

Date: Time:

10.

February 5, 2013

8:30 am

NEXT MEETING AND ADJOURNMENT

Executive Committee Electronic Meeting

Location:		Islands Trust Victoria Boardroom	
		200-1627 Fort Street, Victoria, BC	
			Pages
1.	CALL	TO ORDER/ APPROVAL OF AGENDA	
2.	POST	COUNCIL JOINT SESSION WITH MANAGEMENT	
	2.1	Roundtable	
	2.2	Trustee Comments/Requests	
	2.3	Trust Council Folow Up Action List	1 - 2
	2.4	Trust Council Continuous Learning Plan	3 - 5
	2.5	Draft March 2013 Council Program	6 - 6
3.	3. FOLLOW UP ACTION LIST		
	3.1	Executive Committee Followup Action List	7 - 8
4.	TRUS	ST AREA SERVICES	
	4.1	Other	
	4.1.1	Delayed Federal Report on Derelict Vessels	9 - 11
	4.1.2	Trust Programs Committee Advice re BC Ferries Advocacy	
5.	LOCAL PLANNING SERVICES		
6.	EXEC	CUTIVE/TRUST COUNCIL	
7.	NEW	BUSINESS	
8.	CLOS	SED SESSION	
9.	RISE	AND REPORT	



Trust Council

Executive Committee

Financial Planning Committee

Codes TC

EC

FPC

Islands Trust Council Follow up Action List

Trust Fund Board

Local Trust Committees

Local Planning Services Unit

TFB

LTC

LPS

Updated: Feb 1/13

TPC TPC LPC	Trust Programs Committee (Local Planning Committee LA CS MS	, A–Linda S-Cindy	Local Planning Services Ur Staff Member Lead for Acti Adams; LG-Lisa Gordon; DM-I Shelest; MD-Miles Drew; CF-C e Smith; JE-Jennifer Eliason; C- Chonk	on Required David Marlor Clare Frater
MEETIN * Next	IG/Item TC Agenda ↑ to Bowen Island Municipality		Action By/To	Target/ Status
Prev	vious Meetings			
	rian Areas Regulation Status report to Council until completed		LPC (DM) to TC	Ongoing
Integ	grated Watershed and Shoreline Mapping Develop and implement strategy to integrate maps into TAP	IS & op	perations (DM)	March
	grated Shoreline/Watershed Protection Approach Final report to Council		LPC (DM) to TC	March
	d Security Develop internal policies and procedures re procurement Review food security topics in existing protocols and in proto	ocol de	(CS) ovt process (LA)	2013 2013
	oon Neutral Operations Policy Develop carbon neutral operations policy		FPC(CS) to TC	March
	nds Trust Fund 2011-2015 Regional Conservation Plan Draft proposed updates to Policy 3.3.ii		(LG/DM)	Pending
- - -	TEP Certificates - Issue subject to survey, covenant and ba SSI-NAP 2012.1 HO-NAP-2011.1 HO-NAP 2011.2 HO-NAP 2011.3	seline	report (LG/JE)	Pending Pending Pending Pending
Legi	slative Monitoring Chart Post to new website		(LG/CF)	Pending
	Donse to BC Ferry Commissioner Draft letter to Minister of Transportation		(LG/CF)	2012
	e Sound Planning Advocate for a Howe Sound management plan		(LG/CF)	2013

December 2012 Meeting

BC Ferries Advocacy Prepare submission to BC Coastal Ferries Consultation and Engagement process.	ess (LG/CF)	Done
National Marine Conservation Area Reserve Advocacy Chair letter to provincial and federal gov indicating support	(LG/CF)	Feb
Trust Council Meeting Schedule 2013 Post meeting schedule on office bulletin board and website	MS	Done
Coal Export Increase Add Islands Trust signatory to joint letter to Vancouver Fraser Port Authority	LG/CF	Done
Policy 7.2.v Restructure Study Cost Allocations Circulate and post policy on website	CS(JC)	Done
Policy 7.2.vi Municipal Tax Requisition Amend, circulate and post policy on website	CS(JC)	Done
Budget request – BC Ferries study Amend budget request Amend next draft of strategic plan	FPC/TPC (LG/CS) LA	Feb Feb
Local Government Restructure Briefing * Refer to Financial Planning Committee re tax impact details	FPC to TC	Mar
Oil Spill Cost Assessment Resolution Refer to Executive Committee	EC(LA)	2013
Followup Letters		
Acknowledge Delegates	(LG)	Jan
Next Trust Council		
Sept 2012 Council minutes to website Follow Up Action List to Trustees and staff Dec 2012 Council meeting decision highlights to website News Release and Agenda for Mar 2013 Council meeting Invitations – Area MLAs, MPs, RD Director, former trustees Post notice on community bulletin boards (on island of meeting only) Agenda Package - Review/Distribution to Trustees	(MS) (MS) EC (MS) EC (MS) (MS) (MS) EC (MS)	Done Done Done Feb Feb Feb



Islands Trust Council Plan for Continuous Learning 2011-2014

(What other topics would trustees like to propose?)

