



Executive Committee Agenda

Date: Wednesday, March 26, 2025

Time: 9:15 a.m.

Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of February 26, 2025	4 - 14
5.2 Draft Executive Committee Meeting Minutes of March 11, 2025	15 - 19
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	20 - 29
6.2 Local Trust Committee Chair Updates	
6.3 Islands Trust Conservancy Liaison Update	
7. BYLAWS FOR APPROVAL CONSIDERATION - None	
8. TRUST COUNCIL MEETING PREPARATION	
8.1 Roundtable Review of March 11-13 Trust Council Meeting - Discussion	

8.2	Executive	
8.2.1	March Trust Council Business Decision Highlights	30 - 30
	For review and approval to circulate to subscribers and post to the website.	
8.2.2	Trust Council Follow Up Action List	31 - 39
	Items added from March Trust Council meeting.	
8.3	Planning Services	
8.4	Financial and Employee Services	
8.5	Trust Area Services	
8.6	Legislative and Information Services	
9.	EXECUTIVE COMMITTEE PROJECTS	
9.1	Trust Council Initiated - None	
9.1.1	Executive	
9.1.2	Trust Area Services	
9.1.3	Planning Services	
9.1.4	Financial and Employee Services	
9.1.5	Legislative and Information Services	
9.2	Executive Committee Initiated	
9.2.1	Executive	
	9.2.1.1 2025 Association of Vancouver Island and Coastal Communities Convention - Discussion	
9.2.2	Trust Area Services	
	9.2.2.1 Islands Trust Property Tax Assessment Notice Insert for 2025/26 - Briefing	40 - 42
9.2.3	Planning Services	
9.2.4	Financial and Employee Services	
9.2.5	Legislative and Information Services	
10.	NEW BUSINESS	
10.1	Executive/Trust Council	
10.2	Trust Area Services	

10.2.1	LTC Chairs Report on Local Advocacy Topics	
10.2.2	Cross Border Task Force - Discussion	
10.3	Planning Services	
10.4	Financial and Employee Services	
10.5	Legislative and Information Services	
11.	CORRESPONDENCE (for information unless raised for action)	
11.1	2025-03-10 Islands Trust Conservancy Board - Letter to Stewart Brands	43 - 43
11.2	2025-03-11 W̱SÁNEĆ Leadership Council - Memorandum of Understanding between Islands Trust Council and the W̱SÁNEĆ Leadership Council	44 - 45
11.3	2025-03-13 M Boland - Legal costs and the proposed Trust Council Secretariat	46 - 46
11.4	2025-03-19 Trans Mountain - Condition 35 Fate and Behavior of Bitumen Research Report	47 - 82
11.5	2025-03-20 - Association of Vancouver Island Coastal Communities - Request for Participation	83 - 84
11.6	2025-03-20 Daajing Giids - Municipalities re Cannabis Retail Stores	85 - 87
12.	WORK PROGRAM	
12.1	Review and amendment of current work program	88 - 90
13.	NEXT MEETING	
	The next Executive Committee meeting is scheduled to take place electronically on April 23, 2025 at 9:15 a.m.	
14.	CLOSED MEETING (if applicable)	
15.	ADJOURNMENT	



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, February 26, 2025

Location: Islands Trust - Victoria
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
Timothy Peterson, Vice-Chair, Lasqueti Trustee (electronic attendance)

Staff Present: Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Financial and Employee Services (electronic attendance)
Warren Dingman, Manager of Bylaw Compliance and Enforcement
Jason Youmans, Senior Policy Advisory
Alexandra Trifonidis, Executive Coordinator/Recorder (electronic attendance)

Members of the Public Present: 15 members of the public in attendance (8 electronic attendees)

1. CALL TO ORDER

The meeting was called to order at 9:17 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

Trustees and staff acknowledged Pink Shirt Day, which aims to raise awareness about bullying in schools.

The Director of Trust Area Services stated that for a portion of the meeting the Senior Policy Advisor will be stepping in for her in her absence.

Committee members confirmed they have reviewed all correspondence received after the publication of the agenda (late correspondence) regarding item 8.2 on the agenda.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- 9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham rose and report that the meeting minutes of January 15, 2025 were adopted at the February 5, 2025, in-camera meeting.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of February 5, 2025

By general consent the Executive Committee minutes of February 5, 2025 were adopted presented.

6. DELEGATION AND PUBLIC COMMENT PERIOD

6.1 Julian Clark - Lady Minto Hospital Foundation

The delegation spoke to the following items:

- Threatened health care services on Salt Spring Island due to lack of health care workers arising from affordable housing issues.
- Lady Minto Hospital Foundation funding initiatives and housing projects for health care workers.
- Historical rezoning information regarding 101 Bittancourt Road.
- Concerns raised in an Islands Trust staff report regarding the rezoning.
- 101 Bittancourt Road property project plans and vegetation.
- Length of the project.
- Salt Spring Island Official Community Plan.
- Community support.

Following the delegation period, members of the public were offered an opportunity to speak.

Trustee Patrick spoke as a member of the Salt Spring Local Trust Committee, sharing historical information regarding the rezoning process. Further comments were made on how the Salt Spring Island trustees had reviewed the objectives and policies of the Official Community Plan, in determining their conclusion. Issues such as external referrals, First Nations relationship building, the length of the project, and lack of protocols and agreements were also raised.

Member of the public, Jenny McClean, implored the Committee to retain the Housing Agreement and to consider all demographics, emphasizing the importance of protecting the range of workers when making their decision.

Member of the public, Maxine Leichter, spoke in favour of supporting the Bylaw. She advised the Committee that no concerns had been expressed from the community at Salt Spring Island Local Trust Committee meetings to date, as she monitors them closely.

Susan Close, an 18-year resident of Salt Spring Island and a member of the public, spoke about the incredible work of the Lady Minto Hospital Foundation. She noted the strong financial community support the foundation receives annually and urged the Committee not to add barriers to the process that could hinder progress.

The Committee addressed item 8.2 next on the agenda.

**8.2 Salt Spring Island Local Trust Committee - Proposed Bylaw No. 542
- PLRZ20240251,101 Bittancourt Rd - Request For Decision**

EC-2025-021

It was MOVED and SECONDED,

that Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 542, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2025" in accordance with Section 27 of the *Islands Trust Act*.

The Committee made the following comments:

- The strong need for this type of housing within the community for all demographics of healthcare workers had been considered.
- It is the Executive Committee's responsibility to ensure that the Bylaw aligns with the Policy Statement Amendment.
- The overall shortage of healthcare workers across the country was acknowledged.
- The work of healthcare foundations was recognized as a valuable asset to communities.

CARRIED

The Committee paused the meeting while the members of the public left the meeting room.

The Committee resumed at item 7 on the agenda.

7. FOLLOW UP ACTION LIST AND UPDATES

7.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and Directors provided their area reports.

The Committee suggested staff amend the Follow Up Action List target dates as they pass.

The Chief Administrative Officer offered to discuss item 4 with the Director of Legislative Services and report back at an upcoming Executive Committee meeting.

7.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

7.3 Islands Trust Conservancy Liaison Update

The next Islands Trust Conservancy Board meeting will be held in-person at the Islands Trust office in Victoria on March 18th.

The Committee recessed for break at 10:47 a.m. and resumed at 11:00 a.m.

8. BYLAWS FOR APPROVAL CONSIDERATION

8.1 Salt Spring Island Local Trust Committee Proposed Bylaw No. 540 - Repeal of Housing Agreement Bylaw - Request For Decision

Director of Planning Services introduced the Request for Decision.

EC-2025-022

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 540, cited as "Salt Spring Island Housing Repeal Bylaw No. 540, 2024" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

9. TRUST COUNCIL MEETING PREPARATION

The Chief Administrative Officer introduced items 9.1.1 – 9.1.4 sharing with the Committee that there are few but substantive items on the agenda that will take up discussion time.

9.1 Executive

9.1.1 Additional Executive Committee Meeting Post Trust Council - Discussion

EC-2025-023

It was MOVED and SECONDED,

that Executive Committee request staff schedule a special meeting in-person at the Dorchester Hotel on March 13, 2025 immediately following Trust Council, to convene with new members.

CARRIED

9.1.2 Trust Council Continuous Learning Plan - Request For Decision

By general consent Executive Committee forwarded the Trust Council Continuous Learning Plan - Request For Decision to Trust Council as presented.

9.1.3 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision

By general consent Executive Committee forwarded the Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision to Trust Council as presented.

9.1.4 Chief Administrative Officer Hiring/Select Committee - Briefing

Discussion ensued on whether this document was meant to be included on the Trust Council agenda or intended to be a verbal report.

The Committee deferred the item to later in the agenda.

9.2 Planning Services

9.2.1 Bylaw Enforcement Statistical Reports - Briefing

By general consent Executive Committee forwarded the Bylaw Enforcement Statistical Reports - Briefing to Trust Council as presented.

9.2.2 Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing

Discussion ensued on:

- what location on the Trust Council agenda the Briefing would be included;
- the decision of the Salt Spring Island Local Trust Committee to bring the Briefing and associated materials forward to Trust Council;
- the incomplete documentation provided on the agenda and the previous request to include the Workplan attachment provided to the Salt Spring Island Local Trust Committee at their December 12th meeting; and
- whether the document is ready to be forwarded to Trust Council.

The Committee asked staff to amend the Briefing's title and recommendation section during the break before the Committee decides whether the document will travel to Trust Council.

The Committee deferred the item until after the lunch break.

The Committee resumed discussion of previously deferred item 9.1.4.

9.1.4 Chief Administrative Officer Hiring/Select Committee - Briefing

Vice-Chair Elliott informed the Committee that she received a response from Trustee Patrick who indicated that the report was intended to be provided verbally.

By general consent Executive Committee recommended that staff include an item under the Islands Trust Active Priorities Chart item that a report from the Chief Administrative Officer Hiring Committee be included as an additional bullet item as a verbal report.

9.3 Financial and Employee Services - None

9.4 Trust Area Services

9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

Vice-Chair Elliott addressed the item, acknowledging the slow progress in advancing the Policy Statement work during the recent Committee of the Whole meetings, the substantial volume of work remaining, the low attendance at the meetings, and the overall process.

The Committee discussed meeting participation and how to move forward with the project.

Concerns were expressed on the ability to complete the project before the end of the term.

Trustee Patrick entered the room and confirmed that she intended the Chief Administrative Officer Hiring Committee report to be spoken to verbally and not included in the agenda materials.

The Committee resumed discussion of previously deferred item 9.2.2.

9.2.2 Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing

Discussion resumed on whether this Briefing was ready to travel to Trust Council as is.

The Chief Administrative Officer suggested to place the briefing as an addition to the Strategic Plan item on the agenda.

By general consent Executive Committee forwarded the Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review - Briefing to Trust Council as presented as part of the item 7.2.2 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Core Elements - Request For Decision, adding supporting material item 15.1 from the Salt Spring Island Local Trust Committee meeting agenda of December 12, 2024.

The Committee resumed discussion of previously deferred item 9.4.1.

9.4.1 Policy Statement Amendment Project Process Opportunities - Discussion

Discussion continued on the following:

- Lack of participation at Committee of the Whole meetings
- Trustees conducting word smithing exercises instead of broad policy talk
- Additional work load for trustees
- Volume of work to be done before June
- Priorities
- Dedicating Resources
- Chairing

The Committee recessed for lunch at 12:18 p.m. and reconvened at 12:56 p.m.

9.5 Legislative and Information Services

9.5.1 Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision

By general consent Executive Committee forward the Ratification of Appointment of Trustee Fast to Financial Planning Committee (FPC) - Request For Decision to Trust Council as presented.

9.6 Draft March Trust Council 3-day Schedule

By general consent Executive Committee forwarded item 9.6 to Trust Council as presented.

9.7 Draft March Trust Council Agenda

Corresponding items and content to be found in Appendix 1.

