



Executive Committee Agenda

Date: Wednesday, November 2, 2022
Time: 9:00 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1. Introduction of New Items	
2.2. Approval of Agenda	
2.2.1. Agenda Context Notes	4 - 4
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
None	
4. ADOPTION OF MINUTES	
4.1. October 5, 2022 draft minutes	5 - 12
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	
5.1.1. Review and Consideration of Executive Committee FUAL and Priority Items - Briefing	13 - 25
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION	
6.1. Galiano Island LTC Bylaw No. 286 (DP Delegation Bylaw) - RFD	26 - 35
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 286, cited as Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022, in accordance with Section 27 of the <i>Islands Trust Act</i> .	
6.2. Mayne Island LTC Proposed Bylaw No. 185 (Fees Bylaw) - RFD	36 - 47
THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 185, cited as "Mayne Island Local Trust Committee Fees Bylaw, 2021" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
7. TRUST COUNCIL MEETING PREPARATION	
7.1. Executive / Trust Area / Planning / Administration	

7.1.1.	Council Roundtable Priorities and Perspectives - Session Outline	48 - 48
7.1.2.	Overview of Islands Trust - Session Outline	49 - 49
7.1.3.	Islands Trust Conservancy - Session Outline	50 - 50
7.1.4.	Governance - Session Outline	51 - 51
7.1.5.	Notice of Election - Session Outline	52 - 54
7.1.6.	Candidate Presentations	55 - 56
7.1.6.1.	Dag Falck - Chair	57 - 59
7.1.6.2.	Peter Luckham - Chair	60 - 60
7.1.6.3.	Deb Morrison - Chair	61 - 62
7.1.6.4.	David Maude - Vice-Chair	63 - 63
7.1.6.5.	Sue-Ellen Fast - Vice-Chair	64 - 65
7.1.6.6.	Tim Peterson - Vice-Chair	66 - 67
7.1.6.7.	Susan Yates - Islands Trust Conservancy	68 - 68
7.1.6.8.	Tobi Elliott	69 - 69
7.1.7.	Planning Services - Session Outline	70 - 70
7.1.8.	Finance and Budgeting - Session Outline	71 - 72
7.1.9.	Elections for Executive Committee and Islands Trust Conservancy - Session Outline	73 - 73
7.1.10.	Business and Decision Items	
7.1.10.1.	Trust Council Resolutions without Meeting Report	74 - 77
7.1.10.2.	September Trust Council Minutes	
	pending late item	
7.1.10.3.	Follow-up Action List	78 - 89
7.1.10.4.	Priorities Chart	
	pending late item	
7.2.	November Trust Council Agenda Cover	90 - 91
7.3.	November Trust Council 3-day Schedule	92 - 92
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1.	Trust Council Initiated	
8.1.1.	Executive	
8.1.1.1.	Trust Council Orientation 2022-2026 - Briefing	93 - 94
8.1.2.	Trust Area Services	
8.1.3.	Local Planning Services	
8.1.4.	Administrative Services	
8.2.	Executive Committee Initiated	
8.2.1.	Executive	

8.2.1.1. Request for Executive Committee Sponsorship of Development Application Fee - RFD 95 - 101

THAT the Executive Committee approve financial sponsorship of \$1900 for development variance permit application SS-DVP-2022.19 (Fulford Community Hall Association).

8.2.2. Trust Area Services

8.2.2.1. Executive Committee 2023/24 budget recommendation changes - RFD 102 - 108

1. That Executive Committee amend its budget recommendation to the Financial Planning Committee, for the Fiscal Year 2023/24 Budget by removing the request for \$20,000 for Contact Management Database Project– software and implementation/training.

2. That Executive Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget materials, the business case for \$100,000 for the Policy Statement Amendment Project.

8.2.2.2. First Nations Engagement and Suggestions - Discussion

See item 2.2.1 Agenda Context Notes

8.2.3. Local Planning Services

8.2.4. Administrative Services

9. NEW BUSINESS

9.1. Executive/Trust Council

9.2. Trust Area Services

9.2.1. LTC Chairs Report on Local Advocacy Topics

9.3. Local Planning Services

9.4. Administrative Services

10. CORRESPONDENCE (for information unless raised for action)

10.1. Report on Trans Mountain Fate and Behaviour Bitumen Research email dated October 17, 2022 109 - 148

11. WORK PROGRAM

11.1. Review and amendment of current work program

See item 5.1.1 as noted in item 2.2.1 Agenda Context Notes

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held on November 19, 2022, following the November Trust Council adjournment.

13. CLOSED MEETING (if applicable)

None scheduled

14. ADJOURNMENT



**Executive Committee
Agenda – Context Notes
For the meeting of November 2, 2022**

Agenda No.	From	Context Notes
8.2.2.2	CAO	<p>First Nations Engagement and Suggestions – Discussion</p> <p>This agenda item arose based upon a conversation at Executive Committee (EC) on September 7 that started with observations by Vice-Chairs that the referral process to First Nations needs improvement. A consultant model was suggested and discussed. EC then recommended that the matter be advanced to future meeting (Nov 2) to discuss:</p> <ul style="list-style-type: none"> • Referral process • Payment for referral requests • How we can adapt to having a new skill set in the SIPA position and to involve LTCs in consultation discussions.
11.1	Exec Coord	<p>Review and amendment of current work program</p> <p>See item 5.1.1 – Review and Consideration of Executive Committee FUAL and Priority Items Briefing.</p>



Executive Committee Minutes of Regular Meeting

Date: October 5, 2022
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)
Julia Mobbs, Director, Administrative Services (A/DAS)
Clare Frater, Director, Trust Area Services (DTAS)
Stefan Cermak, Director, Planning Services (DPS)
Lori Foster, Executive Coordinator/Recorder

Others Present: One attendee by telephone

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham called the meeting to order at 9:01 a.m. and humbly acknowledged the rich history and culture of the Coast Salish People whose lands we all live and work.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following under correspondence:

10.8 BC Electoral Boundary Letter

10.9 S. Yates email dated September 29, 2022 re: Trust Council

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

As presented for items 5.1 and 11.1.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 September 20, 2022 draft minutes

Change Members Present regrets from Vice-Chair (VC) Patrick to VC Fast.

By general consent, the minutes were adopted as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List (FUAL)/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller and directors gave updates on the status of their FUAL items including the following:

- Trustee orientation for new term trustees,
- Elections updates and advance polling today,
- Staffing and hiring updates,
- Starting budget consultation,
- Senior Intergovernmental Policy Advisor (SIPA) role,
- Working with Statistics Canada,
- BC Government Employees Union (BCGEU) updates.

Executive Committee reviewed FUAL items.

Discussion ensued regarding *Islands Trust Act* Section 8 authority.

EC-2022-127

It was Moved and Seconded,

That Executive Committee remove Activity 1 from the Chief Administrative Officer (CAO) Follow-up Action List (FUAL) and add "The CAO will provide a report to the incoming Executive Committee on the status of a request to the province for authority to do forest protection."

CARRIED

Discussion followed that the new Trust Council could further consider Trust Area Services (TAS) FUAL item #1 regarding aquaculture and mariculture license notification.

By general consent, consolidate TAS FUAL items #3 and 4 (Dust and Bones presentation) and present as one item.

5.2 Local Trust Committee Chair Updates

Chairs spoke to their upcoming and recently attended local trust committee (LTC) meetings including the following:

- Indigenous naming of the the Sandy Beach Nature Reserve on Keats Island and upcoming reconciliation event,
- Galiano Island Local Trust Committee (LTC) applications update including Crystal Mountain and Galiano Affordable Living Initiative (GALI),
- Development permit on Little Shell Island summary of application process,
- Vice-Chair (VC) Fast can chair for North Pender October 27th meeting as VC Patrick will be away,

- The first in-person Saanich Inlet Forum was held since lifting of pandemic restrictions. 100 people attended. Issues addressed included the Bamberton Quarry site referral and bio-solid waste being diverted to Hartland landfill. John Roe from Dead Boats Society gave a presentation.

5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice-Chair Fast gave a summary of highlights from yesterday's ITC Board meeting.

5.3.1 Highlights Of Islands Trust Conservancy July 13, 2022 Board Meeting

Received for information.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Salt Spring Island LTC Bylaw No. 526 (LUB) – RFD

Executive Committee discussed the request for decision (RFD) as presented.

EC-2022-128

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approves Salt Spring Island Local Trust Committee Bylaw No. 526, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2021" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Galiano Island LTC Bylaws No. 231 (OCP) and No. 232 (LUB) – RFD

Vice Chair Rogers spoke to the request for decision (RFD).

EC-2022-129

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 231, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 14, 2011" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-130

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 232, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2011" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 Galiano Island LTC Bylaws No. 280 (LUB) and No. 285 (housing agreement) - RFD

Vice Chair Rogers spoke to the request for decision regarding both the land use bylaw (LUB) amendment and the housing agreement.

EC-2022-131

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 280, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-132

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 285, cited as “Galiano Island Housing Agreement Bylaw No. 285, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 September Trust Council Business Decision Highlights

EC-2022-133

It was Moved and Seconded,

That Executive Committee requests staff advance the September Trust Council decision highlights as presented.

CARRIED

7.1.2 Trust Council Follow-up Action List

Received for information.

7.2 Local Planning Services - None

7.3 Administrative Services - None

7.4 Trust Area Services – None

8. EXECUTIVE COMMITTEE PROJECTS - None

8.1 Trust Council Initiated

8.1.1 Executive

8.1.2 Trust Area Services

8.1.3 Local Planning Services

8.1.4 Administrative Services

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Executive Committee FY2023/24 Business Cases – RFD

CAO Hotsenpiller spoke to the request for decision and gave a summary of the business cases as presented.

Discussion ensued on the following:

- Add the word “Contact” to item 9 in the recommended resolution,
- Add the digitization of paper records item for \$15,000 to the resolution,
- The status of the cultural heritage mapping project,
- Use of contractors for business cases,
- Information Systems Manager van Bakel will report back on the GIS footprint data layer.

EC-2022-134

It was Moved and Seconded,

That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 draft Budget:

1. \$10,000 for History and Heritage Grants in Aid
2. \$15,000 for Application Sponsorship
3. \$50,000 for Reconciliation Action Plan
4. \$50,000 for Communications
5. \$1,000 for NAPTEP application sponsorship
6. \$10,000 for Accessibility Committee and plan development
7. \$10,000 for Building footprint GIS data layer
8. \$140,000 for Policy Statement Amendment Project
9. \$20,000 for Contact Relationship Management Database Project– software and implementation/training
10. \$96,595 for Bylaw Portal Licensing and Implementation Project
11. \$150,000 for new staffing requests
12. \$30,000 for staffing adjustment to grid levels
13. \$15,000 for digitization of paper records

EC-2022-135

It was Moved and Seconded,

That Motion **EC-2022-134** be amended as follows: amend item #8 from \$140,000 to \$100,000.

CARRIED

Chair Luckham called the question on **EC-2022-134** as amended.

EC-2022-134

It was Moved and Seconded,

That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 draft Budget:

1. \$10,000 for History and Heritage Grants in Aid
2. \$15,000 for Application Sponsorship
3. \$50,000 for Reconciliation Action Plan
4. \$50,000 for Communications
5. \$1,000 for NAPTEP application sponsorship
6. \$10,000 for Accessibility Committee and plan development
7. \$10,000 for Building footprint GIS data layer
8. \$100,000 for Policy Statement Amendment Project
9. \$20,000 for Contact Relationship Management Database Project—software and implementation/training
10. \$96,595 for Bylaw Portal Licensing and Implementation Project
11. \$150,000 for new staffing requests
12. \$30,000 for staffing adjustment to grid levels
13. \$15,000 for digitization of paper records

CARRIED

- 8.2.2 Trust Area Services - None
- 8.2.3 Local Planning Services - None
- 8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council - None

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Chair Luckham reported that Thetis LTC hosted a well attended meeting between BC Ferries, Ministry of Transportation and Infrastructure (MOTI) and other community agencies on Monday regarding the Thetis waterfront and trails that cross culturally sensitive areas.

9.3 Local Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 S. Hadway, Regional Executive Director, Ministry of Forests response re: derelict marine docks letter dated September 26, 2022

Discussion ensued that the issue of derelict docks is the Province's responsibility and that the letter was a complaint that should be followed up.

10.2 Minister Cullen response re: Provincial Review request letter dated September 23, 2022.

Chair Luckham noted this letter was addressed to him, was forwarded to Executive Committee by him, but the letter ended up in the public realm prior to this agenda being published.

By general consent, forward item 10.2 to Trustees, Trust Council and the Governance Committee.

10.3 Trustee Rockafella re: Budgeting for future Trust Council meetings email dated September 23, 2022

Discussion was heard that more funds be allocated for in-person Trust Council meetings.

By general consent, that correspondence item 10.3 be placed on the new Executive Committee's first business meeting.

10.4 Trustee Critchley re: Shipbreaking email dated September 7, 2022

Discussion followed regarding the request in Trustee Critchley's email.

By general consent, Chief Administrative Office (CAO) Hotsenpiller will follow-up with Trustee Critchley regarding this issue.

10.5 Oceans Protection Plan re: National Framework for Assessing the Cumulative Effects of Marine Shipping email dated September 26, 2022

By general consent, this report, item 10.5, be forwarded to future Executive Committee's first business meeting.

10.6 Endorsement of Bill C-216 to Save Lives email dated September 21, 2022

Received for information.

10.7 Trustee Busheikin re: Task for the Governance Committee email dated September 26, 2022

Executive Committee discussed the letter as presented.

By general consent, send item 10.7 to the Governance Committee for consideration.

10.8 BC Electoral Boundary Letter

Received for information.

10.9 S. Yates email dated September 29, 2022 re: Trust Council

Request to Executive Committee that December Trust Council be held in-person. Similar to item 10.3.

By general consent, that this item be referred to the first business meeting of the Executive Committee.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

12.1 Reschedule Executive Committee Meetings – RFD

Executive Committee discussed the rescheduling of meetings due to the change in the November Trust Council meeting dates.

EC-2022-136

It was Moved and Seconded,

That Executive Committee reschedule its October 19, 2022 business meeting to November 2, 2022 and its November 1, 2022 business meeting to November 19th.

CARRIED

13. CLOSED MEETING

None scheduled.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 12:13

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

5	Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council. <ul style="list-style-type: none"> As of March 2022, amendments to 11 out of 17 policies deemed out of date have been adopted. 	Recommend moving to the Active Projects list. <i>This is ongoing work.</i>
6	Staff review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	Recommend this stay on the FUAL.
7	Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Recommend removal with an EC request that the FUAL item be incorporated in a report on reconciliation next steps.
8	Legislative Monitoring Chart (bi-annually to Trust Council) Staff to produce the Legislative Monitoring briefing every 6 months with the next one being March 2023.	Requested by TC. Recommend keeping.
9	Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.	Recommend keeping.
10	Continue to work with K'ómoks First Nation and Gabriola Historical Society in terms of their potential funding requests.	Recommend keeping.
11	Executive Committee meeting being held October 19, 2022, to include discussion item on First Nations engagement and suggestions.	Complete
12	The CAO will provide a report to the incoming Executive Committee of the status of a request to the province for authority to do forest protection	Recommend this stay on the FUAL.
ACTIVE PROJECTS		
1	Islands Trust Act amendments:	Recommend that EC request staff to prepare a report for Trust Council for December on the history and status of legislative change requests.
2	Update Islands Trust Policy Statement: 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.	Requested by TC. Recommend keeping. Business case for funding submitted for 2023/24.
3	Climate Change Emergency: Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts.	EC assignment via Strategic Plan.

		Recommend keeping.
4	Business response to Covid 19	Recommend removing.
5	First Nations Reconciliation: Implementation of the Reconciliation Action Plan.	EC assignment via Strategic Plan. Recommend keeping.
6	Preserve and protect marine ecosystems: Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities.	EC assignment via Strategic Plan and March 2021 TC resolution. Recommend keeping.
FUTURE PROJECTS		
1	Development of an Islands Trust Communications Strategy	Recommend keeping.
2	Marine Advocacy: i.) impact of commercial activities on Southern Resident Killer Whales SRKW (Strat Plan Item 2.1), ii.) oil spills and iii.) anchorages.	EC assignment via Strategic Plan. Recommend keeping.
3	Broadcast Public Meetings	EC assignment via Strategic Plan. Recommend keeping. Business case for funding submitted for 2023/24.
4	Improve Communications about the Islands Trust	Recommend removing as covered by development and implementation of a communications strategy.
5	NAPTEP regulation changes to increase the percentage of tax exemption	EC assignment via Strategic Plan. Recommend keeping.
6	Advocate to reduce negative impacts of shellfish aquaculture practices	EC assignment via 2014-2018 Strategic Plan. Recommend removing.
7	EC MMIWG Calls for Justice Resolutions 1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.	Recommend removal with an EC request that the FUAL item be incorporated in a report on

	<p>2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.</p> <p>4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.</p> <p>5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.</p>	reconciliation next steps.
8	Develop a policy regarding referral responses where there is a known archeological site	Recommend removal with an EC request that the FUAL item be incorporated in a report on reconciliation next steps.
9	The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -	Recommend removal as complete. EC received a briefing re Office of the Lieutenant Governor's Correspondence Guidelines on July 7, 2022.
10	Investigate options for a joint review with the Ministry of Transportation and Infrastructure (MOTI) of road standards, incorporating the Climate Change Declaration and the Reconciliation Declaration.	Recently referred from Trust Programs Committee.

ATTACHMENT(S):

1. Executive Committee Follow-Up Action List, Active and Future Projects Lists

FOLLOW-UP: Staff will amend the Follow-Up Action List and Projects List as requested.

Prepared By: Russ Hotsenpiller, CAO

Reviewed By/Date:



Follow Up Action Report

Executive Committee

30-Jan-2019

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	Target: 08-Mar-2022	In Progress

26-Feb-2020

Activity	Responsibility	Dates	Status
2 Staff to work with trustees to organize two film screenings of the movie Dust n Bones and reconciliation discussions subject to support of affected local trust committees. (A grant in aid of 4,500 (from History and Heritage Grants in Aid program was provided in 2020 to host screenings on three islands but due to Covid-19 restrictions only one screening occurred.) EC previously indicated interest from Gabriola and Salt Spring Islands.	Clare Frater	Target: 31-Mar-2022	In Progress

17-Jun-2020

Activity	Responsibility	Dates	Status
3 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.	Clare Frater	Target: 07-Sep-2022	In Progress



Follow Up Action Report

Executive Committee

21-Oct-2020

Activity	Responsibility	Dates	Status
4 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Target: 07-Sep-2022	In Progress

03-Feb-2021

Activity	Responsibility	Dates	Status
5 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council. As of March 2022, amendments to 11 out of 17 policies deemed out of date have been adopted.	David Marlor	Target: 23-Sep-2022	In Progress

14-Apr-2021

Activity	Responsibility	Dates	Status
6 Staff review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	Stefan Cermak	Target: 07-Sep-2022	In Progress



Follow Up Action Report

Executive Committee

27-Oct-2021

Activity	Responsibility	Dates	Status
7 Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater	Target: 19-Oct-2022	In Progress

23-Feb-2022

Activity	Responsibility	Dates	Status
8 Legislative Monitoring Chart (bi-annually to Trust Council) Staff to produce the Legislative Monitoring briefing every 6 months with the next one being March 2023.	Clare Frater	Target: 01-Mar-2023	In Progress

13-Apr-2022

Activity	Responsibility	Dates	Status
9 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.	Clare Frater	Target: 19-Oct-2022	In Progress

04-May-2022

Activity	Responsibility	Dates	Status
10 Continue to work with K'ómoks First Nation and Gabriola Historical Society in terms of its funding request and Executive Committee consider ways to allocate funds for such requests.	Clare Frater	Target: 19-Oct-2022	In Progress

Follow Up Action Report

Executive Committee

07-Sep-2022

Activity	Responsibility	Dates	Status
11 Executive Committee meeting being held October 19, 2022, include discussion item on First Nations engagement and suggestions.	Clare Frater	Target: 02-Nov-2022	Completed

05-Oct-2022

Activity	Responsibility	Dates	Status
12 The CAO will provide a report to the incoming Executive Committee on the status of a request to the province for authority to do forest protection."	Russ Hotsenpiller	Target: 11-Jan-2022	In Progress

Active Projects

Executive Committee

1. *Islands Trust Act Amendments*

Current requests by Trust Council to seek legislative change have substantially occurred.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

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 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Target: 15-Sep-2022

3. *Climate Change Emergency*

Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts. (Strategic Plan 3.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

4. *Business Response to COVID-19*

Current business practices have been amended as per provincial health guidelines and work requirements. Adjustments will be made in the fall 2022 if necessary.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020

Active Projects

Executive Committee

5. <i>First Nations Reconciliation</i>	Responsible	Dates
Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)	Russ Hotsenpiller	Rec'd: 02-Sep-2020
5. <i>Preserve and protect marine ecosystems</i>	Responsible	Dates
Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strategic Plan Item 2.1)	Clare Frater	Rec'd: 11-Mar-2021



Future Projects

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Responsible

Date Received

Including development of a new website. (Strategic Plan Item 4.2)

Clare Frater

30-Aug-2017

2. *Marine Advocacy*

Responsible

Date Received

Associated with i.) impact of commercial activities on Southern Resident Killer Whales SRKW (Strat Plan Item 2.1), ii.) oil spills and iii.) anchorages.

Clare Frater

02-Sep-2020

3. *Broadcast Public Meetings*

Responsible

Date Received

Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council. (Strategic Plan Item 4.1)

Clare Frater

02-Sep-2020

Julia Mobbs
Russ Hotsenpiller

4. *Improve Communications about the Islands Trust*

Responsible

Date Received

Related to Strategic Plan Items 4.1 & 4.2

Clare Frater

30-Aug-2017

5. *NAPTEP regulation changes to increase the percentage of tax exemption*

Responsible

Date Received

Strategic Plan Item 1.3

Clare Frater

02-Sep-2020

Kate Emmings



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

7. <i>Strengthen relations with First Nations</i>	Responsible	Date Received
---	-------------	---------------

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.
2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.
4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.
5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.

21-Oct-2020

8. <i>Strengthen relations with First Nations</i>	Responsible	Date Received
---	-------------	---------------

Develop a policy regarding referral responses where there is a known archeological site. (Strategic Plan Item 4.7)

26-May-2021

Future Projects

Executive Committee

9. Governance

Responsible

Date Received

Related to Section 5 of the Strategic Plan

21-Jul-2021

The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -

10. MOTI MOU's

Responsible

Date Received

Investigate options for a joint review with the Ministry of Transportation and Infrastructure (MOTI) of road standards, incorporating the Climate Change Declaration and the Reconciliation Declaration.

07-Sep-2022



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-03: LPS Admin Bylaw
(Delegation Bylaw)

DATE OF MEETING: November 2, 2022

TO: Islands Trust Executive Committee

FROM: Robert Kojima, Regional Planning Manager

SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 286 (DP Delegation Bylaw)

RECOMMENDATION

- 1. THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 286, cited as Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022, in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Galiano Island Local Trust Committee has referred Bylaw No. 286 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Delegation of the issuance of development permits to staff is expected to improve efficiency, reduce the length of LTC agendas, reduce staff time spent on development permit applications, reduce processing times, and provide greater certainty for applicants. Staff recommends that the Executive Committee approve the bylaw.

IMPLICATIONS OF RECOMMENDATION

Organizational: Trust Council has adopted a policy for delegation of the issuance of land use permits and has recommended that local trust committees consider adopting such bylaws. Delegation of the issuance of development permits to staff will generally increase efficiency and reduce staff and trustee time associated with such applications.

Financial: The proposed bylaw will have no financial implications.

Policy: The proposed bylaw is consistent with the recently adopted Trust Council Policy 4.1.15: “Land Use Permit Delegation Policy”.

