

# Executive Committee

## Addendum

Date: February 2, 2022  
 Time: 9:00 am  
 Location: Islands Trust Victoria Boardroom  
 200-1627 Fort Street, Victoria, BC

Pages

|                   |                                                                                                                                                       |                |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>8.</b>         | <b>EXECUTIVE COMMITTEE PROJECTS</b>                                                                                                                   |                |
| <b>8.2.</b>       | <b>Executive Committee Initiated</b>                                                                                                                  |                |
| <b>8.2.1.</b>     | <b>Executive</b>                                                                                                                                      |                |
| <b>8.2.1.1.</b>   | <b>Northern Local Trust Committee Requests for Administrative Support for Electronic Meetings - Briefing</b>                                          |                |
| <b>8.2.1.1.2.</b> | <b><i>Advisory Planning Committee (APC) meetings - Discussion</i></b>                                                                                 |                |
| <b>8.2.3.</b>     | <b>Local Planning Services</b>                                                                                                                        |                |
| <b>8.2.3.1.</b>   | <b><i>Request for Formal Comment from Islands Trust on the Watershed Security Fund - RFD</i></b>                                                      | <b>2 - 2</b>   |
|                   | Late item information to append to 8.2.3.1 request for decision                                                                                       |                |
| <b>8.2.4.</b>     | <b>Administrative Services</b>                                                                                                                        |                |
| <b>8.2.4.1.</b>   | <b><i>Appointment of Financial Statement Auditors - RFD</i></b>                                                                                       | <b>3 - 5</b>   |
| <b>10.</b>        | <b>CORRESPONDENCE (for information unless raised for action)</b>                                                                                      |                |
| <b>10.4.</b>      | <b><i>Notice of Planning Potential Changes to Vessel Traffic Management in the Port of Vancouver email and attachments dated February 1, 2022</i></b> | <b>6 - 10</b>  |
| <b>10.5.</b>      | <b><i>Early Bird Registration for the Salish Sea Ecosystem Conference</i></b>                                                                         |                |
|                   | Click on the hyperlink below for the conference registration page                                                                                     |                |
|                   | <u><a href="#">Registration is extended through February 7, 2022</a></u>                                                                              |                |
| <b>10.6.</b>      | <b><i>Ombudsperson Quarterly Report Oct 1-Dec 31, 2021</i></b>                                                                                        | <b>11 - 14</b> |

#### **8.2.3.1 Request for Formal Comment from Islands Trust on the Watershed Security Fund**

For information to support the request for decision:

The Minister of Environment and Climate Change Strategy launched public engagement on the provincial **Watershed Security Strategy and Fund**

<https://news.gov.bc.ca/releases/2022ENV0007-000103>



## REQUEST FOR DECISION

**To:** Executive Committee      **For the Meeting of:** February 2, 2022  
**From:** Director, Administrative Services      **Date Prepared:** February 2, 2022  
**SUBJECT:** APPOINTMENT OF FINANCIAL STATEMENT AUDITORS

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### RECOMMENDATION:

That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2021/22 Financial Statements.

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Through Bylaw 3, the Executive Committee has been delegated the responsibility to appoint financial auditors for Islands Trust and the Islands Trust Conservancy.

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### 1 PURPOSE:

The *Islands Trust Act* ("the Act") Section 18 (1) says that:

*"The trust council must appoint an auditor to audit the accounts and transactions of the trust council and the local trust committees."*

### 2 BACKGROUND:

As per Section 10 of the Act [*"The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, delegate its powers under sections 8 (1) (d) and (f) and (2) (a) to (f) and 9 (1), subject to any restrictions or conditions specified in the bylaw"*].

In 1990, Trust Council delegated this power to the Executive Committee through Bylaw 3 (attached).

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** KPMG was the successful proponent on a Request for Proposals for Audit Services for a five-year period (2016/17 to 2020/21). Appointment of KPMG for 2021/22 audit services represents a one-year extension to the term, approved by staff in compliance with the Islands Trust procurement policy. The proposal still requires an annual appointment of the auditors by Executive Committee.

