement (referrals to local trust committees and Island Municipalities for local engagement; Trust-side survey; and virtual community workshop) concludes</li> </ul>	Apr-May 2024 June-July 2024 Late Aug 2024 <u>Fall 2024</u> Fall 2024-Apr 2025
<p><b>Final Adoption (FY 2025-26)</b></p> <ul style="list-style-type: none"> <li>-Trust Council receives referral responses and passes resolutions on further revisions required</li> <li>-Amendment drafting and amendment/<b>First Reading by Trust Council</b></li> <li>-Three month referral to First Nation governments, ITC Board, regional districts, other agencies as desired</li> <li>-Collation and consideration of feedback and preparation of document for Second / Third Reading</li> <li><b>-Second and Third readings</b> (incorporate any desired revisions during same meeting)</li> <li>-Refer proposed bylaw to Minister with final FN engagement report; allow six months for review</li> <li>-Receive approval from Minister (estimated—no statutory timeline), and <b>Adoption</b></li> <li>-Final graphic design and distribution, celebration event, implementation planning</li> </ul>	June 2025 <u>Sept 2025</u> Oct– Dec 2025 Jan/Feb 2026 <u>Mar 2026</u> April 2026—Nov 2026 <u>Dec 2026</u> Post Dec 2026

## Project Team

Executive Committee Trust Programs Committee Director, TAS	Project Champion Policy Content Advisors Project Director
Sr. Policy Advisor	Project Manager & Policy Writer
Program Coordinator	Public Engagement Coordinator
Communications Specialist	Communications Coordinator

## Budget

Item	FY 24-25	FY25-26	FY25-27
Communications	\$26,000	\$8,000	\$1000
Public Engagement	\$50,000	\$0	\$0
Legal Review	\$5,000	\$5,000	\$5,000
<b>Total Activity Costs:</b>	<b>\$81,000</b>	<b>\$13,000</b>	<b>\$6,000</b>

## Approved by:

Clare Frater, Director, TAS

## Endorsement: TC

Date:

\*Timeline assumes Trust Council schedules special meetings between regular quarterly meetings.