Implementation/Communications: Staff will implement revised procedures for the processing of delegated permits.

First Nations: None.

Other: None.

PURPOSE

Galiano Island Local Trust Committee Bylaw No. 286, cited as Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022 (Attachment 4) would delegate the issuance of most development permits (DP) to staff.

BACKGROUND

Galiano Island Local Trust Committee Bylaw No. 286

Local trust committees now have the authority to delegate issuance of development permits (DP) to staff. In June, Trust Council adopted a policy that provides guidance to local trust committees and staff in considering adopting a delegation bylaw and also requested that local trust committees consider adoption of delegation bylaws. A report was provided to the Galiano Island Local Trust Committee at the meeting of September 6th which reviewed development permit areas (DPA) designated in the Galiano OCP based on the Trust Council policy criteria, and the LTC adopted a resolution requesting staff to prepare a bylaw to delegate issuance of all Environment and Hazard development permits to staff. Form and character DPs (Development Permit Area 6) would continue to be issued by the LTC.

At the meeting of September 27th, the LTC gave three readings to Bylaw No. 286 and forwarded the bylaw to Executive Committee for approval.

Issues Relating To Provincial Interest

Following requests to the Minister from Trust Council, recent amendments to the Islands Trust Regulation by the Minister have empowered local trust committees to delegate the issuance of development permits to staff. This authority has long been provided to other local governments in British Columbia, and was also a recommendation of the recent governance review and of previous Local Planning Services reviews.

Issues Relating To First Nation Interest

None

Issues Relating To Resources and Enforcement

Delegation of the issuance of development permits to staff is expected to improve efficiency, reduce the length of LTC agendas, reduce staff time spent on development permit applications, reduce processing times, and provide greater certainty for applicants.

Public Comments

None

Staff Comments

Trust Council has adopted a policy for the delegation of development permits to staff and has requested LTCs consider adopting delegation bylaws. Delegation of DPs has been recommended in the governance review. Staff has prioritized the Galiano LTC's DPA for review and consideration of delegation based on the relative volume of applications and has assessed the Environmental and Hazard DPAs to be appropriate for delegation. The Galiano LTC has given three readings to the bylaw to delegate the issuance of most DPs to staff.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Land Use Permit Delegation Policy 4.1.15

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 286, cited as cited as Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022 is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committeeon steps needed to address the specified issues.

Submitted By:	Robert Kojima, Regional Planning Manager	October 14, 2022
Concurrence:	Stefan Cermak, Director, Planning Services	October 25, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 286



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-286

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 27-Sep-2022

- Bylaw Submission Checklist attached
- Policy Statement Checklist attached*
* not required for administrative bylaws
- Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee _____

Director, LPS _____

Local Trust Committee _____

Planner _____

Planning Clerk _____

Executive Committee

Policy Checklist

Checklist Key:

- Consistent The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
- Contrary The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
- Not-Applicable The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

- Not-Applicable i Bylaw is consistent with the object of the Trust
- Not-Applicable ii Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
- Not-Applicable iii Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
- Not-Applicable iv Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

- Requires Resources Staff resources required to assist with administration.
- No Resources Required No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

- No Resources Required B.5 Bylaw is consistent with the object of the Trust
- No Resources Required B10 Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By:

Status

Date Resolution Referred to Exective Committee: 27-Sep-2022

Reading: 27-Sep-2022

Third Reading

Trust Area: Galiano Island Local Trust Committee

Type: Administration Bylaw

Bylaw No.: GL-286

Application No.:

Trust Initiated: Yes

Proofread By:

Clerk: No

Technical Staff: No

Planner: No

First Reading Date: 27-Sep-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: ,

Date:

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By: ,

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 27-Sep-2022

Third Reading Date: 27-Sep-2022

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 286, 2022

A bylaw of the Galiano Island Local Trust Committee to Delegate the Power to Issue Certain Land Use Permits

The Galiano Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022”.

DEFINITIONS

2. In this bylaw:

“**Act**” means the Local Government Act.

“**Local Trust Committee**” means the Galiano Island Local Trust Committee.

“**Director**” means the Director of Local Planning Services.

“**Regional Planning Manager**” means the Manager assigned to the Local Trust Committee.

DELEGATION

3. The Local Trust Committee hereby delegates to the Director, or in his or her absence the Regional Planning Manager, the power to issue a development permit or a development permit amendment under Section 490 of the Act in respect of development permits issued within the following development permit areas:
 - a. Development Permit Area 1;
 - b. Development Permit Area 2;
 - c. Development Permit Area 3;
 - d. Development Permit Area 4;
 - e. Development Permit Area 5;
 - f. Development Permit Area 7.
4. The delegation under Section 3 does not include the authority to vary or supplement a land use regulation or a subdivision regulation.
5. The Director, or in his or her absence the Regional Planning Manager, is also delegated the power to require, under Section 502 of the Act, an applicant to provide security in an amount stated in the Permit by way of an irrevocable letter of credit or the deposit of securities in a form satisfactory to the Director.

6. The amount of security to be provided under Section 502 of the Act, in relation to a development permit issued by the delegate, shall be 125% of the cost of site restoration, landscaping, remediation of damage to the natural environment or improvements including materials and installation, as determined by a professional landscape architect, a nurseryperson, a landscape contractor, a habitat biologist, or another person approved by the Director to provide.
7. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

RECONSIDERATION

8. An applicant may have a decision of the delegate in relation to a permit reconsidered by the Local Trust Committee by submitting a written request for reconsideration to the Deputy Secretary within thirty days after the decision is delivered to or made available to the applicant.
9. The request for reconsideration must include the following:
 - a. the applicant's address for receiving correspondence related to the request for reconsideration;
 - b. a copy of the written decision;
 - c. reasons why the applicant wishes the decision to be reconsidered by the Local Trust Committee;
 - d. the decision which the applicant requests be made by the Local Trust Committee;
 - e. reasons in support of the decision requested from the Local Trust Committee; and
 - f. a copy of any documents which support the applicant's request for reconsideration by the Local Trust Committee.
10. Each reconsideration request shall be placed on the agenda of a regular Local Trust Committee meeting and shall include a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered and any further materials delivered by the owner.
11. The Local Trust Committee may consider any presentations made by the applicant and may either:
 - a. confirm all or part of the delegate's decision,
 - b. set aside all or part of the delegate's decision; or
 - c. amend the delegate's decision or make a new decision.

SCOPE OF BYLAW

12. For clarity, subject to the Act, unless a power, duty or function of the Local Trust Committee has been expressly delegated by this Bylaw or another bylaw, all of the powers, duties and functions of the Local Trust Committee remain with the Local Trust Committee.

READ A FIRST TIME THIS 27TH DAY OF SEPTEMBER , 2022.

READ A SECOND TIME THIS 27TH DAY OF SEPTEMBER , 2022.

READ A THIRD TIME THIS 27TH DAY OF SEPTEMBER , 2022.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
TH DAY OF , 20XX

ADOPTED THIS TH DAY OF , 20XX.

CHAIR

SECRETARY



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-03: LPS Admin Bylaw
(Fees Bylaw)

DATE OF MEETING: November 2, 2022
TO: Islands Trust Executive Committee
FROM: Robert Kojima, Regional Planning Manager
SUBJECT: Mayne Island Local Trust Committee – Proposed Bylaw No. 185 (Fees Bylaw)

RECOMMENDATION

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 185, cited as “Mayne Island Local Trust Committee Fees Bylaw, 2021” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

Mayne Island Local Trust Committee has referred Proposed Bylaw No. 185 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommend approval.

IMPLICATIONS OF RECOMMENDATION

Organizational: Trust Council has requested all local trust committees to amend their fees bylaw to be in agreement with the model fee bylaw. Senior staff have indicated that this is done preferably before the start of the 2022/23 fiscal period. Bylaw No. 185 meets the goal and timeline.

Financial: The proposed amendments will alter the budgeted revenue derived from development applications submitted to the Local Trust Committee.

Policy: The proposed bylaw amendments are consistent with [Islands Trust Policy 5.6.1 Applications Processing Services](#).

Implementation/Communications: New application fees will be updated on relevant websites and will be communicated to applicants and enquirers.

First Nations: None.

Other: None.

PURPOSE

Mayne Island Local Trust Committee Fees Bylaw No. 185, cited as Mayne Island Local Trust Committee Fees Bylaw, 2021” is intended to update the Local Trust Committee Fees Bylaw to be concurrent with Islands Trust Policy 5.6.1 Applications Processing Services.

BACKGROUND

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The Mayne Island Local Trust Committee received the request at their September 2021 regular business meeting and requested staff to draft a new fees bylaw based on the new model fees bylaw.

The LTC initially received the requested bylaw at the February 2022 regular business meeting, however consideration of readings was deferred by the LTC. Ultimately, the LTC gave first, second and third readings and forwarded it to the Executive Committee for approval at the meeting of October 24, 2022.

Issues Relating To Provincial Interest

None.

Issues Relating To First Nation Interest

None.

Issues Relating To Resources and Enforcement

None.

Public Comments

None.

Staff Comments

Staff recommend that the Executive Committee approve the bylaw as it is consistent with Islands Trust Council Policies and Procedures.

KEY ISSUES/CONCEPTS

At its regular business meeting in June 2021, Trust Council adopted a new Application Processing Services Policy that includes a model Fee Bylaw. At the same meeting, Trust Council requested all local trust committees to adopt the new fees bylaw. The Mayne LTC has given three readings to a new Fee Bylaw based on the model fee bylaw. Bylaw No. 185 is attached.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- [Islands Trust Policy 5.6.1 Applications Processing Services](#)

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Mayne Island Local Trust Committee in writing that the Executive Committee considers that Mayne Island Local Trust Committee Fees Bylaw No. 185, cited as "Mayne Island Local Trust Committee Fees Bylaw, 2021" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Mayne Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Robert Kojima, Regional Planning Manager	October 26, 2022
Concurrence:	Stefan Cermak, Director, Local Planning Services	October 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. EC Policy Checklist
3. Proposed Bylaw No.185



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Mayne Island Local Trust Committee

Bylaw No.: MA-185

Bylaw Type: Fees Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Oct-2022

- Bylaw Submission Checklist attached
- Policy Statement Checklist attached*
* not required for administrative bylaws
- Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee _____

Director, LPS _____

Local Trust Committee _____

Planner _____

Planning Clerk _____

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Not-Applicable	i	Bylaw is consistent with the object of the Trust
Not-Applicable	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Not-Applicable	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Not-Applicable	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 24-Oct-2022

Reading: 24-Oct-2022

Third Reading

PROPOSED

MAYNE ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 185

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the Mayne Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Mayne Island Local Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

1.1 This bylaw may be cited as the "Mayne Island Local Trust Committee Fees Bylaw, 2021".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Mayne Island Local Trust Committee Development Procedures Bylaw No. 83, 1992 to make an application in respect of a bylaw or permit under the *Islands Trust Act* or Part 14 or Part 15 of the *Local Government Act*;
- 2.1.2 an applicant for a license under the *Liquor Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the *Cannabis Control and Licensing Act* in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

PROPOSED

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs.

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$7,800
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600

PROPOSED

TABLE 2 – Permits	
Column 1: Development Permit in Respect of:	Column 2: Fee
1. Protection of Natural Environment, Ecosystems and Biological Diversity (Development Areas – DP1, DP2, DP4, DP5, DP6, DP3)	\$1,000
2. Protection of Development from Hazardous Conditions (Development Area DP6)	\$1,000
3. Protection of Farming	\$1,000
4. Objectives for Form and Character	\$1,700
5. Objectives to Promote Energy Conservation	\$1,000
6. Objectives to Promote Water Conservation	\$1,000
7. Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8. Development Permit Amendment	\$1,000
Type of Development Variance Permit	
9. Development variance permit (commercial, industrial or institutional development)	\$1900
10. Development variance permit (residential development)	\$1900
Type of Temporary Use Permit	
11. Temporary Use Permit (residential/commercial/industrial)	\$2150
12. Temporary Use Permit Renewal	\$700
Other Permits	
13. Heritage Alteration Permit	\$1,700
Combination Applications	
14. Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
15. Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

PROPOSED

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,000
2. Application for Subdivision Review – per additional lot created	\$100
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

PROPOSED

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenants at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is more than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The Mayne Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

PROPOSED

8. Application Fee Sponsorship

8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

10.1 “Mayne Island Local Trust Committee Fees Bylaw No. 145, 2007” is repealed upon adoption of this bylaw.

10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS 24TH DAY OF OCTOBER , 2022.

READ A SECOND TIME THIS 24TH DAY OF OCTOBER , 2022.

READ A THIRD TIME THIS 24TH DAY OF OCTOBER , 2022.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____ , 202X

ADOPTED THIS _____ DAY OF _____ , 202X

CHAIR

SECRETARY



Islands Trust

November 18, 2022

Islands Trust Council

COUNCIL ROUNDTABLE PRIORITIES AND PERSPECTIVES

Background: Trust Council has directed that all trustees be provided an extended opportunity to speak to issues that are important to them early in the first Council meeting of the term.

Purpose:

- 1. To receive a brief overview of important issues and projects, including highlights from the 2018-2022 Strategic Plan.**
- 2. To hear from trustees on important issues from a local and Trust wide perspective and to begin informally identifying areas of focus for the term.**

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
Clare Frater, Director of Trust Area Services (DTAS)

TIME	TOPIC	WHO
9:15 am	<ol style="list-style-type: none"> 1. Review of key themes and work projects from 2018-2022: what is left to do? 2. General review of Strategic Plan 2018-2022 	CAO Hotsenpiller
9:45 am – 11:00 am	Council Roundtable <ol style="list-style-type: none"> 1. What is important to your Island? 2. How are you going to make a difference for your community and the Islands Trust? 3. What are your interests? 	Chair



Islands Trust

November 18, 2022

Islands Trust Council

OVERVIEW OF THE ISLANDS TRUST

Background: To provide the new 2022-2026 Islands Trust Council with an overview of the Islands Trust including governing legislation, key interested and affected parties, organizational structure, and other contextual information. These elements are the foundation of the upcoming term and key to a common understanding of service delivery.

Purpose:

1. To review guiding legislation of the Islands Trust and other relevant legislation.
2. To understand interested and affected parties and external forces that act upon the Islands Trust.
3. To introduce core policies and structures of the Islands Trust including Trust Council, Executive Committee, Bowen Island Municipality, local trust committees, and the professional organization.
4. To review current First Nations engagement principles of the Islands Trust.

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)

TIME	TOPIC	WHO
11:15 am	Overview of the Islands Trust i. General ii. Trust Area Services & Conservancy iii. Administrative Services iv. Planning Services	CAO Hotsenpiller Senior staff



Islands Trust

November 18, 2022

Islands Trust Council

Overview of Islands Trust Conservancy

Background: To provide the new 2022-2026 Islands Trust Council with an overview of the Islands Trust Conservancy including Board duties, financial considerations, and key functions.

Purpose: To review Islands Trust Conservancy governance and operations.

Resources: Russ Hotsenpiller, CAO
Clare Frater, Director, Trust Area Services
Kate Emmings, Manager, Islands Trust Conservancy

TIME	TOPIC	WHO
1:00 pm	Overview of the Islands Trust <ul style="list-style-type: none">i. General overview, including Board dutiesii. Commitment to reconciliationiii. Land securementiv. Land management (including climate change)v. Funding modelvi. Strategic fund developmentvii. Story from the field	Kate Emmings
1:15 pm	Questions and Answers	All



Islands Trust

November 18, 2022
Islands Trust Council
GOVERNANCE

Background: To provide a session focused upon governance, role clarity and means of achieving Trust Council objectives.

Purpose:

1. To review the Islands Trust governance model, including the one employee concept.
2. To discuss the roles associated with being a trustee.
3. To discuss how work is directed and implemented throughout the organization.
4. To discuss the role and terms of reference of the Governance Committee.

Resources: Russ Hotsenpiller, CAO

TIME	TOPIC	WHO
1:30	Governance models	CAO and staff
	Role of the trustee	
	The role of governance and the role of staff	



Islands Trust

November 18, 2022

Islands Trust Council

NOTICE OF ELECTIONS & NOTICE OF INTENT

Background: To provide the Notice of Elections & Intent for Executive Committee and Islands Trust Conservancy positions.

Purpose:

1. To review the date and time where trustees can indicate their interest to run for positions of chair or vice chair of Executive Committee and/or Islands Trust Conservancy positions.
2. To review the date and time where an Executive Committee and Islands Trust Conservancy Candidates Panel will be held.
3. To review how trustees can indicate their interest in serving on any of the three Trust Council standing committees: Financial Planning, Local Planning and Trust Programs.

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)

TIME	TOPIC	WHO
2:45 pm	Notice of Elections & Intent for Executive Committee & Islands Trust Conservancy Questions and Answers	DLS Marlor



November 2022 Islands Trust Council

NOTICE OF ELECTIONS

EXECUTIVE COMMITTEE

An election will be held for the position of Chair of Islands Trust Council at 11:15 am, SATURDAY, NOVEMBER 19, 2022

After that election is concluded, an election for three (3) positions of Vice-Chair of Islands Trust Council will be held.

Elections for the chair and vice-chairs will be conducted in accordance with *Islands Trust Act* (s.20) and Islands Trust Regulation, BC Reg 119/90 (ss. 6, 7 and 8).

(Please refer to these [policies](#) for further information: [Executive Committee Election](#), [Executive Committee Terms of Reference](#), [Executive Committee Legislative Role](#) and [Local Trust Committee Chair Guidelines](#).)

ISLANDS TRUST CONSERVANCY BOARD

An election for two (2) positions on the Islands Trust Conservancy Board will be conducted following the Executive Committee elections on SATURDAY, NOVEMBER 19, 2022.

The Executive Committee will elect one of its members to the Islands Trust Conservancy at its meeting on SATURDAY, NOVEMBER 19, 2022.

Election for the Islands Trust Conservancy Board will be conducted in accordance with s.40 of the *Islands Trust Act*.

(Refer to this policy for further information: [Islands Trust Conservancy – Roles and Responsibilities](#).)

NOTICE OF INTENT

Emails were sent October 17 and October 20 welcoming elected trustees and asking for those with an interest in the position of Trust Council Chair, Executive Committee, and/or the Islands Trust Conservancy to submit a biography to declare early intention. Those who responded will be listed in the Candidates Presentation Session of the November Trust Council. Those trustees who have not yet indicated an interest and wish to do so, may give notice of their interest in a position on the Executive Committee and/or Islands Trust Conservancy Board at 2:45 pm, FRIDAY, NOVEMBER 18, 2022.

Candidates for Executive Committee and Islands Trust Conservancy Board positions will have the opportunity to make presentations beginning at 4:00 pm, FRIDAY, NOVEMBER 18, 2022.

The formal Call for Nominations will take place at 11:15 am, SATURDAY, NOVEMBER 19, 2022. Candidates may not nominate themselves, and every nomination will require a seconder. Any trustee may be nominated regardless of whether they indicated interest to run or not. Nominated candidates will have the opportunity to accept or decline the nomination before the nomination stands for election.

Note that under the legislation, no proxy voting is permitted. Trustees must be in the room to be eligible to run and to vote.

COUNCIL COMMITTEES

Those trustees wishing to serve on any of the four Council committees: Financial Planning, Regional Planning, Trust Programs, and Governance will have the opportunity to indicate their interest during the Trust Council meeting. Financial Planning, Regional Planning and Trust Programs committees' members will be appointed by the Trust Council Chair, subject to Council ratification, in accordance with Trust Council policies. Governance Committee members will be by election at Trust Council, with the election occurring in March 2023 at the latest, in accordance with Trust Council policy.

(Refer to these policies for further information:

- [*Council Committee System;*](#)
- [*Financial Planning Committee Terms of Reference;*](#)
- [*Regional Planning Committee Terms of Reference,*](#)
- [*Trust Programs Committee Terms of Reference,*](#)
- [*Governance Committee Terms of Reference*](#)



Islands Trust

November 18, 2022

Islands Trust Council

EXECUTIVE COMMITTEE/ISLANDS TRUST CONSERVANCY BOARD

CANDIDATE PRESENTATIONS

Background: Candidates have the opportunity to make presentations to their fellow trustees and to respond to any questions they may have.

- Purpose:**
1. To provide those trustees who have expressed an interest in being nominated for Islands Trust Council Chair, Vice-chair (which make up the Executive Committee) and Islands Trust Conservancy Board positions an opportunity to address Trust Council.
 2. To provide Trust Council members with an opportunity to ask questions of those trustees who have expressed an interest in being nominated for Executive Committee and Islands Trust Conservancy Board positions.

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)

Attach: List of interested trustees and bios

TIME	TOPIC	WHO
4:00 p.m. – 5:00 p.m.	<p>Election of Trust Council Chair</p> <ol style="list-style-type: none"> 1. <u>Presentations of interested trustees for Chair (1 position to be elected)</u> <ul style="list-style-type: none"> • Presentations for Trust Council Chair in alphabetical order (maximum 5 minutes each) • Trustee Questions of Candidates for Trust Council Chair. <p>Election of Trust Council Vice-Chairs</p> <ol style="list-style-type: none"> 1. <u>Presentations of interested trustees for Vice-chairs (3 position to be elected)</u> <ul style="list-style-type: none"> • Presentations for Trust Council Vice-Chair in alphabetical order (maximum 5 minutes each) • Trustee Questions of Candidates for Trust Council Vice-Chair. <p>Election to the Islands Trust Conservancy Board</p> <ol style="list-style-type: none"> 2. <u>Candidate presentations for Islands Trust Conservancy *(2 positions to be elected)</u> <ul style="list-style-type: none"> • Presentations for Islands Trust Conservancy Board Membership in alphabetical order (maximum 5 minutes each) • Trustee Questions of Candidates for Islands Trust Conservancy Board 	<p>David Marlor, Director, Legislative Services (Presiding Officer)</p>
<p>* 5 minutes is allocated to each candidate for initial presentations. If necessary, this session may be lengthened to accommodate all interested candidates</p>		

The following lists represents those trustees who indicated an interest in one of the positions listed below by the deadline for agenda publication (Thursday October 27, 2022). This does not preclude any other trustee expressing interest at 2:45 pm on Friday November 18, 2022 and presenting in the candidates forum at 4 pm that same day, or being nominated when the elections are held at 11:15 am on Saturday November 19, 2022.

At the time of each of the following elections, any trustee may nominate any other trustee for the position being elected.

1. List of trustees interested in the position of Trust Council Chair (Executive Committee) (1 position):

- Falck, Dag
- Luckham, Peter
- Morrison, Deb

2. List of trustees interested in the position of Trust Council Vice-chairs (Executive Committee) (3 positions)

- Maude, David
- Fast, Sue-Ellen
- Peterson, Tim

3. List of trustees interested in a position on the Islands Trust Conservancy Board (2 positions)

- Yates, Susan

** Tobi Elliot did not declare which position she is interested in running for by the agenda deadline; however, her bio is included in this package.

The reasons I'm applying to the Trustees, to consider my interest in taking on the position of: Islands Trust Executive Chair.

Being newly elected to the Trust, I have a lot to learn about the history, functioning and culture of the Trust. Having read the Islands Trust [Governance Review of February 2022](#), commissioned from Great Northern Management Consultants, it has become clear to me that the strong feelings and disappointments I've heard from both property owners and residents on the Gulf Islands are not simply the gripes of a few. Rather, they represent some significant structural inefficiencies, and perhaps also some unhealthy procedural practices that have become culturally imbedded in the everyday process and conduct of the Trust.

I believe that addressing these less-than-ideal conditions is the first step, and in 2022-23 Trustees must take serious steps to addressing the current **culture** as well as the **policies and processes** currently practiced.

As I've stated, as a newcomer to the Trust I do not have a personal experience of the functioning. Instead of this being a reason not to consider me for chair, I suggest it will be necessary to choose a chair that does not already have a history with the Trust, in order to bring in fresh perspectives and introduce new ways of working.

