



Executive Committee Agenda

Date: Tuesday, June 27, 2023
Time: 10:00 am
Location: The Haven
240 Davis Rd., Gabriola Island, BC

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
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING
4. ADOPTION OF MINUTES
 - 4.1 June 14, 2023 draft minutes
5. FOLLOW UP ACTION LIST AND UPDATES
 - 5.1 Follow Up Action List/Director/CAO Updates
 - 5.2 Local Trust Committee Chair Updates
 - 5.3 Islands Trust Conservancy Liaison Update
6. BYLAWS FOR APPROVAL CONSIDERATION
7. TRUST COUNCIL MEETING PREPARATION
 - 7.1 Executive
 - 7.2 Local Planning Services
 - 7.3 Administrative Services
 - 7.4 Trust Area Services
8. EXECUTIVE COMMITTEE PROJECTS
 - 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
 - 8.2.2 Trust Area Services

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8.2.2.1 UBCM Minister Meeting Requests - Discussion

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) 12 - 12

10.1 Report on Trans Mountain Fate & Behaviour Bitumen Research (BC EAO Condition 35) - Local Coastal Governments email dated June 14, 2023 13 - 13

10.2 Invitation to Connect with the Salish Sea Strategy email dated June 22, 2023 14 - 14

Deadline to respond is June 30, 2023.

10.3 Invitation to Join the OPP Dialogue Forum's Advisory Panel email dated June 15, 2023 15 - 15

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically, July 12, 2023, beginning at 9:00 a.m.

13. CLOSED MEETING (if applicable)

None scheduled

14. ADJOURNMENT



Executive Committee

Minutes of a Regular Meeting

Date: June 14, 2023

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee (Victoria office)
Timothy Peterson, Vice-Chair, Lasqueti Trustee

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

Others Present No electronic attendees

The meeting was held electronically. Staff attended at the Victoria office where the public could see and hear the meeting.

1. CALL TO ORDER

Chair Luckham gave a First Nations land acknowledgement that the Islands Trust Area is home to Coast Salish Peoples since time immemorial stating gratitude to live and work here.

The meeting was called to order at 9:02 a.m.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following at:

- M. Welman email dated June 12 re: Housing Editorial - Agenda Request - Salt Spring Solutions

2.2 Approval of Agenda

By general consent, Executive Committee reordered the agenda to meet the needs of staff who were joining electronically from Nanaimo during their attendance at the Local Government Management Association's (LGMA) annual conference June 13-15, 2023.

2.2.1 Agenda Context Notes – None

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

4. ADOPTION OF MINUTES

At 11:06 the meeting was reopened to the public (see item. 13 Closed Meeting). Executive Committee continued to address items on the agenda that were reordered.

4.1 May 24, 2023, Executive Committee draft meeting minutes

By general consent, the May 24, 2023, Executive Committee draft minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

At 9:13 a.m., Executive Committee addressed item 5.1.

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

CAO Hotsenpiller reviewed his FUAL items noting that item #5 re: respond to Minister Kang that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure at September Trust Council, is an item in progress.

Item 5.2 was addressed after item 4.1.

5.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC's) provided updates on recently attended meetings and applications of note.

5.3 Islands Trust Conservancy Liaison Update

Vice –Chair Elliott, Executive Committee (EC) Conservancy Liaison, noted the board met on May 30 and welcomed Ken Thomas from Penelakut First Nation who has joined the Conservancy and Linda Adams' term/appointment will be ending soon.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Thetis Island Freedom of Information and Protection of Privacy (FOIPP) Bylaw No. 112 – RFD

Chair of the Thetis Island Local Trust Committee, Trustee Elliott, moved the motion as presented.

EC-2023-070

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 112, cited as "Thetis Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 112, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Mayne Island LTC Proposed Bylaw No. 192 (FOIPP) – RFD

EC-2023-071

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 192, cited as "Mayne Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 192, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

Addressed at 9:16 a.m. Executive Committee addressed all items under 7. Trust Council Meeting Preparation.

7.1 Executive

7.1.1 June Trust Council DRAFT 3-day Schedule

Vice-Chair Peterson stated he sent out emails to trustees who are not on a committee of Trust Council, to encourage interests of expression for the new Accessibility Committee.

Move item 7.6.1., Trustee Peterson re: Disposition of Delegations – Briefing to 7.7.5 New Business.

Refer to Elder Geraldine Manson's opening of Trust Council as a "Territorial Welcome".

Rename Wednesday's lunch event to "Community Field Trip – Carpool Lunch"

By general consent, forward as amended.