**FINANCIAL:** The 2021/22 budget includes the audit fees in the Request for Proposal.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** If approved, the Director, Administrative Services will engage KPMG as the auditors for the 2021/22 financial audit and advise the Financial Planning Committee accordingly.

**FIRST NATIONS:** None.

**OTHER:** None.

**4 RELEVANT POLICY(S):** None.

**5 ATTACHMENT(S):**  
Islands Trust Bylaw No. 3.

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#### **RESPONSE OPTIONS**

**Recommendation:** That KPMG be appointed financial statement auditor for the Islands Trust and the Islands Trust Conservancy 2021/22 financial statements.

**Alternative:** No other alternatives identified.

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**Prepared By:** Director, Administrative Services  
**Reviewed By:** Russ Hotsenpiller, Chief Administrative Officer

ISLANDS TRUST COUNCIL

BYLAW NO. 3

\*\*\*\*\*

A Bylaw Relating to Administrative Matters of the Islands Trust.

\*\*\*\*\*

The Islands Trust Council, having jurisdiction in respect of the Province of British Columbia pursuant to the *Islands Trust Act*, R.S.B.C., 1989, enacts as follows:

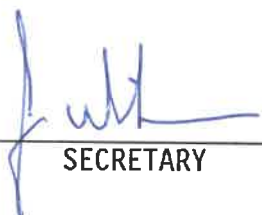
1. This bylaw may be cited for all purposes as the "Islands Trust Council Administration Bylaw, 1990".
  - (1) This Trust Council's Executive Committee is delegated authority for:
    - (a) the appointment of persons to the offices of secretary, treasurer and other officer positions, and the appointments of other employees to carry out the operations of the Trust Council, the executive committee, the local trust committees & the trust fund board.
    - (b) the appointment of auditors to audit the accounts & transactions of the Trust Council the local trust committees and the Trust Fund Board.
2. The Islands Trust Bylaw Investigations Officer position is designated as an officer of the Islands Trust.
3. Payment of premiums for Accident Insurance for Council members, Advisory Planning Commission members & Board of Variance members is authorized by Trust Council.

READ A FIRST TIME THIS 1st day of April , 1990

READ A SECOND TIME THIS 1st day of April , 1990

READ A THIRD TIME THIS 1st day of April , 1990

RECONSIDERED, AND FINALLY PASSED AND ADOPTED THIS 11th day of April , 1990

  
\_\_\_\_\_  
SECRETARY

  
\_\_\_\_\_  
CHAIRPERSON



January 31, 2022

Peter Luckham  
Chair  
Salt Spring Island Local Trust Committee  
500 Lower Ganges Rd #1  
Salt Spring Island, BC V8K 2N8

**Re:** Notice of planning for potential changes to vessel traffic management in the Port of Vancouver

Dear Peter Luckham:

In August 2021, Transport Canada [announced](#) that the Vancouver Fraser Port Authority would lead the development of a new active vessel traffic management system to optimize the gateway. We are designing this new collaborative system to manage traffic flow at the Port of Vancouver and in southern British Columbia. This work is being done in cooperation with supply chain partners and industry stakeholders. We are also seeking input from Indigenous groups, various levels of government, and community stakeholders.

To support of our vision for the Port of Vancouver to be the world's most sustainable port, we are exploring a range of opportunities to increase port efficiency and to help better manage the effects of vessel traffic on local communities. This includes initiatives such as active vessel traffic management and port optimization and digitalization. The port authority is in the early stages of this exploration process, and we are currently seeking initial engagement opportunities with municipalities.

We are writing to advise Salt Spring Island Local Trust Committee of this process as it will affect anchorage management in the Southern Gulf Islands area, and to offer you an opportunity to meet with members of the port authority team in the coming months to learn more about the scope and opportunities for municipal participation. We would like to understand your municipality's potential interest in being involved in the process.

### Background

The Vancouver Fraser Port Authority is the federal agency responsible for the stewardship of the lands and waters that make up the Port of Vancouver, Canada's largest port. As a [Canada Port Authority](#), our mandate is to enable Canada's trade through the Port of Vancouver, while protecting the environment, and considering local communities.

