



# Executive Committee Agenda

Date: Monday, September 14, 2020  
Time: 9:00 am  
Location: Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

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<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF AGENDA</b>	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
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<b>3. ADOPTION OF MINUTES</b>	
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<b>4. FOLLOW UP ACTION LIST AND UPDATES</b>	
4.1 Follow Up Action List/Director/CAO Updates	20 - 25
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4.3 Islands Trust Conservancy Liaison Update	
<b>5. TRUST COUNCIL MEETING PREPARATION</b>	
5.1 Executive	
5.2 Local Planning Services	
5.3 Administrative Services	
5.4 Trust Area Services	
<b>6. EXECUTIVE COMMITTEE PROJECTS</b>	
6.1 Trust Council Initiated	
6.1.1 Executive	
6.1.1.1 UBCM Minister Speak Notes	26 - 29
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6.1.4 Administrative Services	

6.2	<b>Executive Committee Initiated</b>	
6.2.1	<b>Executive</b>	
6.2.1.1	<b>Coast Guard Consultation on Oil Spill Response - Briefing</b>	30 - 31
6.2.2	<b>Trust Area Services</b>	
6.2.3	<b>Local Planning Services</b>	
6.2.4	<b>Administrative Services</b>	
7.	<b>NEW BUSINESS</b>	
7.1	<b>Executive/Trust Council</b>	
7.2	<b>Trust Area Services</b>	
7.2.1	<b>LTC Chairs Report on Local Advocacy Topics</b>	
7.3	<b>Local Planning Services</b>	
7.4	<b>Administrative Services</b>	
8.	<b>CLOSED MEETING (under separate cover)</b>	
	That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.	
9.	<b>RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)</b>	
10.	<b>CORRESPONDENCE (for information unless raised for action)</b>	
10.1	<b>October 23, 2020 Howe Sound Community Forum</b>	32 - 32
10.2	<b>Follow-up to Georgia Strait Integrated Response Meeting email dated Sept 1, 2020</b>	
10.3	<b>MOTI Minister Trevena response re: BC Ferries Service level in the Trust Area dated Sept 9, 2020</b>	33 - 34
10.4	<b>Office of the Ombudsperson Quarterly Reports dated August 28, 2020</b>	35 - 39
11.	<b>WORK PROGRAM</b>	
11.1	<b>Review and amendment of current work program</b>	40 - 43
12.	<b>NEXT MEETING</b>	
	The next meeting of the Executive Committee is September 30, 2020	
13.	<b>ADJOURNMENT</b>	

Agenda No.	From	Context Notes
6.1.1.1	CAO	Executive Committee received confirmation that its UBCM meeting request with Minister Donaldson was accepted. The teleconference meeting will take place Monday, September 14 at 2:00 p.m. Speaking notes and the last briefing on this matter, dated January 23, 2019 to Trust Programs Committee are presented here for consideration.
8.	CAO	Closed Session (under separate cover). Executive Committee will find a legal opinion for review relevant to its upcoming UBCM meeting with Minister Donaldson for consideration.
11.		In accordance with the Executive Committee (EC) policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee’s business.
12.1		The Executive Committee work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the Executive Committee can provide direction regarding new items or the order of priorities.



**DRAFT**

## Executive Committee Minutes of Regular Meeting

**Date:** September 2, 2020  
**Location:** Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

**Members Present:** Peter Luckham, Chair, Thetis Island  
Dan Rogers, Vice Chair, Gambier/Keats Island  
Laura Patrick, Vice Chair, Salt Spring Island  
Sue Ellen Fast, Vice Chair, Bowen Island Municipality

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Vicky Swan, Communications Specialist  
Warren Dingman, Bylaw Compliance & Enforcement Manager  
Lori Foster, Executive Coordinator/Recorder

### 1. CALL TO ORDER

At 9:03 a.m., Chair Luckham called the meeting to order stating gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

The following item was presented for addition to the agenda:

11.10 JASCO response letter dated August 25, 2020 to SIRRA (Saturna Island Residents and Ratepayers Association letter dated August 17, 2020

#### 2.2 Approval of Agenda

**By general consent,** the agenda was adopted as amended.

### 3. ADOPTION OF MINUTES

#### 3.1 August 5 Executive Committee draft minutes

# DRAFT

By general consent, the August 5<sup>th</sup>, 2020 Executive Committee draft minutes were adopted as presented.

## 4. FOLLOW UP ACTION LIST AND UPDATES

### 4.1 Follow Up Action List (FUAL)/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller reviewed the status his FUAL items as presented in the report. He noted that the Union of British Columbia Municipalities (UBCM) meeting request with the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation, was declined.

Director of Local Planning Services (DLPS) Marlor indicated all FUAL items in his area were complete and gave an update on the current job postings in the planning department and bylaw enforcement.

Director of Trust Area Services (DTAS) Frater spoke to the status of her FUAL items and noted that #10, a report with options regarding Missing and Murdered Indigenous Women and Girls (MMIWG) Calls for Justice, will be brought to the next regular business meeting.

### 4.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended and upcoming meetings.

Discussion followed on the ability to hold in-person meetings while meeting physical distancing requirements.

### 4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast stated the Islands Trust Conservancy Board did not meet in August and that item 6.5.3, the Conservancy's Report, addresses its recent work.

## 5. BYLAWS FOR APPROVAL CONSIDERATION

### 5.1 Bowen Island Municipality Bylaw No. 498 (OCP amendment)

Vice Chair Fast introduced the bylaw amendment which EC had reviewed at First Reading at its February 26<sup>th</sup> business meeting. She stated this amendment brings with it a covenant and access to Crown Lands.

DLPS Marlor commented on the background of the application, to create a yoga retreat, as cited in the report submitted by Planner Stockdill.

# DRAFT

**EC-2020-098**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Bylaw No. 498, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018” pursuant to Section 38 of the *Islands Trust Act*.

**CARRIED**

## 6. TRUST COUNCIL MEETING PREPARATION

Chair Luckham directed the Executive Committee to pull out items for discussion. If there was no concern or discussion on an item, the item would be forwarded, by general consent, to the September Trust Council agenda package as presented.

Vice Chair Rogers requested that future Trust Council Meeting Preparation items be ordered exactly as presented on the draft Trust Council agenda.