The Committee reviewed the Draft March Trust Council Agenda addressing the Engagement / Collaboration items as follows:

6. ENGAGEMENT / COLLABORATION

6.1 Delegations

6.1.1 North Salt Spring Water Works District

The Committee questioned the Trust Area relevancy of the delegation material.

Staff confirmed that the North Salt Spring Waterworks District is seeking support for additional Islands Trust staff on Salt Spring Island.

EC-2025-024

It was MOVED and SECONDED, that the delegation from the North Salt Spring Waterworks District be declined, and Executive Committee request the delegate to make a presentation in June with a federation interest.

CARRIED

6.1.2 Eric March

By general consent Executive Committee forwarded item 6.1.2 to Trust Council as presented.

By general consent Executive Committee forwarded the Draft March Trust Council Agenda to Trust Council, as amended.

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

- 10.1.1 Executive - None
- 10.1.2 Trust Area Services - None
- 10.1.3 Planning Services - None
- 10.1.4 Financial and Employee Services - None
- 10.1.5 Legislative and Information Services

10.1.5.1 Appointment of Treasurer - Request For Decision

EC-2025-025

It was MOVED and SECONDED,

that the Executive Committee appoint Director of Financial and Employee Services, Julia Mobbs to the office of Treasurer.

CARRIED

10.2 Executive Committee Initiated

- 10.2.1 Executive - None
- 10.2.2 Trust Area Services - None
- 10.2.3 Planning Services

10.2.3.1 Crown Tenure Application Referrals – Briefing

The Director of Planning Services presented the Briefing.

The Committee discussed requesting staff to provide further information on the implications outlined in the Briefing, as well as the process and format through which the local trust committees receive the information.

Staff provided background on item 8 noting it was assigned to the Trust Programs Committee in 2014 and has not been a priority since 2022 due to the focus on the Policy Statement Amend Project.

EC-2025-026

It was MOVED and SECONDED,

that Executive Committee request staff provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals – Briefing.

CARRIED

- 10.2.4 Financial and Employee Services - None
- 10.2.5 Legislative and Information Services - None

11. NEW BUSINESS

11.1 Executive/Trust Council - None

11.2 Trust Area Services

11.2.1 Advocacy Regarding Crown Land Tenure Application - Request For Decision

Director of Trust Area Services introduced the Request for Decision.

EC-2025-027

It was MOVED and SECONDED,

that Executive Committee request staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.

CARRIED

11.2.2 LTC Chairs Report on Local Advocacy Topics

It was reported that the Thetis Island Local Trust Committee had been informed that the Ministry of Water, Land, and Resources Stewardship had approved a shellfish tenure, despite the Local Trust Committee's decision to deny the application.

11.3 Planning Services - None

11.4 Financial and Employee Services

11.4.1 Enhanced Mental Health Supports Coverage - Discussion

Vice-Chair Peterson spoke to the item.

Staff provided new information on plan details with regards to enhancing the benefits trustees receive annually.

EC-2025-028

It was MOVED and SECONDED,

that Executive Committee request staff to report back on options and costs for additional mental health and benefits for trustees.

CARRIED

11.5 Legislative and Information Services - None

12. CORRESPONDENCE (for information unless raised for action)

12.1 2025-01-22 T Elliott - For consideration in March Trust Council agenda preparation

The Committee discussed where to place the Trust Council follow up action list agenda item on Trust Council meeting agendas, acknowledging that the item takes up a lot of time at Trust Council meetings.

12.2 2025-02-04 J Bowers - Upcoming Islands Trust Budget for 2025 - 2026

DRAFT

The writer has asked this piece of correspondence be addressed to Trust Council in addition to the North Pender Trustees.

By general consent Executive Committee requested item 12.2 be forwarded to trustees by email.

12.3 2025-02-12 Gabriola Island Chamber of Commerce - Concern Regarding Location of Next Quarterly Meeting

Trustees spoke to how often Trust Council has held meetings on Gabriola Island.

By general consent Executive Committee requested item 12.3 be forwarded to trustees by email.

12.4 2025-02-12 Association of Vancouver Island Coastal Communities Convention Brochure 2025

By general consent item 12.4 was received for information.

12.5 2025-02-17 E March - Rezoning of 101 Bittancourt Rd Salt Spring Island

By general consent Executive Committee requested item 12.5 be forwarded to Salt Spring Island trustees along with all other correspondence received on the topic.

13. WORK PROGRAM

13.1 Review and amendment of current work program

By general consent Executive Committee forwarded their work program as presented to Trust Council.

14. NEXT MEETING

The next Executive Committee meeting will take place on March 11th at 10:00 a.m. at the Dorchester Hotel in Nanaimo.

15. CLOSED MEETING

EC-2025-029

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to labour relations or other employee relations, litigation or potential litigation affecting the Islands Trust and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 2:18 p.m. and reopened at 3:20 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 3:20 p.m.

DRAFT

Peter Luckham, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.



Executive Committee

Minutes of a Regular Meeting

Date: Tuesday, March 11, 2025
Location: Best Western Dorchester Hotel
70 Church Street, Nanaimo, BC

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

Staff Present: Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Julia Mobbs, Director, Financial and Employee Services

Member(s) of the Public Present: One member of the public was in attendance.

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Snuneymuxw First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda was presented for consideration:

- New item 10.6 Trustee Attendance at Dust 'n Bones Screening

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham rose and report that at their February 26, 2025 in-camera meeting, Executive Committee adopted the Executive Committee in-camera meeting minutes of

February 5th and forwarded in-camera meeting materials to the March Trust Council in-camera agenda.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of February 26, 2025

The draft Executive Committee meeting minutes of February 26, 2025 were not ready for inclusion at the time of agenda circulation.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list.

6.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

6.3 Islands Trust Conservancy Liaison Update

Nothing to report.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Lasqueti Island Local Trust Committee Bylaw No. 104 - Request For Decision

EC-2025-030

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 104, cited as “Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION - None

8.1 Executive

8.2 Planning Services

8.3 Financial and Employee Services

8.4 Trust Area Services

8.5 Legislative and Information Services

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated - None

9.1.1 Executive

9.1.2 Trust Area Services

9.1.3 Planning Services

9.1.4 Financial and Employee Services

9.1.5 Legislative and Information Services

9.2 Executive Committee Initiated

9.2.1 Executive - None

9.2.2 Trust Area Services - None

9.2.3 Planning Services - None

9.2.4 Financial and Employee Services

9.2.4.1 Enhancing Elected Officials Mental Health Benefits – BRF

Director of Employee and Financial Services presented the briefing.

EC-2025-031

It was MOVED and SECONDED,

that the Enhancing Elected Officials Mental Health Benefits briefing be circulated to trustees for consideration in the budget session at Trust Council.

CARRIED

9.2.5 Legislative and Information Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council - None

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Elliott reported that the Thetis Island Local Trust Committee and Islands Trust staff are working on a response to the province regarding their approval of an aquaculture license.

Staff will be bringing forward information to the April 1st Thetis Island Local Trust Committee meeting.

10.3 Planning Services - None

10.4 Financial and Employee Services - None

10.5 Legislative and Information Services - None

10.6 Trustee Attendance at Dust ‘n Bones Screening

Vice-Chair Peterson presented a request to extend an invitation to all trustees to be able to attend the Dust ‘n Bones screening on Lasqueti Island on March 29, 2025, with costs of travel using funds from the Reconciliation budget.

Vice-Chair Peterson to send an email and ask trustees who are interested to let Executive Committee know and then Executive Committee can make a decision at their meeting on March 13, 2025 regarding allocating funding.

11. CORRESPONDENCE (for information unless raised for action)

11.1 2025-02-22 A Ett - Bittancourt rezoning

- 11.2 2025-02-22 C Fernandes - Fwd- Sea Breeze Hotel Re Zoning SUPPORT this Rezoning
- 11.3 2025-02-22 D Fernandes - Sea Breeze Hotel Re Zoning SUPPORT this Rezoning
- 11.4 2025-02-22 D Milton - Hospital Housing
- 11.5 2025-02-22 G Proctor - Bittancourt Rezoning
- 11.6 2025-02-22 J Cowhig - Support for approval for Lady Minto Housing from a long-time resident of SSI
- 11.7 2025-02-22 J Cunningham - Bittancourt-Seabreeze property - salt spring island
- 11.8 2025-02-22 P Grove - Bittancourt-Seabreeze property
- 11.9 2025-02-23 D Carlson - Lady Minto Housing
- 11.10 2025-02-23 D Hill - Dire need for medical personnel housing
- 11.11 2025-02-23 D James - Bittancourt-Seabreeze
- 11.12 2025-02-23 M Kastle - Support for rezoning Seabreeze Inn
- 11.13 2025-02-23 R Jones - housing for health care workers
- 11.14 2025-02-23 W Wettstein - Bittancourt-Seabreeze Rezoning
- 11.15 2025-02-24 C Johnson - Bittancourt Staff housing project
- 11.16 2025-02-24 Island Health - Island Health support for rezoning request
- 11.17 2025-02-24 J Wilson - Urgent Support for Rezoning – Healthcare Worker Housing
- 11.18 2025-02-24 W Stewart - Rezoning of the Sea Breeze Inn site on Salt Spring
- 11.19 2025-02-25 C Henriquez - Re housing for the hospital
- 11.20 2025-02-25 D Hall - Bittancourt-Seabreeze redevelopment
- 11.21 2025-02-25 H Procter - Seabreeze
- 11.22 2025-02-25 J McClean - Application for the rezoning of the former Seabreeze Inn at 101 Bittancourt Road, SSI
- 11.23 2025-02-25 T Stafford - Rezoning of property for Lady Minto housing
- 11.24 2025-02-26 A Smith - Proposed Bylaw No. 542 – PLRZ20240251, 101 Bittancourt Rd

By general consent correspondence items 11.1 to 11.24 were received for information.

- 11.25 2025-02-27 S Brands - The Act and Mandate

By general consent correspondence item 11.25 was received for information.

- 11.26 2025-03-07 North Salt Spring Water Works District - Request to Islands Trust Council for Increased Staff Resources on Salt Spring Island

By general consent correspondence item 11.26 to be forwarded to Trust Council by email for their information.

12. WORK PROGRAM

- 12.1 Review and amendment of current work program

The Chief Administrative Officer reported that staff have sent a letter to the minister requesting a follow-up meeting on the provincial request for review.

13. NEXT MEETING

DRAFT

The next Executive Committee meeting is scheduled to take place in-person on March 13th at the Dorchester Hotel in Nanaimo following the Trust Council meeting.

14. CLOSED MEETING (if applicable)

No closed meeting was held.

15. ADJOURNMENT

By general consent the meeting adjourned at 10:35 a.m.