Located on the southwest coast of British Columbia, the Port of Vancouver extends from Roberts Bank and the Fraser River up to and including Burrard Inlet. The Port of Vancouver includes more than 16,000 hectares of water, more than 1,500 hectares of land, and hundreds of kilometres of shoreline, bordering 16 municipalities and intersecting the traditional territories and treaty lands of several Indigenous groups.

Our role as a port authority is to ensure goods move safely, efficiently, and sustainably. We do this through an interconnected set of activities that includes building, maintaining, and/or developing

roadways throughout the port and the land on which terminals are located. Additionally, we ensure navigation channels and anchorages are safe and available, and we set vessel and traffic control measures. This includes administering the use of Southern Gulf Island anchorages. We also monitor all operations within our jurisdiction through our 24/7 operations centre and on-water harbour patrol fleet.

For more information about the port authority role, please visit <https://www.portvancouver.com/about-us/>.

### **Possible opportunities for “future state” operations**

Active vessel traffic management is the system by which we prioritize and optimize how piloted vessels and tug-and-barge traffic move within the port authority’s jurisdiction for vessel safety and environmental protection.

The new system is intended to strengthen marine safety, make the flow of goods more efficient, and manage environmental impacts, as well as negative social impacts (like ambient noise and light pollution). Concurrently, the port authority plans to optimize and digitalize port operations to improve safety, security, compliance, efficiency, and shipping trade service quality within the Port of Vancouver. We have initiated technical work to study potential opportunities and technical constraints.

We intend to engage with Indigenous groups, municipalities, and the public this year to share what we have learned in the early stages of this exploration process and invite input.

More information about the goals for this process review and the potential opportunities we are exploring is attached.

### **2022 engagement process**

To help us better understand the potential opportunities and technical constraints of a new program, we have sought input from key industry stakeholders regarding critical program requirements. This technical engagement with industry will continue in 2022.

With this preliminary input from technical engagement with industry, the port authority is now commencing discussions with Indigenous groups, various levels of government, and community stakeholders. Further engagement opportunities with these groups and the public are anticipated throughout the year.

I will follow up with you to advise when we are ready to begin public engagement. Until then, please connect with me at your convenience if you have any questions, would like to arrange a meeting, or would like to share ideas on behalf of your municipality. I can be reached at [naomi.horsford@portvancouver.com](mailto:naomi.horsford@portvancouver.com) or 778.231.0426.

Best regards,

Naomi Horsford  
Manager, Municipal and Stakeholder Relations  
Vancouver Fraser Port Authority

encl (1)



## Port of Vancouver optimization initiatives

**Digitalization and process improvements to increase efficiency and better manage the effects of vessel traffic on local communities**

The Vancouver Fraser Port Authority is the federal agency responsible for the stewardship of the lands and waters that make up the Port of Vancouver, Canada's largest port. As a **Canada Port Authority**, our mandate is to enable Canada's trade through the Port of Vancouver, while protecting the environment, and considering local communities.

As cargo volumes in the Port of Vancouver continue to grow, the port authority is working to improve the way we manage vessel traffic within the port to support our vision for the Port of Vancouver to be the world's most sustainable port. Through collaboration with industry and engagement with Indigenous groups, municipalities, and the public the following initiatives will explore a range of opportunities to increase efficiency and to help better manage the effects of marine vessel traffic on local communities.

### Active vessel traffic management

Active vessel traffic management is the system by which we prioritize and optimize how piloted vessels and tug-and-barge traffic move within the port authority's jurisdiction for vessel safety and environmental protection. The port authority is designing this new collaborative system to manage marine traffic flow at the Port of Vancouver and in southern British Columbia. This work is being done in cooperation with supply chain partners and industry stakeholders. We are also seeking

input from Indigenous groups, various levels of government, and community stakeholders.

The new system is intended to strengthen marine safety, make the flow of goods more efficient, and manage environmental impacts, as well as negative social impacts (like ambient noise and light pollution). It will complement safety and navigation services that the Canadian Coast Guard's Marine Communications and Traffic Services provide.