### 6.1 Executive

#### 6.1.1 CAO Report

**By general consent**, this item was forwarded to Trust Council as presented.

#### 6.1.2 Executive Committee Work Program

**By general consent**, this item was forwarded to Trust Council as presented.

#### 6.1.3 June Trust Council draft minutes

Chair Luckham requested page 14 of the draft Trust Council minutes provide a smoother transition regarding the introduction of motion which was raised in the closed session but was deemed to be an item which should be addressed in the open meeting.

**By general consent**, this item was forwarded to Trust Council as amended.

#### 6.1.4 Disturbance of Cultural Heritage Sites and Ecosystems / Trustee Colbourne – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

# DRAFT

## 6.1.5 Prioritizing of the 2018 - 2022 Continuous Learning Plan – RFD

Amend the paragraph following the top ranked topics on page 2 of the request for decision (page 59 of the agenda package) to clarify Executive Committee’s decision to provide a new session on governance as an important education tool.

**By general consent**, this item was forwarded to Trust Council as amended.

### 6.1.5.1 Dr. Richard Hebda Presentation resolution amendment – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.1.6 Islands Trust Council December Meeting Logistics – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.1.7 Strategic Plan Quarterly Update

EC reviewed the status of items in the Strategic Plan and discussed the following changes:

- Land Stewardship item regarding Coastal Douglas fir work indicate it has been started at the local trust committee level on Salt Spring,
- Item 23, Policy Statement, change to in progress,
- Item 8, indicate it does require peer review.

**By general consent**, this item was forwarded to Trust Council as amended.

## 6.1.8 Summary of Local Trust Committee Correspondence Policy – Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.1.9 DRAFT September Trust Council Schedule

**By general consent**, Executive Committee tabled item 6.1.9 for consideration until after today’s Closed Meeting session.

### 6.1.10 DRAFT September Trust Council Consent Agenda Cover

**By general consent**, this item was forwarded to Trust Council as presented.

# DRAFT

## 6.1.11 Trust Council Priorities Chart

Discussion regarding the number of Top Priorities reported by a local trust committee or committee ensued. Policies 6.2.1 and 6.7.1 indicate each organizational unit report three (3) Top Priorities.

Chair Luckham requested this item be noted for a deeper discussion at the EC meeting after Trust Council.

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.1.12 Trust Council Follow Up Action List

**By general consent**, this item was forwarded to Trust Council as presented.

**By general consent**, the meeting recessed for a break at 10:21 a.m. and reconvened at 10:30 a.m.

## 6.2 Delegation Requests

Executive Committee discussed the number of delegations requests received and its discretion in allotting the amount of time a delegation may be given to present.

### **EC-2020-099**

#### **It was Moved and Seconded,**

That the delegations (excluding 6.2.2) be approved and advise the delegates they will be given 8 minutes each, due to the number of requests received, to address Trust Council.

**CARRIED**

### 6.2.1 Friends of the San Juans re: Roberts Bank Terminal 2

**By general consent**, this item was forwarded to Trust Council as presented.

### 6.2.2 Rick Hughes Chair, San Juan County Council

Staff noted that Rick Hughes Chair, San Juan County Council may be supporting Friends of the San Juans delegation; however, his attendance could not be confirmed at this time.

### 6.2.3 Canadian Parks and Wilderness Society / West Coast Environmental Law re: BC Coastal Strategy and law

# DRAFT

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.2.4 Raincoast Conservation Foundation re: Gulf Islands Forest Project policy focus

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.2.5 My Sea to Sky re: Municipal Carbon Accounting and Accountability

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.2.6 Salt Spring Solutions & Non-profit Community Groups re: Collective Concern for the Islands 2050 Consultation Process

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.2.7 Maxine Leichter re: Islands Trust Bylaw Enforcement

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.2.8 Michael Sketch re: A Regional Plan of Trust Area Policies - history & implementation

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.3 **Local Planning Services**

### 6.3.1 Director's Report

In the Director's Report, Vice Chair Patrick requested clarification on the following:

- Whose tenants are being referenced on page 151 of the agenda package,
- The Fresh Water Strategy – Strategic Plan Item 7, roles and responsibilities of the Trust was left out,
- The Groundwater Mapping Project regarding the peer review being presented to Local Planning Committee.

**By general consent**, this item was forwarded to Trust Council as amended.

# DRAFT

## 6.3.2 Local Planning Committee Work Program Report

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.3.3 LPC - Request for Fee Principles Discussion at Trust Council – Briefing

DLPS Marlor discussed preparing a session outline to focus the fee principles discussion.

**By general consent**, Executive Committee requests the Director of Local Planning Services Marlor bring back a session outline before the end of the meeting and table this item to later in the day.

## 6.3.4 Change the Name of Local Planning Committee to Regional Planning Committee – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.3.5 Cost of Enhanced Bylaw Enforcement – Briefing

Executive Committee discussed how to address this item at Trust Council, whether it sit on the consent agenda or be presented as a request for decision which includes a recommendation.

### **EC-2020-100**

#### **It was Moved and Seconded,**

That Executive Committee request that Director of Local Planning Services Marlor draft a request for decision, that if Trust Council wishes enhanced bylaw enforcement the business case presented should be included in the next budget proposal to Financial Planning Committee.

**CARRIED**

**By general consent**, Executive Committee forward to Trust Council item 6.3.5 as a request for decision as indicated in **EC-2020-100**.

## 6.3.6 Bylaw Enforcement Statistical Reports – Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

# DRAFT

## 6.3.7 Applications Volume – Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.3.8 Policy Interpretation of Amendment - Trust Council Policy 6.3.2 s.6.3 – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.4 **Administrative Services**

Director of Administrative Services (DAS) Mobbs noted that the Financial Planning Committee (FPC) Work program was amended at its last meeting and that FPC had not reviewed her Director's Report.

There was no discussion.