7.1.2 June Trust Council Quarterly - DRAFT Agenda Cover

By general consent, forward as amended from changes made to the 3-day schedule.

7.1.3 March 28, 2023, Trust Council Special Electronic DRAFT Meeting Minutes

By general consent, forward as presented.

7.1.4 Trust Council RWM Report

By general consent, forward as presented.

7.1.5 Trust Council FUAL List

CAO Hotsenpiller spoke to the Trust Council Follow-up Action List (FUAL) as needing some consideration by Council.

By general consent, forward as presented.

7.1.6 Chief Administrative Officer's Report

By general consent, forward as presented.

7.1.7 Overview of Strategic and Corporate Planning Projects – Briefing

By general consent, forward as presented.

7.1.8 SWOT and Strategic Planning Session Outline

By general consent, forward as presented.

7.1.9 Extension of the Strategic Plan and consideration of any new strategic planning projects – RFD

By general consent, forward as presented.

7.1.10 Governance Committee Chair's Report

By general consent, forward as presented.

7.1.11 Reconcili-Action - Session Outline

By general consent, forward as presented.

7.1.12 Election Administration - Islands Trust Conservancy Board

By general consent, forward as presented.

7.2 Planning Services

7.2.1 Planning Services Director's Report

By general consent, forward as presented.

7.2.2 Regional Planning Committee Work Program Report

By general consent, forward as presented.

7.3 Administrative Services

7.3.1 Administrative Services Director's Report

By general consent, forward as presented.

7.3.2 Financial Planning Committee Work Program Report

By general consent, forward as presented.

7.3.3 Draft March 31, 2023 Financial Results – RFD

By general consent, forward as presented.

7.4 Trust Area Services

7.4.1 Trust Area Services Director's Report

By general consent, forward as presented.

7.4.2 Trust Programs Committee Work Program Report

By general consent, forward as presented.

7.4.3 Census Infographics – Briefing

By general consent, forward as presented.

7.4.4 Annual Report – RFD

Executive Committee discussed the process/policy of how the Annual Report is created and approved suggesting that DLS Marlor review the process for streamlining.

By general consent, forward as presented.

7.4.5 Islands Trust Conservancy Report

By general consent, forward as presented.

7.5 Trustee Summary Reports

By general consent, all items under 7.5 were forwarded to Trust Council as presented.

7.5.1 BC Ferries - Ferry Advisory Committee (FAC) - Briefing

7.5.2 Gabriola FAC (Route 19) meeting with BC Ferries March 11, 2023

7.5.3 UBCM Housing Summit April 4-5, 2023

7.5.4 Association of Vancouver Island Coastal Communities Conference (AVICC) April 14-16, 2023

7.5.5 Rural Islands Economic Partnership (RIEP) Forum April 25 - 27, 2023

7.5.6 Baynes Sound/Lambert Channel Ecosystem Forum May 26, 2023

7.5.7 Shellfish Aquaculture Management Advisory Committee (SF AMAC) - April 27, 2023

7.6 Delegations

7.6.1 Trustee Peterson re: Disposition of Delegations – Briefing

Item 7.6.1 was moved to New Business as item 7.7.5.

7.6.2 Islands' Forest Stewards re: Governance and Forests

By general consent, forward as presented.

7.6.3 Cape Roger Curtis - No Camping – Petition

By general consent, redirect item 7.6.3 Cape Roger Curtis - No Camping – Petition to the July 12th Executive Committee meeting and advise the requestor.

7.7 New Business

By general consent, forward all items under 7.7 New Business to Trust Council as presented.

7.7.1 Trustee Gauvreau re: Islands Trust Referral process with Indigenous Communities - RFD

7.7.2 Trustee Boland re: Share view of Calendar of Trust Meetings with trustees - RFD

7.7.3 Trustee Boland re: Improved Information Access for Trustees - RFD

7.7.4 Trustee Boland re: request for September agenda item email dated June 6, 2023

7.7.5 Trustee Peterson re: Disposition of Delegations – Briefing

8. **EXECUTIVE COMMITTEE PROJECTS - None**

8.1 **Trust Council Initiated - None**

8.1.1 Executive - None

8.1.2 Trust Area Services - None

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

8.2 **Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 UBCM Minister Meeting Requests deadline June 30 – Briefing

Chair Luckham reviewed the briefing with Executive Committee.

Discussion ensued on requesting minister meetings during the Union of BC Municipalities (UBM) conference being held in Vancouver, September 18 to 22, 2023.