2013-02-01

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
	Webinar Sessions	Advocacy Policy New Website Orientation	Freedom of Information and Protection of Privacy	Northern and Southern Team Meetings	
	Mar (Thetis)	Annual Budget Session		Good Planning Practice	Working with the Islands Trust Fund
2013	June			Good Planning Practice	Working with San Juan County
	Sept		Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice	
	Dec (Victoria)	Draft Budget Session		Good Planning Practice	Electoral Area Directors re Economic Development
	Mar	Annual Budget Session		Good Planning Practice	
	June				San Juan County
2014	Sept	Election period best practices			
	Nov (Victoria)	Orientation	Orientation	Orientation	Orientation

	SESSIONS/ITEMS COMPLETED IN 2011-14 TERM						
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others		
2012	Dec (Salt Spring)	Draft Budget Session		Greenshores for Homes re Shoreline Mapping	Introduction to the Agricultural Land Commission		
2012	Sept (Bowen)	Strategic Planning Oil Spill Response	Refresher on Standards of Conduct and Administrative Fairness	Good Planning Practice Best practices in public engagement	Bowen Island Municipality		
	June (Penders)	Strategic Planning	Intro to Indemnification		First Nations San Juan County		
2012	Mar (Gabriola)	Annual Budget Session Initial Strategic Planning Session	Standards of Conduct and Indemnification	Community Planning 101 (for new trustees)			
2011	Dec (Victoria)	Orientation to Trust Area Services Orientation to Administrative and Financial Services Orientation to budget and budget process	'Staying out of Trouble' Session	Orientation to Local Planning Services	Making Fair Decisions Islands Trust Human Resources		

Potential topics/agency liaison for consideration in 2011-14 term:

- Coastal Douglas Fir Zone Conservation Action Plan (Trustee Pottle suggestion)
- Effective Advocacy (Trustee Steeves suggestion)
- Dealing with difficult people (Trustee Busheikin suggestion)
- Dispute Resolution for planners and trustees (Trustee Grove suggestion)
- Introduction to the Climate Action Charter
- Effective Conservation Covenants

- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)
- Advocacy and Media Relations
- Succession Planning and Staff Retention
- Soil Removal
- Using Social Media

		SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM					
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others		
2008	December (Victoria)	Intro to Budget Session Initial Strategic Discussion	General Orientation Governance (G. Cuff)	General Orientation	General Orientation		
	Mar (Gabriola)	Annual Budget Session	Strategic Planning Legal Session	Intro to land use planning			
	June (North Pender)		Procedural Fairness	Introduction to land use planning – part 2	Farm Industry Review Bd San Juan County		
2009	September (Mayne)	Climate Change – GHG Emission Reduction Targets		GHG Emission Reduction – planning policies actions			
	December (Salt Spring)	Intro Budget Session History of the Trust Strategic Plan Update	Litigation 101	Community Housing Task Force Update Bill 27 Update	Trust Fund Board		
	March (Hornby)	Strategic Plan Review Annual Budget Session	Update regarding court case	Community Housing Task Force Report Bill 27 Update			
	June (Saturna)	Marine Shipping Safety	Refresher on Orientation Topics	Refresher on Temporary Use Permits	San Juan County Parks Canada		
2010	Sept (Bowen)	Strategic Plan Update and Review		Food Security through Land Use Planning Riparian Area Regs - the Perspective of a QEP	Bowen Island Council		
	Dec (Victoria)	Intro Budget Session Strategic Plan Update		Good Planning Practice (Randall Arendt)	Regional Conservation Plan (TFB) GINPR (southern trustees)		
	March (Galiano)	Annual Budget Session		MAP IT demo Implementing the Regional Conservation Plan with LTCs			
2011	June (Denman)	Conservation Offsets	Operational Carbon Neutrality and Offsets	Rural By Design Practical examples	Liaison with Electoral Area Director – Cortes Strathcona RD		
	Sept (Salt Spring)	Term & Strategic Plan Review Advice to Incoming Council	Elections Period Best Practice		San Juan County		