**By general consent**, Executive Committee requested all items under 6.4 be forwarded to Trust Council as presented.

### 6.4.1 Director's Report

### 6.4.2 Financial Planning Committee Work Program Report

### 6.4.3 2019/20 Statement of Financial Information (SOFI) - Briefing

### 6.4.4 June 30, 2020 Quarterly Financial Report - RFD

### 6.4.5 2021/22 Draft Budget Information

#### 6.4.5.1 Budget Assumptions and Principles (BAP) - Briefing

#### 6.4.5.2 Budget Cycle 2022 Timelines

## 6.5 **Trust Area Services**

### 6.5.1 Director's Report

**By general consent**, this item was forwarded to Trust Council as presented.

### 6.5.2 Trust Programs Committee Work Program Report

**By general consent**, this item was forwarded to Trust Council as presented.

### 6.5.3 Islands Trust Conservancy Report

**By general consent**, this item was forwarded to Trust Council as presented.

# DRAFT

## 6.5.4 Islands Trust Conservancy Species at Risk Program – Briefing

Vice Chair Rogers requested that this item be pulled from the consent agenda and that this item be presented in discussion and decision items.

**By general consent**, Executive Committee request this item be forwarded, as presented, and placed on the Trust Council agenda under Discussion and Decision items.

## 6.5.5 History, Heritage and Conservation Grants-in-Aid Policy – RFD

**By general consent**, Executive Committee requests that item 6.5.5 have document track changes on showing the recommended policy amendments, and that the recommended resolution be amended to show the correct policy number and that this item be forward to Trust Council as amended.

## 6.5.6 Secretariat Services Policy – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.5.7 Amendments to Islands Trust Community Stewardship Awards Program – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.5.8 Suspension of Islands Trust Community Stewardship Awards Program – RFD

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.5.9 Changing Islands Trust Tagline – RFD

Executive Committee discussed the request for decision, anticipating a deep discussion at Trust Council (TC) as this item is in its draft phase.

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.5.10 Climate Indicators Project - Phase 1 Scoping Report - Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

# DRAFT

## 6.5.11 Policy Statement Amendment Project Update – Briefing

**By general consent**, Executive Committee tabled this item and will address it after today's Closed Meeting session.

## 6.5.12 Legislative Monitoring Report – Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

## 6.5.13 Climate Change Stewardship Education Program – Briefing

**By general consent**, this item was forwarded to Trust Council as presented.

**By general consent**, the agenda was amended to address the Closed Meeting session next.

Executive Committee discussed the need to address in-camera items before the end of this meeting so that further consideration could be given to tabled items 6.1.9., 6.3.3., and 6.5.11.

## 9. **CLOSED MEETING (under separate cover)**

### **EC-2020-101**

#### **It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

**CARRIED**

At 11:45 a.m. the meeting was closed to the public.

**By general consent**, the meeting recessed for lunch at 11:45 and reconvened in Closed Meeting at 12:20 p.m.

The meeting was opened to the public at 2:15 p.m.

Chair Luckham welcomed the public back to the open meeting for those listening to the livestream.

Tabled items, 6.5.11., 6.1.9 and 6.3.3. were addressed next.

## 6.5.11 Policy Statement Amendment Project Update – Briefing

After consideration of legal advice received in the Closed Session, Executive Committee resolved the following:

# DRAFT

## EC-2020-102

### It was Moved and Seconded,

That Executive Committee remove the item “Discussion of the Policy Statement Amendment Project” from the Trust Council Schedule and that an update be provided by Executive Committee to Trust Council related to that matter.

**CARRIED**

Vice Chair Rogers, Executive Committee liaison to the Trust Programs Committee (TPC) will reach out to TPC Chair Morrison regarding resolution EC-2020-102 and provide to her Executive Committee’s advice.

The agenda package briefing will be sent to Trust Programs Committee and an updated briefing will go forward to Trust Council.

#### 6.1.9 DRAFT September Trust Council Schedule

**EC-2020-102** removed the Policy Statement discussion session from the Trust Council schedule.

**By general consent**, Executive Committee approved the Trust Council schedule as amended.

#### 6.3.3 LPC - Request for Fee Principles Discussion at Trust Council – Briefing

DLPS Marlor presented, a draft session outline he created during the lunch break for guiding discussion regarding fee principles. DLPS Marlor noted that Local Planning Committee meets tomorrow and will review this item for consideration of additional materials to accompany the session outline at Trust Council.

**By general consent**, this item was forwarded to Trust Council as presented.

## 7. EXECUTIVE COMMITTEE PROJECTS

### 7.1 Trust Council Initiated

#### 7.1.1 Reconsideration of a Council Committee review process – Briefing

CAO Hotsenpiller reviewed the briefing regarding this long-standing item on the Executive Committee follow-up action list (FUAL).

# DRAFT

## **EC-2020-103**

### **It was Moved and Seconded,**

That Executive Committee rescind resolution **EC-2019-005**, “That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council.”

**CARRIED**

## 7.1.2 Executive

### 7.1.2.1 Continuation of Electronic Meetings – Briefing

CAO Hotsenpiller spoke to the briefing and Executive Committee’s desire to look at the ability and interest to host live public meetings.

Vice Chair Rogers noted he would like to continue this discussion after Trust Council.

The briefing was received for information.

## 7.1.3 Trust Area Services

### 7.1.3.1 Islands Trust Sign for Bowen Island – RFD

Director of Trust Area Services spoke to the request for decision (RFD). The sign is intended to be prominently displayed when ferry traffic alights into Snug Cove.

## **EC-2020-104**

### **It was Moved and Seconded,**

That the Executive Committee approves the design of the Islands Trust sign for Bowen Island, as presented on September 2, 2020.

**CARRIED**

### 7.1.3.2 Draft Communications Plan 2020-2022 – Briefing

Communications Specialist Swan presented a Power Point related to the briefing contained in the agenda package.

The plan was received for information.

### 7.1.3.3 Hornby Island LTC Power Point Presentation – Briefing

Vice Chair Fast spoke to the briefing request.

# DRAFT

DTAS Frater suggested the item be added to a projects list and be considered as the communications plan evolves.

7.1.4 Local Planning Services - None

7.1.5 Administrative Services - None

## 7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Coast Guard Consultation on Oil Spill Response – Briefing

**By general consent**, Executive Committee will address the Coast Guard Consultation on Oil Spill Response – Briefing at its September 14<sup>th</sup> meeting.

7.2.2 Trust Area Services – None

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

## 8. NEW BUSINESS

8.1 **Executive/Trust Council** - None

8.2 **Trust Area Services** - None

8.2.1 LTC Chairs Report on Local Advocacy Topics

**By general consent**, Executive Committee will address LTC Chairs Report on Local Advocacy Topics at its September 14<sup>th</sup> meeting.