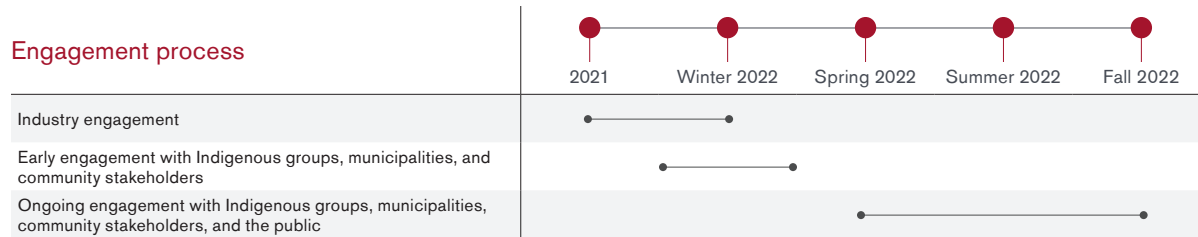


TRAFFIC CONTROL ZONE OVERVIEW

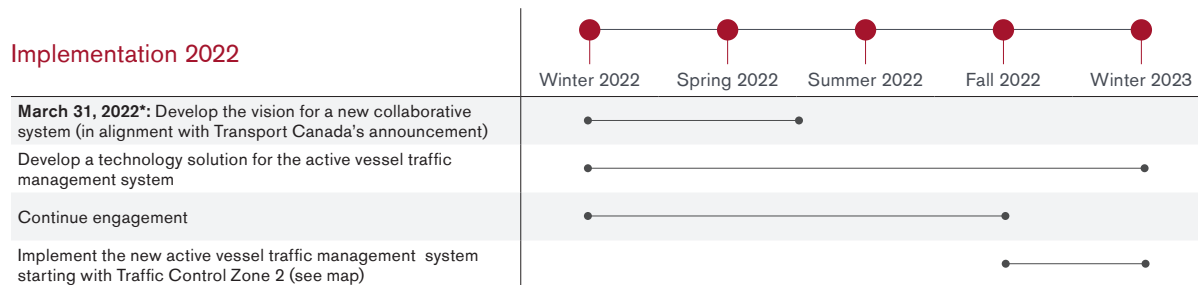


## Timelines

### Engagement process



### Implementation 2022



\*In August 2021, Transport Canada announced that the Vancouver Fraser Port Authority would lead the development of a new active vessel traffic management system to optimize the gateway.

## Port optimization and digitalization

Concurrently, the port authority plans to optimize and digitalize port operations to improve safety, security, compliance, efficiency, and shipping trade service quality within the Port of Vancouver. This could include:



**Coordinated data management** across the supply chain to support improved end-to-end goods movement planning



**Better analytical tools** to help improve cargo movement efficiency



**Identifying and procuring new digital tools** to further improve efficiency, service levels, and supply-chain collaboration within the Port of Vancouver



**Process innovation** to incorporate leading practices and emerging technology

## Intended benefits



**Strengthen marine safety:** reduce congestion in the busiest, most confined waters by changing how we prioritize marine vessel movement in and out of the port; and improve compliance and monitoring



**Reduce environmental impacts:** limit unnecessary vessel movements to reduce noise impacts in southern resident killer whale habitat



**Make the movement of goods more efficient and reliable:** optimize linkages between road, rail, and marine traffic and reduce vessel wait times at anchorages



**Reduce social impacts:** implement measures to reduce noise, light, and other community-disruptive activity of vessels at anchor



**Maintain port competitiveness:** improve port service quality with better tools and infrastructure that add value for customers, and continue to sustain the 115,300 jobs that rely on the Vancouver Gateway

### For more information

#### Visit and register for updates:

[portvancouver.com/marine-operations/avtm](https://portvancouver.com/marine-operations/avtm)