Peter Luckham, Chair

CERTIFIED CORRECT:

David Marlor, Director Legislative and Information Services, and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
75%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 31-Mar-2025	In Progress
50%	2 Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
100%	3 Staff to administer the Continuous Learning Plan survey to Trustees before the end of January, and that the results inform an updated Continuous Learning Plan for approval at the March 2025 Trust Council meeting.	Rueben Bronee	Meeting: 15-Jan-2025 Target: 15-Mar-2025	Completed
100%	4 Staff to forward correspondence item 2025-02-17 E March - Rezoning of 101 Bittancourt Rd Salt Spring Island to Salt Spring Island trustees along with all other late correspondence items received on the same topic.	Rueben Bronee	Meeting: 26-Feb-2025 Target: 14-Mar-2025	Completed
100%	5 Staff to forward correspondence item 2025-03-07 North Salt Spring Water Works District - Request to Islands Trust Council for Increased Staff Resources on Salt Spring Island to trustees by email.	Rueben Bronee	Meeting: 11-Mar-2025 Target: 11-Mar-2025	Completed

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 10-Jun-2025	In Progress
50%	3 Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
0%	4 Staff to add a discussion on minute taking standards for Committee of the Whole minutes to a future Trust Council agenda.	David Marlor	Meeting: 30-Oct-2024 Target: 17-Jun-2025	In Progress
0%	5 Trust Council Direction: Staff to schedule a facilitated session focusing on Trustee conduct and tools at Council and chair responsibilities during Council sessions and Standing Committees.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	<p>6 Trust Council Direction: Staff to return to Trust Council with a draft bylaw to amend Trust Council's Meeting Procedure Bylaw 101 that:</p> <p>I. Requires delegations to specify the action they are asking of Trust Council;</p> <p>II. Establishes that any Trust Council direction in relation to disposition of delegations will allow time for staff to provide advice;</p> <p>III. If time is of the essence, Trust Council's direction in relation to disposition of delegations will delegate a response to the Executive Committee or the Trust Council Chair;</p> <p>IV. Establishes approval authority for receipt of delegation and establishes a different deadline for receipt of delegations for matters on the agenda, and such a deadline would need to be after the release of the agenda outline to the public and before the start of the Trust Council meeting;</p> <p>V. Establishes a maximum number of delegations per meeting and/or time limit for all delegations to maintain the integrity of the published agenda; and</p> <p>VI. Provides clear criteria for rejection of delegations, with a clear appeal process to Trust Council and 2/3 majority vote required of Trust Council to approve a rejected delegation.</p>	David Marlor	<p>Meeting: 05-Dec-2024</p> <p>Target: 11-Mar-2025</p>	In Progress
0%	<p>7 Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.</p>	David Marlor	<p>Meeting: 15-Jan-2025</p> <p>Target: 18-Feb-2025</p>	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	<p>8 Staff to provide a strategy for providing training to trustees and chairs on respectful meetings, conduct and effective governance communications that includes:</p> <ul style="list-style-type: none"> - two half-day on-line training sessions for Executive Committee, Islands Trust Conservancy Board chairs and council committee chairs to occur before June Trust Council 2025 - one half day in-person training session for Trust Council or at June Trust Council meeting quarterly - a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints. 	David Marlor	Meeting: 05-Feb-2025 Target: 27-May-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
0%	2 Staff to provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals - Briefing.	Clare Frater Robert Kojima Stefan Cermak	Meeting: 26-Feb-2025 Target: 15-Apr-2025	In Progress
100%	3 Staff to inform the Lasqueti Island Local Trust Committee that Executive Committee approved Lasqueti Island Local Trust Committee Bylaw No. 104, cited as "Lasqueti Island Land Use Bylaw No. 78, 2005, Amendment No. 2, 2024" in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 11-Mar-2025 Target: 13-Mar-2025	Completed

Follow Up Action Report

Executive Committee

Director, Administrative Services

Progress	Activity		Responsibility	Dates	Status
0%	1	Review Islands Trust Policy 6.5.2 Budget Control and Adjustment 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	Meeting: 21-Oct-2020 Target: 14-May-2025	In Progress
100%	2	Staff to forward via email the briefing Enhancing Elected Officials Mental Health Benefits to trustees for consideration in the budget session at Trust Council.	Julia Mobbs	Meeting: 11-Mar-2025 Target: 11-Mar-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2025	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
75%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 26-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	5 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 10-Jun-2025	In Progress
15%	6 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	Clare Frater	Meeting: 05-Jun-2024 Target: 01-Jun-2025	In Progress
25%	7 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Jul-2025	In Progress
10%	8 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 30-Jun-2025	In Progress
0%	9 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Mar-2025	In Progress
0%	10 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater	Meeting: 18-Jun-2024 Target: 30-Jun-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Staff to work with the Chair to write a thank you letter to San Juan County in regards to correspondence received on the Dec 18th Executive Committee agenda titled: J Fuller - San Juan County Follow-up from Joint Meeting.	Clare Frater	Meeting: 18-Dec-2024 Target: 28-Feb-2025	In Progress
0%	12 Committee of the Whole Direction: Staff to bring back options for the draft Policy Statement: - to explain housing diversity; - some policy options that encourage alternative approaches to rural residential density; - some policy options that encourage alternative types and forms of buildings to the traditional wood-frame; - clustering residential development in appropriate locations; - potential for flexibility in housing agreements; and - to provide advisory policy options and analysis that supports consideration of downzoning for development that is not in the best interest of community	Clare Frater	Meeting: 06-Feb-2025 Target: 18-Feb-2025	In Progress
100%	13 Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a \$20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 27-May-2025	In Progress
0%	14 Staff to provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals - Briefing.	Clare Frater Robert Kojima Stefan Cermak	Meeting: 26-Feb-2025 Target: 15-Apr-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	15 Staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.	Clare Frater	Meeting: 26-Feb-2025 Target: 06-May-2025	In Progress

Regional Planning Manager

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals - Briefing.	Clare Frater Robert Kojima Stefan Cermak	Meeting: 26-Feb-2025 Target: 15-Apr-2025	In Progress



Islands Trust Council Highlights March 11-13, 2025

The following is a list of [agenda](#) highlights of Trust Council's activities and decisions from its March 11-13, 2025 quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its June 17-19 meeting being held in-person on Salt Spring Island, B.C.

Islands Trust Council Elects New Chair

Trust Council held an election on its first day of the March Trust Council meeting, electing Salt Spring Island Trustee Patrick as the new Chair of Islands Trust Council for the remainder of the 2022-2026 term.

Islands Trust 2025-2028 Strategic Plan Approved

Trust Council approved the Islands Trust 2025-2028 Strategic Plan and prioritized the five following items:

- implementation of Islands Trust Policy Statement Amendment Project (Islands 2050);
- development of a corporate planning process;
- review, and implementation of accepted recommendations, of the 2022 Governance Review Report; and
- action on the Province's response to Trust Council's request for a provincial review of Islands Trust Act.

Policy Statement Amendment Project

It was decided that the Trust Programs Committee will take over the Policy Statement Amendment Project before it is brought to Trust Council for proposed First Reading at June's Trust Council meeting.

2025/26 Budget Approval

Trust Council approved its 2025/26 budget which supports \$11.2M in planned spending. The approved budget will see an average 5.8% general tax increase to local trust area property owners.

Trust Council Bylaw 197

Trust Council approved Bylaw 197, Local Trust Committee Meetings Procedures Bylaw, 2024, to bring efficiency to administrative procedures associated with local trust committee meetings by setting a consistent corporate standard.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
0%	1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
50%	2 Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 17-Jun-2025	In Progress
0%	3 Staff to schedule a Committee of the Whole meeting for Trust Council to discuss the September Meeting Conduct.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 01-Jun-2025	In Progress
31%	4 Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 28-Mar-2025	In Progress
50%	5 Staff to schedule a Committee of the Whole meeting for Trust Council to clarify its interpretation of unique amenities from Trust Council's discussion of September, 2023, in light of the updated legal opinion received.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Apr-2025	In Progress
50%	6 Staff to schedule a Committee of the Whole meeting for Trust Council to review the 2022 Governance Review supported by analysis and recommendations by the Governance Committee, and staff, by no later than June, 2025.	Rueben Bronee	Meeting: 04-Dec-2024 Target: 01-Jun-2025	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
49%	7 Staff to set one of the upcoming bi-weekly Committee of the Whole meetings solely to discuss the draft Code of Conduct.	Rueben Bronee	Meeting: 05-Dec-2024 Target: 01-Jun-2025	In Progress
75%	8 Staff to mark the following items on the April 2025-November 2026 Strategic Plan as the highest priority: 1.1.1 the Islands Trust Policy Statement 1.2.1 a corporate planning process 1.2.3 revising bylaw enforcement practices and decisions 1.2.5 the review and implementation of accepted recommendations of the 2022 Governance Report 1.3.3 act on the province's response to the Request for a Provincial Review	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	In Progress
100%	9 Staff to combine the following key initiatives in the strategic plan to read as follows: 1.3.1 advance the following requests to the province and develop advocacy and education strategies to support these a) the provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and b) request for increased Provincial funding.	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	In Progress
100%	10 Staff to amend the draft Islands Trust Strategic Plan 2025-28 by replacing the text in item 1.2.3 with "Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence."	Rueben Bronee	Meeting: 12-Mar-2025 Target: 27-May-2025	In Progress
0%	11 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
49%	12 Staff to assist Trust Council Chair in calling for expressions of interest from trustees to join Trust Programs Committee to complete the Policy Statement work. (In Progress) And request the Chair of Trust Council to make appointments for ratification by Trust Council as soon as possible.	Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-Mar-2025	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with Governance Committee and budget request for 2025.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2025	In Progress
52%	2 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw.	David Marlor	Meeting: 07-Dec-2023 Target: 11-Mar-2025	In Progress
0%	3 Staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by January, 2025.	David Marlor Stefan Cermak	Meeting: 20-Jun-2024 Target: 11-Mar-2025	In Progress
50%	4 Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. *IS HelpDesk ticket sent in October 2, 2024	David Marlor	Meeting: 24-Sep-2024 Target: 13-Nov-2024	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	5 Staff to amend Bylaw No. 197 to read as follows for Item 29: 29. In the event of a delegation presenting a petition, the petition shall contain a petitioner's full name, residential address, telephone number, and a signature or valid email address. (Note: an email address may only be associated with one signatory).	David Marlor	Meeting: 12-Mar-2025 Target: 15-Apr-2025	In Progress
0%	6 Staff to amend Bylaw No. 197 by adding the words "but other subjects may be permitted by majority vote of the Local Trust Committee" after the words "local trust committee" to Item 43.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress
0%	7 Staff to amend Bylaw No. 197 by changing the word "three" to the word "two" in paragraph 48.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress
0%	8 Staff to bring Bylaw No. 197 for adoption at the June 2025 Trust Council meeting.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress
0%	9 Staff to inform the Accessibility Committee that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.	David Marlor	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2024	In Progress
49%	2 Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 31-Mar-2025	In Progress
0%	3 Staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by January, 2025.	David Marlor Stefan Cermak	Meeting: 20-Jun-2024 Target: 11-Mar-2025	In Progress
25%	4 Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 30-Sep-2025	In Progress
79%	5 Staff to implement the Islands Trust Housing Action Plan into the 2025-2028 Strategic Plan, and prioritize implementation of Actions 23, 24 and 26, with a focus on enabling Tiny Homes On Wheels in the Trust Area. (RPC resolution 2024-020)	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to clarify Trust Council's jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.	Stefan Cermak	Meeting: 11-Mar-2025 Target: 18-Aug-2025	In Progress
0%	7 Staff to advise Trust Council regarding a memorandum of understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.	Stefan Cermak	Meeting: 13-Mar-2025 Target: 01-Aug-2025	In Progress

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to amend the budget to reflect Trust Council increasing the 2025/26 budget for Trust Council meetings by \$67,500 to provide funding for four in-person Trust council meetings.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 31-Mar-2025	In Progress
100%	2 Staff to return with an updated financial plan bylaw for Trust Councils consideration.	Julia Mobbs	Meeting: 12-Mar-2025 Target: 13-Mar-2025	Completed
0%	3 Staff to forward the Islands Trust Council Bylaw 201, cited as the "Islands Trust Council Financial Plan Bylaw 2025-2026", and the Islands Trust Council Bylaw 202, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2025-2026", to the Minister of Municipal Affairs for approval consideration.	Julia Mobbs	Meeting: 13-Mar-2025 Target: 31-Mar-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
64%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2 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: 31-Mar-2025	In Progress
0%	3 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 01-Jun-2025	In Progress
0%	4 Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress
100%	5 Staff to advise the Trust Programs Committee that Trust Council assigned the remainder of the Policy Statement work to Trust Programs Committee.	Clare Frater	Meeting: 12-Mar-2025 Target: 14-Mar-2025	Completed
0%	6 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity		Responsibility	Dates	Status
0%	7	Staff to report the number of attendees at each of the stewardship educational webinar since February, 2025 when the report was written.	Clare Frater	Meeting: 13-Mar-2025 Target: 27-May-2025	In Progress
100%	8	Staff to inform the Islands Trust Conservancy that Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).	Clare Frater	Meeting: 13-Mar-2025 Target: 31-Mar-2025	Completed

BRIEFING

To:	Executive Committee	For the Meeting of:	March 26, 2025
From:	Trust Area Services	Date Prepared:	March 20, 2025
SUBJECT:	ISLANDS TRUST PROPERTY TAX ASSESSMENT NOTICE INSERT FOR 2025/26		

PURPOSE: To seek feedback on a draft revised Islands Trust property tax assessment notice insert for 2025/6.