8.3 **Local Planning Services** - None

8.4 **Administrative Services** - None

## 10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

## 11. CORRESPONDENCE (for information unless raised for action)

# DRAFT

## 11.1 Vice Chair Fast re: Needs for Priority Denman Island OCP/LUB review dated Aug 27, 2020

Executive Committee discussed LTC's that have not added official community plan reviews to their Top Priorities list. Lasqueti and Gambier LTC's have added OCP reviews to their Work Program.

The correspondence was received for information.

## 11.2 My Sea to Sky re BC EAO Woodfibre extension email dated Aug 20, 2020

Vice Chair Rogers will respond to Tracey Saxby in an email and advise her on Executive Committee's and Trust Council's position regarding this matter.

## 11.3 SIRRA re: 198 Cliffside Road letter dated Aug 17, 2020

CAO Hotsenpiller and Chair Luckham are working on a response that has been drafted by Bylaw Compliance and Enforcement Manager (BCEM) Dingman.

## 11.4 E. Eley re: What We Heard Islands 2050 Report email dated Aug 12, 2020

**By general consent**, forward E. Eley re: What We Heard Islands 2050 Report email dated Aug 12, 2020 to Trust Programs Committee.

## 11.5 MP Weiler re: Abandoned Boats Projects Program - letter dated Aug 4, 2020

**By general consent**, MP Weiler re: Abandoned Boats Projects Program - letter dated Aug 4, 2020 was received for information.

## 11.6 F. Attrop re: opinion pieces in Times Colonist email dated Aug 8, 2020

**By general consent**, forward F. Attrop re: opinion pieces in Times Colonist email dated Aug 8, 2020, ensuring hyperlinked items are included, to Trust Council correspondence.

## 11.7 UBCM - The Compass Newsletters dated August 26, 19 & 12

Executive Committee discussed their attendance at UBCM as they await responses to their minister meeting requests.

## 11.8 Hornby Island Housing Society re: Islands 2050 Consultation Process letter dated August 27, 2020

**By general consent**, forward Hornby Island Housing Society re: Islands 2050 Consultation Process letter dated August 27, 2020 to Trust Programs Committee.

# DRAFT

## 11.9 S.Norgard re: Islands 2050 engagement email dated Aug 15, 2020

By general consent, forward Norgard re: Islands 2050 engagement email dated Aug 15, 2020 to Trust Programs Committee.

## 11.10 JASCO response letter dated August 25, 2020 to SIRRA (Saturna Island Residents and ratepayers Association letter dated August 17, 2020

Received for information.

## 12. WORK PROGRAM

### 12.1 Executive Committee Work Program Report – RFD

Discussion on Executive Committee project #3 – Revisions to Crown Land protocol agreements and letters of understanding, as shown in the current Work Program and the recommendation contained in the request for decision (RFD) ensued.

#### **EC-2020-105**

##### **It was Moved and Seconded,**

That Executive Committee amend the recommended motion to amend its Work Plan, as contained in the Executive Committee Work Plan request for decision dated August 27, 2020, to remove bullet iv. (Removing Project #3.) and renumber the remaining items as follows:

- i. Including Reconciliation as a Top Priority including the implementation of a Reconciliation Action Plan (SP 17,18)
- ii. Removing Top Priority #5 and including it in Projects as ‘Broadcast public meetings.’ (SP#13)
- iii. Removing Project #1 and including it in a more general project “Marine advocacy associated with i.) impact of commercial activities on SRKW (SP#4), ii.) oil spills and iii.) anchorages.
- iv. Include as a project “Development of a Communications Strategy” and,
- v. Removal of Project #5, Bowen signage.

**CARRIED**

#### **EC-2020-106**

##### **It was Moved and Seconded,**

That the Executive Committee forward their Executive Committee Work Plan as amended in **EC-2020-105** to Trust Council.

**CARRIED**

# DRAFT

## 13. NEXT MEETING

The next meeting of the Executive Committee is September 14, 2020.

## 14. ADJOURNMENT

**EC-2020-107**

**It was Moved and Seconded,**

That the September 2, 2020 Executive Committee meeting be adjourned at 4:15 p.m.

**CARRIED**

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**



# Follow Up Action Report

## Executive Committee

### Chief Administrative Officer

Activity	Responsibility	Dates	Status
<p>1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.</p>	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
<p>2 that the Executive Committee request staff to investigate education opportunities to address the responsibilities of Trustees in terms of public comments related to staff and staff work product, and the role of Trustees or Trust Council as an employer.</p>	Russ Hotsenpiller	Meeting: 08-Jul-2020 Target: 15-Sep-2020	In Progress
<p>3 That the delegations (excluding 6.2.2) be approved and advise the delegates they will be given 8 minutes each, due to the number of requests received, to address Trust Council.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p>4 Page 14 of the draft Trust Council minutes provide a smoother transition regarding the introduction of motion which was raised in the closed session but was deemed to be an item which should be addressed in the open meeting.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p>5 Amend the paragraph following the top ranked topics on page 2 of the request for decision (page 59 of the agenda package) to clarify Executive Committee's decision to provide a new session on governance as an important education tool.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed



# Follow Up Action Report

## Executive Committee

### Chief Administrative Officer

Activity	Responsibility	Dates	Status
<p><b>6</b> By general consent EC requested the following changes to the Strategic Plan Q update:</p> <ul style="list-style-type: none"> <li>·Land Stewardship item regarding Coastal Douglas fir work indicate it has been started at the local trust committee level on Salt Spring,</li> <li>·Item 23, Policy Statement, change to in progress,</li> <li>·Item 8, indicate it does require peer review.</li> </ul>	Russ Hotsenpiller	Meeting: 04-Sep-2020 Target: 04-Sep-2020	Completed
<p><b>7</b> Remove the item "Discussion of the Policy Statement Amendment Project" from the Trust Council Schedule and that an update be provided by Executive Committee to Trust Council related to that matter.</p>	Clare Frater Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p><b>8</b> Rescind resolution EC-2019-005, "That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council."</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p><b>9</b> Add 11.6 correspondence F.Attrop to Trust Council agenda with hyperlink letters printed.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p><b>10</b> Amend EC Work Program as directed by resolution EC-2020-105.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
<p><b>11</b> Forward all items as indicated in the Executive Committee Sept 2 minutes to the Trust Council agenda which were approved as presented.</p>	Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed



## Follow Up Action Report

### Executive Committee

#### Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 THAT the Islands Trust Executive Committee approve Bylaw No. 498, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018" pursuant to Section 38 of the Islands Trust Act.	David Marlor	Meeting: 02-Sep-2020 Target: 11-Sep-2020	Completed
2 Amend DLPS Marlor Director's report as requested in the Sept 2 minutes.	David Marlor	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
3 Bring back a session outline for the Fees discussion at Trust Council.	David Marlor	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
4 That Director of Local Planning Services Marlor draft a request for decision, that if Trust Council wishes enhanced bylaw enforcement the business case presented should be included in the next budget proposal to Financial Planning Committee.	David Marlor	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed

#### Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress

## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

Activity	Responsibility	Dates	Status
<p>2 that staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.</p>	Clare Frater	Meeting: 02-Oct-2019 Target: 30-Oct-2019	In Progress
<p>3 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees. Screening on HOLD due to COVID.</p>	Clare Frater	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress
<p>4 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island. On HOLD due to COVID.</p>	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
<p>5 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to consultation with First Nations.</p>	Clare Frater	Meeting: 17-Jun-2020 Target: 15-Sep-2020	In Progress
<p>6 Director Frater stated that she would be attending the Salish Seas Shared Waters Forum and will forward to all Trustees any pertinent information or material from the Forum.</p>	Clare Frater	Meeting: 08-Jul-2020 Target: 15-Sep-2020	In Progress

## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

Activity	Responsibility	Dates	Status
7 That the Executive Committee request a staff report with options regarding Missing and Murdered Indigenous Women and Girls Calls for Justice for the September 30, 2020, Executive Committee meeting.	Clare Frater	Meeting: 02-Sep-2020 Target: 30-Sep-2020	In Progress
8 That the Trust Programs Committee request that the Executive Committee recommend to Financial Planning Committee include \$10,000 in the Fiscal Year 2021/22 for the Policy Statement Amendment Project (Strategic Plan items 10, 16, 22,23).	Clare Frater	Meeting: 13-Aug-2020 Target: 14-Oct-2020	In Progress
9 The Executive Committee request staff to provide a Learning at Home series on the one year anniversary on the Calls for Justice report.	Clare Frater	Meeting: 05-Aug-2020 Target: 02-Sep-2020	In Progress
10 History Heritage & Conservation RFD be amended to show track changes and correct policy numbers.	Clare Frater	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
11 Remove the item "Discussion of the Policy Statement Amendment Project" from the Trust Council Schedule and that an update be provided by Executive Committee to Trust Council related to that matter.	Clare Frater Russ Hotsenpiller	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed
12 That the Executive Committee approves the design of the Islands Trust sign for Bowen Island, as presented on September 2, 2020.	Clare Frater	Meeting: 02-Sep-2020 Target: 02-Sep-2020	Completed
13 Executive Committee will address the Coast Guard Consultation on Oil Spill Response - Briefing at its September 14th meeting.	Clare Frater	Meeting: 02-Sep-2020 Target: 14-Sep-2020	Completed

## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

Activity	Responsibility	Dates	Status
<p>14 Refer correspondence items 11.4, 11.8 and 11. 9 to Trust Programs Committee Oct 20th agenda.</p>	Clare Frater	Meeting: 02-Sep-2020 Target: 04-Sep-2020	Completed



**SPEAKING NOTES**  
**Doug Donaldson, Minister**  
**Ministry of Forests, Lands, Natural Resource Operations,**  
**and Rural Development (FLNROD)**  
**UBCM 2020 Meeting ID# 353**  
**Monday, September 14, 2020 – 2 pm to 2:20 pm**  
**by phone [REDACTED] passcode: [REDACTED] dial in time 1:45 pm**



### **Topic #1: Review of Crown Land Agreements between Province and Islands Trust**

#### **Background:**

For over a decade, the Islands Trust has tried to work with Ministry staff to update a set of provincial agreements guiding Crown referrals to the Islands Trust. There have been delays on both sides but it would help to have this become a priority for FLNRO with dedicated staff resources. Current agreements do not align with the Islands Trust mandate to preserve and protect cultural heritage and Islands Trust does not receive all Crown referrals that it would like to receive. Updating these agreements is an important step towards improving cooperation between Provincial agencies and building relationships and trust with First Nations in the Islands Trust Area.

- Pre-2005 Islands Trust entered into individual issue agreements with FLNROD related to forestry, aquaculture, land and water tenures, and shorelines.

#### **Request:**

Islands Trust seeks the Minister's support for a dedicated staff person to work with Islands Trust staff to consolidate, align and update current Crown land agreements to implement UNDRIP, reflect Islands Trust's mandate, and to ensure the Islands Trust receives referrals that assist it in carrying out the Trust mandate

- Bringing the various agreements up to date will provide better communication, create better outcomes and reduce conflict related to crown land.

### **Topic #2: Private Managed Forest Land Act Amendments**

#### **Background:**

Under section 21 of the Private Managed Forest Land Act, local governments (incl. local trust committees) are prohibited from adopting bylaws or issuing permits that would restrict forest management activities on managed forest lands. Islands Trust has requested amendments to the PMFL Act to enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area. The Trust has written to the Minister twice on this topic (July 19, 2019; July 30, 2020). After meeting last year with the Deputy Minister, we hoped that Trust Area forests could be managed as Special places under FLNROD jurisdiction but have not heard of any progress.

- 13% of the Islands Trust Area is PMFL;
- At this time, the PMFL Act limits the ability for the Islands Trust to regulate development on lands classified as managed forests;
- At this time, under section 21 of the PMFLA, local governments (including local trust committees and island municipalities) are prohibited from adopting bylaws or issuing permits that would restrict, directly or indirectly, forest management activities on managed forest lands, and there

is no consultation with local trust committees or other local governments about stewardship plans;

- Islands Trust would like to work with the Ministry to amend the PMFL Act so both agencies can work together to preserve and protect the Islands Trust area for all British Columbians as set out in the Islands Trust Act;
- When designated as PMFL, regulatory requirements are less stringent than under the Forestry and Range Practices Act, resulting in significant economic, environmental, and social consequences, particularly to old-growth forest and Coastal Douglas-fir zones along the coast;

**Resolution passed by Trust Council (June 20, 2019):**

That the Islands Trust Council request that the Chair respond to the Ministry of Forests, Lands and Natural Resources Operations and Rural Development's consultation on the Private Managed Forest Land Act (PMFLA) and request that the Act require standards that are equivalent to Crown forest land regulations and that Section 21 be amended to allow local governments to regulate, but not prohibit forest management activities.

