



Executive Committee Agenda

Date: June 7, 2021
Time: 9:00 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
 - 2.1. Introduction of New Items
 - 2.2. Approval of Agenda
 - 2.2.1. Agenda Context Notes
3. RISE AND REPORT FROM LAST MEETING

From the May 26, 2021, closed meeting Chair Luckham will report that the in-camera minutes from the May 5th closed meeting were adopted and the Trust Council closed agenda was approved for the June 10th meeting.
4. ADOPTION OF MINUTES
 - 4.1. May 26th draft meeting minutes 4 - 16
5. FOLLOW UP ACTION LIST AND UPDATES
 - 5.1. Follow Up Action List/Director/CAO Updates 17 - 23
 - 5.2. Local Trust Committee Chair Updates
 - 5.3. Islands Trust Conservancy Liaison Update
6. BYLAWS FOR APPROVAL CONSIDERATION

None
7. TRUST COUNCIL MEETING PREPARATION
 - 7.1. Executive
 - 7.1.1. Amendments to Trust Council Policy 2.3.1 Council Committee System - RFD 24 - 43
 - 7.1.2. Correspondence
 - 7.1.2.1. A. Yardly re: Policy Statement email received May 28, 2021 44 - 46
 - 7.1.2.2. J. Laing re: Trust Policy for 2050 letter received May 31, 2021 47 - 48
 - 7.1.2.3. J. Margison re: Islands Trust Policy Statement Review email received May 31, 2021

7.1.2.4.	J. Henshaw re: Trust Policy Statement review email received May 31, 2021	49 - 50
7.1.2.5.	L. Ciocea re: do not vote to remove the environment from protected status email dated June 3, 2021	
7.2.	Local Planning Services	
7.3.	Administrative Services	
7.4.	Trust Area Services	
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1.	Trust Council Initiated	
8.1.1.	Executive	
8.1.2.	Trust Area Services	
8.1.3.	Local Planning Services	
8.1.4.	Administrative Services	
8.2.	Executive Committee Initiated	
8.2.1.	Executive	
8.2.1.1.	UBCM Premier & Minister meeting requests deadline June 30, 2021	51 - 52
8.2.2.	Trust Area Services	
8.2.3.	Local Planning Services	
8.2.4.	Administrative Services	
9.	NEW BUSINESS	
9.1.	Executive/Trust Council	
9.2.	Trust Area Services	
9.2.1.	LTC Chairs Report on Local Advocacy Topics	
9.3.	Local Planning Services	
9.4.	Administrative Services	
10.	CLOSED MEETING	
	None	
11.	CORRESPONDENCE (for information unless raised for action)	
11.1.	From Chief Negotiator Heinz Dyck, MIRR to Chair Luckham received May 25, 2021	53 - 55
11.2.	Response to response from Executive Committee re: Lasqueti First Nations Woodland License - G. Scott received May 31, 2021	56 - 57
11.3.	MP Manly re: support letter to Minister Alghabra freighter anchorages email received June 1, 2021	58 - 61
11.4.	D. Kelly, Director, FLNRORD re: response to J. Money re: PMFL letter dated June 1, 2021	62 - 64
11.5.	Salish Sea Ecosystem Conference 2022	

11.6.	M. Green re: Presentation of Findings of the Vessel Drift and Response Analysis email dated June 2, 2021	65 - 65
11.7.	Minister Conroy re: Modernizing Forest Policy letter dated June 2, 2021	66 - 68
12.	WORK PROGRAM	
12.1.	Review and amendment of current work program	69 - 72
13.	NEXT MEETING	
	The next Executive Committee meeting is scheduled June 23, 2021 at 9:00 a.m., to be held electronically.	
14.	ADJOURNMENT	



Executive Committee Minutes of Regular Meeting

Date: May 26, 2021
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Dilani Hippola, Senior Policy Advisor
Mark van Bakel, Information Services Manager
Lori Foster, Executive Coordinator/Recorder

Others: There were no attendees

All participants attended the meeting electronically via Zoom. The meeting was live-streamed and recorded. The public could view and attend the meeting via web links which were posted on the www.islandstrust.bc.ca website.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 a.m. and stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items – None

2.2 Approval of Agenda

By general consent, the agenda was approved as presented.

2.2.1 Agenda Context Notes

Notes were provided, for information, in the agenda package related to agenda items as indicated.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING

3.1 May 5th Closed Meeting

Chair Luckham reported from the May 5th Executive Committee (EC) closed meeting that the minutes of the March 24th and April 14th EC closed meetings were both adopted as presented.