BACKGROUND:

In August 2019, Islands Trust learned that Islands Trust was eligible to include a Rural Tax Notice Insert in the mailing of Rural Property Tax Notices by the Ministry of Finance, with the mailing costs paid by the Ministry of Finance. The Islands Trust sent its first Rural Tax Notice Insert to local trust areas in 2021, and continues to do so on an annual basis.

A finalized tax notice insert must be submitted to the Province by April 1st each year. The notice will be printed on white legal sized paper in greyscale.

The notice provides general information about the Islands Trust and basic budget information.

Staff provided the 2025/26 property tax insert notices to Financial Planning Committee for feedback in October 2024. The attached revised draft incorporates that suggestion along with updated budget information.

The rural property tax notice insert is for local trust areas only. A tax notice insert for Bowen Island has not been requested by Financial Planning Committee/Executive Committee at this time, however, Bowen Island Municipality staff have offered to make space available on the Bowen Island Municipality tax notice for Islands Trust content. This content will be presented to Executive Committee at a later date.

ATTACHMENT(S):

1. DRAFT revised tax notice insert for 2025/26.

FOLLOW-UP: The project is already underway. Staff will integrate feedback received and send to the graphic designer for revisions. Staff will then send to provincial staff before the April 1 deadline.

Prepared By: Morgana van Niekerk, Communications Specialist, March 20, 2025

Reviewed By/Date: Clare Frater, Director, Trust Area Services, March 20, 2025

The Islands Trust Area is located within the treaty and territorial lands and waters of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scə́wəθən, sə́lilwətał, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth, STÁUTW, Stz'uminus, ɬaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁŁŁP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations.

Islands Trust



The Islands Trust is a special-purpose government mandated to **preserve and protect** over 450 islands and surrounding waters in the Salish Sea.

The Islands Trust Area is the homeland of many Coast Salish Peoples who have called this region home since time immemorial. Covering 5,200 square kilometres of land and water in the Salish Sea, the Trust Area has over 30,000 residents and 10,000 non-resident property owners. The region features spectacular beauty, extensive archaeological and culturally significant sites, and habitats for an exceptional variety of species.

Governance

The 26 member Islands Trust Council is comprised of two elected trustees from each local trust area (except the Ballenas-Winchelsea Local Trust Area) and two trustees from Bowen Island Municipality. Local land-use planning decisions are made by local trust committees with the exception of Bowen Island, which voted to become an island municipality. Local trust committees are comprised of two locally elected trustees and an appointed chair. All decisions made must be consistent with the Islands Trust's legislated mandate to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and British Columbia generally. The Islands Trust Conservancy is governed by a board comprised of three elected trustees and three trustees appointed by the Minister of Housing and Municipal Affairs.

Islands Trust meetings are generally open to the public, and community members are encouraged to attend. Meeting dates and times are available at islandstrust.bc.ca.



Implementing the Preserve and Protect Mandate

The Islands Trust works to preserve and protect the Islands Trust Area through land use planning, land conservation through the Islands Trust Conservancy, and programs in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons, organizations, the government of British Columbia, and you.

Land Use Planning

Land use planning contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans, hosting community information meetings to help islanders understand land use planning, rezoning, and application processing. Islands Trust also develops and delivers longer-term projects to support strategic goals.

Islands Trust Conservancy

Islands Trust Conservancy is governed by a board made up of provincial appointees and Islands Trust trustees. Its mission is to protect special places in the Islands Trust Area by encouraging and assisting voluntary conservation initiatives. To date, 1,385+ hectares of land across 115 conservation properties have been protected, including 81 conservation covenants and 34 nature reserves.

Programs

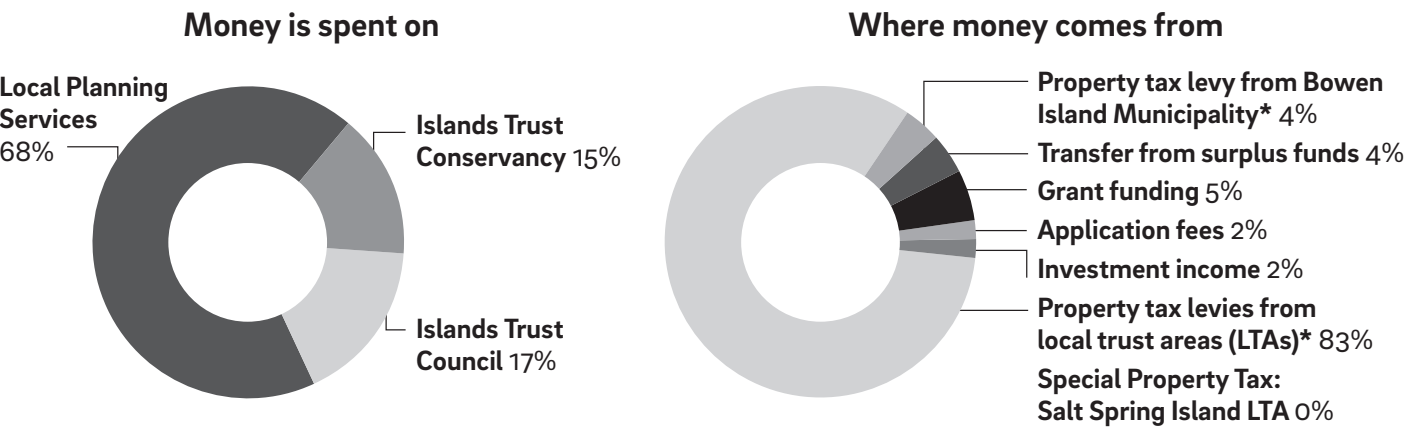
The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem mapping; and cooperating with others governments, including First Nations to benefit the Islands Trust Area.

Islands Trust Budget 2025/26

Islands Trust Council approved its 2025/26 budget in March 2025. The budget features approved spending of \$11.2M, with \$10.2M directed to operations, \$704,000 directed to special projects, and \$261,100 directed to capital spending.

Highlights:

- \$9,262,200 – local trust area property taxes (excludes Bowen Island)
- \$460,000 – Bowen Island Municipal tax requisition
- 2.0% increase in total planned spending for operations, projects, and capital purchases
- \$596,000 – external grant funds
- \$471,500 – transfers from Island Trust surplus and reserve funds
- \$198,100 – application fees and sales
- \$211,000 – investment income



Actual tax changes by individual LTA may vary based on distribution of property values within the Trust Area
*Includes tax revenue from new development

Property Tax Changes

Fiscal Year	Property Tax Change *
2025/26	5.8%
2024/25	5.9%
2023/24	2.06%
2022/23	2%
2021/22	3.26%

*Excludes tax revenue from new development

Islands Trust Area levy: Property Tax per Average Residential Property (2024)

Average residential property value

↑ **\$23.53**

Tax increase on average property (vs. 2023)

\$400

Islands Trust property tax levy per average property

In 2024, as a result of a 5.9% general tax increase for Islands Trust, the average residential property owner in the Trust Area paid \$400 in property tax to Islands Trust.

Engage with us!

Trust Area residents are welcome to participate in Islands Trust meetings online, by phone, or in person when possible.

Receive Islands Trust updates including local trust committee meeting notices, engagement opportunities, news releases, event announcements, the Islands Trust quarterly newsletter, and the Islands Trust Conservancy newsletter by subscribing here: islandstrust.bc.ca/subscribe

@IslandsTrust



SCAN TO
SIGN UP FOR
UPDATES

NOTE: The Provincial Surveyor of Taxes issues your Rural Property Tax Notice, and the BC Provincial Government receives your tax payment. Please refer to your Rural Property Tax Notice for payment options. Questions about your property tax notice should be directed to: 1-888-355-2700 (toll-free)



March 10, 2025

File No. 0110-20-ITC

Stewart Brands
Sent by email to: srbrands@gmail.com

Dear Stewart:

Thank you again for reaching out and sharing your ideas with us. Your dedication to conservation is clear, and we value the passion and historical perspective you bring, especially with your long-standing involvement in habitat protection since the 1970s.

We appreciate the thoughtful points you've raised about balancing development support with resources for conservation. Your suggestion about making Protective Covenants cost-free to encourage greater participation in habitat preservation has been noted.

That said, I want to be upfront about our current capacity. While we do our best to engage meaningfully with everyone, our team manages a variety of responsibilities, and there are limits to how frequently and deeply we can respond to individual emails. Please know that your ideas are important, and I will pass them along to the Islands Trust Conservancy Board for review.

You're also welcome to share your thoughts more broadly through Trust Council or at Local Trust Committee meetings, as these offer formal avenues for public discussion, and as always, please feel free to email me.

If you'd like to stay connected with conservation efforts and upcoming projects, I encourage you to subscribe to our newsletter, *The Heron*, at <https://islandstrust.bc.ca/subscribe/>.

Your enthusiasm and experience contribute meaningfully to conservation initiatives on Galiano and beyond. Thank you again, Stewart, for your commitment to protecting the islands' natural habitats.

Warm regards,

Lisa Gauvreau
Chair, Islands Trust Conservancy
lgauvreau@islandstrust.bc.ca

Ec: Executive Committee
Regional Planning Committee



Chief Don Tom
Chief Tanya Jimmy
WSÁNEĆ Leadership Council
800b Stelly's Cross Road
Saanichton, BC, V8M 1J4

Tuesday, March 11th, 2025

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

RE: MOU between Islands Trust Council and the WSÁNEĆ Leadership Council

ÍY SĆÁCEL Chair Luckham,

The WSÁNEĆ Leadership Council (WLC) is writing to the Islands Trust Council to request the establishment of a Memorandum of Understanding (MOU) between the Islands Trust Council and the WLC to strengthen our relationship and advance shared priorities.

With the support of Tsartlip and Tseycum First Nations, the WLC has an MOU with both the District of Saanich, and an approved MOU with the Capital Regional District (CRD). These agreements work to advance reconciliation and visibility of WSÁNEĆ people and culture in WSÁNEĆ Territory. Here are several priority topics for collaboration:

- Art, Place Names & Public Education
- Park Management
- Harvesting Opportunities
- Environmental Protection
- Economic & Employment Opportunities
- Land Acquisition
- Cultural Learning Opportunities for elected officials & staff
- Protection of Ancestral Sites
- Governance

This collaboration could aid in advancing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). We strongly encourage the Islands Trust Council, local trust committees, and the Islands Trust Conservancy Board to work with the WLC to recognize and implement UNDRIP the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). UNDRIP provides a framework for reconciliation and self-determination, ensuring that WSÁNEĆ lands and governance are acknowledged



and respected in decision-making processes. Aligning Islands Trust policies with UNDRIP principles will further our collective efforts toward meaningful cooperation and long-term partnership.

We invite your staff to connect with Joni Olsen, Policy and Negotiations Manager (joni.olsen@wsanec.com), and Ned Taylor, Local Government Program Manager (ned.taylor@wsanec.com), to begin drafting a document for both of our Councils review.