**Request:**

We seek to amend the Act to ensure that:

- standards that are equivalent to Crown forest land regulations; and
- to allow Islands Trust local trust committees to regulate, but not prohibit forest management activities;
- We feel working together on these amendments to the PMFL Act will result in preservation and protection of cultural heritage, culturally significant species, and manage sustainable forest practices in the Trust area. This is very important to sustain freshwater and environmental areas into the future.



## BRIEFING

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**To:** Trust Programs Committee                      **For the Meeting of:** January 23, 2019  
**From:** Clare Frater, Director, TAS                      **Date prepared:** January 15, 2019  
**SUBJECT:** CROWN LAND AGREEMENT PROJECT UPDATE

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**DESCRIPTION OF ISSUE:** The purpose of the Crown Land Agreement Project is to replace outdated agreements with a more comprehensive agreement that establishes a framework for Province of British Columbia ministries and Islands Trust, along with Bowen Island Municipality to cooperate, collaborate, and exchange information in a more effective and efficient manner.

**BACKGROUND:**

During the late 1990s and early 2000s, Islands Trust entered into agreements with provincial agencies to address communication and coordination on a variety of issues. Four of these agreements relate to Crown lands and all of them are out of date.

Islands Trust has interests related to the following: private moorage and docks; seawalls and shoreline structures; compliance; land and water tenure renewals; designated use areas; forestry; and the disposition of Crown land. In order to align the Islands Trust mandate of preserve, protect, and stewardship it is important to work with Provincial Ministries that have Crown land authorization for land and water tenures. Upon review of the key agreements related to these issues, Islands Trust staff found that the agreements noted below could be combined into one agreement to create better communication, efficiency, and effective management of information sharing in relation to Crown land.

**Agreements:**

1. Letter of Understanding on Crown Land Administration within the Islands Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust June 28, 1994
2. Protocol Agreement on Crown Lands In the Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust June 28, 1994
3. Protocol Agreement on Aquaculture Uses in the Islands Trust Area Provincial Ministry of Agriculture, Fisheries and Food and Islands Trust January 27, 1997
4. Letter of Understanding between BC Assets and Land Corporation and the Islands Trust concerning the Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests November 26, 1999
5. Letter of Understanding between the Ministry of Forests and the Islands Trust concerning the Establishment of Woodlots in the Islands Trust Area that respect the Object of the Islands Trust while Supporting the Local Island Forest Economic Base, June 21, 1999.

We previously began a process to renew these agreements, but to date have had little success. Following meetings between Islands Trust Staff and the Ministry of Forest, Lands, Natural Resource Operations and Rural Development (FLNRORD) staff on December 9, 2016, FLNRORD provided a draft agreement. Islands Trust staff has significantly revised the draft agreement provided by FLNRORD staff by incorporating desired

processes that accommodate current concerns, statements that acknowledge Trust Council's First Nations engagement principles, as well as relevant concepts and commitments from the agreements.

Staff is also planning to work collaboratively with Bowen Island Municipality and FLNRO staff to refine the 70+ clauses in the current draft version. The new agreement is currently drafted as a letter of understanding between the Islands Trust CAO and a FLNRO representative.

The following timeline outlines the work and progress from 2015 to 2018: January 2019, revised Project Charter V4 and briefing:

- 2017-2018, emails regarding process and meetings, review outline of concerns and terms of reference for moving forward. Provincial staff changes resulted in some changes and challenges.
- December 9, 2016, FLNRO staff provided Islands Trust staff with a draft agreement that addresses Crown land and forestry matters.
- July 2016, the Director of Trust Area Services met with staff from the Ministry of Forests, Lands and Natural Resource Operations about the project. In November 2016, TPC received version 3 of the project charter.
- February 2016, TPC approved version 2 of the project charter.
- November 2015, the Trust Programs Committee (TPC) received version 1 of a Crown Land Agreement Protocol project.

Staff has provided a revised Project Charter that reflects the new timeline and team leads for engagement with Provincial Ministries and Islands Trust.

**ATTACHMENT(S):** Revised Crown Land Protocol Agreement Project Charter, V4  
Original Crown Land Protocol Agreement Project Charter, V3

**FOLLOW-UP:**

- Staff will meet with provincial ministries in January, 2019.
- Staff will continue to implement the project, incorporating the advice from TPC members.
- Staff intend to provide the Trust Programs Committee a draft RFD for Trust Council that recommends adoption of the new letter of understanding and cancellation of the four agreements listed above at the appropriate conclusion of discussions with provincial ministries.

**Prepared By:** Lisa Wilcox, Senior Intergovernmental Policy Advisor

**Reviewed By/Date:** David Marlor, Director, Local Planning Services/Jan 17, 2019



# BRIEFING

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**To:** Executive Committee                      **For the Meeting of:** September 2, 2020  
**From:** Vice Chair – Trustee Rogers              **Date Prepared:** August 27, 2019  
**SUBJECT:** Coast Guard Consultation on Oil Spill Response

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## **PURPOSE:**

As appears on our Work plan or FUAL, we have had the issue of participating in the Coast Guard planning process up for discussion about the Trust role for some number of months. Indeed I believe it was intended to be up for a fulsome discussion at the next EC meeting before COVID hit. I propose we decide now what action to take or recommend to TC.

## **BACKGROUND:**

It will be recalled that as a result of information from the Director Trust Area Services and my difficulty in reporting information regarding a vessel spill near Langdale, we determined that the Coast Guard was preparing “area” response plans in relation to the west coast. We determined in 2019 that the plans were well along in relation to Vancouver Harbour and were commencing for the Juan de Fuca area. Vice Chair Patrick and I agreed to monitor the situation.