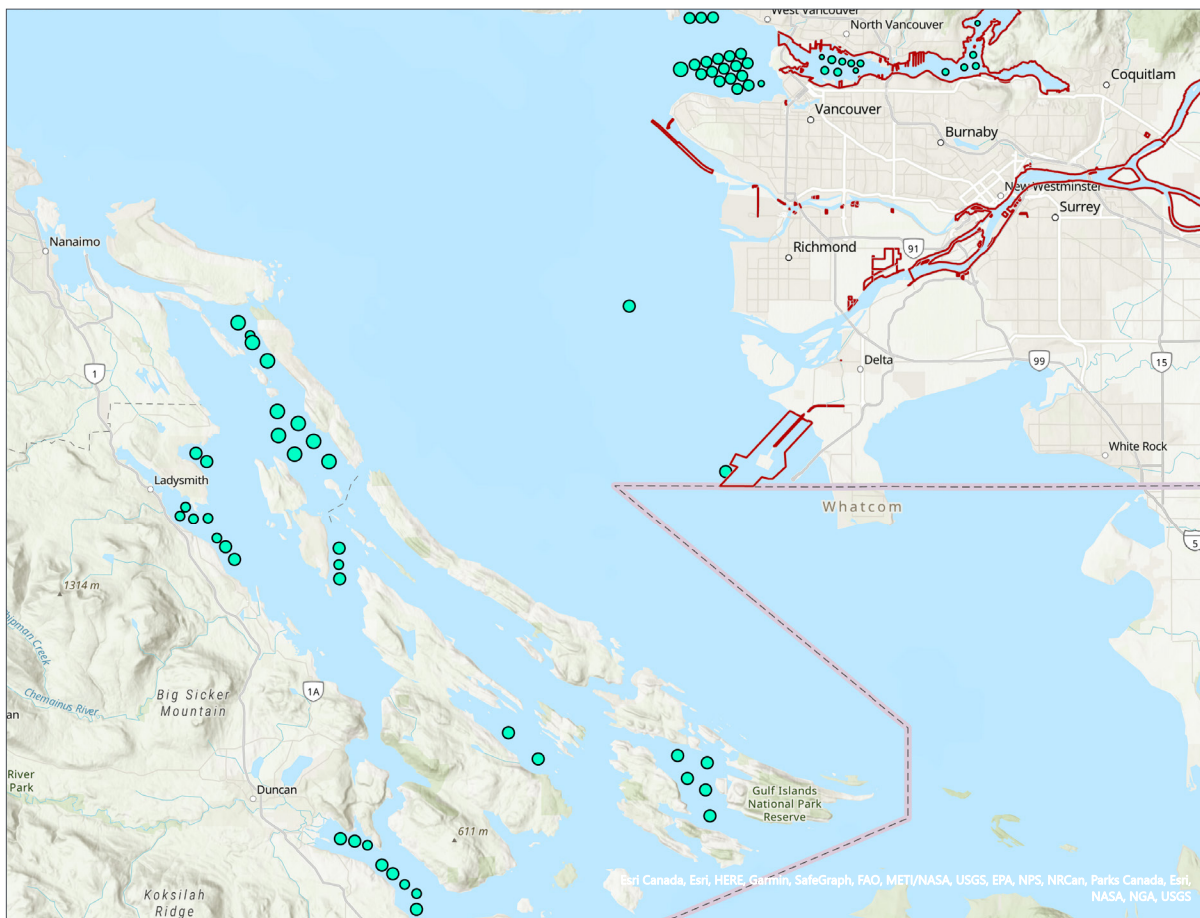
Email: [AVTM@portvancouver.com](mailto:AVTM@portvancouver.com)

## Vessel anchorages

Outside a port authority's jurisdiction, ships of any size have the right to navigate and anchor wherever it is safe to do so, including around the Gulf Islands. Waterways beyond a Canada Port Authority are a federal responsibility, so the Vancouver Fraser Port Authority does not normally have direct influence when it comes to managing ships that may be anchored in those areas. However, in 2018, Transport Canada introduced a temporary protocol and asked us to assist by assigning anchorages around the Gulf Islands, with the objective of balancing usage and ensuring an equitable rotation.

To learn more about anchorage management, please visit [Transport Canada's website](#).

To find out more about the port authority's role in anchorage management, visit our [topic of interest](#).