DRAFT

March 2013 Islands Trust Council Agenda Program

Meeting Location: Overbury Resort, Thetis Island

Jan 29/13

	Tuesday, March 5	Wednesday, March 6	Thursday, March 7
A.M.	Chemanius to Thetis Ferry: Dep. Chemanius 12:45, arv Thetis, 1:20 pm	8:30 – 10:30 *Closed Meeting* • Legal Session • Litigation Update 10:30 – 11:00 Break 11:00 – 12:00 Working with the Islands Trust Fund	8:30 – 10:30 Decision and Information Items 10:30 – 10:45 Break 10:45 – 12:15 Trustee Roundtable
P.M.	1:45 Call to Order/Notice of New Items 1:50 – 3:30 Decision and Information Items 3:30 – 4:00 Break 4:00 – 5:30 2013/14 Budget Overview • Revenue & Expenses • Salaries and Staffing • Strategic Plan Implications	12:00 – 1:30 'Soup's On' Lunch at Community Hall & Island Visit (tbc) 1:30 – 3:00 Delegations & Town Hall 3:00 – 3:30 Break 3:30 – 4:30 2013/14 Budget Discussion • Budget Debate and Approval 4:30 – 5:30 Decision and Information Items	12:15 Meeting Adjourned Ferry to Chemanius: Dep. Thetis 1:20 pm; arv Chemanius 2:00 pm

^{**} Members of the public are invited to attend all sessions except any closed meetings and meals.



Executive Committee Follow-up Action List

EC Mtg	Bold = regular items WHO / Activity	WITH/TO	TARGET
	LINDA ADAMS		
	Executive Committee Report - review work program priorities Prepare report re delegation of Trust Council Power re coordination		Every mtg.
Jan 24/13	Put EC priorities on a future agenda, with criteria for prioritization		Feb
Jan 24/13	Develop staff advice re EC work program management		Feb
Jan 23/13	Decline membership in Coastal Community Network		Feb
Jan 23/13	Arrange legal refresher session at TC		Mar
Oct 30/12	Ensure TC referrals are priorities on Committee work programs as per existing policies	w/mgrs	Done
Sep 11/12	Prepare report re delegation of Trust Council power to a local trust committee		2013
Sep 27/10	Develop a long-term CAO succession strategy		2013
Sep 27/10	Develop an emergency CAO succession strategy		2013
Jul 28/09	Consider attending LTC meetings (in consultation with LTC Chairs)		Ongoing
	LISA GORDON		
	Legislative Monitoring Chart (bi annual)	w/CF	June
Jan 24/13		w/CF	Mar
Jan 24/13	Add Pleasure Craft Sewage advocacy to a future agenda		2013
Jan 24/13		w/CF	Feb 19
Jan 24/13	Letter to Minister of Environment incorp GIA request	w/CF	Feb 15
Jan 24/13	Refer ferries advocacy briefing to TPC and request advice re next steps		done
Jan 24/13	Provide guidelines to LPS staff re communications options for local topics	w/LS	2013
Jan 24/13	Write letter re Mineral Tenures Act	w/CF	done
Jan 24/13	Integrate communications plan with work program/priorities		2013
Dec 18/12	Implement decision re Lasqueti funding	w/SS	Feb
Nov 20/12	Develop advice re response to R. Schnurr	w/DM	Feb
Nov 20/12	Develop advice re TEDex request		Feb
Nov 20/12	Develop advice re Seymour Park correspondence	w/LA/CT	Feb
Oct 16/12	Puget Sound partnership and Howe Sound partnership – place on future agenda	w/CF	2013
Aug 14/12	Refer S. Steil letter to ITPS topic review inventory (Chair to reply by email)		2013
Aug 14/12	New website – meeting package standards		2013
Aug 7/12	Place C to C funding on a future agenda for consideration		2013
July 3/12	Letter to First Nations to cover distribution of Council decisions re: pipeline		2013
Mar 29/12	Respond to S Steil re pleasure craft sewage pollution issue	w/SM/KH	2013
Nov 22/11	Proceed with next phase of video project		2013
Nov 3/10	Develop a Continuous Learning session about advocacy/media relations		2013
Nov 2/10	Develop letter to minister re First Nations issues (part of \$10,000 program item)	w/LA	2013
Aug 31/10		w/CF	Ongoing
Oct 14/09	Draft letter to BC Ferries re protocol agreement	w/SM	2013