HÍSKWE, SI,ÁM,

Chief Don Tom

Chief Tanya Jimmy

cc. Islands Trust Conservancy Board
Clare Frater, Director Trust Area Services, Islands Trust
Joe Elliott, Senior Indigenous Relations Advisor, Islands Trust
Joni Olsen, Policy and Negotiations Manager, WSÁNEĆ Leadership Council
Ned Taylor, Local Government Program Manager, WSÁNEĆ Leadership Council

From: Mairead Boland
Sent: Thursday, March 13, 2025 10:48 AM
To: David Marlbor; Lori Foster; Stefan Cermak; Clare Frater; Timothy Peterson; Julia Mobbs; David Maude; Laura Patrick; Alexandra Trifonidis; Tobi Elliott; Rueben Bronee
Cc: Aaron Campbell; Alex Allen; Ben Mabberley; Dag Falck; David Graham; Grant Scott; Jamie Harris; Jeanine Dodds; Joe Bernardo; Judith Gedy; Ken Hunter; Kristina Evans; Lee Middleton; Lisa Gauvreau; Mairead Boland; Mikaila Lironi; Peter Luckham; Sam Borthwick; Sue Ellen Fast; Susan Yates
Subject: Legal costs and the proposed Trust Council Secretariat

To EC and staff
Cc Trustees

Following up on the conversation today, and in the context of potential cost/benefits for Trust Council Secretariat :

Could we (or the Governance Committee) see a breakdown of the total Legal spend on the following basis:

- costs that could be dealt with in-house by staff legal counsel (if we had such a person)
- costs that could not be dealt with internally even if we had legal counsel in-house

It might be necessary to send a list of costs to the Governance Committee for their review and categorisation.

Thank you,
Mairead

From: Emergency_Management – Trans Mountain
<Emergency_Management@transmountain.com>
Sent: Wednesday, March 19, 2025 12:48 PM
To: Rueben Bronee
Cc: information; Executive Admin; Clare Frater
Subject: Condition 35 – Fate and Behavior of Bitumen Research Report
Attachments: BC EAO Condition 35 Report.pdf

Good Afternoon Rueben Bronee,

We hope this email finds you and your community well and safe.

Emergency Management engagement continues to be a priority for Trans Mountain and an important component of the Emergency Management (EM) Program. We value the input received from communities with whom we engage, as your feedback is integral to the on-going enhancements to many aspects of the EM Program.

Condition 35 – Fate and Behavior of Bitumen Research, requires Trans Mountain to report on current and future research programs that Trans Mountain is leading, jointly-leading, supporting or is otherwise involved in regarding the behavior and recovery of heavy oils spilled in freshwater or marine aquatic environments, including research programs having the objective of providing spill responders with improved information on how to effectively respond to spill.

Condition 35(g) requires that Trans Mountain provide a progress report at year 1, and then every 5 years, after commencing operations of the expanded system to provide updates on the bitumen research initiatives. Trans Mountain must provide the report to Indigenous groups, the BC Environment Assessment Office (BC EAO), Environment and Climate Change Canada (ECCC), Canada Energy Regulator (CER), Canada Coast Guard (CCG), BC Ministry of Environment and Climate Change Strategy (MOE), BC Ministry of Natural Gas Development (MNGD), BC ER (formerly Oil and Gas Commission) and Potentially Affected Coastal Local Governments.

In 2022, Trans Mountain shared a draft copy of its *Fate and Behaviour of Bitumen Research Report* with communities. The report included Trans Mountain's research initiatives underway at that time. We are pleased to provide you with the attached updated report. Which includes information on a number of these research initiatives and provides a new research initiative Trans Mountain is supporting.

Please find attached for your review and input on the following document:

BC EAO Condition 35 - Fate and Behaviour of Bitumen Research - Progress Report, Year 1.

If you have any input or comments to share with us regarding this document, please submit them no later than **Tuesday, April 22, 2025** to the attention of:

Kelly Malinoski, Director, Emergency Management

E: emergency_management@transmountain.com

Thank you in advance for your consideration. If you have any questions or need more information, please do not hesitate to contact us.

Sincerely,

Kelly Malinoski
Director, Emergency Management
emergency_management@transmountain.com





TRANS MOUNTAIN EXPANSION PROJECT
Fate and Behaviour of Bitumen Research
Progress Report – Year 1
EAO Condition 35

March 2025



TRANSMOUNTAIN

Suite 2700, 300 – 5th Avenue S.W.
Calgary, Alberta T2P 5J2
Ph: 403-514-6400

TABLE OF CONCORDANCE

The Table of Concordance describes how this Report addresses the applicable British Columbia Environment Assessment office (BC EAO) Condition.

BC EAO Condition	Location in Report
BC EAO Condition 35: Fate and Behaviour of Bitumen Research	
<p>The Holder must provide a report regarding the current and future research programs that the Holder 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.</p> <p>The report must be developed in consultation with the MOE, MNGD, BCER (formerly OGC), ECCC, Canadian Coast Guard, Aboriginal Groups, and Potentially Affected Local Coastal Governments.</p> <p>The report must include:</p>	
a) A statement of the funding provided or allocated to ensure the research is undertaken and concluded within a specified period;	Section 2.1
b) Specifics of the Holder's approach to ongoing engagement with the CER (formerly NEB), ECCC, Canadian Coast Guard, MOE, MNGD, BCER, Aboriginal Groups, and Potentially Affected Local Coastal Governments in the research programs;	Section 5.4
c) 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;	Section 3.0
d) The scope, objectives, methods, and timeframe for the research topics;	Section 3.0; Appendix A
e) How the Holder will incorporate applicable results of the research into its emergency preparedness and response plans;	Section 4.0
f) 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	Section 2.0; Section 4.0 Section 5.3; Appendix A
g) A plan for reporting to the CER, ECCC, Canadian Coast Guard, NRCan, MOE, MNGD, BCER, Aboriginal Groups, and Potentially Affected Local Coastal Governments on the progress of the research program.	Section 5.4
The Holder must provide the report to EAO, MOE, MNGD, OGC, ECCC, Canadian Coast Guard, Aboriginal Groups, and Potentially Affected Local Coastal Governments prior to the commencement of Operations and must provide progress updates pursuant to g) above at one year following commencement of Operations and every five years following during the period of Operations, or as otherwise authorized by the EAO. EAO may amend these timelines and may request additional reports at any time by providing written notice to the Holder.	Section 5.5

TABLE OF CONTENTS

1	INTRODUCTION	3
2	EMERGENCY MANAGEMENT RESEARCH STANDARD	3
2.1	FUNDING	4
3	RESEARCH TOPICS	4
3.1	PAST PROJECTS.....	4
3.1.1	<i>Comparison of Behaviour of Spilled Oils</i>	<i>4</i>
3.1.2	<i>Gainford Studies</i>	<i>5</i>
3.1.3	<i>Shoreline Treatment Decision Support Tool.....</i>	<i>5</i>
3.1.4	<i>Human Health Risk Report</i>	<i>5</i>
3.1.5	<i>Submerged Oil Detection – Joint Industry Project</i>	<i>6</i>
3.1.6	<i>Experimental Lakes Area Program</i>	<i>6</i>
3.2	ONGOING AND FUTURE PROJECTS.....	6
3.2.1	<i>Shoreline Retention of Sunken and Submerged Oil.....</i>	<i>6</i>
4	INCORPORATING RESULTS	7
5	ENGAGEMENT AND REPORTING.....	7
5.1	<i>EMERGENCY MANAGEMENT WORKSHOPS & mEETINGS.....</i>	<i>8</i>
5.2	<i>COMMUNICATIONS.....</i>	<i>8</i>
5.3	<i>WORKGROUPS, COMMITTEES, AND CONFERENCES</i>	<i>8</i>
5.4	<i>PROGRESS AND UPDATES.....</i>	<i>8</i>
5.5	<i>RESEARCH PUBLICATIONS.....</i>	<i>8</i>
APPENDIX A	RESEARCH STANDARD	10
APPENDIX B	ENGAGEMENT AUDIENCES – pOTENTIALLY AFFECTED BC COASTAL LOCAL GOVERNMENTS.....	29
APPENDIX C	RESEARCH TOPICS BY PAST PROJECTS	30
APPENDIX D	AGENCIES	31
APPENDIX E	INDIGENOUS GROUPS	32
APPENDIX F	COASTAL LOCAL GOVERNMENTS	33

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 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 Energy Regulator (BCER) (formerly 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, BCER, 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, BCER, Indigenous Groups, and Potentially Affected Local Coastal Governments on the progress of the research program.

The purpose of this BC EAO Condition 35 Report (Report) is to demonstrate Trans Mountain's fulfillment of the requirements of BC EAO Certificate Condition 35 Fate and Behaviour of Bitumen Research to provide progress updates pursuant to g) at one year following the commencement of Operations.

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 Emergency Management 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 \$2.1 Million for research on the fate and behaviour of bitumen research to date. 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 in address multiple research topics. All required research topics have been included in the completed or ongoing studies since 2012. See Appendix A for a list of research topics by past project.

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 Gainford Studies

In 2012, Trans Mountain, together with the Western Canada Marine Response Corporation (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 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.

3.1.3 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.

ECCC developed a series of field guides to provide technical support tools for decisions regarding the evaluation of freshwater and marine shorelines and treatment options during an oil spill response. The new freshwater shoreline response guide is aligned with and complements the most recent editions of the ECCC Shoreline Cleanup Assessment Technique (SCAT) Manual (ECCC, 2018) and the ECCC Field Guide to Oil Spill Response on Marine Shorelines (ECCC, 2016). The Field Guide is to provide advice and guidance on the protection and treatment of freshwater shorelines threatened or affected by an oil spill. The Field Guide tactics have been incorporated into Trans Mountain's Geographic Response Plans, as appropriate.

3.1.4 Human Health Risk Report

In support of the Human Health Risk Report (HHRR) filed in accordance with BC EAO Condition 38 in November 2023,¹ Trans Mountain conducted stochastic and deterministic oil spill modelling of English Bay and the Salish Sea. The modelling was based on the condition prescribed scenario of a laden tanker releasing 16,500m³ of cargo, which represents the equivalent of two Aframax tanker cargo holds, in English Bay over 13 hours. The modelling evaluated unmitigated dispersion of crude oil (Cold Lake Winter Blend) through the air, water column and shorelines. The results informed an ecological risk assessment to inform human health risk assessment based on the potential pathways of effects and demographics involved. The report recommendations inform spill response that considers protection of human health. The responsibility for public health in a spill response is shared by all three levels of government and other stakeholders, including the private sector, non-governmental organizations and health professionals. The HHRR outlines mitigation strategies that could be used in the event of a marine oil spill to help mitigate the impacts to human health. It is noted in the HHRR, however, that these strategies should be developed with community feedback to reflect the needs and existing resiliencies of communities.

¹ Trans Mountain Human Health Risk Report filed in compliance with BCEAO Condition 38 (November 2023): <https://www.projects.eao.gov.bc.ca/p/5885121eaacd9001b82b274/documents?keywords=38&sortBy=-score¤tPage=1> (URL Accessed February 27, 2025).

3.1.5 Submerged Oil Detection – Joint Industry Project

Trans Mountain supported 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 was 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, was established to provide input on performance requirements and details on typical application environments in which these technologies may be deployed.

In 2023, the research was completed, and the final report was issued. The Inland Waterway Simulator (IWS) was used to facilitate the carefully controlled, measured, and safe experimental testing of various leak detection and spill response technologies at representative full-scale conditions. It evaluated submerged oil leak detection technologies. Initial leakage events were carried out in the IWS to evaluate the performance of four submerged oil detection sensors during a series of demonstration tests. The results from these initial flow tests show that there is a high probability of detecting submerged oil droplets with some of the selected technology, even in low concentrations. However, it also uncovered some challenges. The results from these initial demonstration tests suggest that there are further evaluations that should be carried out to assess instrument performance in detecting submerged oil. The initial series of demonstration tests confirmed that the Inland Water Simulator (IWS) is capable of evaluating the effectiveness of leak detection technology. Further testing will be required to fully understand and optimize the performance of various technologies for deployment by both government and industry in response to spill events.

3.1.6 Experimental Lakes Area Program

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

Since 2021, this research has been published 11 times with additional publications underway. The researchers believe, this was the first in-lake experiment studying EFWs for oil spill remediation under natural environmental conditions, responding to scientific and industrial research needs. While they were unable to confirm whether community shifts were a result of diluted bitumen or seasonal changes, Engineered Floating Wetlands (EFW's) supported natural microbial diversity, with presence of amplicon sequence variants capable of degrading PACs without the need for bacterial inoculation. Further research should assess EFW microbial changes with other oil products commonly transported in Canada. As well, assessing target PAC degradation rates, EFW surface area requirements, and microbial activity will continue to advance collective knowledge in this field on the potential of EFWs as a secondary remediation strategy.