In my opinion the changes that are hinted at in the Governance Report are not a matter of tweaking or slight adjustments. Rather a new paradigm must be considered as perhaps the only way to save the Trust from the threats of implosion or being dissolved by the Provincial authorities. We have this next 4-year term to put the Islands Trust back on track, otherwise I think its future is uncertain.

I am also committed to creating a structured decision-making guide that would ensure there is a problem for every solution, so we don't spend time on debating solutions that are perhaps not solving a problem of high enough importance.

If we develop this guide consensually it can become an integrated part of a new foundation upon which the mandates of the Trust can be executed quickly and effectively while building and retaining a broad support among the stakeholders, including the Provincial government.

Criteria I consider important when selecting Islands Trust Executive Chair

A chair should:

- Be able to conduct a meeting and maintain an agenda that is neutral on the issues, and not be influencing the discussions at the meetings with their personal position on the issues discussed. It's fine to have personal opinions, and they should be shared by the chair after clearly stating they are personal opinions, and then return to the task of chairing. In other

words, a chair should be comfortable and capable being impartial, and only influence decisions with their own opinion on issues, as one equal member of the IT executive.

- Have experience in leading discussions and decision-making under high pressure, and not be subject to pressure from any one group or individual. All stakeholders (all Trustees) input and opinions should be given opportunity to be expressed and considered before final decisions. It's the chair's job to ensure this happens.
- Have the stature and courage to respectfully hold back repeating voices and drawing out less insistent ones that have not already been shared.
- Be strong and beyond corruption or undue influence by peer pressure or their own personal positions.
- Be comfortable chairing
 - during discussions and deliberations where emotions run high.
 - when strong differing opinions are held simultaneously and having the skill to facilitate through it.
 - Facilitating with conflict resolution skills and seeking to bring forth common ground and frame discussions in non-adversarial ways.
 - Holding consensus as a goal worth reaching for, and reserving voting for those instances where consensus cannot be reached.

Although I may fail sometimes to fully execute the Chair qualities above, I commit to striving for these ideals. I am fully motivated and ready to give my best to achieve the healthy continuation of the Trust. I believe in working with what we have and embracing continuous improvement.

What skills I bring to help get us there

I retired in April of this year and have worked over 30 years in the organic food industry. The last 18 years I was the Organic Program Manager for [Nature's Path Foods](#), North America's largest organic cereal company, and a Canadian family-owned business. I was President of the Canadian Organic Trade Association for 10 years. Locally, I was the Chair of the [Trincomali Improvement District](#) Trustees from 2017 to 2020

I have honed my skills in both being able to see the large picture, and the stamina to attend to the small details to help us get there. I have training in conflict resolution, mediation and consensus and extensive experience applying these to contentious issues with groups and stakeholders with widely diverse interests, including communities, professionals, and governments.

Two things I will address as a priority:

- 1) Reaching for Consensus – improving tone and working environment of Trustees.
- 2) Reach agreement on process to follow when the Trust prepares to make decisions.

For more on my background, see

<https://dagfalck.wixsite.com/dag-falck>

Where my Trustee campaign material is. Also see bio attached.

Bio - Dag Falck

Work history:

Organic Program Manager, Nature's Path Foods Inc.	2003-2022
Manager, Nature's Path Family Farms (5,000 acres)	2008-2022
Independent contractor, Organic Inspector/Verification Officer	1989-2003
Foster Parent Coordinator, Salmon Arm	2001-2003
Micro Business Trainer, EI Employment Program	1997-1999
Farm Manager, Providence Farm Duncan (400-acre social service farm)	1986-1989

Boards, Associations and Committees

Director, President, Canada Organic Trade Association	2010-2019
Director Steering Committee Prairie Organic Development Fund	2015-2022
Director, Organic Trade Association (USA)	2006-2009
Director, Vice President, Organic Trade Association (USA)	2014-2016
Director, Non-GMO Project	2008-2016
Director, IFOAM Organics North America	2016-2019
Director, (outgoing as Chair), Organic Agriculture Centre of Canada	2005-2011
Voting member, Organic Value Chain Round Table (Govt/industry)	2006-2018
Voting member Canadian Organic Standards Technical Committee	2009-2019
Director, International Organic Inspectors Association	2001-2003

Recognition:

COTA Organic Champion of the Year, Organic Leadership Awards .	2022
TOC Science Award	2012
CHFA Organics Achievement Award	2008

Education

Agronomist, Foldso Agricultural College, Norway	1975 -1976
Foundation year, Akershus Agriculture College, Norway	1974

Courses

Conflict Resolution and Mediation training Justice Institute of BC , Vancouver, BC	1998 - 2001
Organic inspector training. International Organic Inspectors Association	1994 – 2003
Training in Quaker Consensus model (Carolyn Estes)	1992

Presentations given

120+ organic presentations, to public/industry/government/	2003-2022
Ongoing teaching/presentations to business course participants	1997-1999
Dozens of presentations to Foster Parents	2001-2003



Trustees, my name is Peter Luckham and I am seeking your support for the position of Chair of Islands Trust Council.

I live on Thetis Island in Penelakut Territory and am grateful to be able to live and work across the Coast Salish Territory we refer to as the Islands Trust Area. I acknowledge the rich history and culture that has been here since time immemorial.

It is clear that the residents of the Gulf Islands are keenly interested in how the Islands Trust governs. The Island Trust is a unique form of government with a unique mandate. How we govern must reflect that uniqueness. We have a responsibility to work with our communities to preserve and protect the trust area and its unique amenities and environment while respecting the needs of those communities.

How we govern is important to me, we need to be inclusive of all people and opinions. We need to work collaboratively in order to sustain the ecosystems, the character and values of our communities while upholding the mandate of the Islands Trust. I want to listen to and engage with our communities and respond with fairness and understanding.

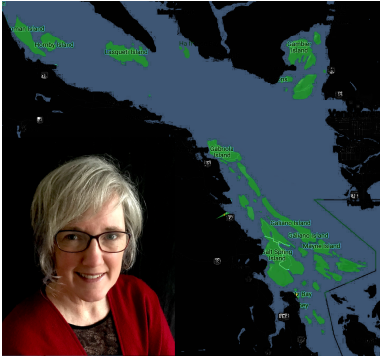
I graduated from the Conflict Resolution Program at the Justice Institute of British Columbia in mediation and negotiation. I am a firefighter and first responder and am Deputy Chief on the Thetis Island Fire Department I have worked 40 years in electronics and computer systems design and development. In my spare time I love scuba diving in our waters.

As a Trustee on Thetis Island for 17 years I have served on the Executive Committee, the Islands Trust Conservancy board and served on all committees of Council. I have chaired Denman, Lasqueti, North Pender, Mayne, Saltspring, Saturna and South Pender Islands. I have developed good working relationships with the staff of the Trust. Working on the Executive committee has provided me the opportunity to build relationships with many other local government elect, provincial Ministers and staff. I am comfortable and confident in my abilities to work in all political arenas. I believe I have been a strong and effective chair.

If elected I will continue to work towards creating and supporting open dialogue in an environment of mutual respect and collaboration at the Council table. I believe we need to hear each and every voice at the table and every voice or concern that is brought to us by our constituents. It is critical in these times of community change and the challenges before us that we listen with open minds and reflect on how we budget and how we do business. In conflict we need to ask what is our role in that conflict. I would like to see us facilitate solutions that meet everyone's needs while preserving and protecting this very special place. Let's work together to create a Trust that we can all be proud to be part of.

Peter Luckham, Thetis Island 250-210-2553 or email pluckham@islandstrust.bc.ca

Deb Morrison for Chair of the Islands Trust Council



- Extensive experience in meeting facilitation, government-government relations, First Nations diplomacy, resource management, scientific literacy, and climate science advising.
- Multigenerational family roots across the Trust Area and the Salish Sea broadly.
- Excellent interpersonal skills, working knowledge of virtual meeting tools, and strong communication abilities.

A Vision for the Role of the Islands Trust Chair - The Islands Trust is at a turning point. In the past term, I was involved in the drafting of terms of reference for, establishment of, and participated on the Select Committee which oversaw the consultants who created the Governance Report. I supported this work both because I strongly agree with the preserve and protect mandate of the Trust and I see how the organization can be made much more efficient, effective, and adaptive to our emerging needs across the region.

The changes that will need to be implemented, upon advice from the Governance Committee and decision by Council, will take a set of skills different from past Chairs, these are skills I possess. Trustees will need to collaboratively engage to define new and innovative options for the Trust to modernize that will require us all to listen openly, honestly, and respectfully to one another. Our work will now occur both in person and through the use of virtual technologies. Additionally, Trustees will need capacity building to ensure they are all able to contribute effectively to the work of Council - learning is often best done peer to peer. Therefore, my efforts if elected as the Chair of the Trust Council will focus on this need to build consensus and collegiality across diverse ways of engagement while also navigating the complex capacity building needs that are widely different among members of the Council.

Discussion around the review of the Trust Policy Statement, annual budgets, and this most recent election has shown clearly that the Islands Trust suffers from a lack of community confidence across the Trust Area and an almost negligence by those outside the Trust Area such as A key role of the Chair will be to restore trust, respect, and confidence in the Islands Trust as an organization through new practices for community engagement, more extensive government-government networking, coordination of First Nations reconciliation work with appropriate LTC Trustees, transparency of decision making within the Executive Committee, and improved communications overall. This will require focus and attention to detail.

To achieve such focus, the Chair should not sit on any LTC or Committee as a voting member (beyond the EC and Financial Planning obligations under current policy). This would allow for a higher degree of impartiality in the Chair at Trust Council, specifically reducing the overall influence of the Chair in Local Trust Areas and in Committee decisions.

Foundations in Place - I was born and raised in Gibsons, on the Salish Sea. I am deeply committed to preserving and protecting the unique amenities and environment of the Trust Area. My family lives throughout the Salish Sea region. I am a descent of Scottish settlers who came here to log, fish, and support those industries. My grandparents owned the log sort in Andy's bay on Gambier and my great aunt was the one room school teacher on Galiano (her son - my uncle - still lives on Galiano). And yet it was not until I was in my early 20s that I became more aware of the long history of First Nations who have lived across the Salish Sea since time immemorial. I am on a lifelong journey of receiving the teachings of Indigenous collaborators and community members, knowledge I hold as both a responsibility and the gift it is.

Foundations in Practice - I have worked in resource management eg. the BC Ministry of Aboriginal Affairs (since renamed) and the BC Ministry of Forests; science research eg. forestry consulting and university-supported long term ecological research; and learning sciences eg. university teaching, research-practice partnerships, climate change mobilization design, and climate justice advising. I currently own my own company, CLEAR Environmental, which works from local to global scales with companies, governments, networks of organizations, universities, and the United Nations on issues of climate justice. I am honoured to work with amazing colleagues and diverse partners to foster just action towards sustainable and thriving futures. Although I will continue the work at CLEAR Environmental, it is now at a point where I can step back and let others lead, allowing me to commit to deeper work in the Islands Trust.

I have extensive practical experience in issues relating to the work of the Trust Council, significant formal education that can be a benefit to the work of the Chair in liaising with other governments (B.Sc. in Geography; M.Sc. in Plant Sciences and Environmental Sciences; PhD in education), and applied knowledge of policy and governance with respect to resource management, reconciliation, and climate change - all critical to the current realities of the Islands Trust. This is my second term as Trustee for North Pender Island and I served as Chair of the Trust Program's Committee during the 2018-2022 term of the Trust Council. More about me both professionally and personally at www.debmorrison.me

Commitments as Chair of Islands Trust Council - If elected Chair, I will commit to:

- Facilitating well run, respectful, and equitable meetings, both in person and virtually;
- Representing the collective decisions of Council with the CAO and with appropriate government agencies including ensuring that Trustees are invited into meetings where there is relevance to their LTC and/or Committee work as appropriate. This will also include building relationships to foster collaboration and coordination to ensure that other governments address their responsibilities within the Trust Area, allowing the Islands Trust to limit its work to the mandate within the Islands Trust Act.
- Providing regular communications from Executive Committee and Financial Planning Committee meetings as well as those meetings held on behalf of the Trust with First Nations, regional, provincial, and federal governments;
- Prioritizing Islands Trust work above all other obligations.

I would be honoured to serve the Trust Council as Chair. Thank you for considering my candidacy. Deb.

David Maude
Candidate for Vice Chair

By way of introduction, I am elected for my second term to Islands Trust from Mayne Island. I have been involved in local government for many years, including being the Chair of Ratepayers Associations, Advisory Planning Commissions, Ferry Advisory Committee and our Improvement District prior to being elected to the Trust. I also have participated in lesser roles on various commissions, task forces and other local government bodies.

I am interested in being elected to the role of Vice Chair as I feel I bring forward the patience and experience to act as a positive, fair and unbiased member of both the Executive and the Local Trust Committees that I would be chairing. People who have worked with me know me as a consensus builder, good listener and open minded. I am also known for speaking at meetings when I actually have something to contribute, rather than jumping in every conversation. I find keeping my comments short and simple helps to produce efficient and effective meetings.

I am supportive of the work of the Governance Committee and agree with all recommendations of the Governance Review by the consultants. I also support the efforts to request the Province undertake a review of the Trust as times have changed and from the fundamental need for First Nations participation in our Council to more meaningful definitions of our role as an Agency of the Province – long overdue, we need a clear direction and mandate in order to move forward as an efficient and effective body.

Thank you for your consideration.

Please re-elect

Sue Ellen FAST for Executive Committee



- Nature conservation as professional career
- Experience on Executive Committee previous term
- Enjoy chairing meetings; steady and inclusive
- 8/29 years elected on Nexwlélexwem (Bowen Island)

Dear Fellow Trustees

I have decided to put my name forward again as vice chair to serve on Executive Committee. While I have experienced how substantial the time and travel commitments really are, I remain committed to the direction and mission of the Trust and believe that I to have much to offer.

Skills I bring range from writing, communications and outreach; to inspiring citizens to care; to training, professional leadership and consulting; to advising on all aspects of heritage interpretation planning, nature learning, and planet-friendly stewardship. I am keen to move onwards and upwards in championing nature and sustainability.

Career Highlights:

- conservation planning through applying nature learning and participation in urban greenways: Edmonton, Toronto, Calgary, Ottawa
- wrote and hosted television series "Nature Walk" in 1990s for 300,000 viewers weekly; 52 episodes across Canada, the US and Central America
- chaired Bowen's comprehensive OCP update in 2010 with very high participation
- edited the journal of interpretationcanada.ca, executive director too
- contributor in park management team; Metro Vancouver Regional Parks west area
- founded Peregrine Watch, one of the earliest nest cam programs; with mass media involvement
- increased attendance by 37% to pass 100,000 at an urban nature centre
- wrote a book and managed project for foundation fundraiser, sold over 3000 copies
- wildlife biologist and field technician in Ontario, Quebec and Yukon
- thousands of hours connecting children and families to nature outdoors - what fun

How about the amazing biodiversity arm of the Trust? I have been delighted to serve on the Islands Trust Conservancy Board over the previous term as well, as liaison to Executive Committee and vice chair since 2019. This team supports islanders in their goals to save special ecological areas of their islands; the “preserve” part of our preserve and protect mandate. The ITC has an international reputation for professional, science-based conservation and land management. It is very successful; holding around \$15 million in ecologically fragile land assets on behalf of all British Columbians. Combined with properties protected by public and non-profit conservation organizations, often collaborators, a total of 15,500 ha is protected land in the Islands Trust Area. That’s 20%. In addition, ITC also monitors, conducts restoration activities, engages 80+ private landholders in stewardship support, runs a Species at Risk program, and more.

This will be my third term representing Bowen citizens as a municipal Trustee and Councillor. I love Bowen and have been deeply involved in community life here, contributing to and leading various projects and committees before being elected in 2014. Cherish my 2011 Community Stewardship Award, in fact. I began as a daily commuter and renter. My husband and I raised our son on Bowen, and we run our consulting company from our home near Snug Cove.

To be part of the federation of islands in the Salish Sea “entrusted” with the mission to protect this special part of the world is wonderful. I see it as a sort of greenbelt between urban Metro Vancouver

and southern Vancouver Island. I have relished the opportunity to protect the Trust area’s beauty, wildlife, and unique island communities through Executive Committee. I look forward to doing more, while improving and moving faster to also address climate change, affordable housing and reconciliation.

Preserve and Protect: While public education is my professional focus, by working closely with others on Bowen I have helped to protect nature and access to it. In fact I have been involved in most of the municipal parks that have been created since Bowen became a municipality. In 2011 I was honoured to be presented with an Islands Trust Community Stewardship award. Today I also serve on the Ocean Watch Action Committee of the Átl’ka7tsem/Howe Sound Biosphere Region, and the BC Municipal Climate Leadership Council, beyond my elected duties.

Housing: I lived and was active in the Edmonton Housing Coop and other community coops for years, and have supported Bowen groups working towards addressing the affordable housing crisis as an elected citizen.

Agriculture: I have enjoyed helping Collins Farm continue to produce vegetables and berries.

Please consider me as one of your representatives to Executive Committee.

Sue Ellen Fast
Bowen Island Municipal Trustee and Councillor

Questions? Please get in touch. Looking forward to working together!

(604) 833-2418

sueellenfast.ca

ecoleaders.ca

sefast3@icloud.com

[spreaker.com/user/16703403/sue-ellen-fast](https://www.spreaker.com/user/16703403/sue-ellen-fast)

Tim Peterson for Vice-Chair

Greetings fellow Trustees-elect,

I seek your support for election as vice-chair this term. My significant Trustee experience and strong island community leadership, grounded in cooperation and understanding, is what Islands Trust, Trust Council, and Local Trust Committees need at the Executive Committee level. I am proficient at chairing meetings both in-person and electronically, and have attended Association of Vancouver Island and Coastal Communities meetings, as well as training with the Local Government Leadership Academy. I have been invited to speak at Reconciliation events and to meet with First Nations leaders. I have built good working relationships with my MLA and MP, and correspond with them regularly.

As a third-term Trustee, I have a firm understanding of the structure of the Islands Trust, its Committees, and operations. I have served on the Regional Planning Committee, stepping up as acting chair on occasion, and was a member and Vice-Chair of the Trust Programs Committee for the last two years. In that capacity, I was acting chair for several meetings and was the alternate for the Financial Planning Committee. I was also on the Reconciliation Working Group Subcommittee of TPC. I supported the establishment of the new Governance Committee at the June 2022 Trust Council meeting and was elected to be part of its inaugural meetings until the end of this past term.

The Islands Trust faces a number of important challenges.

-Reconciliation with First Nations and ensuring Islands Trust policies are implemented using a framework of Truth and Reconciliation is extremely important, not only from a moral standpoint, but also to be leaders in enacting TRC Calls to Action, UNDRIP and DRIPA across the Trust Area. We must work to build meaningful relationships with the many First Nations who have been dispossessed from these islands, and ground this work in a spirit of cooperation and openness. We must address the lack of protection for cultural and ancestor resting sites, and we need to understand the aspirations of First Nations and learn where we have shared priorities. Collaborative decision-making is essential to the goal of working together with Indigenous voices and allies, preserving and protecting the Salish Sea and sacred places on the islands.

-Governance, and how the Trust operates and is structured is also crucial. I support a thorough exploration of the ideas and recommendations referenced in the Governance Report, both by Trust Council and the new Governance Committee, with a view to implement those that can be accomplished unilaterally and to carefully consider those that require amendments to the Act by the Province. The election procedure and term of office of Chair and Vice-Chairs that we face at the beginning of a new term is one important example. The procedure and timeline of the budgetary process is another subject that requires careful consideration and review. Ideally, this should be in harmony with the strategic planning process and long-term planning, and I strongly support an evaluation of these procedures.

-The review of the Policy Statement is another vital project, and the policies around the frequency and timing of such reviews also require attention. The present draft seeks to redress the absence of any reference to First Nations whatsoever, which is a valuable step towards meaningful reconciliation, and

one I completely support. Important decisions must be made on the content of Directive Policies, and Trust Council must carefully examine the balance between local autonomy and regional policies, the meaning of the object of the Islands Trust, and develop a clear vision of where we want and need to go in the future.

A key aspect of all of these goals is clear and open communication with the residents and land owners of the Trust Area. I see it as imperative for Trustees and Trust Council and its Committees to work harder at meaningfully engaging with our communities and First Nations, and to continue to build relationships and enhance communication with other levels of government.

As chairs of the Local Trust Committees, vice-chairs need to be good listeners first, respecting the unique character of each Local Trust Area, and the goals and aspirations of the community. They need to be able to allow for respectful communication, while maintaining order and focus on the LTC's decision-making process. Chairs should strive to be open-minded, and approachable to community members, trustees and staff by fostering an inclusive and respectful climate for local meetings.

If elected vice-chair, I will work hard to accomplish all of these goals in a collaborative and cooperative manner, to expand my understanding of the unique issues and challenges in each Local Trust Area, and to represent the residents and land owners of the Trust Area, and my fellow trustees, to the best of my ability.

I am a Lasqueti resident of 45 years. I am active in the local community, serving on the Community Association Board and the Health Centre Board, of which I was Chair for nine years. This experience involved literally hundreds of meetings, ultimately resulting in the completion of our Health Centre and securing long-term funding for its operation. I am an artist, musician, and performer; an avid gardener and cook, a volunteer and a community organizer. I have been a small business owner, and have worked at a variety of island-based occupations. I value the natural environment of our islands and recognize the varied threats to our environment from increased development pressures and climate change. I also recognize the threats to our communities and rural lifestyle from the challenges of housing availability and affordability, reduced community diversity, and the increasing difficulties of maintaining local services. I believe that working together we can address these challenges in a meaningful and productive way.

Expression of interest for a Trustee position on the Islands Trust Conservancy Board

To Whom It May Concern:

I would like to be considered for a Trustee position on the Board of the Islands Trust Conservancy. I have followed the history, governance, and accomplishments of the Conservancy since it was first conceived as the Islands Trust Fund Board.

Some of the most significant, and certainly the most time-honoured work by and for the Islands Trust has been, and I'm sure will continue to be done, by the Conservancy. Maintaining protected areas in the middle of intensely developed urban regions requires strong inter-agency cooperation and collaboration, and the Islands Trust Conservancy is exemplary in these efforts.

Decades ago when I was a Trustee, the Natural Area Protection Tax Exemption Program was envisioned by Trust Council (following a presentation from the San Juan Islands), and kept at the forefront by Trustee (later Chair) Kim Benson. I wrote articles about how exciting this prospect seemed at the time, and I'm even more hopeful about NAPTEP now that it has helped to preserve more than 370 acres of land in the Trust Area.

I use several Islands Trust publications to inform myself and share with friends, but my favourite is the Conservancy's quarterly newsletter, the *Heron*, which is ideal for showing children at school what island residents are doing to look after places that are special to them and their families. The Conservation Status documents that the Conservancy publishes for each island are particularly important in my volunteer work with local environmental organizations, and I'd like to see them updated every 5 years.

I belong to several Conservancy organizations in the Trust Area, including Gabriola Lands and Trails Trust (GaLTT), Salt Spring Island Conservancy, and Galiano Conservancy Association. I am heartened every time I hear of another project that these local organizations have worked on with ITC, and I hope many more such collaborative initiatives occur in the future.

The work that ITC has done on Reconciliation, since adopting the Declaration in 2109, provides a model for best practices, with training on First Nations identity, place, history, and the work we all must do to honour the Declaration. I expect that the conversations begun with First Nations in 2021 about property management will be valuable long into the future for First Nations, and for the Conservancy. Protecting and honouring culturally significant sites in the Trust Area is an essential part of Reconciliation, and goes hand in hand with learning, reflecting, and shared decision-making.

In 2021 the Nature Conservancy of Canada named eastern Vancouver Island one of 9 'eco-crisis-regions in Canada, and we see several of the Trust Area islands nearing their tipping point for the accepted threshold for ecosystem health. Everything that the ITC is doing to support the Object of the Islands Trust is more valuable than ever, and I would like to add my voice to these efforts as a member of the Islands Trust Conservancy Board.