The Trust had not been invited to participate in the planning process related to the Oil Spill response presumably either because we are not a “service” level local government or perhaps because, as is often the case, we are overlooked. In any case, we managed to get invited to participate in the “working group” meetings for both Vancouver Harbour and for the Juan de Fuca area. I attended 2 of each before COVID.

The Coast Guard has divided the coast into 8 areas for area planning purposes. These areas are intended to develop response plans specific to those areas. The local governments, institutions, First Nations, are all invited to be part of the developing of the plan and provide local knowledge and information.

The Trust Area is included in 3 of the areas:

- a) East Howe Sound (including Passage, Bowyer and Bowen) and surrounding waters are included in the Vancouver Harbour Plan.
- b) The Southern Gulf Islands including Galiano, Salt Spring, the Penders, Mayne and Saturna and surrounding waters are included in the Juan de Fuca Plan area.
- c) The remaining islands including Thetis, Gabriola, Valdez, Lasqueti, Denman and Hornby and West Howe Sound (Keats, Gambier, the Pasley’s) and the Sunshine Coast islands ( i.e. the Thormanby’s) are included in the Strait of Georgia Plan area.

The Coast Guard has set up working groups for each of these areas.

The idea is the plan will be a living document which, once established, would be reviewed and renewed each year by the CG and the working group.

The Vancouver Plan initial plan is in place. The Juan de Fuca Plan is getting close to being signed off. The work on the Strait of Georgia Plan is just commencing.

The structure of the plan is similar. They are called PIER i.e. Planned Integrated Environmental Response plans. They are based on an Integrated Command System. The details are contained in appendices that are specific to each area.

What the CG has asked and offered is:

- a) They are looking for local knowledge about ecosystems, land based supports (accommodations, staging areas, Wi-Fi, docks, roads etc.).
- b) They are looking for what role we can play i.e. do we give a 24 hour contact, can we help with information, what jurisdiction do we have.
- c) They offer training on response and on alerting and notifications.

So back to the Trust. We have not yet decided what role (if any) to play in this process. As it continues to evolve we need to decide. Let me set out some thoughts/alternatives:

- a) Share our data sets. That is the low hanging fruit and we have already done that as a Trust with map data and other eco data. I think this is a basic one we can agree on. I expect it would take minimal staff time.
- b) Continued involvement in working groups? I can do some of them but it may make more sense to have Trustees with local knowledge be on the working group? Do we put this opportunity out to them?
- c) Do we become part of the notification alert system and also part of the system of assisting with land based resource determination? If so ... who do we give as a 24 hour contact? Should it be one person on an island? A staff person? An EC member? Or not at all.

These are difficult questions. I have previously provided some of the background documents from the CG and we could access those for this discussion. I do believe that the CG and the various RD's don't have strong on the ground knowledge and contacts which likely reside with Trustees on island.

**ATTACHMENT(S): None**

**FOLLOW-UP: As directed by Executive Committee**

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**Prepared By: Vice Chair, Trustee Dan Rogers**

**Reviewed By/Date:**

**From:** Howe Sound Community Forum <[howesoundcommunityforum@gmail.com](mailto:howesoundcommunityforum@gmail.com)>  
**Sent:** Tuesday, September 8, 2020 12:11 PM  
**Subject:** Save the Date - October 23rd Howe Sound Community Forum

Hello Forum members,

I hope you have all enjoyed your summer and staying well.

Once again the next Howe Sound Community Forum will take place over Zoom from 10 am-12 pm on Friday October 23rd. Mayor Jack Compton commits to hosting the forum at Whistler once it is safe for the forum members to gather in person.

Please Save the Date for this event to hear local government updates from around the region and each community's most challenging issues. Plus:

- [The Ocean Watch - Howe Sound Edition](#) phase 2 report was released recently, highlights and next steps to advance action items, an update on the Marine Reference Guide project and the future of the Ocean Watch Task Force will be shared.
- The Canadian Commission for UNESCO has formally endorsed the Átl'ka7tsem/Howe Sound Biosphere Region [UNESCO Biosphere Reserve nomination](#). Secretary General Sébastien Goupil will join from Ottawa to explain the next steps.

Please mark the date and I will confirm the program and login details for the Zoom meeting prior to the 23rd.

**Thank you,**

**Ruth Simons, Lead, Howe Sound Biosphere Region Initiative 604 921-6564 778 834-4292**

**Assisting:**

**Howe Sound Community Forum** *Established in 2002*

*To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.*

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District - Squamish Lillooet Regional District



September 9, 2020

Peter Luckham, Chair  
Islands Trust Council  
1627 Fort Street, Suite 200  
Victoria BC V8R 1H8

Reference: 295606  
Your File: 5595-30 BC Ferries

Dear Chair Luckham,

**Re: BC Ferries**

Thank you for your letter of July 30, 2020, regarding BC Ferries service levels in the Islands Trust area. I am sorry it has taken me so long to reply.

I agree that ferries are an essential service and a key part of the social and economic needs of our coastal communities, and our priority is ensuring reliable ferry service is there for coastal communities as we proceed with a slow and safe restart in British Columbia.

As you know, the ministry provided \$180,000 to BC Ferries to support the continuation of BC Ferries' discretionary sailings through to September 7. You may have heard by now that B.C. Ferries will be continuing these sailings until March 2021. I am pleased we reached an agreement with BC Ferries, and that they will continue to provide these critical services for coastal communities.

We were also able secure BC Ferries' eligibility for relief funding under the transit funding envelope of the 50/50 cost-share [Safe Restart Agreement](#) between the provincial and federal governments. The Province has earmarked up to \$1 billion of additional provincial spending to address COVID-19 impacts and restart plans of local governments and public transportation services, conditional on matching federal contributions. You can be sure that any funding relief for BC Ferries will be based on considerations that put the public's interest first, such as ensuring that communities have certainty around service levels and that fares are kept affordable. More information is available in our [news release](#).

As we move forward with Phase 3 of our [Restart Plan](#), we want all our communities, no matter where they are located in the province, to have a chance to rebuild their economies. I want to assure you we remain committed to working with BC Ferries to ensure that coastal communities receive the ferry services they rely on.

.../2

In the meantime, I am glad to see you have already copied Mark Collins on your letter so that he will be aware of your comments regarding the importance of ensuring Ferry Advisory Committees are involved in all aspects of decision-making.