3.2 ONGOING AND FUTURE PROJECTS

3.2.1 Shoreline Retention of Sunken and Submerged Oil

Trans Mountain supported a three-year study to further explore, utilizing a variety of shoreline oiling scenarios.

This research investigated the interactions between diluted bitumen (dilbit) and a distillate of very low sulfur fuel oil (VLSFO) and various shoreline sediments under temperature conditions representative of Canadian coastlines. By studying dilbit as well as VLSFO, it enhances preparedness for spills involving a ship's cargo, its fuel or both, supporting more effective response and remediation efforts. More specifically, this research

examines oil penetration and retention during initial tidal deposition and the possible formation, deposition and toxicity of oil-granule particle aggregates (OgPA). These processes are analyzed across a range of temperatures relevant to Canadian and global shorelines. Findings will improve our ability to predict oil behavior in shoreline sediments which can inform shoreline response priorities, identify possible deposition locations, toxicologic effects of OgPA and treatment strategies.

This research is conducted in collaboration between Memorial University, Stanford University, DFO's Center for Offshore Oil and Gas Research (COOGER), Huntsman Marine Laboratories and the Oil Spill Recovery Institute (OSRI). This research has been submitted to referee journals is currently going through the peer review process and the final report should be available in late 2025. Trans Mountain will continue to support this research for its fourth year while the findings are reviewed and reported on.

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 4.1.1.4 of the Research Standard.

Ongoing program development has been completed in response to the findings from the Comparison of Behavior of Spilled Oils (Section 3.1.1) study. In addition to the development of the Non-floating Oil Assessment and Response Plan and the associated fact sheets on oil properties and behaviour under a range of environmental conditions, and the addition of a non-floating oil response trailer that Trans Mountain reported on in the 2022 C-35 Research Report, the results of the study have been used to establish a standard process for heavy oils to undergo a series of tests, including Flume Tank tests. Trans Mountain has included this testing as part of our Commodity Approval Process for the expanded system. Fate and Behavior testing is part of the Commodity Test Data Requirements. Trans Mountain has conducted its own testing on several heavy bitumen based on commodities that are currently active on our system.

In response to the Gainford Study (Section 3.1.2), Trans Mountain incorporated the use of skimmers and In-Situ treatment into its spill response tactics in Section 4 of [Trans Mountain Pipeline Emergency Response Plan](#). Skimmers are located in Trans Mountain's OSCAR trailers that are located in each district in order to response to an incident.

As part of the HHRR (Appendix 10 of the HHRR), Trans Mountain worked with WCMRC to understand the impact of the application of enhanced spill response and mitigation measures to the spill scenario. Including containment and recovery, the hypothetical scenario could see a 16 per cent recovery rate of the spilled oil (approx. 2,700 m3) that would not contact the shoreline, evaporate or dissolve in the local area. Another direct impact is a 33 per cent reduction of oil remaining on the surface of the water (less than 1,000 m3). In other words, due to the rapid deployment of an enhanced response fleet, over 2,000 m3 of oil would not reach and impact the shoreline. This could reduce likelihood and severity of impacts to physical and mental health.

Trans Mountain will continue to consult with WCMRC to identify opportunities to enhance the oil spill response plans and response measures based on research and best practices. 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.

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

5.2 COMMUNICATIONS

Correspondence have included 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 research report was broadened to include the potentially affected coastal local governments listed in Appendix E.

5.3 WORKGROUPS, 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 AND UPDATES

Per the requirements of Condition 35, Trans Mountain will provide progress updates to EAO, MOE, EMLI, BCER, ECCC, Canadian Coast Guard, Indigenous Groups, and Potentially Affected Local Coastal Governments at one year following the commencement of expanded operations (May 9, 2025) and at every five years thereafter during the period of Operations. With the commencement of the expanded operations, Trans Mountain has now transitioned from the research newsletter and into this research report which provides an update and features 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>.

5.5 RESEARCH PUBLICATIONS

The research that Trans Mountain is leading, jointly leading, supporting, or is otherwise involved in continues to evolve and here is a list of publications that has evolved from the various research initiatives.

- Stanley, Madeline J., Lisa Peters, Aidan Guttormson, Julien Tremblay, Jessica Wasserscheid, Lauren Timlick, Charles W. Greer, et al. "Assessing Changes to the Root Biofilm Microbial Community on an Engineered Floating Wetland upon Exposure to a Controlled Diluted Bitumen Spill." *Frontiers in Synthetic Biology* 3 (2025). <https://www.frontiersin.org/journals/synthetic-biology/articles/10.3389/fsybi.2025.1517337>.
- Stanley M, Peters P, Guttormson A, Tremblay J, Wasserscheid J, Timlick L, Greer CW, Rodriguez-Gil JL, Halldorson T, Havens S, Grosshans R, Taylor E, Tomy G, Levin DB, Palace V. 2024. Assessing Changes to the Root Biofilm Microbial Community on an Engineered Floating Wetland upon Exposure to a Controlled Diluted Bitumen Spill. *Frontiers Synth. Biol.* (Submitted, Oct. 25)
- Blandford NC, Peters L, Timlick L, Rodriguez-Gil JL, Palace VP. 2022. Combustion of crude oil during in-situ burning can introduce polycyclic aromatic compounds (PACs) into small-scale freshwater systems. *J. Environ. Manag.* 322:116078
- Stanley M, Palace V, Grosshans R, Levin D. 2022. Floating Treatment Wetlands for the Bioremediation

of Oil Spills: a Review. *J. Environ. Mnmgt.* 317:115416.

- Andrzejczyk NE, Palace VP, Hrenchuk L, Peters L and Schlenk D (2022) RNA Sequencing of Lake Charr Epidermal Mucus to Assess Molecular Effects of Diluted Bitumen Exposure in a Boreal Lake. *Front. Environ. Sci.* 10:836640. doi: 10.3389/fenvs.2022.836640
- Dearnley JM, Killeen C, Davis RL, Palace VP, Tomy GT. 2022. Monitoring polycyclic aromatic compounds exposure in fish using biliary metabolites. *Int J Environ. Sci Nat Res* 30:556293
- Ankley P, Xie Y, Havens S, Peters L, Timlick L, Rodriguez-Gil JL, Paterson MJ, Tomy G, Giesy JP, Palace VP. 2021. RNA metabarcoding helps reveal zooplankton community response to environmental stressors. *Environ. Pollut.* 292:118446.
- Palace, VP, Tomy G, Peters L, Rodriguez-Gil JL, Black TA, Timlick L, Shanoff T, Taylor E. 2021. Assessing the use of a surface washing agent for treating oil spills in Canada's freshwater environments. *Int J. Environ. Sci. Nat. Res.* 29(2). 556257.
- Palace VP, Peters L, Berard-Brown N, Smyth P, Shanoff T, Wiseman G, Tomy G, Havens S, Dettman H, Greer C, Kajpust H, Black T, Hanson M, Rodriguez Gil JL, Taylor E. 2021. The Freshwater Oil Spill Remediation Study (FOReSt): 2018 Pilot Study at the Experimental Lakes Area, Canada Proceed. *International Oil Spill Conf. Proceed.* 2021: 667537 (<https://doi.org/10.7901/2169-3358-2021.1.667537>)
- Black, T.A., Hanson, M.L., Palace, V.P. and Rodriguez-Gil, J.L. (2021), Surface-Dwelling Aquatic Insects in Low-Energy Freshwater Environments Are Highly Impacted by Oil Spills and the Surface Washing Agent Corexit EC9580A Used in Oil Spill Response. *Environ Toxicol Chem*, 40: 1298-1307.
- Ankley PJ, Xie Y, Black TA, DeBofsky A, Perry M, Paterson MJ, Hanson M, Higgins S, Giesy JP, Palace V. 2021. Using zooplankton metabarcoding to assess the efficacy of different techniques to clean-up an oil-spill in a boreal lake. *Aquatic Toxicology* 2021, 105847

APPENDIX A RESEARCH STANDARD

1420 Integrated Safety & Loss Management
Emergency Management Research Standard

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EMERGENCY MANAGEMENT RESEARCH STANDARD

Revision 3

March 15, 2025

Document Owner: Director, Emergency Management
Subject Matter Expert: Manager, Emergency Management

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1420 Integrated Safety & Loss Management
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Revision Log

REV	DESCRIPTION	DATE	BY
0	Emergency Management Research Standard issued CMR approval (Approved 22158)	October 12, 2022	K. Malinoski
1	Annual Review: Updated accountabilities to align with revised EM Organization; Updated government titles	May 1, 2023	K. Malinoski
2	Biennial Review: added 4.1.2.7, removed TMEP EM Manager. Addition of 8.0 References section.	March 1, 2024	K. Malinoski
3	Biennial Review: added 4.1.1.4, added Osoyoos Indian Band	March 15, 2025	R. Wade

1420 Integrated Safety & Loss Management Emergency Management Research Standard		CMR No.	22156	Document ID	1420-0004
		Effective Date	10/12/2022	Revision No.	3

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	REGULATORY BACKGROUND	5
3.1	BC Environment Assessment Office (EAO)	5
4.0	RESPONSIBILITY FOR COMPLIANCE	6
4.1	Emergency Management Personnel Responsibilities	6
4.2	Public Awareness Program Responsibilities	10
5.0	RESEARCH OVERVIEW	11
5.1	Topics of Study.....	11
5.2	Funding of Research Studies.....	11
5.3	Incorporating Findings into the Emergency Management Program.....	11
5.4	Research Engagement – External Audiences.....	12
5.5	Research Engagement – Spill Responders	12
5.6	Research Engagement – Audiences.....	13
5.7	Investment and Information Tracking.....	14
5.8	Regulatory Reporting.....	14
6.0	IMPLEMENTATION	15
6.1	General	15
6.2	Ownership of Documentation and Materials	15
7.0	REVIEW AND REVISIONS TO THIS STANDARD	15
7.1	Review of this Standard.....	15
7.2	Management of Change	15
8.0	REFERENCES.....	16
8.1	0100 - Integrated Safety and Loss Management System.....	16
8.2	1420 - Emergency Management Liaison and Continuing Education	16
8.3	5510 - Public Awareness Management	16
APPENDIX A: ENGAGEMENT AUDIENCES – BC INDIGENOUS GROUPS		17
APPENDIX B: ENGAGEMENT AUDIENCES – POTENTIALLY AFFECTED BC COASTAL		19
Local Governments		19

Document Owner:	Director, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
Subject Matter Expert:	Manager, Emergency Management	CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3

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 Initiative** - An evaluation that involves the use of scientific methods to analyze and collect information on a topic of interest.

1.3.4 **Research Participation** - Research studies that Trans Mountain leads, supports, or is otherwise involved in.

1.3.5 **Research Study** - Used interchangeably with the term research initiative and carries the same meaning.

Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management
Emergency Management Research Standard

CMR No.	22156	Document ID	1420-0004
Effective Date	10/12/2022	Revision No.	3

2.0 RELEVANT STANDARDS AND DOCUMENTS

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

- [1420-0001 Liaison/Continuing Education/Consultation Plan](#)
- [1420-0005 Technology Review Procedure](#)

3.0 REGULATORY BACKGROUND

This Standard complies with the requirements of the following regulations:

3.1 BC Environment Assessment Office (EAO)

- 3.1.1 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).
- 3.1.2 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, B.C. Ministry of Energy, Mines, and Low Carbon Innovation, B.C Energy Regulator, Environment and Climate Change Canada, Canadian Coast Guard, Indigenous Groups, and Potentially Affected Coastal Local Governments.
 - 3.1.2.1 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).
- 3.1.3 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 EAO, B.C. Ministry of Environment and Climate Change Strategy, B.C. Ministry of Energy, Mines, and Low Carbon Innovation, B.C Energy Regulator, Environment and Climate Change Canada , Canadian Coast Guard, 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.