With respect and thanks,

Susan Yates

Trustee-elect for Gabriola Island Local Trust Area

Tobi Elliott

Tobi Elliott has lived and worked in Snuneymuxw First Nation territory on Gabriola Island since 2012, as a documentary filmmaker and advocate for innovative community approaches to housing. Tobi is a renter who lives in her tiny house on wheels. She likes having things in twos so there is always something to share: horses, sailboats, trucks, bikes, gardens and food co-ops. (Friends joke that she tries to “make a co-op out of everything” - but she actually does!) She is passionate about soil regeneration, forest recovery, and learning from Indigenous knowledge holders about ecological stewardship and local foods. She loves working on systems-level solutions that consider the health of environment and people as interdependent: like ecosystems, communities derive their strength from diversity.

Before coming to Gabriola, Tobi worked in film and media, travelling to Northern B.C. and the Canadian territories to learn from Indigenous peoples about relationships to land. She travelled to Brazil to study natural horsemanship so she could train the two rescue horses she ended up with (which turned into a horse co-op). She developed a social enterprise, Tiny House Courses B.C., to bring tiny house educators to rural locations around B.C., culminating in building a demonstration tiny house. Locally, she is documenting the restoration of the oldest functioning sailboat in Canada (tobielliott.com).

Tobi is currently completing her MA in Leadership Studies at Royal Roads University. In partnership with the Gabriola Historical and Museum Society’s Truth and Reconciliation Committee, Tobi is finishing an action research project called, “Walking in Truth: Unsettling, Decolonizing and Learning Relational Ways of Being for Key Organizations on Gabriola Island”, involving the Islands Trust and community groups. She serves on the board of a newly-formed land trust for community benefit, and the Gabriola Co-op Development Network.

Throughout her decade in community, Tobi has worked from an approach of inclusive, adaptive, collaborative decision-making. As chair of the Housing Advisory Planning Commission, Tobi and a team undertook a public consultation on behalf of the Gabriola LTC to fulfill its mandate to explore housing options in light of reconciliation, ecological and climate change imperatives. Tobi believes a holistic approach to policy-making in the Islands Trust area is needed to protect and balance all levels of environmental and human needs, to celebrate Indigenous cultures and Indigenous ways of knowing, and to uphold UNDRIP in government and community processes. www.tobielliott-trustee.com



Islands Trust

November 18, 2022
Islands Trust Council
Planning Services Orientation

Background: This outline is presented in support of Trust Council orientation.

Purpose:

1. To provide an overview of Planning Services

Resources:

Stefan Cermak, Director, Planning Services

TIME	TOPIC	WHO
3:15 pm – 4:00 pm 20 min	Introduction to Local Planning Services <ul style="list-style-type: none"> • Why: Managing Change • What: Projects, Applications, Enforcement • Who: Planners, Admin, Bylaw Enforcement • How: Functional and Geographical teams • Where we are and where we are going • Resource: Toolkit 	DPS Cermak Panel: RPMs Kojima, Hutton, Zupenac; Manager Dingman
25 min	Planning Services Manager Panel <ul style="list-style-type: none"> • Q&A (& more Q's) 	
Dec. Trust Council Dec. Webinar	Further PS Orientation <ul style="list-style-type: none"> • LTC Meetings – What to expect • Process, Process, Process • Applications and Referrals • Projects • Bylaw Enforcement and Compliance 	



Islands Trust

**November 19, 2022
Islands Trust Council**

FINANCE AND BUDGETING

Background:

Drafting of the Islands Trust 2023-24 budget is underway. In elections years, Financial Planning Committee reviews the draft budget in November, directs recommended changes to staff as required, and forwards the draft budget to Trust Council for their review at the Trust Council meeting in December.

Trust Council’s budget review and discussion in December is a significant moment in the Islands Trust budget cycle. This is when Trust Council refines the draft budget to a point they agree it is ready to be put forward to the public for consultation and input. It is also when Trust Council must decide if a local trust committee project or initiative might be more appropriately funded solely by the property owners in the specific local trust area via special property tax requisition, instead of funded by the general Trust-wide property tax requisition.

To facilitate informed and knowledgeable budget discussions at the December Trust Council meeting, the following budgeting and finance session has been developed to ensure trustees are well positioned to understand the material they will be reviewing in the draft 2023-24 budget in December.

Purpose:

- 1 - To provide an overview of budgeting in the Public Sector context, and specific budget development processes at the Islands Trust.
 - 2 – To provide a high-level review of the current fiscal year 2022/23 approved budget.
 - 3 – To highlight some key financial management policies and processes at the Islands Trust, and briefly review results of first quarter financial results for the current fiscal year.
 - 4 – To review the assumptions and principles built into the draft 2023-24 budget. Specific key elements in the draft 2023-24 budget that have, or will potentially have, significant change from previous years.
-

Staff Resources: Julia Mobbs, Director, Administrative Services (DAS)
Russ Hotsenpiller, Chief Administrative Officer (CAO)

TIME	TOPIC	WHO
9:00am	Introduction	Trustee, Peter Luckham

TIME	TOPIC	WHO
9:05 am – 10:15 am	<ul style="list-style-type: none">• Budget Process and Timelines• Basic Principles of Budgeting• Overview of Approved 2022/23 Budget (current year) + Summary of Q1 Financial Results• Draft 2023/24 Budget Assumptions & Principles• Questions	DAS Mobbs



Islands Trust

November 19, 2022

Islands Trust Council

ELECTIONS FOR EXECUTIVE COMMITTEE AND ISLANDS TRUST CONSERVANCY

Purpose:

1. To elect the Chair and three Vice Chairs of Trust Council (Islands Trust Executive Committee).
2. To elect two trustees to the Islands Trust Conservancy Board.

Resources:

Russ Hotsenpiller, Chief Administrative Officer (CAO)
 David Marlor, Director, Legislative Services (DLS)

TIME	TOPIC	WHO
11:15 am – 12:00 pm	1. Election for Chair <ol style="list-style-type: none"> a. Nominations b. Election of a trustee scrutineer by Trust Council resolution c. Voting by secret ballot d. Announce result of vote 	Presiding Officer, DLS Marlor
	2. Election for Vice-Chairs (3 positions) <ol style="list-style-type: none"> a. Nominations b. Election of a trustee scrutineer by Trust Council resolution c. Voting by secret ballot d. Announce results of vote 	
	3. Election for Islands Trust Conservancy (2 positions) <ol style="list-style-type: none"> a. Nominations b. Election of a trustee scrutineer , by Trust Council resolution c. Voting by secret ballot d. Announce results of vote 	



Islands Trust

Print Date: October 28, 2022

Resolutions Without Meetings Log

Trust Council

Resolution Number	Action	Date
2022-009	Carried	12-Oct-2022

DESCRIPTION: **Adopt amendment Bylaw No. 189**

It was Moved by Trustee Brent and Seconded by Trustee Wolverton:

That Trust Council adopt Bylaw No. 189, cited as 'Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022'

2022-008	Carried	24-Sep-2022
----------	---------	-------------

DESCRIPTION: **Reschedule November Trust Council Meeting Date**

Pursuant to Trust Council RWM policy, the following resolution is considered urgent and cannot wait until the next regular business meeting.

- Whereas Trust Council Meeting Procedures Bylaw 101 states the first Trust Council meeting following a local election is to be held on the first Wednesday of November;
- Whereas pursuant to the Trust Council Meeting Procedures Bylaw 101, Trust Council scheduled the first meeting following the general local elections for November 1, 2, and 3, 2022;
- Whereas the Islands Trust Act, Section 6 states that trustees' terms of office begin on the first Monday in November, or the date they swear/affirm the Oath of Office, whichever is later;
- Whereas the first Monday of November in 2022 is after the first Wednesday of November;
- Whereas trustees cannot make decisions in the capacity as trustees until their term of office begins, and therefore cannot make decisions at a meeting if it was held before November 7, 2022; and
- Whereas meeting space at the meeting hotel is not available after November 7 until the week of November 14, 2022.

Therefore, it be MOVED by Trustee Maude and SECONDED by Trustee Grove that Trust Council reschedule the in person Trust Council meeting from November 1, 2, and 3, 2022 to the week of November 14, 2022.

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. TC-RWM-2022-009

The following matter is considered urgent and necessary in order for Trust Council to adopt Freedom of Information and Protection of Privacy Bylaw No. 189, Amendment Bylaw No. 1, 2022. The amendment to the Freedom of Information and Protection of Privacy bylaw is a technical amendment to correct a typographical error in the original FOI bylaw No. 188. Trust Council gave first, second and third readings to Bylaw 189 on September 20, 2022.

Trustees were notified, via email, of the call for resolution on October 11, 2022.

Trustees were notified, via email, of the call for the vote on October 11, 2022.

It was Moved by Trustee Brent and Seconded by Trustee Wolverton,

That Trust Council adopt Bylaw No. 189, cited as 'Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022'

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Alex Allen	October 11, 2022	In Favour
2. Laura Busheikin	October 11, 2022	In Favour
3. Paul Brent	October 11, 2022	In Favour
4. David Critchley	October 11, 2022	In Favour
5. Sue Ellen Fast	October 12, 2022	In Favour
6. Doug Fenton	October 11, 2022	In Favour
7. Peter Grove	October 11, 2022	In Favour
8. Michael Kaile	October 11, 2022	In Favour
9. Kees Langereis	October 11, 2022	In Favour
10. Peter Luckham	October 11, 2022	In Favour
11. David Maude	October 11, 2022	In Favour
12. Lee Middleton	October 11, 2022	In Favour
13. Laura Patrick	October 11, 2022	In Favour
14. Tim Peterson	October 12, 2022	In Favour
15. Tahirih Rockafella	October 11, 2022	In Favour
16. Dan Rogers	October 11, 2022	In Favour
17. Grant Scott	October 12, 2022	In Favour
18. Kate-Louise Stamford	October 11, 2022	In Favour
19. Jane Wolverton	October 11, 2022	In Favour
20. Steve Wright	October 11, 2022	In Favour

TRUSTEES VOTE NOT AVAILABLE

1. Scott Colbourne
2. Jeanine Dodds
3. Peter Johnston
4. Ben McConchie
5. Deb Morrison
6. Cameron Thorn

FINAL VOTE COUNT (20) IN FAVOUR (0) OPPOSED DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON October 12, 2022.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. TC-RWM-2022-008

Pursuant to Trust Council RWM policy, the following resolution is considered urgent and cannot wait until the next regular business meeting.

- Whereas Trust Council Meeting Procedures Bylaw 101 states the first Trust Council meeting following a local election is to be held on the first Wednesday of November;
- Whereas pursuant to the Trust Council Meeting Procedures Bylaw 101, Trust Council scheduled the first meeting following the general local elections for November 1, 2, and 3, 2022;
- Whereas the Islands Trust Act, Section 6 states that trustees' terms of office begin on the first Monday in November, or the date they swear/affirm the Oath of Office, whichever is later;
- Whereas the first Monday of November in 2022 is after the first Wednesday of November;
- Whereas trustees cannot make decisions in the capacity as trustees until their term of office begins, and therefore cannot make decisions at a meeting if it was held before November 7, 2022; and
- Whereas meeting space at the meeting hotel is not available after November 7 until the week of November 14, 2022.

Therefore, it be MOVED by Trustee Maude and SECONDED by Trustee Grove that Trust Council reschedule the in-person Trust Council meeting from November 1, 2, and 3, 2022 to the week of November 14, 2022.

Trustees were notified, via email, of the call for resolution on September 23, 2022.

Trustees were notified, via email, of the call for the vote on September 23, 2022.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. David Maude	September 23, 2022	In Favour
2. Laura Patrick	September 23, 2022	In Favour
3. Laura Busheikin	September 23, 2022	In Favour
4. Jeanine Dodds	September 23, 2022	In Favour
5. Grant Scott	September 23, 2022	In Favour
6. Michael Kaile	September 23, 2022	In Favour
7. Sue Ellen Fast	September 23, 2022	In Favour
8. Kees Langereis	September 23, 2022	In Favour
9. Peter Grove	September 23, 2022	In Favour
10. Dan Rogers	September 23, 2022	In Favour
11. David Critchley	September 23, 2022	In Favour
12. Peter Johnston	September 23, 2022	In Favour
13. Tahirih Rockafella	September 23, 2022	In Favour
14. Doug Fenton	September 23, 2022	In Favour
15. Cameron Thorn	September 23, 2022	In Favour
16. Ben McConchie	September 23, 2022	In Favour
17. Deb Morrison	September 23, 2022	Opposed
18. Jane Wolverton	September 23, 2022	In Favour
19. Kate-Louise Stamford	September 23, 2022	Opposed
20. Peter Luckham	September 23, 2022	In Favour
21. Lee Middleton	September 24, 2022	In Favour
22. Paul Brent	September 24, 2022	In Favour
23. Alex Allen	September 24, 2022	In Favour

TRUSTEES VOTE NOT AVAILABLE

- 24. Steve Wright
- 25. Tim Peterson
- 26. Scott Colbourne

FINAL VOTE COUNT (21) IN FAVOUR (2) OPPOSED DECISION **(CARRIED)**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON September 24, 2022.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
<p>1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.</p>	<p>Clare Frater Kate Emmings Russ Hotsenpiller</p>	<p>Meeting: 17-Sep-2019 Target: 31-Dec-2022</p>	<p>In Progress</p>
<p>2 That Islands Trust request the Province enhance the Trust's jurisdiction over tree cutting bylaws to make its jurisdiction equal to that of municipalities under section 8 of the Community Charter.</p>	<p>Russ Hotsenpiller</p>	<p>Meeting: 16-Sep-2020 Target: 21-Jun-2022</p>	<p>In Progress</p>
<p>3 That Trust Council prioritize public engagement tools and approaches as a priority topic for future learning opportunities.</p>	<p>Russ Hotsenpiller</p>	<p>Meeting: 21-Sep-2021 Target: 06-Dec-2022</p>	<p>In Progress</p>
<p>4 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.</p>	<p>Clare Frater Russ Hotsenpiller</p>	<p>Meeting: 22-Sep-2022 Target: 14-Mar-2023</p>	<p>In Progress</p>
<p>5 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.</p>	<p>Russ Hotsenpiller Stefan Cermak</p>	<p>Meeting: 22-Sep-2022 Target: 14-Mar-2023</p>	<p>In Progress</p>

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress

Director Legislative Services

Activity	Responsibility	Dates	Status
1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress
2 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 06-Dec-2022	In Progress
3 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
4 That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor in Council making the review request under Section 8(2)(e) of the Islands Trust Act as resolved, to conduct a review of Islands Trust mandate, governance, and structure.	David Marlor	Meeting: 21-Jun-2022 Target: 17-Nov-2022	Completed
5 Conduct RWM to adpot Bylaw No. 189, cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022"	David Marlor	Meeting: 21-Sep-2022 Target: 17-Nov-2022	In Progress
6 Finalize policy amendments as adopted to support the Governance Committee. Policies 2.3.1 - 2.3.2 - 2.3.3 - 2.3.4 and 2.3.5.	David Marlor	Meeting: 21-Sep-2022 Target: 17-Nov-2022	Completed

Director of Planning Services

Activity	Responsibility	Dates	Status
1 Staff to work with the Regional Planning Committee to review policies and fees related to the Agricultural Land Commission Exclusion Regulation which comes into effect October 1, 2020.	Stefan Cermak	Meeting: 15-Sep-2020 Target: 06-Dec-2022	In Progress
2 Finalize as approved Trust Council policies 6.2.1, "Priority Setting / Review Guidelines" as amended and 6.7.1, "Work Program, Follow-Up Action Lists, and Priority Charts" as presented in Attachments 3 and 4.	Stefan Cermak	Meeting: 21-Sep-2022 Target: 17-Nov-2022	Completed

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
3 Establish criteria to guide selection of the LTC projects to be undertaken, including an evaluation process that determines priorities on the basis of need and regional equity.	Stefan Cermak	Meeting: 21-Sep-2022 Target: 15-Mar-2023	In Progress
4 Chair to write to the Province to outline the particular housing affordability challenges in the Trust Area and request that the Province explore what can be done to create housing solutions specific to rural islands in the Trust Area, including options for stable, secure funding.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 06-Dec-2022	In Progress
5 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
6 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
7 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress
8 Trust Council refer the concept of "carrying capacity" to the Regional Planning Committee for study.	Stefan Cermak	Meeting: 22-Sep-2022 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
9 Amend Policy 6.2.1. as resolved in item 9.2.2 of minutes and associated attachment, finalize policy as adopted, update in EDM and post to website. Policy 6.7.1. adopt as presented in attachment 4, update EDM and post to website.	Robert Barlow Stefan Cermak	Meeting: 21-Sep-2022 Target: 17-Nov-2022	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 06-Dec-2022	In Progress
2 Enroll the new term of Trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on	Julia Mobbs	Meeting: 21-Sep-2022 Target: 06-Dec-2022	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
----------	----------------	-------	--------

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
<p>1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.</p>	<p>Clare Frater Kate Emmings Russ Hotsenpiller</p>	<p>Meeting: 17-Sep-2019 Target: 31-Dec-2022</p>	<p>In Progress</p>
<p>2 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.</p>	<p>Clare Frater David Marlor</p>	<p>Meeting: 12-Mar-2020 Target: 06-Dec-2023</p>	<p>In Progress</p>
<p>3 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 Bowen Island's Municipality First Nations consultation.</p>	<p>Clare Frater</p>	<p>Meeting: 17-Jun-2020 Target: 06-Dec-2022</p>	<p>In Progress</p>
<p>4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.</p>	<p>Clare Frater</p>	<p>Meeting: 17-Jun-2020 Target: 06-Dec-2022</p>	<p>In Progress</p>

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2022	In Progress
6 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 06-Dec-2022	In Progress
7 That Trust Council request staff to provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.	Clare Frater	Meeting: 22-Sep-2021 Target: 06-Dec-2022	In Progress
8 Proclaim June 8, 2022, to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.	Clare Frater	Meeting: 08-Mar-2022 Target: 07-Jun-2023	In Progress
9 Format the draft Policy Statement as requested by Trust Council (TC) resolutions under item 6.2.3, reaffirm Reconciliation Declaration to be responsive to First Nations' engagement on the Policy Statement as dictated by UNDRIP. Request from Council to Trust Programs Committee for further review and bring to September's TC meeting.	Clare Frater	Meeting: 22-Jun-2022 Target: 20-Sep-2022	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
10 Annual Report draft approved for final submission to Minister and circulation per policy.	Clare Frater	Meeting: 22-Jun-2022 Target: 20-Sep-2022	Completed
11 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 31-Oct-2022	In Progress
12 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions.	Clare Frater	Meeting: 21-Sep-2022 Target: 14-Mar-2023	In Progress
13 Continue to build staff-to-staff relationships with First Nations who provided input to the Policy Statement Amendment Project in Phases 1 and 2 of early and meaningful engagement, and provide additional capacity funding to support continued First Nations engagement on this project.	Clare Frater	Meeting: 21-Sep-2022 Target: 14-Mar-2023	In Progress
14 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 01-Jun-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
15 Prepare a new Policy Statement Amendment Project Charter and Communications Strategy for the consideration of the incoming Executive Committee and Trust Council in early 2023.	Clare Frater	Meeting: 21-Sep-2022 Target: 14-Mar-2023	In Progress
16 Conduct RWM Adopt Bylaw No. 190 cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022".	Clare Frater	Meeting: 21-Sep-2022 Target: 17-Nov-2022	In Progress
17 Finalize as approved new Policy 2.1.16 "Guidelines for Executive Committee Sponsored or Islands Trust Conservancy Initiated NAPTEP Applications".	Clare Frater	Meeting: 21-Sep-2022 Target: 17-Nov-2022	In Progress
18 Finalize as approved revised History and Heritage Conservation Grants-in-Aid Policy 2.1.14.	Clare Frater	Meeting: 21-Sep-2022 Target: 17-Nov-2022	In Progress
19 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
20 Chair to write to the Province to outline the particular housing affordability challenges in the Trust Area and request that the Province explore what can be done to create housing solutions specific to rural islands in the Trust Area, including options for stable, secure funding.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
21 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Ecosystem Protection Specialist

Activity	Responsibility	Dates	Status
1 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2022	In Progress
2 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 31-Oct-2022	In Progress

Legislative Services Clerk

Activity	Responsibility	Dates	Status
1 Item 8.2.3 June TC RFD - Delegation of Development Permits Policy - finalize adopted policy, assign policy number, file in EDM and post to website. Resolution TC-2022-068.	Robert Barlow	Meeting: 22-Jun-2022 Target: 17-Nov-2022	In Progress

Follow Up Action Report

Trust Council

Legislative Services Clerk

Activity	Responsibility	Dates	Status
2 Amend Policy 6.2.1. as resolved in item 9.2.2 of minutes and associated attachment, finalize policy as adopted, update in EDM and post to website. Policy 6.7.1. adopt as presented in attachment 4, update EDM and post to website.	Robert Barlow Stefan Cermak	Meeting: 21-Sep-2022 Target: 17-Nov-2022	Completed

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 31-Dec-2022	In Progress
2 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
<p>3 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.</p>	<p>Clare Frater Kate Emmings Kathryn Martell</p>	<p>Meeting: 02-Dec-2021 Target: 31-Oct-2022</p>	<p>In Progress</p>



Islands Trust Council

Quarterly Meeting Agenda

Date: Thursday, November 17 - Saturday, November 19, 2022

Location: Coast Victoria Hotel
146 Kingston Street, Victoria BC

Pages

Thursday, November 17, 2022

1. **VICTORIA OFFICE OPEN HOUSE** 1:00 PM - 4:00 PM

Location: #200 - 1627 Fort Street, Victoria

Trustees pick up a personalized computer and attend an orientation session.