EC Mtg	Bold = regular items WHO / Activity	WITH / TO	TARGET		
	DAVID MARLOR				
Jan 23/13	Develop advice re bylaw enforcement updates to EC		Feb		
Jan 23/13	Respond re Horton Bay Application Funding Request and advise applicant	w/GR	Feb		
Jan 23/13	Consider attendance at San Juan Marine Managers workshop		Feb		
Jan 23/13	Request LPC to consider PAO 'access to water requirements' re MOTI protocol agreement		2013		
Nov 20/12	Provide advice re application sponsorship policy re sponsorship of gov. bodies		2013		
Nov 20/12	Establish consistent use of bylaw checklist with planners		2013		
Nov 20/12	Incorporate Rise and Report motions into incamera staff report templates	w/CT	Feb		
Oct 30/12	Implement incamera decisions	w/MD	Feb		
Oct 30/12	Report on ideas to provide LTCs with context for strategic plan		Mar		
Sep 11/12	Organize Joint CRD/SG Islands liaison meeting	w/RK/LH	2013		
Aug 14/12	Further info to EC members re Islands Trust jurisdiction	w/LA	2013		
Aug 14/12	Review and report on process for development of RD/LTC protocol agreements	w/LG to TC	Feb		
Aug 14/12	Review and report on ILMB process regarding tenure referrals	w/LG to TC	Feb		
Nov 22/11	Develop bylaw enforcement strategy for EC re unlawful foreshore structures	w/MD	2013		
Nov 22/11	Develop bylaw enforcement strategy for EC re unlawful dwellings	w/MD	2013		
Nov 22/11	Work with CVRD and Thetis LTC re bylaw violations on remote islands	w/MD	2013		
	CINDY SHELEST				
July 3/12	Forward draft Council Committee meeting agenda to respective Executive		ongoing		
	Committee rep - EC rep to correspond with CC Chair/staff prior to meeting MARIE SMITH				
lon 24/12	Fwd Corp of Delta letter re ferries to Trustees		Done		
Jan 24/13 Jan 23/13	Amend and post minutes: Nov 26, Dec 4, Dec 18.		Done		
	Correct RWM before filing		Done		
Jan 23/13	Advise on funds available for Island Studies Conference, LGLA Forum and Marine		Feb		
Jan 24/13	Managers Workshop attendance				
Jan 24/13	Add Trust Council to an electronic discussion		Feb 5		
Jan 24/13	Add Post Trust Council discussion to an electronic meeting		Feb 5		
Dec 18/12	Add ALC videotape distribution to a future agenda, following new website launch		2013		
Oct 30/12	Puget Sound Partnership Request and Howe Sound Mgmt Plan on future agenda	w/LG	2013		
Oct 30/12	Seek meeting with Min Bennett in early 2013	w/LG	Jan .		
Jan 26/10	Add TFB and committee updates after meetings to EC agendas		ongoing		
	CARMEN THIEL				
May 31/11	Provide advice about referrals to proposed bylaws in EC minutes	w/DM/MS	2013		
Aug 17/10	Review practices re SSILTC correspondence (consistency of practice, electronic posting of correspondence)		2013		
Jul 13/10	Ensure RPMs are using consistent approach to CIMs and PHs as LTC meetings, use of notice, agendas, minutes, etc.		2013		
Feb 24/09					
Feb 24/09	Ensure that minute takers are using Islands Trust standards		2013		
Feb 9/10	Develop guidelines for confidential/anonymous correspondence management		2013		



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** February 5, 2013

From: Lisa Gordon, Director, Trust Area Date: January 30, 2013

Services

SUBJECT: DELAYED FEDERAL REPORT ON DERELICT VESSELS

RECOMMENDATION: That the Executive Committee direct the Chair to write to the Ministry of Transport Canada urging the release of a report on derelict vessels.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Trust Area Services staff estimate about half a day of staff time to implement the recommendation. The Chair's time would be required to review and approve the letter.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: The letter will take 2-3 hours of the Policy Analyst's time to draft and will require a further 1 hour of administrative time to format, send, post to website, and distribute to subscribers. Media outreach or multiple cc's would add to this total.

BACKGROUND

The Islands Trust has advocated about abandoned and derelict vessels issues for many years in 2010-12 the Islands Trust worked actively to raise the profile of the issue and seek solutions from responsible agencies.