EC-2023-072

It was Moved and Seconded,

That Executive Committee request staff to arrange Union of British Columbia minister meetings with the Minister of Transportation and Infrastructure regarding BC Ferries protocol agreements and roads, Minister Kang regarding a review of the Islands Trust and the provincial funding formula and, the Minister of Indigenous Relations and Reconciliation with respect to protocol work at the Islands Trust.

CARRIED

8.2.2 Trust Area Services

8.2.2.1 Executive Committee (EC) / Islands Trust Conservancy (ITC) Liaison Meeting – Briefing

Chair Luckham noted he will not be able to attend the meeting in-person, only electronically.

Discussion ensued on the following:

- Islands Trust Conservancy Board's autonomy with regard to requests or direction coming from Trust Council.
- Suggested topics for the liaison agenda include, areas of responsibility, detailing how Trust Council and the Board work together to move forward with a provincial funding request.

By general consent, Executive Committee agreed to raise these discussion items at its next meeting.

- 8.2.3 Planning Services - None
- 8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Trust Council Policy 2.1.2 Standards of Conduct

Ask Council ask EC to take a look at this. Fit into the area of operations. EC could take this on.

Check out learning opportunities for Standards of Conduct.

EC-2023-073

It was Moved and Seconded,

THAT the Executive Committee request staff to review Section 5 (Review Process) of Trust Council Policy 2.1.2 Standards of Conduct and recommend revisions to implement an informal review process and enhance review process fairness following best practices, and that this be made a priority.

CARRIED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

None

9.2.2 Reimbursement for 2022/23 Saturna Booktalk event costs - RFD

Executive Committee discussed the request for decision as presented.

EC-2023-074

It was Moved and Seconded,

That Executive Committee request Trustee Middleton to present to Executive Committee a timeline and sequence of events regarding the \$850 for funding the Wetland Project.

CARRIED

9.3 Planning Services

9.3.1 Salt Spring Island LTC resolution regarding First Nations Interim Protocol Agreements – Briefing

Received for information.

9.3.2 Trustee Maude re: Public Notification Procedures Bylaw

Executive Committee discussed the current public notification procedures use by local trust committees.

EC-2023-075

It was Moved and Seconded,

That Executive Committee request staff to develop model bylaws with regards to public notice guidance, as a priority.

CARRIED

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

By general consent, forward items 10.1., P. Johnson re: Xwe'etay Lasqueti Archaeology Project and 10.3., San Juan County Council to David Eby re: Comments on the Draft Provincial Conditions for the Roberts Bank Terminal 2 Project letter dated June 7, 2023 to Trust Council's agenda package.

10.1 P. Johnson re: Xwe'etay Lasqueti Archaeology Project

10.2 F. Attorp re: Gulf Islands lose their protection

10.3 San Juan County Council to David Eby re: Comments on the Draft Provincial Conditions for the Roberts Bank Terminal 2 Project letter dated June 7, 2023

10.4 P. Brent re: Times Colonist Opinion letter dated June 8, 2023

10.5 M. Welman email dated June 12 re: Housing Editorial - Agenda Request - Salt Spring Solutions

Executive Committee noted that our "clippings services" circulate newspaper articles to trustees which are relevant to the interests of Islands Trust and chose not to forward items 10.2, 10.4, and 10.5 to Trust Council's agenda package as these articles have already been circulated.

11. WORK PROGRAM

11.1 Review and amendment of current work program - None

12. NEXT MEETING

The next Executive Committee meeting will be held in person, on June 27, 2023, on Gabriola Island, at The Haven, 240 Davis Rd.

13. CLOSED MEETING (scheduled)

At 10:23 a.m., the meeting was closed to the public.

EC-2023-076

It was Moved and Seconded,

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

CARRIED

At 11:06 a.m., the meeting was reopened to the public.

Executive Committee returned to items that were addressed out of sequence of the agenda as indicated.

14. ADJOURNMENT

By general consent, at 12:21 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

From: TC PAC Salish Sea Strategy / stratégie de la mer des Salish <PACSalishSeaStrategy-strategieDeLaMerDesSalish@tc.gc.ca>

Sent: Thursday, June 22, 2023 9:48 AM

Subject: Invitation to Connect with the Salish Sea Strategy

UNCLASSIFIED / NON CLASSIFIÉ

Hello,

Thank you for attending the Salish Sea Strategy Virtual Information Session on June 6, 2023.