1/2 hour drop-in sessions (9-person capacity)

- 1:30 - 2:00
- 2:30 - 3:00
- 3:30 - 4:00

2. **FIRST NATIONS WELCOME** 5:00 PM - 5:30 PM

Location: Coast Victoria Hotel & Marina
146 Kingston Street, Victoria BC

3. **SWEARING-IN CEREMONY FOR TRUSTEES** 5:30 PM - 8:30 PM

Friday, November 18, 2022

4. **WELCOME REMARKS AND INTRODUCTIONS** 9:00 AM - 9:00 AM

4.1. **Call to Order/Notice of New Items**

4.2. **Approval of Agenda**

5. **COUNCIL ROUNDTABLE PRIORITIES AND PERSPECTIVE**

6. **SESSIONS**

6.1. **Overview of Islands Trust**

6.2. **Islands Trust Conservancy**

6.3. **Governance**

7. **NOTICE OF ELECTION / INTENT**

Executive Committee and Islands Trust Conservancy

8. **SESSIONS - CONTINUED**

8.1. Planning Services

9. CANDIDATE PRESENTATIONS Q & A

Saturday, November 19, 2022

10. SESSIONS - CONTINUED

9:00 AM - 9:00 AM

10.1. Finance and Budgeting

11. ELECTIONS FOR EXECUTIVE COMMITTEE AND CONSERVANCY

12. BUSINESS AND DECISION ITEMS

12.1. Resolutions without Meeting Report

12.2. September Trust Council Minutes

12.3. Follow-up Action List

12.4. Priorities Chart

13. CORRESPONDENCE

13.1. Minister Cullen response re: Provincial Review request letter dated September 23, 2022

3 - 3

14. PUBLIC COMMENTS


15. NEXT MEETING

15.1. Proposed December 6-8, 2022 Trust Council Agenda Program

16. ADJOURNMENT

DRAFT

Islands Trust Council
November 17, 2022 Open House / Swearing-in Ceremony
November 18 – 19, 2022 Meeting Schedule
Coast Victoria Hotel & Marina, 146 Kingston Street, Victoria BC V8V1V4

THURSDAY, NOVEMBER 17	FRIDAY, NOVEMBER 18	SATURDAY, NOVEMBER 19
	9:00 Welcome Remarks and Introductions Call to Order Approval of Agenda Council Roundtable Priorities and Perspectives	9:00 Sessions 5. Finance and Budgeting
1:00 VICTORIA OFFICE OPEN HOUSE Location: Suite 200 1627 Fort Street (2 nd floor)	11:00 BREAK	11:00 BREAK
Trustees pick up personalized computer and attend orientation session ½ hour drop in sessions (9 person capacity): <ul style="list-style-type: none"> • 1:30 – 2:00 • 2:30 – 3:00 • 3:30 – 4:00 	11:15 Sessions 1. Overview of Islands Trust	11:15 Elections for Executive Committee and Islands Trust Conservancy Business and Decision Items Follow-up Action List September Trust Council Minutes Priorities Chart Correspondence
5:00 Location: Coast Victoria Hotel & Marina 146 Kingston Street, Victoria BC	12:00 LUNCH	12:00 LUNCH
5:10 Welcome Comments 5:10 First Nations Welcome	1:00 Sessions – continued 2. Islands Trust Conservancy 3. Governance 2:45 Notice of Election / Intent (EC and Conservancy) Interest in being a Chair/Vice Chair	1:00 Public Comments
5:30 SWEARING-IN CEREMONY FOR TRUSTEES	3:00 BREAK	2:00 ADJOURNMENT (approximately)
6:00 – 9:00 Group Photo & Headshots Buffet Reception	3:15 Sessions - continued 4. Planning Services 4:00 Candidate Presentations and Q and A 5:00 ADJOURNMENT (approximately)	Executive Committee Meeting (time pending)

To: Executive Committee **For the Meeting of:** November 2, 2022
From: CAO **Date Prepared:** October 28, 2022
SUBJECT: Trust Council Orientation 2022 to 2026

PURPOSE: To provide an overview of upcoming Trust Council, Executive Committee (EC) and Council Committees orientation.

BACKGROUND: An orientation program has been developed at the direction of EC for the incoming Trust Council. EC previously received a report in August 2022, as did Trust Council in September 2022, detailing key orientation and training elements that will be delivered specifically in November and December of 2022, and ongoing.

Based upon feedback from trustees the orientation program has the following key elements:

1. A longer period of orientation into the new year with fewer items compressed into the November and December Trust Council meetings.
2. Delivery of a series of online sessions to free up time at Trust Council for discussion.
3. More interactive sessions, de-emphasis on trustees simply attending lectures.
4. An updated reference document that is more user friendly for trustees.
5. The use of consultants for key elements of governance operation and function.

The following table provides details on the program.

Item	Description	Date
Welcome letter #1 to Trustees via email	Initial letter providing context for upcoming meeting and orientation.	Oct 17
Welcome letter #2 to Trustees via email and comprehensive package sent in the mail.	More specific detail on onboarding, training sessions, administration and computer provision.	Oct 19
Zoom Session #1	Informal 'get to know' meeting with review of EC and Council Committee function.	Oct 25
Zoom Session #2 (pending)	General Q and A.	pending

Open House	Computer set up, meet staff, personal trustees administration.	Nov 17
Reference document	Comprehensive reference document provided to trustees.	Nov 17
Sessions at Trust Council November	1. Overview of Islands Trust 2. Islands Trust conservancy 3. Governance 4. Planning	Nov 18
	5. Finance and Budgeting	Nov 19
Zoom Session #3	Administration for trustees, computer use, emails, remuneration, expense claims.	Nov 22
Sessions at December Trust Council	1. Standards of Conduct, conflict of interest, FOI 2. Meeting Procedures 3. First Nations: Reece Harding, Young Anderson 4. Strategic Planning 5. Local Trust Committees 6. Roberts Rules – Eli Mina - parliamentarian, consultant	Dec 6-9
Zoom Session #4	Planning series.	Dec 15
Executive Committee orientation	Overview of role, authority, meeting schedule, function. Staff	November 23
EC and Council Committees governance and meeting procedure	How to chair meetings, team building, working with staff, governance principles Consultant	Pending, either mid December or early January
Zoom Session #5	Pending assessment of orientation program thus far.	

This is the initial program of orientation, however it is anticipated that based upon feedback of trustees there will need to be more of less focus on emerging issues. Orientation will continue into January and February via electronic meetings, based on need.

ATTACHMENT(S):

- 1. None

FOLLOW-UP:

Prepared By: CAO

Reviewed By/Date: October 28, 2022



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 2, 2022
From: Rob Pingle, Planning Team **Date Prepared:** October 6, 2022
 Assistant
SUBJECT: Request for Executive Committee Sponsorship of Development Application Fee

RECOMMENDATION: THAT the Executive Committee approve financial sponsorship of \$1900 for development variance permit application SS-DVP-2022.19 (Fulford Community Hall Association).

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider the development application fee sponsorship application from the Fulford Community Hall Association.

2 BACKGROUND:

The objective is to provide rainwater storage tanks so the community hall does not have to truck in water. Trucking in water does not promote good climate-minded strategy or proactive stormwater management. This project will assist the community in being self-sufficient for water in time of celebration and emergency. Collecting rainwater from the building is the most sustainable way to supply water.

The existing building was constructed in 1940. This community hall has been on the site since 1921. It is a community gathering place situated on donated land from the Shaw family. Fulford Hall is run by a volunteer board and maintained by volunteers from the community. The board seeks to promote community activities and enhance the quality of life of local residents. The facility is used as a gathering place to foster a sense of community and welcomes volunteer participation.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Approval of the application for sponsorship would reduce the funds that would otherwise be received from the DVP application fee. Trust Council has allocated funds to cover costs for applications that are approved for sponsorship.

POLICY:

The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the outcome of their request of the Executive Committee and proceed with processing the associated DVP application.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

Islands Trust Policy 4.1.13

5 ATTACHMENT(S):

1. Development Application Fee Sponsorship Application Form
2. Fee Payment
3. Trust Council Policy 4.1.13

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee approve financial sponsorship of \$1900 for the Development Variance Permit application SS-DVP-2022.19 (Fulford Community Hall Association)

Alternative:

THAT the Executive Committee not approve financial sponsorship of \$1900 for the Development Variance Permit application SS-DVP-2022.19 (Fulford Community Hall Association)

Prepared By: Rob Pingle, Planning Team Assistant

Reviewed By/Date: Chris Hutton, Regional Planning Manager Salt Spring Island - 12-Oct-2022



Victoria Office
200-1627 Fort Street
Victoria, BC V8R 1H8
Telephone: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
**North Pender, South Pender,
Galiano, Mayne, Saturna**

Salt Spring Office
1-500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
Telephone: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
Salt Spring

Northern Office
700 North Road
Gabriola Island BC V0R 1X3
Telephone: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
**Gambier, Lasqueti, Hornby,
Denman, Gabriola, Thetis,
Ballenas-Winchelsea**

Development Application Fee Sponsorship Application Form

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees. When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**. Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: Fulford Community Hall Association

Primary Contact: Markus Wenzel, Volunteer President

Address: 2591 Fulford Ganges Road

Telephone: 250-538-7438 E-mail: MCLLLWENZEL@YAHOO.CA

Charitable Status Number (If applicable): 86990 5620 RR0001

Organization Mandate (Attach bylaws, constitution or cite organization website): Constitution and bylaws attached.

Board Members (Name, Position): Markus Wenzel, President, Morgan Fry, Vice President,
Pamela White, Treasurer, Lynn Thorburn, Jacqueline Sutton
Victoria Woodman

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

- Official Community Plan
- Zoning Bylaw Amendment
- Development Permit

- Development Variance Permit
- Temporary Use Permit
- Other: _____

Development Application Submitted? Yes

Application #: SS-DVP-2022.19

Development Application Fees Paid (Amount): \$1900.00

Receipt #: EFT

SECTION 3

Objective of Development Application: Required for the installation of a potable rainwater collection system for the Fulford Community Hall, specifically for the placement of the water storage.

Describe how the Development Application furthers official community plan goals: Community resilience, environmental stewardship, reduces reliance on groundwater. environmental stewardship, reduces reliance on groundwater.

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: Markus Wenzel

Signature: [Handwritten Signature]

Date: June 23/22

Contact Information (e-mail and/or phone): [Redacted]

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____



Incoming Payments

Generated on: Wed Oct 05 14:14:45 EDT 2022

Reference Number		Customer ID:	
Sender	Email	Amount	Deposit Account
Fulford Community Hall Association		\$1900.00	
Deposit Date		Status	
2022-10-05 14:14:42.0		CONFIRMED	
Message From Sender			



Policy:	4.1.13
Approved By:	Trust Council
Approval Date:	June 10, 2004
Amendment Date(s):	March 9, 2011; December 6, 2017
Policy Holder:	Director of Local Planning Services

GUIDELINES FOR EXECUTIVE COMMITTEE SPONSORED OR LOCAL TRUST COMMITTEE INITIATED DEVELOPMENT APPLICATIONS

Purpose

To clarify the circumstances when it is appropriate for a committee to sponsor or initiate a property-specific development application.

Note: This policy does not apply to general changes to Official Community Plan policies or zoning regulations that would apply to many properties and that are initiated by a local trust committee as part of a general review of policies or regulations.

A. Definitions

Executive Committee Sponsored Application – means when the Executive Committee assumes sponsorship of a development application for a specific property or properties and pays the appropriate fee on behalf of an applicant.

Trust Committee Initiated Application – means when a local trust committee initiates a development application for a specific property or properties without fee on its own behalf or on behalf of a property owner.

B. Policy

1. Development Applications

May include Official Community Plan and Zoning Bylaw Amendments, Development Permits, Development Variance Permits and Temporary Use Permits.

2. Covenants

Covenants are not considered development applications. If a covenant results from a development application approval condition, the costs of preparing the covenant are to be borne by the applicant.

3. Conditions appropriate for Executive Committee sponsorship of a property-specific development application are:

- 3.1 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- 3.2 When the applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility.

3.3 When the applicant seeks to implement specific objectives of an OCP with broad community benefits.

4. Conditions not appropriate for Executive Committee sponsorship or local trust committee initiation of a property-specific development application include:

4.1 When the applicant is a registered for-profit corporation under the *Corporations Act*.

4.2 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.

4.3 When an applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.

5. Conditions appropriate for a local trust committee initiated development application on a specific property or properties.

5.1 Where a local trust committee has made an error (e.g., as part of a bylaw consolidation) in assigning an appropriate designation or land use regulation to a specific property and moves to correct the error.

5.2 Where a local trust committee wishes to modify an existing land use regulation on a specific property or properties as an alternative to entertaining a host of development variance applications that it believes are appropriate.

6. Where the Executive Committee wishes to sponsor a property-specific application, the costs of the relevant application fees will be charged to the fund for the sponsorship of development applications that is allocated to the Executive Committee in the base budget following an appropriate resolution from the Executive Committee.

7. Initiation of a development application by a local trust committee does not fetter the discretion of the local trust committee when it makes decisions about the outcome of the application. Local trust committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between a local trust committee's sponsorship or initiation of an application and the local trust committee's role in decision-making regarding that application.

8. Sponsorship by the Executive Committee for a development application that requires approval of the Executive Committee under s.27 of the *Islands Trust Act* does not fetter the discretion of the Executive Committee. Executive Committee members and staff must ensure that applicants and members of the public are fully aware of the distinction between the Executive Committee's role in decision making regarding that application.

C. Legislated References

1. *Corporations Act*

2. *Islands Trust Act, Section 27*

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

n/a



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 2, 2022
From: Trust Area Services **Date Prepared:** September 28, 2022
SUBJECT: Executive Committee 2023/24 budget recommendation changes

RECOMMENDATION:

1. That Executive Committee amend its budget recommendation to the Financial Planning Committee, for the Fiscal Year 2023/24 Budget by removing the request for \$20,000 for Contact Management Database Project– software and implementation/training.
2. That Executive Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget materials, the business case for \$100,000 for the Policy Statement Amendment Project.

CAO COMMENTS: The recommendations reflect updates/changes since Executive Committee passed a motion regarding budget recommendations on October 5, 2022.

1 PURPOSE:

The purpose of this Request for Decision is for Executive Committee to make changes to its recommend budget allocations for Fiscal Year 2023/24 to further the implementation of the Trust Council programs and activities.

2 BACKGROUND:

On October 5, 2022 the Executive Committee passed the following motion:

That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 draft Budget:

1. \$10,000 for History and Heritage Grants in Aid
2. \$15,000 for Application Sponsorship
3. \$50,000 for Reconciliation Action Plan
4. \$50,000 for Communications
5. \$1,000 for NAPTEP application sponsorship
6. \$10,000 for Accessibility Committee and plan development
7. \$10,000 for Building footprint GIS data layer
8. \$100,000 for Policy Statement Amendment Project
9. \$20,000 for Contact Relationship Management Database Project–software and implementation/training
10. \$96,595 for Bylaw Portal Licensing and Implementation Project
11. \$150,000 for new staffing requests
12. \$30,000 for staffing adjustment to grid levels
13. \$15,000 for digitization of paper records

Since that meeting staff has identified that it would be advantageous and possible to proceed with the Contact Management Database Project in the 2022/23 fiscal year using funds allocated this year to bolster administrative services and the reconciliation budget.

At the October 5, 2022 meeting the Executive Committee requested that the proposed 2023/24 proposed budget for the Policy Statement Amendment Project be reduced from \$140,000 to \$100,000. Staff have prepared a revised business case for review that reflects a \$100,000 budget with scenarios for alternative budget amounts.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Work would be undertaken by staff assigned to the Executive Committee.

FINANCIAL: Staff will amend the draft budget as requested

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS: The Executive Committee decision will be reflected in materials provided to the Financial Planning Committee.

FIRST NATIONS: By proceeding with the contact management database project this fiscal the Trust will realize urgently-needed improvements to its ability to track correspondence and engagements with First Nations.

OTHER: N/A

4 RELEVANT POLICY(S): [Policy 6.3.1 Budget Process Policy](#)

5 ATTACHMENT(S):

1. Business Case –Policy Statement Amendment Project

RESPONSE OPTIONS

Recommendation:

1. That Executive Committee amend its budget recommendation to the Financial Planning Committee, for the Fiscal Year 2023/24 Budget by removing the request for \$20,000 for Contact Management Database Project– software and implementation/training.
2. That Executive Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget materials, the business case for \$100,000 for the Policy Statement Amendment Project.

Alternatives:

1. Pass the recommendations above as amended.
2. Request staff to undertake additional business case changes.
3. Make additional amendments to the 2023/24 Executive Committee budget recommendations.

Prepared By: Clare Frater, Director, Trust Area Services/October 26, 2022

Reviewed By/Date: Russ Hotsenpiller, CAO/October 27, 2022



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR	
<p>Initiated by (name, title): Executive Committee</p>	<p>Budget Source (select all that apply):</p> <p><input checked="" type="checkbox"/> Specific Project Funding (select all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <p><input type="checkbox"/> Furniture & Equipment</p> <p><input type="checkbox"/> Computer Hardware/Software/Supplies</p> <p><input checked="" type="checkbox"/> New Staff Resources (see Staff Costing Tool)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <p style="margin-left: 40px;">Temp Duration: part-time backfilling Senior Policy Advisor for 3 months</p> <p><input checked="" type="checkbox"/> Other – please describe: _____</p> <p>Capacity funding and honoraria for First Nations for review/input/dialogue on draft Policy Statement revisions, legal services, graphic design, editorial services, printing, posting and distribution of communication materials, etc.</p>
<p>Business Area: Trust Area Services</p>	
<p>Name of Request: Policy Statement Amendment Project (PSAP) \$100,000</p> <ul style="list-style-type: none"> • \$25,000 – Communications/PR Consultant to implement PSAP communications strategy developed in FY 2022-23 • \$30,000 – Capacity Funding and Honoraria for First Nations Early & Meaningful Engagement Phase 4 • \$10,000 – Public Engagement Phase 4: <u>virtual</u> engagement via local trust committee / island municipality meetings and online survey developed by Islands Trust staff; budget includes development and printing of engagement and advertising materials, survey, and advertising costs • \$5,000 – Legal Services • \$5,000 – Plain Language Editorial Services • \$5,000 – Graphic Design of Policy Statement (post-adoption) • \$20,000 – Part-time backfilling of Senior Policy Advisor (SPA) position for 3 months 	
<p>Date of Funding Request Submission: November 2, 2022</p>	<p>Funding Required for (date range): April 1, 2023 – March 31, 2024</p>

ISSUE/OPPORTUNITY:

Trust Council’s Policy Statement Amendment Policy (1.2.1) states that each term, Trust Council will identify Policy Statement review and/or amendment tasks. Early on in the 2018-2022 term, Islands Trust Council requested Executive Committee, with involvement from Trust Programs Committee as appropriate, to review and develop recommendations for amendments to the Islands Trust Policy Statement, primarily through the priority lenses of reconciliation, climate change, and affordable housing. This multi-year project commenced in 2019 and has involved, to date, three phases of public engagement, two phases of early and meaningful engagement with First Nations, substantial review and analysis by Trust Programs Committee and Executive Committee, and periodic Trust Council discussion. The project will reach completion after the draft new Policy Statement bylaw has achieved first, second, third, and fourth reading by Trust Council and final adoption by the Minister of Municipal Affairs.

Work on the project this term has culminated in a series of directions to staff to revise the draft Policy Statement based on Trust Council’s political direction. Trust Programs Committee also passed the following resolution on August 26, 2022:

TPC-2022-024

that Trust Programs Committee request Executive Committee include funding for an enhanced communications strategy within the 2023/24 business case for the Policy Statement Amendment Project.

As of September 20, 2022, staff have forecasted spending approximately \$25,000 in the remainder of the 2022-23 fiscal year for a third phase of early and meaningful engagement with First Nations and associated capacity funding (\$15,000), legal review (\$5,000), and contract support to develop a communications strategy (\$5,000). These funds will be drawn from existing Trust Area Service budget monies.

As per Trust Council’s direction, the revised draft Policy Statement is expected to be presented to Trust Programs Committee and Executive Committee in early 2023, along with a draft project charter and a draft communications strategy.

PROJECTED RESULTS/DELIVERABLES:

Based on Trust Programs Committee and Trust Council resolutions in 2022, staff anticipate that the project will likely include a fourth phase of (virtual) public engagement, a fourth phase of (virtual) First Nations early & meaningful engagement, additional inter-agency referrals, internal referrals to local trust committees, Bowen Island Municipality and the Islands Trust Conservancy Board, as well as plain language editorial review/graphic design of the revised draft Policy Statement in FY 2023-24. These are steps that will support first reading of a draft new Policy Statement bylaw by Trust Council, and the completion of associated engagement with the public, First Nations, and referral agencies.

RISK ASSESSMENT:

The lack of a proactive communications strategy, along with a vacancy in the Communications Specialist position, at the outset of the project, impacted progress on the Policy Statement Amendment Project in FY 2021-22. To mitigate this risk going forward, Trust Council has directed staff to develop a communications strategy to be implemented in FY 2023-24. Staff have also documented lessons learned throughout the first three years of the project and will be implementing enhanced project management practices. The recommended Option 1 includes part-time backfilling of the Senior Policy Advisor position for three months to support sufficient staff time for the project.

ALTERNATIVES CONSIDERED:

Option 1: \$100,000 – As described above (option recommended by staff).

Option 2: \$105,500 – Option 1 **plus in-person (instead of virtual) participation of staff** at 13 local trust committee / island municipality meetings for Phase 4 public engagement. This would include staff travel expenses (estimated at additional \$5,500).

Option 3: \$110,000 – Option 1 **plus a two-part virtual Trust-wide community engagement workshop** led by engagement consultants. This would include coordination, facilitation, honoraria, notetaking, technical support, analysis, and summary report by consultants (estimated at additional \$10,000).

Option 4: \$200,000 – Option 1 **plus a suite of in-person and virtual engagement activities** throughout Islands Trust Area led by engagement consultants. This would include planning and leading the engagement activities, analysis of feedback, and a summary report, as well as temporarily backfilling of Trust Area Services’ Program Coordinator position who would provide logistical support for the in-person engagement planning. Note that this option would require a significantly longer timeline for preparation and execution.

Option 5: \$90,000 – Option 1 **without advertising and public engagement materials**. This approach may result in high levels of correspondence to Trust Council which would require significant administrative staff effort to redact, post to website, etc. Without advertising and effective public engagement materials, this option could also lead to a lack of public participation, community distrust, misinformation, and project delays.

Option 6: \$80,000 – Option 1 **without part-time backfilling of the Senior Policy Advisor position**. This would mean pausing Trust Area Services’ work in some other areas (e.g. Trust Council advocacy/coordination, legislative monitoring, indicator reporting, agreement monitoring/development, organization of special Trust Council sessions, etc.)

Option 7: \$70,000 – Option 1 **without advertising and public engagement materials and without part-time backfilling of the Senior Policy Advisor position**.

Option 8: \$60,000 – Option 1 **without advertising and public engagement materials, without part-time backfilling of the Senior Policy Advisor position and without external graphic design and plain-language editorial services** for the draft new Policy Statement.

Option 9: \$55,000 – Option 1 **without advertising and public engagement materials, without external graphic design and plain-language editorial services for the draft new Policy Statement, and without Communications/PR Consultant Firm**. In the absence of adequate communications support, staff would not be in a position to fulfil Trust Council’s Sept 2022 direction to develop a communications strategy to be implemented in FY 2023-24 for the project. Furthermore, this approach may lead to high levels of public misunderstanding around the Policy Statement Amendment Project, a lack of public participation in engagement activities, community distrust, misinformation, project delays, and excessive demands on Trust Area Services’ limited staff resources.

Option 10: Not proceed at this time or postpone until a future fiscal year.

CRITICAL SUCCESS FACTORS:

- Full staffing levels within Trust Area Services
- Contractor availability

- Strategic and well-resourced communications to build a shared understanding by members of Trust Council, First Nations, referral agencies, and the public, regarding interpretation of the Islands Trust Object, the purpose and function of the Policy Statement, and the rationale for proposed amendments.

RECOMMENDED OPTION:

Option 1 is recommended at this time. As Phase 3 of public engagement already included a suite of in-person and virtual engagement activities throughout the Islands Trust Area, a lighter engagement is suitable for Phase 4. This option also includes a budget for the implementation of an enhanced Communications Strategy as directed by Trust Council in September 2022.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

Comparative regional growth strategy/official community plan processes in BC local governments have notably higher budgetary estimates.

Qualitative Analysis:

Amending the Islands Trust Policy Statement will enable Trust Council to more effectively carry out its mandate to preserve and protect the unique amenities and environment of the Trust Area in cooperation with other partners, as stipulated in the *Islands Trust Act*. It will also help to fulfill Trust Council’s commitments to addressing reconciliation, climate change, and housing in the context of its mandate and jurisdiction.

PURCHASING PROCEDURE:

All expenditures will be in accordance with Procurement Policy 6.5.3.

PROPOSED IMPLEMENTATION STRATEGY:

As outlined above and as per the new Policy Statement Amendment Project Charter, Communications Strategy, and Engagement Strategy, to be endorsed by the new 2022-26 Trust Council.

STAFF RESOURCING

In FY 2023-24, the project will occupy the majority of the Senior Policy Advisor’s time and will require at least six months of backfilling this position to support Trust Area Service’s (TAS) regular workload (unless TAS workloads are reduced by Trust Council and its committees during this time). During critical periods, a certain amount of overtime is expected to fulfil project needs.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Are there any concerns and how will these be addressed? Have other stakeholders been identified?)*

Change management, communications, and collaboration will be addressed via the development of a new Communications Strategy for the project, along with a new Project Charter and potential Phase 4 Engagement Strategy, as directed by Trust Council or its committees in early 2023.