Document Owner: Director, Emergency Management
Subject Matter Expert: Manager, Emergency Management

Effective Date	10/12/2022	Reviewed Date	15/03/2025
CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3

4.0 RESPONSIBILITY FOR COMPLIANCE

4.1 Emergency Management Personnel Responsibilities

4.1.1 Director, Emergency Management

The Director, Emergency Management serves as the EM Program Director and is responsible for:

- 4.1.1.1 Providing oversight and the strategic direction for the development, implementation, maintenance, and continual improvement of the department ISLMS, as it pertains to the Liaison, Continuing Education and Consultation Plan.
- 4.1.1.2 Developing and maintaining subject matter expert relationships with federal and provincial senior officials and addressing any escalations from regulators and/or municipal senior officials.
- 4.1.1.3 Approving Trans Mountain participation in research initiatives, including research funding and/or allocation.
- 4.1.1.4 Approving the incorporation of applicable research findings into the Emergency Management Program

4.1.2 Manager, Emergency Management

The Manger, Emergency Management serves as the EM Program Manager, and is responsible for:

- 4.1.2.1 Managing the development, maintenance, and continual improvement and supporting the implementation of the ISLMS Liaison, Continuing Education and Consultation Plan.
- 4.1.2.2 Reviewing proposed research initiatives and recommending participation by Trans Mountain.
- 4.1.2.3 Assessing the incorporation of applicable research findings into the Emergency Management Program.
- 4.1.2.4 Approving engagement material developed by Emergency Management Program Personnel.
- 4.1.2.5 Attending Emergency Management Advisory Committee meetings to discuss the status of current research initiatives.
- 4.1.2.6 Providing oversight to Emergency Management Program Personnel in the development of research regulatory reports.
- 4.1.2.7 Developing and maintaining subject matter expert relationships with Regulators and third-party stakeholders and address any escalations.

Document Owner:	Director, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
Subject Matter Expert:	Manager, Emergency Management	CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard		CMR No.	22156	Document ID	1420-0004
		Effective Date	10/12/2022	Revision No.	3
<p>4.1.3 Manager, Emergency Response</p> <p>The Manger, Emergency Response is responsible for:</p> <p>4.1.3.1 Managing the implementation and continual improvement and supporting the development and maintenance of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p> <p>4.1.3.2 Developing and maintaining subject matter expert relationships with municipal and third-party stakeholders and address any escalations from any stakeholders.</p> <p>4.1.4 Emergency Management Advisor</p> <p>The Emergency Management Advisor is responsible for:</p> <p>4.1.4.1 The development, maintenance, and continual improvement and supporting the implementation of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p> <p>4.1.5 Emergency Response Advisor</p> <p>The Emergency Response Advisor is responsible for:</p> <p>4.1.5.1 Implementation and continual improvement of and supporting the development, and maintenance of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p> <p>4.1.5.2 The development and maintenance of subject matter expert relationships across their assigned districts. The Emergency response Advisor will escalate any issues to the Manager, Emergency Response.</p> <p>4.1.6 Emergency Response Coordinator</p> <p>The Emergency Response Coordinator is responsible for:</p> <p>4.1.6.1 Assisting in the implementation and continual improvement and supporting the development and maintenance of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p> <p>4.1.7 Emergency Management Analyst</p> <p>The Emergency Management Analyst is responsible for:</p> <p>4.1.7.1 Assisting in the development, maintenance, and continual improvement and supporting in the implementation of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p> <p>4.1.8 Emergency Management Administrative Assistant</p> <p>The Emergency Management Administrative Assistant is responsible for:</p> <p>4.1.8.1 Supporting in the development, maintenance, implementation, and continual improvement of the ISLMS, Liaison, Continuing Education and Consultation Plan.</p>					
Document Owner: Subject Matter Expert:		Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard		CMR No.	22156	Document ID	1420-0004
		Effective Date	10/12/2022	Revision No.	3
<p>4.1.9 District/Terminal Supervisors/Managers</p> <p>Within the scope of the EM Program, District or Terminal Supervisors/Managers are responsible for:</p> <p>4.1.9.1 Acting upon notifications of an emergency or abnormal operating condition that could have an impact on pipeline operations following established emergency procedures.</p> <p>4.1.9.2 Maintaining awareness of the emergency procedures to be followed during an emergency event.</p> <p>4.1.9.3 Managing the inspection and maintenance of emergency response equipment.</p> <p>4.1.9.4 Supporting the Continuing Education and Liaison Plan.</p> <p>4.1.9.5 Attending and allocating personnel to attend emergency management training and exercises, as required.</p> <p>4.1.10 Emergency Response Technicians</p> <p>Within the scope of the EM Program, Emergency Response Technicians are responsible for:</p> <p>4.1.10.1 Notifying the Control Centre and their supervisor of emergencies or abnormal operating conditions encountered that could have an impact on pipeline operations.</p> <p>4.1.10.2 Maintaining awareness of the emergency procedures to be followed during an emergency event.</p> <p>4.1.10.3 Leading field emergency response actions following established emergency procedures.</p> <p>4.1.10.4 Inspecting and maintaining emergency response equipment/Fire Protection Systems.</p> <p>4.1.10.5 Supporting the Continuing Education and Liaison Plan.</p> <p>4.1.10.6 Attending emergency management training and exercises, as required.</p>					
Document Owner: Subject Matter Expert:		Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3

4.1.11 Field Technicians

Within the scope of the EM Program, Field Technicians are responsible for:

4.1.11.1 Notifying the Control Centre and their supervisor of emergencies or abnormal operating conditions encountered that could have an impact on pipeline operations.

4.1.11.2 Maintaining awareness of the emergency procedures to be followed during an emergency event.

4.1.11.3 Acting as first responders following established emergency procedures.

4.1.11.4 Inspecting and maintaining emergency response equipment.

4.1.11.5 Supporting the Continuing Education and Liaison Plan.

4.1.11.6 Attending emergency management training and exercises, as required.

4.1.12 Incident Management/Support Team Members

Within the scope of the EM Program, Incident Management/Support Team Members are responsible for:

4.1.12.1 Acting upon notifications of an emergency or abnormal operating condition that could have an impact on pipeline operations following established emergency procedures.

4.1.12.2 Maintaining awareness of the emergency procedures to be followed during an emergency event.

4.1.12.3 Attending emergency management training and exercises, as required.

Note: Incident Management/Support Team Members could be any employee or contractor working for Trans Mountain.

4.1.13 Control Centre

Within the scope of the EM Program, the Control Centre is responsible for:

4.1.13.1 Acting upon notifications of an emergency or abnormal operating condition that could have an impact on pipeline operations following established emergency procedures.

4.1.13.2 Maintaining awareness of the emergency procedures to be followed during an emergency event.

Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3

4.2 Public Awareness Program Responsibilities

4.2.1 Public Awareness Committee

4.2.1.1 The role of the Public Awareness Committee is the administration of the Public Awareness Program.

4.2.1.2 The Committee is responsible for establishing the parameters associated with the identification of first responders, agencies, communities, and other identified stakeholders who will be the target audience. The Committee meets annually to review public awareness policies, procedures, hazards, and information and awareness content, and makes recommendations to update, as necessary, to reflect audience feedback, effectiveness evaluations, regulatory requirements, or changes in operating status.

4.2.2 Refer to the Public Awareness Standard for further details on the responsibilities of the Committee (*5510-0023 3.4 Public Awareness Standard - Canada* and *5510-0024 3.4 Public Awareness Standard - Puget Sound*)

4.2.3 Damage Prevention Department

4.2.3.1 The role of the Damage Prevention Department is to liaise and educate contractors/excavators, prepare, and distribute continuing education materials, address questions and requests for information, and maintain relative documentation.

4.2.4 Lands Department

4.2.4.1 The role of the Lands Department is to identify and liaise with the potentially affected public, specifically landowners, occupants/tenants, and adjacent neighbours; and to prepare and distribute continuing education materials, address questions and requests for information, and maintain relative documentation.

4.2.5 Corporate Communications-External Relations Department

4.2.5.1 The role of the Corporate Communications-External Relations Department is to liaise and educate elected officials and select government employees, prepare, and distribute continuing education materials, address questions and requests for information, and maintain relative documentation.

Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management
Emergency Management Research Standard

CMR No.	22156	Document ID	1420-0004
Effective Date	10/12/2022	Revision No.	3

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.

Document Owner: Director, Emergency Management
Subject Matter Expert: Manager, Emergency Management

Effective Date	10/12/2022	Reviewed Date	15/03/2025
CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management
Emergency Management Research Standard

CMR No.	22156	Document ID	1420-0004
Effective Date	10/12/2022	Revision No.	3

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.

Document Owner: Director, Emergency Management
Subject Matter Expert: Manager, Emergency Management

Effective Date	10/12/2022	Reviewed Date	15/03/2025
CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3
<p>5.5.2 Work Groups and Committees</p> <p>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.</p> <p>5.5.3 Conferences</p> <p>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.</p>				
<p>5.6 Research Engagement – Audiences</p> <p>Trans Mountain engages with the following external audiences on the topic of research:</p> <p>5.6.1 Indigenous Groups, including:</p> <ul style="list-style-type: none"> • See Appendix A for the list of BC Indigenous Groups. <p>5.6.2 Government Entities, including:</p> <ul style="list-style-type: none"> • Alberta Agencies • Canada Energy Regulator (CER) • Environment and Climate Change Canada (ECCC) • B.C. Ministry of Environment and Climate Change Strategy (MOE) • B.C. Ministry of Energy, Mines, and Low Carbon Innovation (EMLI) (formerly B.C. Ministry of Natural Gas Development; MNGD) • B.C. Energy Regulator) (formerly B.C. Oil and Gas Commission (OGC) • U.S. State and Federal Agencies <p>5.6.3 Potentially Affected Coastal Local Governments, including:</p> <ul style="list-style-type: none"> • See Appendix B for the list of potentially affected BC coastal local governments. <p>5.6.4 Spill Responders, including:</p> <ul style="list-style-type: none"> • Canadian Coast Guard (CCG) • United States Coast Guard (USCG) • Western Canada Marine Response Corporation (WCMRC) • Western Canadian Spill Services (WCSS) 				
Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management		Effective Date	10/12/2022
			Reviewed Date	15/03/2025
		CMR No.	23214	Document ID
		1420-0004		

1420 Integrated Safety & Loss Management
Emergency Management Research Standard

CMR No.	22156	Document ID	1420-0004
Effective Date	10/12/2022	Revision No.	3

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, EAO, B.C. Ministry of Environment and Climate Change Strategy, B.C. Ministry of Energy, Mines, and Low Carbon Innovation, B.C. Energy Regulator, Environment and Climate Change Canada, Canadian Coast Guard, BC Indigenous Groups, and BC Potentially Affected Coastal Local Governments at the following intervals:

- 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.

Document Owner: Director, Emergency Management
Subject Matter Expert: Manager, Emergency Management

Effective Date	10/12/2022	Reviewed Date	15/03/2025
CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3

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 Director, Emergency Management.

7.1.2

The Manager, Emergency Management will assess the effectiveness of the Emergency Management Research Standard regularly and will maintain a record of the assessment. Trans Mountain recognizes that Standard evaluation will help ensure the goals and objectives for emergency management research 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 (MOC) 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](#).

Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management	Effective Date	10/12/2022	Reviewed Date	15/03/2025
		CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3
8.0 REFERENCES				
8.1 EM Sharepoint Site				
Located on EM Sharepoint				
<ul style="list-style-type: none"> • Research Investment Tracking Document 				
8.2 0100 - Integrated Safety and Loss Management System				
Located online in TEDS				
<ul style="list-style-type: none"> • 4.1 Management of Change Standard • 5.1 Controlled Document Standard 				
8.3 1420 - Emergency Management Liaison and Continuing Education				
Located online in TEDS				
<ul style="list-style-type: none"> • 1420-0001 Liaison/Continuing Education/Consultation Plan • 1420-0005 Technology Review Procedure 				
8.4 5510 - Public Awareness Management				
Located online in TEDS				
<ul style="list-style-type: none"> • 5510-0023 3.4 Public Awareness Standard - Canada • 5510-0024 3.4 Public Awareness Standard - Puget Sound 				
Document Owner: Subject Matter Expert:	Director, Emergency Management Manager, Emergency Management		Effective Date	10/12/2022
			Reviewed Date	15/03/2025
		CMR No.	23214	Document ID
		1420-0004		

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3
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	Penticton Indian Band			
Aitchelitz First Nation	Peters First Nation			
Ashcroft Indian Band	Popkum First Nation			
Boothroyd Indian Band	Scia'new First Nation			
Boston Bar First Nation	Soowiltz First Nation			
Canim Lake Band	Seabird Island Band			
Chawathil First Nation	Semiahmoo First Nation			
Cheam First Nation	Shackan Indian Band			
Coldwater Indian Band	Shxw'ow'hamel First Nation			
Cook's Ferry Indian Band	Shxw'ay Village			
Cowichan Tribes	Simpow First Nation			
Difidaht First Nation	Siska Indian Band			
Esquimalt Nation	Skawahlook First Nation			
Halalt First Nation	Skeetchestn Indian Band			
Hwlitsum First Nation	Skowkale First Nation			
Katzie First Nation	Skuppah Indian Band			
Kwantlen First Nation	Skwah First Nation			
Kwaw-kwaw-Apilt First Nation	Snaw-Naw-As/Nanoose First Nation			
Kwikwetlem First Nation	Snuneymuxw First Nation			
Lake Cowichan First Nation	Songhees Nation			
Leq'á:mel First Nation	Soowahlie Indian Band			
Lheidli-T'enneh First Nation	Spuzzum First Nation			
Lhtako Dene Nation	Squamish Nation			
Little Shuswap Lake Band	Squiala First Nation			
Lower Nicola Indian Band	Stz'uminus First Nation			
Document Owner: Subject Matter Expert:	Effective Date	10/12/2022	Reviewed Date	15/03/2025
	CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management Emergency Management Research Standard	CMR No.	22156	Document ID	1420-0004
	Effective Date	10/12/2022	Revision No.	3
Lower Similkameen Indian Band	Semá:th First Nation			
Lyackson First Nation	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			
Osoyoos Indian Band	Whispering Pines			
Pacheedaht First Nation	Yakwekwioose First Nation			
Pauquachin First Nation	Yale First Nation			
Penelakut Tribe				
Document Owner: Subject Matter Expert:	Effective Date	10/12/2022	Reviewed Date	15/03/2025
	CMR No.	23214	Document ID	1420-0004

1420 Integrated Safety & Loss Management System
Emergency Management Research Standard

CMR No.	22156	Document ID	1420-0004
Effective Date	10/12/2022	Revision No.	2

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:

- Albemarle-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 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 C RESEARCH TOPICS BY PAST PROJECTS

	Comparison of Behaviour of Spilled Oils	Gainford Studies	Submerged Oil Detection	Experimental Lakes Area Program
Physical and Chemical Properties of Oil and other Products shipped from Westridge Marine Terminal	Yes	Yes	Yes	Yes
Product Weathering	Yes	Yes	Yes	Yes
Dispersion and oil/sediment interactions	Yes	Yes	Yes	Yes
Product Submergence	Yes	Yes	No	Yes
Product behaviour and cleanup following in-situ burning	No	Yes	No	No
Cleanup and remediation options for sediments and shorelines	No	Yes	Yes	Yes

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

Note: The Human Health Risk Report has not been included in table, as it does not specifically study the above topics.

APPENDIX D AGENCIES²

- BC Ministry of Environment (BC MOE)
- BC Energy Regulator (BCER) (*formerly Oil & Gas Commission [BC OGC]*)
- Canada Energy Regulator (CER) (*formerly the National Energy Board [NEB]*)
- 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)

² List of agencies per BC EAO Condition 35

APPENDIX E INDIGENOUS GROUPS³

Adams Lake Indian Band	Peters First Nation
Aitchelitz First Nation	Popkum First Nation
Ashcroft Indian Band	Scia'new First Nation
Boston Bar First Nation	Scowlitz First Nation
Canim Lake Band	Seabird Island Band
Chawathil First Nation	Semiahmoo First Nation
Cheam First Nation	Shackan Indian Band
Coldwater Indian Band	Shxw'ow'hamel First Nation
Cook's Ferry Indian Band	Shxwha:y Village
Cowichan Tribes	Simpcw First Nation
Ditidaht First Nation	Siska Indian Band
Esquimalt Nation	Skawahlook First Nation
Halalt First Nation	Skeetchestn Indian Band
Hwilitsum First Nation	Skowkale First Nation
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
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Lower Nicola Indian Band	Semá:th First Nation
Lower Similkameen Indian Band	Tk'emlups te Secwepemc
Lyackson 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	T'sou-ke First Nation
Nlaka'pamux Nation Tribal Council ⁴	Tzeachten First Nation
Nooaitch Indian Band	Union Bar First Nation
Okanagan Indian Band	Upper Nicola Band
Pacheedaht First Nation	Upper Similkameen Indian Band
Pauquachin First Nation	Westbank First Nation
Penelakut Tribe	Whispering Pines
Penticton Indian Band	Yakwekwioose First Nation
	Yale First Nation

³List of indigenous groups per Schedule B Table of Contents for an Environment Assessment Certificate.

⁴ Representing Boothroyd Indian Band, Lytton First Nation, Oregon Jack Creek Band, and Skuppah Indian Band.

APPENDIX F COASTAL LOCAL GOVERNMENTS⁵

Alberni-Clayoquot Regional District

City of Port Alberni
District of Tofino
District of Ucluelet

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
Town of Sidney
Town of View Royal
Township of Esquimalt

Cowichan Valley Regional District

City of Duncan
District of North Cowichan
Town of Ladysmith

Islands Trust Area

Bowen Island Municipality
Islands Trust

Metro Vancouver Regional District

City of Burnaby
City of North Vancouver
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
University Endowment Lands
Village of Anmore
Village of Belcarra
Village of Lions Bay

Nanaimo Regional District

City of Nanaimo
City of Parksville
District of Lantzville
Town of Qualicum Beach

Squamish-Lillooet Regional District

District of Squamish

Sunshine Coast Regional District

District of Sechelt
Sechelt Indian Government District
Town of Gibsons

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



March 20, 2025

AVICC Member Legislative Services
AVICC Member Councils, Boards, and CAOs

RE: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap

I am reaching out to formally request that this communication be included as a Board or Council Communication on your upcoming agenda.

Feedback is requested on the initiative to modernize the *Local Government Act (LGA)*. It has been identified that the input from member staff and elected officials is crucial, and we are asking that this opportunity be shared throughout your organization, and that time be allocated to allow for participation.

Don Lidstone K.C. has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all five area associations on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is now available at the following link:

[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish. There is no requirement to answer all the questions – any degree of input is beneficial.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

Any survey responses received by March 28 will be included in content provided to the area associations' annual conventions. The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

Thank you for considering our request. If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Sincerely,



Ben Geselbracht
AVICC President
Councillor, City of Nanaimo

cc: Theresa Dennison, Executive Director, AVICC; info@avicc.ca

March 20th, 2025

Mayor and Council
Municipalities of BC
via email

Dear Mayor and Council,

RE: Cannabis Taxation Sharing & Municipal-Owned Cannabis Retail Stores

The Village of Daajing Giids is sharing with you the attached letter from David Hume the Assistant Deputy Minister & Liquor and Cannabis Regulation Branch as we believe it is important to ensure that all municipal leaders are informed about this ongoing dialogue and are able to consider the implications and opportunities for your municipality.

The letter arose from the Village of Daajing Giids' 2023 Union of BC Municipalities (UBCM) advocacy efforts with regard to Cannabis Taxation Revenue sharing with municipalities. The Village requested a general update on this topic from the Minister of Finance based on a recommendation from the 2021 Local Government Financial Resiliency report "seeking targeted consumption tax that provides local government a share of provincial cannabis taxation revenue". With minimal update on taxation revenue sharing from the Province, the question of municipally-owned cannabis stores as a source of revenue for local governments was briefly discussed with then Minister of Public Safety & Solicitor General Mike Farnworth.

The attached letter outlines the province's position and provides clarity on issues related to municipal eligibility for cannabis retail store licenses. We encourage you to review the document and consider not only the revenue possibilities but also the opportunity to ensure responsible distribution and community oversight for your municipality.

Sincerely,



Her Worship,
Mayor Lisa Pineault

Village of Daajing Giids
PO Box 580, 903A Oceanview Drive V0T1S0
Email: mayor@daajinggiids.ca | Web: <https://daajinggiids.ca/>

VIA EMAIL

Ref: 674406

February 5, 2025

Her Worship Lisa Pineault
Village of Daajing Giids
903A Oceanview Drive
Daajing Giids, B.C. V0T 1S0
Email: Office@daajinggiids.ca

Dear Mayor Pineault:

I am writing to follow up with you on a letter sent from former Minister, Mike Farnworth, on February 5, 2024, regarding municipality-owned cannabis retail stores. As the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB), I oversee the province's liquor and cannabis regulations, including the administration of cannabis licences and authorizations. Through sound policy and regulation, the LCRB's mission is to enable vibrant liquor and cannabis industries, while ensuring public health and safety.

I would like to thank the delegation from the Village of Daajing Giids for your interest in the cannabis industry and for seeking clarification on whether a municipality is eligible to hold a Cannabis Retail Store (CRS) licence. I appreciate your patience while we reviewed this matter.

The *Cannabis Control and Licensing Act* authorizes the GM to issue a CRS licence to an individual, partnership, corporation or Indigenous nation. In B.C., the legal definition of a corporation includes a municipality or other incorporated bodies. Therefore, the GM is authorized to issue a CRS licence to a municipality if the municipality meets all licensing requirements.

If you are interested in applying for a CRS licence, you can submit an application through the LCRB's licensing portal: <https://justice.gov.bc.ca/lcrb/>.

More information on how to apply is on the LCRB's "Apply for a cannabis Retail Store licence" webpage: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-licences/apply-cannabis-licence/apply-for-a-cannabis-retail-store-licence>.

.../2

Her Worship Lisa Pineault
Page 2

If you have more questions about the application process, please reach out to Karina Isdahl, Licensing Manager at Karina.Isdahl@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'DH' followed by a long, wavy horizontal line.

David Hume
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
www.gov.bc.ca/lcrb

pc: Janet Donald, Executive Director, LCRB (Janet.Donald@gov.bc.ca)
Pamala Renwick, Executive Director and Deputy General Manager of Licensing
(Pamala.Renwick@gov.bc.ca)

Active Projects Report

Executive Committee

1. Request to Minister for Review of Islands Trust

Activity:

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

Responsible

Rueben Bronee

Dates

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. Update Islands Trust Policy Statement

Activity:

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process.
Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

3. First Nations Reconciliation

Activity:

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Strategic Planning*

Responsible

Dates

Activity:

Guide the development and implementation of the Islands Trust Strategic Plan.

Rueben Bronee

Rec'd: 03-May-2023

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Advance the preservation and protection of marine ecosystems.

Responsible

Clare Frater

Date Received

03-May-2023

2. *MOTI MOU's*

To engage with the Ministry of Transportation on a updated Memorandum of Understanding.

Responsible

Clare Frater

Date Received

03-May-2023

3. *Climate Change Emergency*

Programming associated with the Climate Change declaration of the Islands Trust.

Responsible

Clare Frater

Date Received

03-May-2023

4. *Provincial Funding Strategy*

Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.

Responsible

Rueben Bronee

Date Received

07-Mar-2023