The Salish Sea Strategy work is continuing, and we would greatly appreciate your input. Following the Info Session, we heard that bilateral meetings with Indigenous communities and groups was the preferred approach to involve interest groups in the Salish Sea Strategy.

If you are interested in setting up bilateral meetings or have any questions, please let us know by responding to this email by **Friday, June 30, 2023**, and we will reach out to arrange a future meeting date and time.

We look forward to hearing from you,

The OPP Salish Sea Strategy Team

From: Emergency_Management – Trans Mountain <Emergency_Management@transmountain.com>
Sent: Wednesday, June 14, 2023 4:40 PM
To: Emergency_Management – Trans Mountain <Emergency_Management@transmountain.com>
Cc: Trefanenko, Christine <Christine_Trefanenko@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 Indigenous communities, Potentially Affected Coastal Local Governments, and agencies on ongoing enhancements to its Emergency Management Program and is pleased to provide the attached updated *Fate and Behaviour of Bitumen Research Report* (Report), as per BC Environmental Assessment Certificate Condition 35.

<https://projects.eao.gov.bc.ca/api/public/document/6487989010a8460022868099/download/BC%20EAO%20Condition%2035%20Report%20June%202023%20%281%29.pdf>

In October 2022, Trans Mountain formally invited appropriate Indigenous groups, agencies, and Potentially Affected Coastal Local Governments to review and provide comment on the draft Report. A written explanation of how the views of the community or agency were considered and addressed, or why such views were not addressed, was provided directly to each group who submitted questions or feedback.

Condition 35 requires Trans Mountain to provide the final report to 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), Ministry of Energy, Mines & Low Carbon Innovation (EMLI), the BC Energy Regulator (BCER), and Potentially Affected Coastal Local Governments 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.

Should you have questions or wish to discuss the Condition 35 Report or other elements of the Emergency Management Program, please do not hesitate to reach out.

Sincerely,

Christine

Christine Trefanenko
Manager, Project Emergency Management

Trans Mountain Expansion Project
Toll Free: 1.866.514.6700 | E: info@transmountain.com | W: transmountain.com
Follow: @TransMtn



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We look forward to hearing from you,

The OPP Salish Sea Strategy Team

From: TC PAC Regional Hub / Hub Regional PAC (TC/TC) <TC.PACRegionalHub-hubregionalPAC.TC@tc.gc.ca>

Sent: Thursday, June 15, 2023 4:42 PM

Cc: Sz, Michelle (TC/TC) <michelle.sz@tc.gc.ca>

Subject: Invitation to Join the OPP Dialogue Forum's Advisory Panel

UNCLASSIFIED / NON CLASSIFIÉ

Hello,

Transport Canada is pleased to share that the next annual **Oceans Protection Plan (OPP) Dialogue Forum** will take place virtually from **November 1-3, 2023**. This will be our 12th Dialogue Forum to date and we anticipate upwards of 500 attendees at this year's event.

We (the Project Team) are responsible for developing the agenda and we are interested in **establishing an advisory panel** to receive input and advice from OPP participants. We hope that you, or a member of your team, will consider joining this advisory panel.

The Fall 2023 Forum's primary objective is to provide information on OPP initiatives, emphasizing linkages and advancing understanding among partners and stakeholders. With this objective in mind, the panel will:

- Include members from the various sectors that participate in OPP initiatives;
- Include a balance of Indigenous representation, as well as community and industry stakeholders;
- Act as a "sounding board" for development of the Forum agenda and to help ensure that it will achieve the Forum objectives; and
- Meet two or possibly three times in the months leading up to the event. Meetings are tentatively planned for July, September, and one closer to the event if needed. They will be held online and last about 60 minutes.

In July 2023 the Project Team will present committee members with a draft agenda outline for consideration and comment. Our goal is to have an advanced draft of the agenda completed by September 2023.

If you would like to be involved in the OPP Dialogue Forum's advisory panel, or have any follow-up questions, please connect with Michelle Sz, Program Policy Analyst, at michelle.sz@tc.gc.ca.

Thank you,
Amandeep

Amandeep Sangha
(she/her/elle)

Regional Director, Pacific Region | Directrice régionale, Région du Pacifique
Oceans Protection Plan Engagement | Engagement du plan de protection des océans
Transport Canada | Transports Canada Amandeep.Sangha@tc.gc.ca | Cell: (236) 339-0673

*I acknowledge the shared, ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam),
Sḵw̓x̓wú7mesh (Squamish), səlilwətał (Tsleil-Waututh) and kʷikʷəḷəm (Kwikwetlem) Nations
within which I work and live.*