**ANCHORAGES ADMINISTERED BY THE VANCOUVER FRASER PORT AUTHORITY**

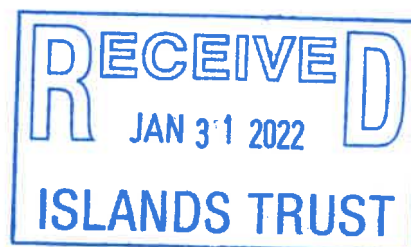
*Port of Nanaimo and Port of Victoria anchorages not pictured*



OMBUDSPERSON  
BRITISH COLUMBIA

Mr. Peter Luckham  
Chair  
Islands Trust  
200 - 1627 Fort Street  
VICTORIA BC V8R 1H8

January 2022



Dear Mr. Luckham,

**RE: Quarterly Reports: October 1 – December 31, 2021**

This package of documents details the complaint files the Office of the Ombudsperson closed for **Islands Trust** between October 1 and December 31, 2021. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- *If applicable:* Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for *investigated* files only, and not for enquiries or those complaints we chose not to investigate.
- *If applicable:* A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

Finally, we have been tracking complaints related to the COVID-19 pandemic under the general heading of "COVID-19." If you would like more detailed information about those complaints, please contact our PACT Team.

If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jay Chalke".

Jay Chalke  
Ombudsperson  
Province of British Columbia

Enclosures



| Type of complaint closure                                                                                                                                                                                                                                                                                                                                                                                        | # closed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.                                                                                                                            | 2        |
| <b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .                                                                             | 1        |
| <b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.                               | 0        |
| <b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .                                     | Total: 0 |
| <b>Reason for closing an Investigation:</b>                                                                                                                                                                                                                                                                                                                                                                      |          |
| Pre-empted by existing statutory right of appeal, objection or review.                                                                                                                                                                                                                                                                                                                                           | 0        |
| Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .                                                                                                                                                                                                                                                                                                                                 |          |
| More than one year between event and complaint                                                                                                                                                                                                                                                                                                                                                                   | 0        |
| Insufficient personal interest                                                                                                                                                                                                                                                                                                                                                                                   | 0        |
| Available remedy                                                                                                                                                                                                                                                                                                                                                                                                 | 0        |
| Frivolous/vexatious/trivial matter                                                                                                                                                                                                                                                                                                                                                                               | 0        |
| Can consider without further investigation                                                                                                                                                                                                                                                                                                                                                                       | 0        |
| No benefit to complainant or person aggrieved                                                                                                                                                                                                                                                                                                                                                                    | 0        |
| Complaint abandoned                                                                                                                                                                                                                                                                                                                                                                                              | 0        |
| Complaint withdrawn                                                                                                                                                                                                                                                                                                                                                                                              | 0        |
| <b>Complaint settled in consultation with the authority</b> - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration. | 0        |
| Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .                                                                                                                                                                                                                                                                                                                                 | 0        |
| Complaint not substantiated under the <i>Ombudsperson Act</i> .                                                                                                                                                                                                                                                                                                                                                  | 0        |
| <b>Ombudsperson Initiated Investigations</b> – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.                                                                                        | 0        |



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

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

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

|                                                     |    |     |
|-----------------------------------------------------|----|-----|
| Business Licensing                                  | 3  | 2%  |
| Bylaw Enforcement                                   | 44 | 33% |
| Council Member Conduct (incl. Conflict of Interest) | 10 | 7%  |
| Official Community Plan/Zoning/Development          | 24 | 18% |
| Fees/Charges (incl. Taxes)                          | 8  | 6%  |
| Open Meetings                                       | 8  | 6%  |
| Procurement                                         | 1  | 1%  |
| Services (incl. Garbage, Sewer, Water)              | 14 | 10% |
| Response to Damages Claim                           | 3  | 2%  |
| Other                                               | 20 | 15% |

### General Complaint Topics - All Local Government

|                                       |    |     |
|---------------------------------------|----|-----|
| COVID-19                              | 4  | 2%  |
| Disagreement with Decision or Outcome | 59 | 31% |
| Accessibility                         | 7  | 4%  |
| Delay                                 | 8  | 4%  |
| Administrative Error                  | 3  | 2%  |
| Treatment by Staff                    | 20 | 10% |
| Communication                         | 26 | 14% |
| Process or Procedure                  | 53 | 28% |
| Review or Appeal Process              | 8  | 4%  |
| Other                                 | 4  | 2%  |