Thank you again for taking the time to write.

Yours sincerely,



Claire Trevena  
Minister

Copy to: Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
MLA, Coquitlam-Maillardville

Mark Collins, President and CEO  
BC Ferries



The Office of the  
**Ombudsperson**

Mr. Peter Luckham  
Chair  
Islands Trust  
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VICTORIA BC V8R 1H8

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Fax: 250-387-0198



August 28, 2020

Dear Mr. Luckham,

**RE: Quarterly Reports: January 1 – March 31, 2020 and April 1 – June 30, 2020**

This package of documents details the complaint files the Office of the Ombudsperson closed for **Islands Trust** over two quarters: January 1 – March 31, 2020 and April 1 – June 30, 2020. In recognition of the unprecedented pressures created by the COVID-19 pandemic the reports for the January 1 – March 31, 2020 were not sent according to our usual timeline, but are included here.

These packages do not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, these reports provide information about the complaint files we closed regarding your organization within the last two quarters, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find detailed reports containing the following:

- The number of files our office closed in the last two quarters regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last two quarters. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last two quarters for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization



Quarterly report for Islands Trust for January 1 – March 31, 2020

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	3
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
<i>Investigation ceased with no formal findings under the Ombudsperson Act.</i>	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).





Quarterly report for Islands Trust for April 1 – June 30, 2020

Type of complaint closure	# closed
<b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
<b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
<b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
<b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<b>Reason for closing an Investigation:</b>	
Pre-empted by existing statutory right of appeal, objection or review.	0
<b>Investigation ceased with no formal findings under the <i>Ombudsperson Act</i>.</b>	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
<b>Complaint settled in consultation with the authority</b> - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
<b>Ombudsperson Initiated Investigations</b> – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).

*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at [consult@bcmbudsperson.ca](mailto:consult@bcmbudsperson.ca) or call us at 250-508-2950.

### **Sector-Specific Complaint Topics - All Local Government**

Business Licensing	5	3%
Bylaw Enforcement	59	33%
Council Member Conduct (incl. Conflict of Interest)	3	2%
Official Community Plan/Zoning/Development	35	20%
Fees/Charges (incl. Taxes)	11	6%
Open Meetings	1	1%
Procurement	4	2%
Services (incl. Garbage, Sewer, Water)	20	11%
Response to Damages Claim	3	2%
Other	36	20%

### **General Complaint Topics - All Local Government**

Decision/Outcome - Disagreement with	88	37%
Accessibility	1	0%
Delay	8	3%
Administrative error	6	3%
Treatment by staff	12	5%
Communication	34	14%
Process/Procedure	63	27%
Complaint/Review/Appeals Process	15	6%
Employment/Labour Relations	4	2%
Other	6	3%

*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at [consult@bcmbudsperson.ca](mailto:consult@bcmbudsperson.ca) or call us at 250-508-2950.

### **Sector-Specific Complaint Topics - All Local Government**

Business Licensing	7	5%
Bylaw Enforcement	43	31%
Council Member Conduct (incl. Conflict of Interest)	4	3%
Official Community Plan/Zoning/Development	29	21%
Fees/Charges (incl. Taxes)	18	13%
Open Meetings	2	1%
Services (incl. Garbage, Sewer, Water)	13	9%
Response to Damages Claim	4	3%
Other	18	13%

### **General Complaint Topics - All Local Government**

COVID-19	7	4%
Disagreement with Decision or Outcome	60	34%
Accessibility	2	1%
Delay	14	8%
Administrative Error	4	2%
Treatment by Staff	11	6%
Communication	23	13%
Process or Procedure	36	20%
Review or Appeal Process	6	3%
Employment or Labour Relations	1	1%
Other	14	8%



# Top Priorities Report

## Executive Committee

### 1. *Islands Trust Act Amendments*

#### Responsible

#### Dates

Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect. Strategic Plan #20)

Russ Hotsenpiller

Rec'd: 26-Oct-2016

### 2. *Update Islands Trust Policy Statement*

#### Responsible

#### Dates

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Project charter approved February 26, 2020. (Strategic Plan #10, #16, #22, #23)

Clare Frater

Target: 15-Sep-2022

### 3. *Climate Change Emergency*

#### Responsible

#### Dates

Matters pertaining to Islands Trust declaring a climate change emergency. (Strategic Plan #10)

Russ Hotsenpiller

Rec'd: 05-Jun-2019

### 4. *Business Response to COVID-19*

#### Responsible

#### Dates

Draft and implement safety plan, consider public messaging as needed.

Russ Hotsenpiller

Rec'd: 15-Apr-2020

## Top Priorities Report

### Executive Committee

#### 5. *First Nations Reconciliation*

#### Responsible

#### Dates

Implementation of the Reconciliation Action Plan. (Strategic Plan Items #17 & #18)

Russ Hotsenpiller

Rec'd: 02-Sep-2020

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# Projects Report

## Executive Committee

<b>1. <i>Development of an Islands Trust Communications Strategy</i></b>	<b>Responsible</b>	<b>Date Received</b>
Including development of a new website. (Strategic Plan Item #14)	Clare Frater	30-Aug-2017
<b>2. <i>Marine Advocacy</i></b>	<b>Responsible</b>	<b>Date Received</b>
Associated with i.) impact of commercial activities on SRKW (SP#4), ii.) oil spills and iii.) anchorages.	Clare Frater	02-Sep-2020
<b>3. <i>Broadcast Public Meetings</i></b>	<b>Responsible</b>	<b>Date Received</b>
Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council. (Strategic Plan Item #13)	Clare Frater Julia Mobbs Russ Hotsenpiller	02-Sep-2020
<b>4. <i>Improve Communications about the Islands Trust</i></b>	<b>Responsible</b>	<b>Date Received</b>
Related to Strategic Plan Items #13 and #14.	Clare Frater	30-Aug-2017
<b>5. <i>NAPTEP regulation changes to increase the percentage of tax exemption</i></b>	<b>Responsible</b>	<b>Date Received</b>
Strategic Plan Item #3.	Clare Frater Kate Emmings	02-Sep-2020

## Executive Committee

6. <i>Advocate to reduce negative impacts of shellfish aquaculture practices</i>	Responsible	Date Received
Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy.		16-Aug-2017