Clare Frater, Director, Trust Area Services

Initiator Name, Title

September 23, 2022

Date

Reviewed by Department Lead: Name, Title

Date

REVIEWED BY MANAGEMENT TEAM:

Date received:

Accepted by Management: YES NO

Next steps:

- If accepted by management:
 - the business case will be forwarded to FPC for review in October of each year.
 - the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC.
- If not accepted by management:
 - the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.

From: Emergency_Management – Trans Mountain <Emergency_Management@transmountain.com>
Date: October 17, 2022 at 12:26:25 PM PDT
To: Emergency_Management – Trans Mountain <Emergency_Management@transmountain.com>
Subject: Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) - Local Coastal Governments

Good afternoon,

Trans Mountain is committed to working with coastal local governments on ongoing enhancements to its Emergency Management Program and is inviting comments on the Fate and Behaviour of Bitumen Research Report (Report).

With this correspondence, Trans Mountain formally invites your community to provide its views on the content of the attached draft Report, as per BC Environmental Assessment Office (EAO) Certificate Condition 35 Fate and Behaviour Bitumen Research.

The Condition 35 requires Trans Mountain to provide a report to Potentially Affected Coastal Local Governments, Indigenous groups, the BC Environment Assessment Office (BC EAO), Environment and Climate Change Canada (ECCC), Canada Energy Regulator (CER), Canadian Coast Guard (CCG), BC Ministry of Environment and Climate Change Strategy (MOE), BC Ministry of Natural Gas Development (MNGD), and the Oil and Gas Commission (OGC) prior to the commencement of TMEP operations.

The Report is in regard to the current and future research programs that Trans Mountain is leading, jointly leading, supporting, or otherwise involved in regarding the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments, including research programs having the objective of providing spill responders with improved information on how to effectively respond to spills. Progress updates will be provided one year and every five years after commencement of TMEP operations.

Please provide comments or questions about the Report by **November 15, 2022**, by email to Emergency_Management@transmountain.com. If comments or questions are provided the community, Trans Mountain will provide a written explanation of how your views or questions have been considered and addressed in the report, or why such views have not been addressed, on or before December 12, 2022.

Additionally, should you have questions or wish to discuss the Emergency Management Program, please do not hesitate to reach out.

Thank you in advance for your participation and we look forward to receiving your feedback.

Sincerely,

Christine

Christine Trefanenko
Manager, Project Emergency Management

TRANS MOUNTAIN EXPANSION PROJECT

EAO Condition 35

Fate and Behaviour of Bitumen Research

October 2022



TABLE OF CONTENTS

1	INTRODUCTION.....	2
2	EMERGENCY MANAGEMENT RESEARCH STANDARD	3
2.1	Funding.....	3
3	RESEARCH TOPICS.....	3
3.1	Past Projects.....	4
3.1.1	Comparison of Behaviour of Spilled Oils.....	4
3.1.2	Underwater Seabed Cleanup and Assessment Technique Guide.....	4
3.1.3	Gainford Studies.....	4
3.1.4	Salish Sea Oil Spill Trajectory	4
3.1.5	Review of Oil Mineral Aggregates Formation Mechanisms for the Salish Sea and the Lower Fraser River	5
3.1.6	Shoreline Treatment Decision Support Tool	5
3.2	Ongoing and Future Projects.....	5
3.2.1	Human Health Risk Report.....	5
3.2.2	Submerged Oil Detection – Joint Industry Project	5
3.2.3	Experimental Lakes Area Program	5
3.2.4	Shoreline Retention of Sunken and Submerged Oil	6
4	INCORPORATING RESULTS.....	6
5	ENGAGEMENT AND REPORTING	7
5.1	Emergency Management Workshops & Meetings	7
5.2	Communications	8
5.3	Work Groups, Committees, and Conferences.....	8
5.4	Progress Updates.....	8
APPENDIX A	RESEARCH STANDARD	1
APPENDIX B	RESEARCH TOPICS BY PAST PROJECTS	1
APPENDIX C	AGENCIES.....	1
APPENDIX D	INDIGENOUS GROUPS	2
APPENDIX E	COASTAL LOCAL GOVERNMENTS	3
APPENDIX F	2018 AND 2022 NEWSLETTERS	5

1 INTRODUCTION

Trans Mountain Pipeline ULC (“Trans Mountain”) has in place a robust Emergency Management (“EM”) Program. The EM Program has been developed and implemented for the existing pipeline and facility network based on a combination of regulatory compliance, operational need, industry practice and lessons learned through regular exercises and actual incidents response. Comprised of a comprehensive set of standards, processes and procedures, the EM Program is designed to support Trans Mountain’s commitment to the safety and security of public, workers, company property and the environment. The EM Program is an all-hazards program of mitigation, preparedness and response designed to provide a continual cycle of improvement as mandated by the Canadian Energy Regulator Onshore Pipeline Regulations.

The BC Environmental Assessment Office (EAO) Certificate Condition 35 requires Trans Mountain to provide a report regarding the current and future research programs that Trans Mountain is leading, jointly leading, supporting, or otherwise involved in regarding the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments, including research programs having the objective of providing spill responders with improved information on how to effectively respond to spills. The report must include the components listed below and must be developed in consultation with the BC Ministry of Environment (MOE), Ministry of Energy, Mines & Low Carbon Innovation (EMLI) (formerly Ministry of Natural Gas and Development [MNGD]), BC Oil and Gas Commission (OGC), Environment and Climate Change Canada (ECCC), Canadian Coast Guard (CCG), Indigenous Groups, and Potentially Affected Local Coastal Governments. The required components are:

- A statement of the funding provided or allocated to ensure the research is undertaken and concluded within a specified period;
- Specifics of the Holder’s approach to ongoing engagement with the CER, ECCC, Canadian Coast Guard, MOE, EMLI, OGC, Indigenous Groups, and Potentially Affected Local Coastal Governments in the research programs;
- Research topics, including the different physical and chemical properties of the oil and other products intended to be shipped from the Westridge Marine Terminal, product weathering, dispersion and oil/sediment interactions, product submergence, product behaviour and cleanup following in-situ burning, and cleanup and remediation options for sediments and shoreline;
- The scope, objectives, methods, and timeframe for the research topics;
- How the Holder will incorporate applicable results of the research into its emergency preparedness and response plans;
- How the Holder will work with spill responders to support the incorporation of the results of the research into their emergency preparedness plans and programs; and
- A plan for reporting to the CER, ECCC, Canadian Coast Guard, NRCan, MOE, EMLI, OGC, Indigenous Groups, and Potentially Affected Local Coastal Governments on the progress of the research program.

The purpose of this report is to demonstrate Trans Mountain’s fulfillment of the requirement of BC EAO Certificate Condition 35 *Fate and Behaviour of Bitumen Research*.

2 EMERGENCY MANAGEMENT RESEARCH STANDARD

Trans Mountain is committed to the development, implementation, maintenance, and continual improvement of the company's Integrated Safety and Loss Management System ("ISLMS") to address all phases of the pipeline life cycle to protect the safety and security of people and the environment. As part of the ISLMS, Trans Mountain maintains an Emergency Management (EM) Program that anticipates, prevents, manages, and mitigates conditions during an emergency that could adversely affect the safety of workers, the public, the environment, and property.

The EM Program is made up of several functional components including the Emergency Management Research Standard (Research Standard), which forms part of the Trans Mountain Emergency Management Liaison/Continuing Education/Consultation Plan. The Research Standard (Appendix A) describes Trans Mountain's approach to supporting, evaluating, tracking, and incorporating emergency management and/or oil spill related research into its EM Program. The Research Standard also provides direction on the approach to fulfilling regulatory requirements and guides external research engagement and the sharing of research findings with spill responders.

2.1 Funding

Trans Mountain has contributed more than \$2 Million for research on the fate and behaviour of bitumen research to date. Since the outset of the pandemic, new opportunities and initiatives have been limited and existing projects that were paused have recently resumed. For future investment into the fate and behaviour of bitumen research, Trans Mountain is allocating funding towards initiatives the company will lead, jointly lead, support or be otherwise involved in.

Funding for initiatives Trans Mountain leads, jointly leads, supports, or is otherwise involved in is approved by the Director, Emergency Management. Once a potential research project is approved, funding is disbursed or allocated on behalf of Trans Mountain to ensure the research is undertaken and concluded within a specific period, per the respective research project agreement. In addition to tracking the total and study specific funding contributed to research, Trans Mountain monitors and maintains records for each project, including topics of research satisfied, status of research initiatives, and how applicable research findings have been incorporated into the EM Program. See Section 5.3 and Section 5.7 of the Research Standard (Appendix A).

3 RESEARCH TOPICS

As described in Section 5.1 of the Research Standard (Appendix A), participation by Trans Mountain focuses on studies associated with the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments, and/or those with the objective of providing spill responders with improved information on how to effectively respond to spills. The studies Trans Mountain leads, jointly leads, supports, or is otherwise involved in must include and/or incorporate one or more of the following topics:

1. Physical and chemical properties of the oil (including blends) and other products intended to be shipped from the Westridge Marine Terminal
2. Product weathering
3. Dispersion and oil/sediment interactions
4. Product submergence
5. Product behaviour and cleanup following in-situ burning
6. Cleanup and remediation options for sediments and shorelines

Many of the research initiatives in which Trans Mountain participates address multiple research topics. For example, the completed Gainford Studies (See Section 3.1.3) evaluated all six of the research topics listed above, while the scope of the ongoing Experimental Lakes Area Program (See Section 3.2.3) includes topics 1, 2, and 6. Apart from topic 5, all required research topics have been included in at least three completed or ongoing studies since 2012. See Appendix B for a list of research topics by past project.

In-situ burning is an alternative countermeasure which requires specific federal regulatory approval. In-situ burning is referenced in Trans Mountain's emergency response plans as a non-traditional and alternative recovery

technique and is considered an option in rare and exceptional circumstances due to its potential human health impacts.

As such, product behaviour and cleanup following in-situ burning has not been a focus of research for Trans Mountain and is limited to the Gainford Studies. However, product behaviour and cleanup has been explored through studies on the various other listed research topics.

3.1 Past Projects

3.1.1 Comparison of Behaviour of Spilled Oils

Trans Mountain supported an independent, science-based multi-million-dollar study commissioned by the Canadian Energy Pipeline Association (CEPA) and the Canadian Association of Petroleum Producers (CAPP). The study, *“Comparison of the Behaviour of Spilled Conventional and Non-Conventional Oils through Laboratory and Meso-scale Testing”* was published in 2020 and evaluated and compared the physical and chemical properties of more than 10 types of crude oil under different environmental conditions to determine how the fresh and weathered oils behave in various marine, estuarine, and freshwater settings. The findings of the study were reviewed by an advisory committee that included Canada Energy Regulator (CER), Environment and Climate Change Canada (ECCC), Fisheries and Oceans Canada (DFO), Natural Resources Canada (NRCan), and Polaris Applied Sciences, Inc. The results of the study concluded that both the conventional and oil sand-derived products tested remain floating in the marine environment for extended periods of time. The results also showed that diluted bitumens do not separate into their original bitumen and diluent after they spill because the hydrocarbons in both are infinitely soluble to each other.

3.1.2 Underwater Seabed Cleanup and Assessment Technique Guide

Trans Mountain, together with Western Canada Marine Response Organization (WCMRC), Canadian Coast Guard (CCG), NRCan, and DFO, have supported the development of an Underwater Seabed Cleanup and Assessment Technique (uSCAT) Guide. The uSCAT Guide identifies standardized strategies for the detection and assessment of nearshore non-floating oil in varying environments. In addition, the uSCAT Guide provides methods for recording, storing, and processing response data. The uSCAT is now referenced in Trans Mountain’s *Non-Floating Oil Assessment and Response Plan*.

3.1.3 Gainford Studies

In 2012, Trans Mountain, together with WCMRC, completed field-scale research that evaluated the fate and behaviour of representative samples of diluted bitumen discharged into a brackish water environment and subjected to various conditions of weathering. Referred to as the Gainford Studies, the project assessed the performance of various types of oil spill recovery equipment. As part of testing, fresh and weathered diluted bitumen was collected from the surface of the water using traditional mechanical equipment (skimmers). The tests revealed that oleophilic skimmers would be preferred during the early stages of a spill and likely would shift to brush and/or belt skimmers as diluted bitumen weathers. Countermeasures including in-situ burning, chemical dispersant and shoreline cleaners were also assessed. Tests showed that multiple countermeasures can be successfully used for spilled diluted bitumen and that there are preferred options depending on the condition of weathered oil, as with any spill of persistent oil.

3.1.4 Salish Sea Oil Spill Trajectory

In 2016, Trans Mountain also supported an evaluation modelling of spilled hydrocarbon fate and behaviour, and the associated effects. The modelling was based on five representative sites along the shipping route in the Salish Sea. The findings concluded that due to variables, including wind and tides, hydrocarbon does not migrate in a uniform pattern and a single model cannot be predictive of a real outcome at a particular site.

3.1.5 Review of Oil Mineral Aggregates Formation Mechanisms for the Salish Sea and the Lower Fraser River

Trans Mountain supported several research initiatives to better understand the potential interaction between oil and sediment in the Lower Fraser River and the Salish Sea. The results were shared during the 2016 Arctic and Marine Oilspill Program (AMOP) seminar and align with previous studies describing the conditions required for oil mineral aggregates to form. The study concluded that the formation of Oil Mineral Aggregate (OMA) in the Salish Sea and Lower Fraser River is highly unlikely. Findings regarding oil behaviour on water, particularly the factors influencing the submergence and sinking of oil, influenced the selection and design of response strategies in Trans Mountain's response plans and were shared with WCMRC for consideration into the enhancement of its response plans.

3.1.6 Shoreline Treatment Decision Support Tool

Trans Mountain provided support for a 2019 workshop that explored potential development of a decision-support tool for future oiled shoreline response. As part of the Multi-Partner Research Initiative Studies, the objective of the project was to create the framework for the decision tool to enable strategic planners, decision makers, oil spill response managers, and the public to better understand the effects and consequences of the options that exist to accelerate the weathering of spilled oil, and therefore environmental recovery, following an oil spill that could impact Canada's shorelines. Development of the framework is in progress; the timeline for further development has not yet been determined.

3.2 Ongoing and Future Projects

3.2.1 Human Health Risk Report

In support of the Human Health Risk Report to be developed in accordance with BC EAO Condition 38, Trans Mountain will be conducting stochastic and deterministic oil spill modelling of English Bay. The modelling will be based on a scenario of a laden tanker releasing 16,500m³ of cargo, which represents the equivalent of two tanker cargo holds, in English Bay over 13 hours. The modelling will evaluate unmitigated dispersion of crude oil (Cold Lake Winter Blend) through the air, water column and shorelines. The results will inform an ecological assessment that will determine human health risk based on the potential pathways of effects and demographics involved. Thereafter, Trans Mountain will consult with WCMRC to identify opportunities to enhance the oil spill response plans and response measures. Being that the plans are held by WCMRC, the final decision on revisions lies with WCMRC. As appropriate, the measures may be assessed through additional spill modeling.

3.2.2 Submerged Oil Detection – Joint Industry Project

Trans Mountain is currently supporting a joint-industry project being managed by C-FER Technologies. The goal of the project is to minimize the environmental impact of hydrocarbon releases into waterways by understanding the factors that affect the performance of various leak detection technologies. The project is being conducted in five phases: define technology requirements; review technologies; test facility design and setup; technology testing; and analysis and reporting. The first two phases, define technology requirements and the review of technologies are complete. The third phase, test facility design and setup, is underway. A Steering Committee represented by C-FER Technologies Inc., Trans Mountain, Enbridge, TC Energy, OGC, and Alberta Ministry of Environment and Parks, has been established to provide input on performance requirements and details on typical application environments in which these technologies may be deployed.

3.2.3 Experimental Lakes Area Program

Trans Mountain continues to support the International Institute for Sustainable Development – Experimental Lakes Area Program. This multi-year industry and government collaborative program is examining the fate and behaviour of diluted bitumen and conventional heavy crude oil in a freshwater environment. This program involves three phases: the establishment of microcosms to examine the chemical and physical behaviour of diluted bitumen in freshwater and on adjacent shorelines; the re-creation of a controlled oil spill to determine if degradation is different for diluted bitumen and conventional heavy crude oil, if wave energy has a significant effect on oil degradation rates in shoreline freshwater environments; biological effects from exposure and degradation, and the comparison of cleanup methods.

3.2.4 Shoreline Retention of Sunken and Submerged Oil

Trans Mountain is supporting a three-year study to further explore, utilizing a variety of shoreline oiling scenarios, representative of coastal BC, the ability of very low sulphur fuel oil (VLSFO) and diluted bitumen to form sunken oil mats (SOM) and/or oil-granule particle aggregates (OgPA). The research aims to measure physico-chemical properties throughout the weathering process, refine the current understanding of shoreline sediment sizes that allow for OgPA formation, provide a better understanding of how shoreline conditions in coastal British Columbia influence SOM and OgPA formation, and make operational recommendations to minimize SOM and OgPA formation.

4 INCORPORATING RESULTS

Upon completion of each project, results are reviewed and assessed for applicability and incorporation into Trans Mountain's EM Program. If an opportunity for enhancement exists, the component may be tested during emergency exercises, if practicable and/or appropriate. New components could include a new procedure, equipment type, emergency response document, or technology. Final approval for incorporation into the EM Program is determined by the Director, Emergency Management as noted in Section 3.3.2 of the Research Standard.

In 2018, because of research and input received through consultation with stakeholders and engagement with Indigenous Groups, Trans Mountain developed a specific plan to address the management of non-floating oil. The *Non-Floating Oil Assessment and Response Plan* is designed to provide guidance for the initial assessment and response actions for released oil that is at risk of, or has become, non-floating within an inland water environment. The *Non-Floating Oil Assessment and Response Plan* is used until an incident specific non-floating oil response plan can be developed. It is not intended to limit the discretion of responders to choose appropriate response actions to meet the site-specific circumstances presented at a release. When oil is released into a waterbody, its physical and chemical characteristics can change due to the environmental factors it may interact with. While the likelihood of oil becoming non-floating is low, the *Non-Floating Oil Assessment and Response Plan* is intended to provide response tactics to address this potential. The scope of the plan addresses non-floating oil containment and recovery, focusing on the assessment, plume tracking, containment, and recovery of non-floating oil within several types of waterbodies (rivers, lakes, inlets) with low, medium, and high-water flows. Implementation of the *Non-Floating Oil Assessment and Response Plan* is a function of the Environmental Unit within the Planning Section. Development of an incident specific non-floating oil plan was included as an objective of the Westridge Marine Terminal exercise in April 2021.

A subsequent version of the plan was enhanced with the addition of the Underwater Seabed Cleanup and Assessment Technique (uSCAT) in 2020. Trans Mountain was also involved in the research and development of the *uSCAT Technical Reference Manual*, which is available for download at www.uscat.ca and referenced in Trans Mountain's emergency response documents. The *Non-Floating Oil Assessment and Response Plan* is publicly available on Trans Mountain's website at <https://www.transmountain.com/emergency-response-plans>.

Findings of the Comparison of Behaviour of Spilled Oils (Section 3.1.1) study have been used to develop fact sheets on oil properties and behaviour under a range of environmental conditions. These were incorporated into the *Non-Floating Oil Assessment and Response Plan* in 2021 to help guide initial response actions and assist responders to determine the most effective countermeasure. Each fact sheet describes what to expect in freshwater and marine environments for the product type, and provides available information on oil properties, evaporation potential, emulsification potential, interaction with suspended sediment and shoreline, oil weathering, submergence potential, and viscosity. As part of the Westridge Marine Terminal full-scale exercise in April 2021, the Access Western Blend (AWB) fact sheet was referenced and attached as an appendix to the (Exercise) Westridge Loading Arm Non-Floating Oil Assessment and Cleanup (uSCAT) Plan. The information within the fact sheet was used to help predict the potential behaviour of the AWB oil in the marine environment, which then informed appropriate assessment and recovery strategies outlined in the plan. The study results were also shared with WCMRC, and the response organization has prepared similar fact sheets as support to their response plans.

Incident specific plans and document templates have also been developed to support the activities of the Environmental Unit during a response. For example, Trans Mountain has in place an incident specific non-floating

oil plan template, as well a Shoreline Treatment Recommendations document, which is issued to the Operations Section to guide initial shoreline assessment and recovery strategies.

Trans Mountain added to its equipment inventory a non-floating oil response trailer in 2018. The trailer contains emergency and spill response equipment specifically selected for the detection of sunken or submerged oil. Equipment such as silt fencing, boom, view boxes, pompoms and other sorbent materials are housed inside the trailer, to be dispatched if there is the possibility of spilled product becoming sunken or submerged.

Results of the Salish Sea Oil Spill Trajectory study (Section 3.1.4) were leveraged by WCMRC when developing the Enhanced Response Regime (as required by CER Condition 133b) to meet WCMRC's new planning standard which identifies its improved response times. This included selecting the location of the new response bases and allocating respective response equipment and staff for each. The implementation of the Enhanced Response Regime is nearing completion, enhancing the capacity and capabilities of WCMRC in the support of response to incidents affecting the lower Fraser River and the Burrard Inlet.

In 2020/21, Trans Mountain replaced its existing drum skimmers in British Columbia and Alberta with the high-capacity RBS TRITON 35 model. The updated technology offers extremely high recovery rates with up to 98% efficiency and is versatile enough for most oil spill needs. Testing of the skimmers was certified by Det Norske Veritas & American Bureau Services and witnessed to ASTM Standard F631-99 for oil recovery volume & efficiency and heavy oil recovery capability¹. Additionally, the ability for the brush, disc, and drum recovery modules to be easily changed without tools in minutes based on the needs of the response supports the rapid deployment of the equipment.

In September 2019, objectives for the Kamloops District deployment drill included testing the functionality of new and emerging spill response equipment in different water courses. As part of the training and exercise Trans Mountain assessed a lightweight cartridge-based containment boom in both a river system and lake. The results of the exercise indicated the tested boom was not ideal for moving BC rivers, however Trans Mountain has attended testing of the boom in the Burrard Inlet, where its efficacy in certain environments was demonstrated. Considering its overall applicability for Trans Mountain's operational districts, and challenges to train with the product (e.g., single use boom) it was decided not to purchase the boom at that time, although the product is still being considered for the future. Spill responders from industry, response organizations, and government agencies participate regularly in Trans Mountain exercises, as well as in other joint exercises designed to increase response efficiency, interoperability, and coordination between parties.

5 ENGAGEMENT AND REPORTING

Engagement with Indigenous Groups and stakeholders continues to be a priority for Trans Mountain Emergency Management and an important component of the ongoing enhancements to the EM Program. Since 2014, Emergency Management has consulted with Indigenous Groups, local governments, and agencies on EM Program topics including (but not limited to) fate and behaviour of bitumen research, emergency response equipment, Emergency Response Plans (ERP), Geographic Response Plans (GRP), and supplemental plans and documents.

5.1 Emergency Management Workshops & Meetings

Trans Mountain Emergency Management has hosted a series of regional workshops in each of Trans Mountain's four operational districts (Alberta, North Thompson, Kamloops & Sumas), to which Indigenous Groups, local governments, and agencies were invited. During the initial sessions (EM2) in 2014, Emergency Management was included as an agenda topic as part of consultation activities related to the TMEP Environmental Protection Plan (EPP). The objective of EM2 was to obtain feedback from Indigenous Groups and stakeholders on the EM Program, by having scenario-based discussions to explore possible sequence of events and local resource requirements in the event of a pipeline emergency in the various communities. In collaboration with attendees, Trans Mountain personnel reviewed in detail ERPs, response times, equipment type and placement, response personnel, control

¹ Source: <https://aquaguard.com/products/skimmers/rbs-triton-35-skimmer>

point manuals, and other response plans. Additional workshops (EM3) were held in 2016 to provide an overview of Trans Mountain's EM Program, collect inputs for consideration on the EM Program elements including (but not limited to) equipment type and placement, the Planning Standard, ERPs, and research initiatives.