In the last year, the Islands Trust supported advocacy on this topic in three key ways:

- The Executive Committee directed the Chair to send a letter to the Chair of AVICC to confirm that the Islands Trust Policy Analyst would continue to represent the Islands Trust on the Joint Working Group for the Removal of Derelict Vessels in British Columbia
- 2. In that letter the Chair suggested that the working group produce a fact sheet for local government bylaw officers that answers commonly asked questions about abandoned and derelict vessels. (Provincial staff continue to work on the guide for local government officials which is currently waiting for legal review. No action is recommended on the fact sheet in this briefing.)
- 3. The Islands Trust Policy Analyst sought input from elected officials and community members and compiled a response to a Transport Canada survey on derelict vessels and supported Bowen Island Municipal staff in their submission.

Islands Trust staff were advised by Transport Canada staff that the Transport Canada report on derelict vessels would be ready mid-June and then in early August were informed release was imminent as it was in final sign-off. Over the last six months, the Islands Trust Policy Analyst has

liaised with members of the working group and AVICC staff about the expected release of the report but to action has been taken on. The Policy Analyst has also been in regular communication with a Transport Canada staff person in Ottawa, who also happens to be a resource person on pleasure craft sewage issues.

On January 17, 2013 the Policy Analyst learned that the report was to be released on January 21 and conveyed this information to the working group with the suggestion that the report could be the catalyst for a working group meeting. On January 18, the Transport Canada contact advised that the release of the report had been delayed again by the Minister's Office.

There appears to be a need for public pressure for the release of this report and an opportunity to influence decisions currently being made by the Minister of Transport about solutions to derelict vessel issues.

History of recent advocacy:

Since 2011, the Islands Trust Policy Analyst has attended the only three meetings of the Joint Working Group for Removal of Derelict Vessels in BC (met only in Jan-Feb 2011 and in April 2012 when meetings of this group were postponed until Transport Canada released the report about their survey of derelict vessels).

Timeline of recent Islands Trust advocacy (also on the Islands Trust website with links to all documents and presentation):

2011:

- The Executive Committee discussed derelict vessel issues at a meeting with the Hon. Murray Coell, BC Minister of Environment.
- The Chair wrote to the Hon. Denis Lebel, federal Minister of Transport, Infrastructure and Communities, re support for derelict vessels bill (Bill C-231)
- The Executive Committee and partners met with the Hon. Steve Thomson, BC Minister of Natural Resource Operations at the UBCM convention to talk about derelict vessels and docks and then the Chair sent a letter to three local governments providing a derelict vessel advocacy update.

2010

- Islands Trust staff supported AVICC by organizing a Finding Solutions for Management of Derelict Vessels workshop at the UBCM 2010 Convention which focused on resolving the derelict vessel problem and possible changes to provincial and federal legislation and policy. Sheila Malcolmson, Chair of Islands Trust Council opened the session with a presentation that gave examples of stray barges and other vessels.
- The Islands Trust Chair and Policy Analyst worked with three other local governments and the Association of Vancouver Island and Coastal Communities (AVICC) to develop <u>a joint resolution on derelict and abandoned vessels, barges</u> <u>and docks</u>, which was endorsed by the Union of British Columbia Municipalities (UBCM) membership at the UBCM 2010 Convention.
- At the UBCM Convention the Islands Trust Executive Committee also met with the Hon. Pat Bell, BC Minister of Forests, Mines and to discuss derelict vessel issues and followed up with letters to him and to the new responsible Minister, the Hon. Steve Thomson.

REPORT/DOCUMENT:

KEY ISSUE(S)/CONCEPT(S): Effective management of derelict vessels, barges and docks.

RELEVANT POLICY:

- Advocacy Policy 6.10.iii
- Strategic Plan Activity 2.4.5 Continue to advocate to senior government solutions to derelict vessels
- Islands Trust Policy Statement 3.1.9 states that: Trust Council encourages actions and
 programs of other government agencies which: place priority on the side of protection for
 Trust Area ecosystems when judgment must be exercised, protect the diversity of native
 species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and
 marine waters of the Trust Area.

DESIRED OUTCOME: Advocacy that leads to improvements to long-term solution to prevent and manage derelict vessels, barges and docks

RESPONSE OPTIONS

Recommended: As above

Alternative:

- Direct staff to suggest to non-federal members of Joint Working Group for the Removal of Derelict Vessels in British Columbia (staff of the Union of BC Municipalities and the Ministry of Natural Resource Operations) that they urge their elected leaders to call for release of the report.
- 2) Direct the Chair write to the Union of BC Municipalities to encourage them to urge release of the report on behalf of local governments
- 3) No action.

Prepared By: Clare Frater, Policy Analyst

Reviewed By: Lisa Gordon, Director, Trust Area Services, January 30, 2013