Subsequent workshops (EM4) were conducted in the Alberta, North Thompson & Kamloops Districts in 2018, with the Sumas District workshop held in March 2020 following the pause in consultation during the CER Reconsideration Period. Objectives for these sessions were to share the enhancements made to the EM Program, demonstrate how input from ongoing consultation and engagement has been incorporated into the Program, and to gain additional feedback from invited emergency management stakeholders and Indigenous communities on various elements of the enhanced program. Attendees were invited to review the enhanced EM Program and supporting materials, including research initiatives, ERPs, GRPs, supplemental plans, equipment maps, and the Exercise and Training Program. Throughout the workshops Trans Mountain representatives were available to discuss the research Trans Mountain was leading, jointly leading, supporting, or was otherwise involved in, in support of improved spill response.

In the May and June 2022, Trans Mountain hosted a series of Marine Engagement Workshops for Indigenous Groups and coastal local governments, respectively. The 2022 Research Newsletter (See Section 5.2) was provided to participants in advance of the workshop and the fate and behaviour of bitumen research was included as an agenda item.

Meetings with Indigenous Groups and stakeholders were another important forum where attendees were encouraged to provide input for consideration into the enhancement of the EM Program. The scope of consultation covered all components of the EM Program and Trans Mountain's goal was to gather unique and varying input from Indigenous Groups and Stakeholders on respective topics of interest, including feedback on Trans Mountain's research program and potential research initiatives.

5.2 Communications

In 2018, Trans Mountain distributed to applicable Indigenous communities and agencies a Research Newsletter which highlighted ongoing research, new initiatives, and results and findings of projects Trans Mountain was conducting and funding related to the fate and behaviour of bitumen. The communication was distributed electronically and via registered mail and invited recipients to contact Emergency Management to discuss current research programs, answer questions, and explore options for future collaboration.

Following consultation pauses due to the CER Reconsideration Period and the subsequent pandemic, Trans Mountain provided an updated Research Newsletter to Indigenous Groups and agencies in June 2022 via email. The communication included a progress report for ongoing studies, highlighted recently completed projects, and introduced new research initiatives Trans Mountain is supporting (See Section 3.1; Section 3.2). Correspondence also noted Trans Mountain values and encourages input for consideration into its EM Program and invited parties to contact the Director of Emergency Management to provide feedback or discuss potential research initiatives. As required by the BC EAO amended scope of consultation for Condition 35, the list of stakeholders to receive the newsletter was broadened to include the potentially affected coastal local governments listed in Appendix E.

Please see Appendix F for the 2018 and 2022 newsletters.

5.3 Work Groups, Committees, and Conferences

Inter-agency work groups and committees provide a means for sharing results of applicable research projects that have enhanced the EM Program, and to identify potential new opportunities for participation by Trans Mountain. Similarly, Trans Mountain regularly attends conferences like Clean Pacific, the International Oil Spill Conference, the International Oil Spill Science Conference, and the BC Emergency Preparedness and Business Continuity Conference, as both delegates and/or presenters to report on and seek out research initiatives.

5.4 Progress Updates

Per the requirements of Condition 35, Trans Mountain will provide progress updates to EAO, MOE, EMLI, OGC, ECCC, Canadian Coast Guard, Indigenous Groups, and Potentially Affected Local Coastal Governments at one

year following the commencement of TMEP Operations and at every five years thereafter during the period of Operations. With the commencement of TMEP Operations, Trans Mountain's research newsletter will transition into a research update and feature content highlighting the ongoing research, new initiatives, and results and findings of projects Trans Mountain is leading, jointly leading, supporting, or is otherwise involved in. The update will provide the opportunity for ongoing engagement with those entities interested in Trans Mountain's research activities, and for the parties to bring forth considerations for research initiatives. Information regarding diluted bitumen is and will continue to be updated and made available on the Trans Mountain website: <https://www.transmountain.com/diluted-bitumen-information>.

APPENDIX A RESEARCH STANDARD



TRANSMOUNTAIN

EMERGENCY MANAGEMENT RESEARCH STANDARD

Revision 0

September 12, 2022

Document Owner: Ken McLernon
Subject Matter Expert: Ken McLernon

Effective Date	10/12/2022	Reviewed Date	10/12/2022
CMR No.	22156	Document ID	1420-0004



TRANSMOUNTAIN

**1420 INTEGRATED SAFETY & LOSS MANAGEMENT SYSTEM
Emergency Management**

REVISION LOG

REV	DESCRIPTION	DATE	BY
0	Emergency Management Research Standard issued CMR approval (Approved 22156)	10/12/2022	K. Malinoski

Document Owner: Ken McLernon
Subject Matter Expert: Ken McLernon

Effective Date	10/12/2022	Reviewed Date	10/12/2022
CMR No.	22156	Document ID	1420-0004



TABLE OF CONTENTS

1.0 INTRODUCTION..... 4

1.1 Purpose..... 4

1.2 Scope..... 4

1.3 Definitions..... 4

1.3.1 Drills – 4

2.0 RELEVANT STANDARDS AND DOCUMENTS 5

3.0 RESPONSIBILITY FOR COMPLIANCE 5

3.1 Emergency Management Program Personnel 5

3.2 Manager, Emergency Management..... 5

3.3 Director, Emergency Management 5

4.0 REGULATORY BACKGROUND 6

4.1 BC Environment Assessment Office (EAO) 6

5.0 RESEARCH OVERVIEW..... 7

5.1 Topics of Study..... 7

5.2 Funding of Research Studies..... 7

5.3 Incorporating Findings into the Emergency Management Program..... 7

5.4 Research Engagement – External Audiences..... 8

5.5 Research Engagement – Spill Responders 8

5.6 Research Engagement – Audiences..... 9

5.7 Investment and Information Tracking..... 10

5.8 Regulatory Reporting..... 10

6.0 IMPLEMENTATION 10

6.1 General 10

6.2 Ownership of Documentation and Materials 11

7.0 REVIEW AND REVISIONS TO THIS STANDARD 11

7.1 Review of this Standard..... 11

7.2 Management of Change 11



1.0 INTRODUCTION

1.1 Purpose

- 1.1.1 The purpose of the Emergency Management Research Standard (“Research Standard”) is to describe the approach to support, evaluate, track, and incorporate emergency management and/or oil spill related research into the Emergency Management Program.
- 1.1.2 Provide direction on the approach to fulfill regulatory requirements.
- 1.1.3 Provide guidance on the approach to conduct external research engagement.
- 1.1.4 Provide guidance on the approach to share research findings with spill responders.

1.2 Scope

This Standard describes and identifies the following:

- a) Topics of study.
- b) Research study funding.
- c) Approach to evaluate and incorporate research findings into the Emergency Management Program, where appropriate.
- d) Engagement audiences and approaches.
- e) Information and investment tracking requirements.

1.3 Definitions

- 1.3.1 **Drills** – A planned activity that tests a single or specific operation or function. Drills are commonly used to provide training on new equipment or test new procedures; to practice and maintain skills; or to prepare for more complex exercises.
- 1.3.2 **Potentially Affected Coastal Local Governments** - As per the definitions in Schedule B of the BC Environment Assessment Office (amended) Certificate, the entities listed in Appendix B, and the local governments within them that border the ocean.
- 1.3.3 **Research Participation** – Research studies that Trans Mountain leads, supports, or is otherwise involved in.
- 1.3.4 **Research Initiative** – An evaluation that involves the use of scientific methods to analyze and collect information on a topic of interest.
- 1.3.5 **Research Study** – Is used interchangeably with the term research initiative and carries the same meaning.



2.0 RELEVANT STANDARDS AND DOCUMENTS

The following Trans Mountain documents are relevant to the administration and operation of the Emergency Management Research Standard:

- [Liaison/Continuing Education/Consultation Plan](#)
- [Technology Review Process](#)

3.0 RESPONSIBILITY FOR COMPLIANCE

3.1 Emergency Management Program Personnel

Emergency Management Program Personnel (as assigned) are responsible for:

- 3.1.1 Reviewing research findings and presenting enhancement opportunities to the Manager, Emergency Management for incorporation to the Emergency Management Program.
- 3.1.2 Identifying opportunities for research initiative participation by Trans Mountain.
- 3.1.3 Preparing research engagement material.
- 3.1.4 Preparing research regulatory reports.
- 3.1.5 Maintaining the Research Information Tracking Document.

3.2 Manager, Emergency Management

The Manager, Emergency Management is responsible for:

- 3.2.1 Reviewing proposed research initiatives and recommending participation by Trans Mountain.
- 3.2.2 Assessing the incorporation of applicable research findings into the Emergency Management Program.
- 3.2.3 Approving engagement material developed by Emergency Management Program Personnel.
- 3.2.4 Attending Emergency Management Advisory Committee meetings to discuss the status of current research initiatives.
- 3.2.5 Providing oversight to Emergency Management Program Personnel in the development of research regulatory reports.
- 3.2.6 The annual review of this document and ensuring compliance with regulatory requirements.

3.3 Director, Emergency Management

The Director, Emergency Management is responsible for:

Document Owner:	Ken McLernon	Effective Date	10/12/2022	Reviewed Date	10/12/2022
Subject Matter Expert:	Ken McLernon	CMR No.	22156	Document ID	1420-0004



- 3.3.1 Approving Trans Mountain participation in research initiatives, including research funding and/or allocation.
- 3.3.2 Approving incorporation of identified research findings into the Emergency Management Program.
- 3.3.3 Leading Emergency Management Advisory Committee discussions on the status of current research initiatives.
- 3.3.4 Maintaining the Research Investment Tracking Document.
- 3.3.5 Providing oversight and direction to the Manager, Emergency Management in the development, implementation, and maintenance of this Standard.
- 3.3.6 Reviewing and approving suggested changes to this Standard prior to implementation and Change Management Request (CMR).

4.0 REGULATORY BACKGROUND

This Standard complies with the requirements of the following regulations:

4.1 BC Environment Assessment Office (EAO)

- 4.1.1 The EAO Environmental Assessment Certificate for the Trans Mountain Expansion Project -amended (2022), Schedule B, Condition 35 requires the Holder to provide a report regarding the current and future research programs that it is leading, jointly leading, supporting, or otherwise involved in regarding the behaviour and recovery of heavy oils spills in freshwater and marine aquatic environments, including research programs with the objective of providing spill responders with improved information on how to effectively respond to spills; the report must contain the information contained in (a) to (g).
- 4.1.2 The EAO Environmental Assessment Certificate for the Trans Mountain Expansion Project – amended (2022), Schedule B, Condition 35 requires the Holder to develop the report in consultation with the B.C. Ministry of Environment and Climate Change Strategy (MOE), B.C. Ministry of Energy, Mines, and Low Carbon Innovation (EMLI), B.C. Oil and Gas Commission (OGC), Environment and Climate Change Canada (ECCC), Canadian Coast Guard (CCG), Indigenous Groups, and Potentially Affected Coastal Local Governments.
 - 4.1.2.1 The EAO Environmental Assessment Certificate for the Trans Mountain Expansion Project (2022), Schedule B, Condition 3 requires the Holder to consult a particular party or parties regarding the content of a plan, program, or other document, where a condition of the Certificate requires the Holder to consult a particular party or parties and must comply with the information in (a) to (e).



4.1.3 The EAO Environmental Assessment Certificate for the Trans Mountain Expansion Project (2022), Schedule B, Condition 35 requires the Holder to provide the report to the BC EAO, MOE, EMLI, OGC, ECCC, CCG, Indigenous Groups, and Potentially Affected Coastal Local Governments every five years following the commencement of Operations of Line 2, during the period of Operations, or as otherwise authorized by the EAO.

5.0 RESEARCH OVERVIEW

5.1 Topics of Study

Research participation by Trans Mountain focuses on studies associated with the behaviour and recovery of heavy oils spilled in freshwater and marine aquatic environments and/or those with the objective of providing spill responders with improved information on how to effectively respond to spills. Current and future research studies must include and/or incorporate one or more of the following topics:

- Physical and chemical properties of the oil (including blends) and other products intended to be shipped from the Westridge Marine Terminal.
- Product weathering.
- Dispersion and oil/sediment interactions.
- Product submergence.
- Product behaviour and cleanup following in-situ burning.
- Cleanup and remediation options for sediments and shorelines.

5.2 Funding of Research Studies

The Director, Emergency Management holds the authority to determine which potential research initiatives Trans Mountain will lead, jointly lead, or support. If a potential research initiative is approved, funding shall be provided, or allocated, on behalf of Trans Mountain to ensure the research is undertaken and concluded within a specific period per the research project agreement.

5.3 Incorporating Findings into the Emergency Management Program

The following process is utilized to continually improve the Emergency Management Program through the incorporation of research findings and outputs:

5.3.1 Review of Research Findings

5.3.1.1 Emergency Management Program Personnel review research findings and/or outputs for applicability to the continual enhancement of the Emergency Management Program.

5.3.1.2 Emergency Management Program Personnel present the findings to the Manager, Emergency Management for assessment.



5.3.2 Assessment and Approval of New Procedures, Equipment, and/or Technology

5.3.2.1 All potential enhancement opportunities, including procedures, equipment, and/or technology will be assessed, and approved if applicable, in accordance with the *Emergency Management Technology Review Process*.

5.4 Research Engagement – External Audiences

Trans Mountain utilizes the following approaches to share research findings with select Government entities, Indigenous Groups, and Local Coastal Governments and to request input on existing and/or new research initiatives. See Section 5.6. Research Engagement - Audiences for list of entities.

5.4.1 Electronic Communications

5.4.1.1 Electronic forms of communications, including the Trans Mountain website, emails, and blog posts, are used to provide external entities with updates on research initiatives supported by Trans Mountain and to share research specific resources.

5.4.2 Formal Correspondence

5.4.2.1 Letters addressed to emergency spill response equipment vendors are used to request research studies and findings that support new emergency spill response equipment.

5.4.3 Electronic Mail

5.4.3.1 Electronic newsletters are used to communicate past and current research initiatives, enhancements of the Emergency Management Program, and request feedback and input on existing and/or new initiatives.

5.4.4 Work Groups and Committees

5.4.4.1 Inter-agency work groups and committees are used to share results that have been used to enhance the Emergency Management Program and identify opportunities for participation by Trans Mountain.

5.4.5 Conferences

5.4.5.1 Conferences are used to communicate research initiatives being supported by Trans Mountain, share research findings that have enhanced the Emergency Management Program, and identify research opportunities for participation by Trans Mountain.

5.5 Research Engagement – Spill Responders

Trans Mountain utilizes the following approaches to share research findings with spill responders to provide updated information on how to effectively respond to spills and to support the incorporation of the results of research into their emergency preparedness plans and programs, as appropriate. See Section 5.6. Research Engagement - Audiences for list of entities.



5.5.1 Formal Correspondence

5.5.1.1 Formal letters are used to share research findings that have enhanced the Emergency Management Program and to support the incorporation of the results into their emergency preparedness plans and programs.

5.5.2 Work Groups and Committees

5.5.2.1 Inter-agency work groups and committees, including the Industry Association Committee, are used to share results that have been used to enhance the Emergency Management Program and identify opportunities for participation by Trans Mountain.

5.5.3 Conferences

5.5.3.1 Conferences are used to communicate research initiatives being supported by Trans Mountain and to share research findings that have enhanced the Emergency Management Program and to support the incorporation of the results into their emergency preparedness plans and programs.

5.6 Research Engagement – Audiences

Trans Mountain engages with the following external audiences on the topic of research:

5.6.1 Indigenous Groups, including:

- See Appendix A for the list of BC Indigenous Groups.

5.6.2 Government Entities, including:

- Alberta Agencies
- Canada Energy Regulator (CER)
- Environment and Climate Change Canada (ECCC)
- B.C. Ministry of Environment (MOE)
- B.C. Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) (formerly B.C. Ministry of Natural Gas Development; MNGD)
- B.C. Oil and Gas Commission (OGC)
- U.S. State and Federal Agencies

5.6.3 Potentially Affected Coastal Local Governments, including:

- See Appendix B for the list of potentially affected BC coastal local governments.

5.6.4 Spill Responders, including:

- Canadian Coast Guard (CCG)
- United States Coast Guard (USCG)
- Western Canada Marine Response Corporation (WCMRC)
- Western Canadian Spill Services (WCSS)



5.7 Investment and Information Tracking

5.7.1 The Director, Emergency Management maintains the *Research Investment Tracking Document* to track the total and study specific funding that Trans Mountain has contributed/allocated to research.

For details on funding provided on behalf of Trans Mountain, refer to [Research Investment Tracking Document](#).

5.7.2 The Emergency Management Program Personnel maintain the *Research Information Tracking Document* to record and maintain the following information:

- Topics of research satisfied.
- Status of research initiatives.
- Research findings incorporated into the Emergency Management Program.

For details on research specific information, refer to [Research Information Tracking Document](#).

5.8 Regulatory Reporting

5.8.1 Trans Mountain develops regulatory reports to be submitted to the CER, BC EAO, MOE, EMLI, OGC, ECCC, CCG, BC Indigenous Groups, and BC Potentially Affected Coastal Local Governments at the following intervals:

- Prior to the commencement of Operations of Line 2
- 1 year after commencement of Operations of the Line 2.
- Every 5 years following during the period of Operations of the Line 2.

5.8.2 Emergency Management Program Personnel will utilize the *Research Information Tracking Document* as a reference during development of each regulatory report.

5.8.3 Regulatory reports detail the following:

- Research topics currently being supported by Trans Mountain and the scope, objectives, methods, and timeframes for each topic.
- A statement of the research funding provided.
- Research findings incorporated into the Emergency Management Program.
- Activities and outputs shared with spill responders for consideration for incorporation into their emergency preparedness plans and programs.

6.0 IMPLEMENTATION

6.1 General

6.1.1 The implementation of this Standard is demonstrated by the application of research funding, and the engagement, incorporation, reporting, and tracking process.



6.2 Ownership of Documentation and Materials

6.2.1 The Emergency Management Department owns all documentation associated with research. Emergency Management Program Personnel are responsible for conducting the annual review of these documents and associated materials.

7.0 REVIEW AND REVISIONS TO THIS STANDARD

7.1 Review of this Standard

7.1.1 The document is owned by the Manager, Emergency Management.

7.1.2 The Manager, Emergency Management will assess the effectiveness of this Standard on an annual basis and will maintain a record of the assessment. Trans Mountain recognizes that Standard evaluation will help ensure the goals and objectives for emergency equipment operations and maintenance are being met and seeks opportunities for improvement.

7.1.3 The review is done annually and whenever these documents and materials are affected by changing requirements or regulations. The review is done to ensure accuracy and compliance with current regulations.

7.1.4 Following any major evaluation, program changes or modifications to the Emergency Management Program, a determination will be made as to what additional resources or what activities are needed or what resources and activities should be ceased. Changes to this Standard may include resources, frequency, method, or other enhancements.

7.1.5 Any substantial changes will be communicated to Senior Management using the Management of Change procedure.

7.2 Management of Change

7.2.1 This Standard is a Controlled Document subject to the requirements of the [5.1 Controlled Document Standard](#).

7.2.2 Substantial changes to procedures must be managed and approved through the Operational Management of Change Request (CMR) process.

7.2.3 For details, refer to Document Administration and Management Standard [5.1 Controlled Document Standard](#) and the Operations and Maintenance Standard [4.1 Management of Change Standard](#).



APPENDIX A: ENGAGEMENT AUDIENCES – BC INDIGENOUS GROUPS

Trans Mountain engages with the following BC Indigenous Groups on the topic of research:

- Adams Lake Indian Band
- Aitchelitz First Nation
- Ashcroft Indian Band
- Boothroyd Indian Band
- Boston Bar First Nation
- Canim Lake Band
- Chawathil First Nation
- Cheam First Nation
- Coldwater Indian Band
- Cook’s Ferry Indian Band
- Cowichan Tribes
- Ditidaht First Nation
- Esquimalt Nation
- Halalt First Nation
- Hwlitsum First Nation
- Katzie First Nation
- Kwantlen First Nation
- Kwaw-kwaw-Apilt First Nation
- Kwikwetlem First Nation
- Lake Cowichan First Nation
- Leq’á:mel First Nation
- Lheidli-T’enneh First Nation
- Lhtako Dene Nation
- Little Shuswap Lake Band
- Lower Nicola Indian Band
- Lower Similkameen Indian Band
- Lyackson First Nation
- Lytton First Nation
- Maa Nulth First Nations
- Malahat First Nation
- Matsqui First Nation
- Musqueam Indian Band
- Neskonlith Indian Band
- Nlaka’pamux Nation Tribal Council
- Nooaitch Indian Band
- Okanagan Indian Band
- Oregon Jack Creek Band
- Pacheedaht First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Penticton Indian Band
- Peters First Nation
- Popkum First Nation
- Scia’new First Nation
- Scowlitz First Nation
- Seabird Island Band
- Semiahmoo First Nation
- Shackan Indian Band
- Shxw’ow’hamel First Nation
- Shxwha:y Village
- Simpcw First Nation
- Siska Indian Band
- Skawahlook First Nation
- Skeetchestn Indian Band
- Skowkale First Nation
- Skuppah Indian Band
- Skwah First Nation
- Snaw-Naw-As/Nanoose First Nation
- Snuneymuxw First Nation
- Songhees Nation
- Soowahlie Indian Band
- Spuzzum First Nation
- Squamish Nation
- Squiala First Nation
- Stz’uminus First Nation
- Semá:th First Nation
- Tk’emlups te Secwepemc
- Tsartlip First Nation



- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Tsleil-Waututh Nation
- Tzeachten First Nation
- Union Bar First Nation
- Upper Nicola Band
- Upper Similkameen Indian Band
- Westbank First Nation
- Whispering Pines
- Yakwekwioose First Nation
- Yale First Nation

CMR No.	XXXXX	Document ID	1420-XXXX
Effective Date	XXXXXX	Revision No.	X

APPENDIX B: ENGAGEMENT AUDIENCES – POTENTIALLY AFFECTED BC COASTAL LOCAL GOVERNMENTS

Trans Mountain engages with potentially affected BC Coastal Local Governments on the topic of research. This includes the following entities and the local governments within them that border the ocean:

- Alberni-Clayoquot Regional District
- Capital Regional District
- Cowichan Valley Regional District
- Islands Trust
- Metro Vancouver Regional District
- Nanaimo Regional District
- Squamish-Lillooet Regional District
- Sunshine Coast Regional District

APPENDIX B RESEARCH TOPICS BY PAST PROJECTS²

	Comparison of Behaviour of Spilled Oils	Seabed Cleanup & Assessment (uSCAT)	Gainford Studies	Salish Sea Oil Spill Trajectory	Oil Mineral Aggregate Formation
Physical and Chemical Properties of Oil and other Products shipped from Westridge Marine Terminal	Yes	Yes	Yes	Yes	Yes
Product Weathering	Yes	No	Yes	Yes	Yes
Dispersion and oil/sediment interactions	Yes	No	Yes	Yes	Yes
Product Submergence	Yes	Yes	Yes	No	Yes
Product behaviour and cleanup following in-situ burning	No	No	Yes	No	No
Cleanup and remediation options for sediments and shorelines	No	Yes	Yes	Yes	No

² Note: The Shoreline Treatment Decision Support Tool has not been included in table, as it does not specifically study the above topics.

APPENDIX C AGENCIES³

BC Ministry of Environment (BC MOE)

BC Oil & Gas Commission (BC OGC)

Canada Energy Regulator (CER)

Canadian Coast Guard (CCG)

Environment & Climate Change Canada (ECCC)

Ministry of Energy, Mines & Low Carbon Innovation (EMLI) (*formerly Ministry of Natural Gas and Development [MNGD]*)

Natural Resources Canada (NRCan)

³ List of agencies per BC EAO Condition 35.

APPENDIX D INDIGENOUS GROUPS⁴

Adams Lake Indian Band	Peters First Nation
Aitchelitz First Nation	Popkum First Nation
Ashcroft Indian Band	Scia'new First Nation
Boothroyd Indian Band	Scowlitz First Nation
Boston Bar First Nation	Seabird Island Band
Canim Lake Band	Semiahmoo First Nation
Chawathil First Nation	Shackan Indian Band
Cheam First Nation	Shxw'ow'hamel First Nation
Coldwater Indian Band	Shxwha:y Village
Cook's Ferry Indian Band	Simpcw First Nation
Cowichan Tribes	Siska Indian Band
Ditidaht First Nation	Skawahlook First Nation
Esquimalt Nation	Skeetchestn Indian Band
Halalt First Nation	Skowkale First Nation
Hwilitsum First Nation	Skuppah Indian Band
Katzie First Nation	Skwah First Nation
Kwantlen First Nation	Snaw-Naw-As/Nanoose First Nation
Kwaw-kwaw-Apilt First Nation	Snuneymuxw First Nation
Kwikwetlem First Nation	Songhees Nation
Lake Cowichan First Nation	Soowahlie Indian Band
Leq'á:mel First Nation	Spuzzum First Nation
Lheidli-T'enneh First Nation	Squamish Nation
Lhtako Dene Nation	Squiala First Nation
Little Shuswap Lake Band	Stz'uminus First Nation
Lower Nicola Indian Band	Semá:th First Nation
Lower Similkameen Indian Band	Tk'emlups te Secwepemc
Lytton First Nation	Tsartlip First Nation
Maa Nulth First Nations	Tsawout First Nation
Malahat First Nation	Tsawwassen First Nation
Matsqui First Nation	Tseycum First Nation
Musqueam Indian Band	Tsleil-Waututh Nation
Neskonlith Indian Band	Tzeachten First Nation
Nlaka'pamux Nation Tribal Council	Union Bar First Nation
Nooaitch Indian Band	Upper Nicola Band
Okanagan Indian Band	Upper Similkameen Indian Band
Oregon Jack Creek Band	Westbank First Nation
Pacheedaht First Nation	Whispering Pines
Pauquachin First Nation	Yakweakwoose First Nation
Penelakut Tribe	Yale First Nation
Penticton Indian Band	

⁴ List of Indigenous groups per Schedule B Table of Conditions for an Environmental Assessment Certificate.

APPENDIX E COASTAL LOCAL GOVERNMENTS⁵

Alberni-Clayoquot Regional District

Bamfield - Area A
City of Port Alberni
District of Tofino
District of Ucluelet
Long Beach – Area C

Capital Regional District

City of Colwood
City of Langford
City of Victoria
District of Central Saanich
District of Highlands
District of Metchosin
District of North Saanich
District of Oak Bay
District of Saanich
District of Sooke
Juan de Fuca Electoral Area
Salt Spring Island Electoral Area
Southern Gulf Islands Electoral Area
Town of Sidney
Town of View Royal
Township of Esquimalt

Cowichan Valley Regional District

City of Duncan
Cobble Hill - Electoral Area C
Cowichan Bay Village - Electoral Area D
District of North Cowichan
Gulf Islands and Saltair - Electoral Area G
Malahat and Mill Bay - Electoral Area A
North Oyster and Yellow Point - Electoral Area H
Town of Ladysmith

Islands Trust Area

Ballenas - Winchelsea Local Trust Area
Bowen Island Municipality
Denman Island Local Trust Area
Gabriola Island Local Trust Area
Galiano Island Local Trust Area
Gambier Island Local Trust Area
Hornby Island Local Trust Area
Islands Trust
Lasqueti Island Local Trust Area
Mayne Island Local Trust Area
North Pender Island Local Trust Area
Salt Spring Island Local Trust Area
Saturna Island Local Trust Area
South Pender Island Local Trust Area
Thetis Island Local Trust Area

Metro Vancouver Regional District

Bowen Island Municipality
City of Burnaby
City of Port Moody
City of Richmond
City of Surrey
City of Vancouver
City of White Rock
Corporation of Delta
District of North Vancouver
District of West Vancouver
Tsawwassen First Nation
University Endowment Lands\Metro Vancouver Electoral Area "A"
Village of Anmore
Village of Belcarra
Village of Lions Bay

⁵ List of Coastal Local Governments per Reconsideration of Environmental Assessment Certificate.

Nanaimo Regional District

Bowser, Qualicum Bay and Deep Bay - Electoral Area H
Cedar, South Wellington, Yellowpoint & Cassidy - Electoral Area A
City of Nanaimo
City of Parksville
District of Lantzville
French Creek, Pareil and Little Qualicum - Electoral Area G
Gabriola, DeCourcy and Mudge Islands - Electoral Area B
Nanoose Bay - Electoral Area E
Town of Qualicum Beach

Sunshine Coast Regional District

District of Sechelt
Egmont / Pender Harbour - Electoral Area A
Elphinstone - Electoral Area E
Halfmoon Bay - Electoral Area B
Roberts Creek - Electoral Area D
Sechelt Indian Government District
Town of Gibsons
West Howe Sound - Electoral Area F

Squamish-Lillooet Regional District

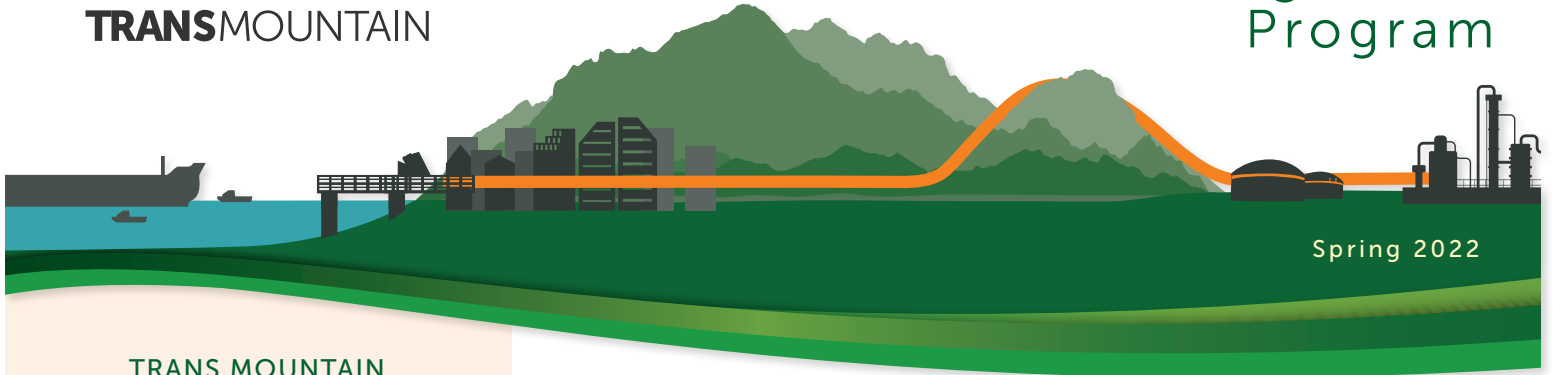
District of Squamish
Porteau Cove, Furry Creek & Britannia Beach/SCRD Electoral Area D

APPENDIX F 2018 AND 2022 NEWSLETTERS



TRANSMOUNTAIN

EMERGENCY Management Program



Spring 2022

TRANSMOUNTAIN VALUES and ENCOURAGES INPUT for CONSIDERATION ON ITS EMERGENCY MANAGEMENT PROGRAM.



Our emergency response plans are available online at transmountain.com/emergency-response-plans.

If you would like to provide feedback or discuss potential research initiatives, please contact: Emergency_Management@transmountain.com

TRANSMOUNTAIN FINANCIAL CONTRIBUTIONS

More than **\$2 MILLION** has been allocated thus far for **research** on the fate and behaviour of bitumen.

RESEARCH INITIATIVES

Trans Mountain's Emergency Management (EM) Program comprises a comprehensive set of standards and procedures based on a system of continual improvement.

AVENUES TO IDENTIFY IMPROVEMENTS INCLUDE, but are not limited to:

- Inputs for consideration from Indigenous groups and stakeholders
- Canada Energy Regulator (CER) and British Columbia Environmental Assessment Office (BC EAO) condition requirements
- New technologies and research findings

The Certificate granted by the BC EAO for the Trans Mountain Expansion Project (TMEP) was accompanied by several Conditions. As part of the recent provincial reconsideration process, BC EAO amended the scope of consultation for Condition 35 - Fate and Behaviour of Bitumen Research, by broadening the list of stakeholders to include potentially affected coastal local governments.

Trans Mountain will work with spill responders to support the incorporation of the research results into its emergency preparedness plans.

The Condition requires Trans Mountain to report how it is incorporating any applicable research results into its emergency preparedness and response plans; and

that Trans Mountain will work with spill responders to support the incorporation of the research results into its emergency preparedness plans and programs.

The Condition includes

research topics on the different physical and chemical properties of the oil (including blends) and other products intended to be shipped from Westridge Marine Terminal, product weathering, dispersion and oil/sediment interactions, product submergence, product behaviour and cleanup following in-situ burning, and cleanup remediation options for sediments and shorelines.





TRANS MOUNTAIN IS SUPPORTING A
NEW RESEARCH PROGRAM
to complement the **BC EAO Condition 35**
and to **IMPROVE**
incident response.

**SUBMERGED OIL
DETECTION**
Joint Industry Project

Trans Mountain is supporting a new, joint-industry project being managed by C-FER Technologies. The goal of the project is to minimize the environmental impact of hydrocarbon releases into waterways by understanding the factors that affect the performance of various leak detection technologies.

The project is being conducted in five phases with the first two already underway:

- Define technology requirements
- Review technologies
- Test facility design and setup
- Technology testing
- Analysis and reporting

A Steering Committee has been established to provide input on performance requirements and details on typical application environments in which these technologies may be deployed.

The results of this project have the potential to enhance non-floating oil monitoring and emergency response plans.



Trans Mountain will assess the findings from these studies to **IDENTIFY OPPORTUNITIES** to **IMPROVE** incident response strategies.



ONGOING Research

Sustainable Development – Experimental Lakes Area

Trans Mountain is supporting the International Institute for Sustainable Development – Experimental Lakes Area Program. This multi-year industry and government collaborative program is examining the fate and behaviour of diluted bitumen and conventional heavy crude oil in a freshwater environment.

This program is being conducted in three stages, with two already completed:

1. Establishment of land-based microcosms to examine the chemical and physical behaviour of diluted bitumen in freshwater
2. Re-creation of a controlled oil spill to determine if degradation is different for diluted bitumen and conventional heavy crude oil, and if wave energy has a significant effect on oil degradation rates in shoreline freshwater environments
3. Comparison of cleanup methods



Emergency and spill response booms specifically selected for water-based spill containment and recovery



Example of equipment deployed at large river Control Point

RECENTLY COMPLETED Research

Product Acceptance Standard

Trans Mountain supported an independent, science-based multimillion-dollar study commissioned by the Canadian Energy Pipeline Association (CEPA) and the Canadian Association of Petroleum Producers (CAPP). The study evaluated and compared the physical and chemical properties of various types of crude oil under different environmental conditions.

The findings of the study concluded that both conventional and oilsand-derived products tested remain floating in the marine environment for extended periods of time and diluted bitumens do not separate into their original bitumen and diluent after they spill because the hydrocarbons in both are infinitely soluble to each other.

The findings of the study led to the development of fact sheets on oil properties and behaviour under a range of environmental conditions. Trans Mountain has enhanced its Non-Floating Oil Assessment and Response Plan (Plan) by incorporating these fact sheets to help guide initial response actions and assist responders to determine the most effective countermeasure.

The Plan can be found on the Trans Mountain website at transmountain.com/emergency-response-plans.

Trans Mountain has enhanced its Non-Floating Oil Assessment and Response Plan by incorporating fact sheets to help guide initial response.

Underwater Seabed Cleanup and Assessment Technique Guide

Trans Mountain, together with Western Canada Marine Response Organization (WCMRC), Canadian Coast Guard (CCG), Natural Resources Canada (NRCAN) and Fisheries and Oceans Canada (DFO), supported the development of an Underwater Seabed Cleanup and Assessment Technique (uSCAT) Guide.

The uSCAT Guide identifies standardized strategies for the detection and assessment of nearshore non-floating oil in varying environments. In addition, the uSCAT Guide provides methods for recording, storing and processing response data.

Trans Mountain has enhanced its Non-Floating Oil Assessment and Response Plan by referencing the uSCAT Guide to support planning, decision-making and operational response to nearshore non-floating oil. The uSCAT Guide is accessible via Trans Mountain's Non-Floating Oil Assessment and Response Plan at transmountain.com/emergency-response-plans. Alternatively, it can be found online at uscat.ca.



Responders testing water-based spill containment and recovery techniques



Responders testing water-based spill containment and recovery techniques for oil at risk of becoming non-floating



Responders verifying the contents of Trans Mountain's emergency response trailers

Other COMPLETED Research

As a proponent of advancing spill response and recovery technology, Trans Mountain has supported a number of research studies to better understand the behaviour of oil and the performance of oil recovery technology.

In 2012, Trans Mountain, together with WCMRC, completed field-scale research that evaluated the fate and behaviour of representative samples of diluted bitumen discharged into a water environment and subjected to various conditions of weathering. Referred to as the Gainford Studies, the project also assessed the performance of various types of oil spill recovery equipment and found that spilled diluted bitumen can be successfully removed from the surface of the water using traditional mechanical equipment.

Trans Mountain added a non-floating oil trailer to its inventory of spill response equipment.

Trans Mountain supported an investigation in 2016 to better understand the potential interaction between oil and sediment in the Lower Fraser River and the Salish Sea. The conclusions demonstrated a low potential for oil and sediment particles to interact and then aggregate together as oil mineral aggregate (OMA) due to the natural conditions in the Lower Fraser River and Salish Sea. This aligns with recent work conducted by other researchers, indicating the unlikelihood for OMAs to form in coastal BC waters.

In 2016, Trans Mountain also supported an evaluation that performed modelling of spilled

hydrocarbon fate and behaviour, and the associated effects at five representative sites along the shipping route in the Salish Sea. The findings concluded that due to variables, including wind and tides, at modelled sites, hydrocarbon does not migrate in a uniform pattern and a single model cannot be predictive of a real outcome at a particular site.

The results of these studies were considered during the development of the Trans Mountain Non-Floating Oil Assessment and Response Plan, which is designed to provide guidance for the initial spill assessment and

response actions to spilled oil that is at risk of or has become non-floating in an inland water environment. The Plan is available online at transmountain.com/emergency-response-plans.

In addition, Trans Mountain added a non-floating oil trailer to its inventory of spill response equipment. The trailer contains emergency and spill response equipment specifically selected for water-based spill containment and recovery, including dewatering bags, underwater viewing boxes, silt fencing and an aqua dam.

TRANS MOUNTAIN VALUES and ENCOURAGES INPUT for CONSIDERATION ON ITS EMERGENCY MANAGEMENT PROGRAM.

If you would like to provide feedback or discuss research initiatives, please email:

Emergency_Management@transmountain.com

We welcome and encourage your feedback about our Emergency Management newsletter:



COMMITTED TO SAFETY SINCE 1953.

emergency_management@transmountain.com | 1.866.268.3001

transmountain.com



KINDER MORGAN CANADA EMERGENCY MANAGEMENT PROGRAM: Research Initiatives

The Kinder Morgan Canada Inc. (KMC) Emergency Management (EM) Program is based on a system of continual improvement. Avenues to identify improvements include:

- Natural evolution of industry Emergency Management practices
- Feedback from Operations staff and emergency exercises
- Input for consideration from Aboriginal communities and stakeholders
- Regulatory changes
- National Energy Board (NEB) and British Columbia Environmental Assessment Office (BC EAO) condition requirements
- New technologies and research findings

Trans Mountain emergency response plans and strategies currently meet, and often exceed Regulatory requirements. Research findings are directed towards further improvements.



BC EAO Condition 35 – Fate and Behaviour of Bitumen Research

Trans Mountain must provide a report regarding the current and future research programs it is leading, jointly-leading, supporting or otherwise involved in regarding the behaviour and recovery of heavy oils spilled in fresh water and the marine aquatic environment.

The condition includes potential research topics on the different physical and chemical properties of the oil and other products intended to be shipped from the Westridge Marine Terminal, product weathering, dispersion and oil/sediment interactions, product submergence, product behaviour and cleanup following in-situ burning, and cleanup and remediation options for sediments and shoreline. Additionally, the condition requires Trans Mountain to report how it is incorporating any applicable research results into its emergency preparedness and

response plans; and that Trans Mountain will work with spill responders to support the incorporation of the results of the research into its emergency preparedness plans and programs.

Trans Mountain must provide the report to Aboriginal groups and to the BC Environment Assessment Office (BC EAO), Ministry of Environment (MoE), Ministry of Natural Gas Development (MNGD) and Oil and Gas Commission (OGC); and federally, the Environment and Climate Change Canada (ECCC), National Energy Board (NEB) and the Canadian Coast Guard (CCG), prior to the commencement of Project operations and must provide progress updates one year and five years, after commencement of operations.

Trans Mountain is currently conducting and funding research in support of BC EAO Condition 35 and to improve spill response. This includes:

National study to compare the Fate and Behaviour of Crude Oils on Water

An independent, science-based multi-million-dollar study was commissioned by the Canadian Energy Pipeline Association (CEPA) and the Canadian Association of Petroleum Producers (CAPP). The study is designed to evaluate and compare the physical and chemical properties of various types of crude oil that move in North America. More than 10 types of crude oil, including several diluted bitumen products are undergoing a number of tests to determine how the fresh and weathered oils behave in various marine, estuarine and freshwater settings, under different environmental conditions.

A scientific advisory committee was established to provide the technical knowledge and guidance necessary to facilitate the study. The committee members are from Environment and Climate Change Canada, Fisheries and Oceans Canada, the National Energy Board, Natural Resources Canada and include a world-renowned independent spill response expert.

The study is in progress and results will be publicly available at the end of 2018.

Examining the potential effects of controlled spills of diluted bitumen and conventional heavy crude oil

Trans Mountain is supporting the International Institute for Sustainable Development-Experimental Lakes Area Program. This unique multi-year industry and government collaborative program is examining the fate and behavior of diluted bitumen and conventional heavy crude oil in a freshwater shoreline environment. Baseline chemical and biological information was collected in 2017 for a natural lake study site using an actual Canadian lake.

In 2018, the International Institute for Sustainable Development will be conducting a controlled spill of oil to quantify the efficiency of immediate product recovery and further analysis of residual oil constituents. Potential impacts will be evaluated for 16 weeks. The information from this portion of the project will be used to determine if degradation is significantly different for diluted bitumen and conventional heavy crude oil, and if wave energy has a significant effect on oil degradation rates in the freshwater shoreline environment. The program will also compare cleanup methods for the oil spilled.

A scientific advisory committee is expected to be established for this project in 2018; invitations to participate will be extended to ECCC, DFO and the NEB among others.

ENHANCEMENT OF THE EMERGENCY MANAGEMENT PROGRAM

Trans Mountain will assess the findings from all the stated studies to identify opportunities to improve spill response strategies.

Findings from the Spill Response Technology Review Study has already led to improvements in the KMC Emergency Management Program and response strategies, including, however not limited to, the purchase of specialized equipment and the development of a Sunken and Submerged Oil Plan.



Underwater Seabed Cleanup and Assessment Technique Guide

Support was provided by Trans Mountain for the development of an Underwater Seabed Cleanup and Assessment Technique Guide (uSCAT), together with Western Canada Marine Response Corporation (WCMRC), CCG, NRCan and DFO.

The guide will specify common language, identify strategies for searching for sunken oil and describe techniques for documenting and communicating its distribution.

As part of this research, an uSCAT science advisory committee was established including representatives from ECCC, DFO, CCG, NRCan and independent spill experts to provide guidance and feedback on the direction of this initiative.

Trans Mountain Financial Contributions

Trans Mountain has allocated more than \$2 million dollars thus far to research into the fate and behaviour of bitumen.

Spill Response Technology Review Study

Trans Mountain participated in a joint industry project including the governments of British Columbia (BC Oil and Gas Commission) and Alberta to independently evaluate and review current inland spill response technologies focusing on diluted bitumen. The purpose of the Inland Spill Response Joint Industry Program was to conduct a comprehensive review of the current technology that exists for inland spill response oil recovery; apply the existing technology to four scenarios; identify suitable technologies; and identify gaps in the existing current technology. The review focused on diluted bitumen.

The study was completed in 2017.

The intent of further research is to add to the pool of knowledge about oil fate and behaviour that can be used to support decision-making during a response and to improve oil spill response overall.



Other Completed Research

Salish Sea Oil Spill Trajectory

Trans Mountain supported the evaluation of spilled hydrocarbon fate and behavior, and the associated effects at five representative sites along the shipping route in the Salish Sea. Modelling at these sites predicted spill trajectories, probability of shoreline oiling and a number of additional variables, based on measured crude oil properties and more than 360 simulations. The modelling considered season-specific behaviour (wind direction and speed, temperature, etc.), trajectories and oil fate.

The modelling demonstrated that a single spill scenario evaluation should not be assumed, nor be expected, to predict actual outcomes at a particular site, or for particular resources of interest. From a practical perspective, the models indicated where spilled oil could go in the event of an accident. WCMRC used the findings to decide on the planning standards for selecting the location of new response bases and for equipment with improved response times.

Oil Mineral Aggregates Formation Mechanisms for the Salish Sea and the Lower Fraser River

Building upon the research and observations characterizing the behavior of diluted bitumen in aquatic environments, Trans Mountain supported an investigation to better understand the potential interaction between oil and sediment, in the Lower Fraser River and the Salish Sea. The research findings were presented at the Arctic and Marine Oilspill Program (AMOP) Technical Seminar, Environment and Climate Change Canada in Ottawa, Ontario in 2016.

The research outcomes showed the results were aligned with previous studies, describing the conditions required for oil mineral aggregates to

form. Findings regarding oil behaviour on water, particularly the factors influencing the submergence and sinking of oil, influenced the selection and design of response strategies in Trans Mountain's response plans. The findings were shared with WCMRC for consideration in its enhancement of response plans and in the development of its Geographic Response Strategies (GRS).

Gainford Studies

Trans Mountain, together with WCMRC, completed field scale research in 2012. The team evaluated the fate and behavior of representative samples of dilbit discharged into a water environment similar to that of Burrard Inlet, BC and subjected it to various conditions of weathering. The study also assessed the performance of the equipment currently stockpiled by North American oil spill recovery organizations, including WCMRC, and found that spilled diluted bitumen can be successfully removed from the surface of the water using traditional mechanical response equipment.

Research conclusions published in 2016 by Biochemistry PhD, Dr. Heather Dettman of Natural Resources Canada's CanmetENERGY Laboratory in Devon, Alberta supports the results from Gainford. Dr. Dettman observed that diluted bitumen floats when exposed to water at temperatures up to 25 degrees C, and displays similar behaviour as other heavy crude oils when exposed to fresh water. In the unlikely event of a spill, it is amenable to conventional recovery measures such as the use of booming and skimmers.

For more information about research or other aspects of the Trans Mountain Emergency Management Program, please contact:

Jamie Kereliuk, Director, Emergency Management
Jamie_Kereliuk@kindermorgan.com

CONTACT US:

Trans Mountain Expansion Project

 info@transmountain.com

 1.866.514.6700

 transmountain.com

  @TransMtn

 youtube.com/transmtn

 soundcloud.com/transmountain

 6025 Sussex Street

PO Box 81018, South Burnaby

Burnaby, BC, V5H 3B0 CANADA

KINDER MORGAN
CANADA