4. ADOPTION OF MINUTES

4.1 May 5, 2021 draft minutes

Regarding Item 6.1.3., first bullet, remove the word “Chair” from the end of the phrase, to read “appointment of Select Committee members by Trust Council.”

By general consent, the minutes were adopted as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

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

Staff provided updates on outstanding FUAL items and gave verbal updates on the status of committee projects, staffing, and recently attended meetings.

Chief Administrative Officer (CAO) Hotsenpiller answered questions on FUAL item #4, “to hold a ½ day session with Chairs of Standing Committees”.

Discussion followed on keeping the FUAL list current.

EC-2021-073

It was Moved and Seconded,

That Chief Administrative Officer follow-up action list item #4, “That EC arrange a ½ day session” be removed from the list.

CARRIED

Vice Chair Fast noted that Bowen Island Municipal Council has moved forward with First Nations engagement with recently adopted policy.

EC-2021-074

It was Moved and Seconded,

That Director of Trust Area Services follow-up action list item #2, “that staff be requested to draft a letter to Bowen Island Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration”, be removed from the list.

EC-2021-075

It was Moved and Seconded,

That motion **EC-2021-074** be amended by adding “and remove FUAL item #10 from the list “Add Coast Guard as June Trust Council continuous learning session”.

The question on motion EC-2021-074, as amended, was called.

CARRIED

5.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) chairs provided verbal updates on recently attended LTC meetings, the status of current applications and projects, other meetings and current events.

It was noted that:

- A freshwater stewardship session was presented to some LTC's,
- Work has stopped at the Thatch Pub site on Denman,
- Galiano will be addressing discontinuing issuance of temporary use permits for short term vacation rentals,
- Salt Spring has received numerous emails regarding the proposed cell phone antennae at Channel Ridge,
- The recent Coast Guard oil spill exercise had live drone feedback which was limited due to weather,
- There was discussion with Member of Parliament McGregor regarding the anchorages file and a possible roundtable opportunity,
- There is an opportunity to move forward with Chief Rempel, Minister Conroy and Minister Osborne addressing issues brought to the table in recent conversations.

EC-2021-076

It was Moved and Seconded,

That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K'òmoks and Minister Conroy.

CARRIED

5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice-Chair Fast gave updates from the recently held special meeting and public hearing. She gave updates on some acquisitions and noted the Conservancy is involved with the Sidney Island restoration plan which is addressing the removal of fallow deer.

6. BYLAWS FOR APPROVAL CONSIDERATION

None

The meeting recessed for a break at 10:50 a.m. and reconvened at 11:00 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 June Trust Council DRAFT schedule

CAO Hotsenpiller spoke to the schedule as presented. He noted the Coast Guard could not attend and spoke to options including, having the Conservancy do a presentation and compressing the schedule.

By general consent, keep the 3-day schedule, add the Conservancy presentation, remove the Continuous Learning title and the placeholder tag.

Forward as amended.

7.1.2 June Trust Council DRAFT agenda

Forward as amended.

7.1.3 March Trust Council Meeting Draft Minutes

Forward as presented.

7.1.4 Trust Council Follow Up Action List

Pulled for discussion, requested any updates, none were heard.

Forward as presented.

7.1.5 Strategic Plan Update

CAO Hotsenpiller will speak to the Strategic Plan at Trust Council.

It was suggested that the consultants report noted in item 2.3 of the Strategic Plan be forwarded to the Keats Island planner and Keats Island Conservation Group.

Forward as presented.

7.1.6 Continuous Learning Plan

Forward as presented.

7.1.7 Executive Committee Work Program Report

Forward as presented.

7.1.8 Chief Administrative Officer's Report

Forward as presented.

7.1.9 Provision of electronic meetings for Trust Council bodies on an ongoing basis – RFD

Director of Trust Area Services Mobbs will amend some figures. Add Lasqueti under “Implementation 2.”

Forward to Trust Council as amended.

7.1.10 Amendments to Trust Council Policy 2.3.1 Council Committee System – RFD

Legislative Services Manager (LSM) Thiel spoke to changes since this report was presented to Executive Committee on May 5.

Discussion ensued on:

- The voting status and membership of the chair as an ex-officio member ensued,
- Committee terms of reference approved by Trust Council,
- Number of standing committee meetings per year,

Amend the following policy items to read:

- 1.2.1 add “elected by Trust Council,
- 1.2.2 to read, “terms of reference established and approved by Trust Council,
- 1.2.3 should state “unless the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, [they] will be an ex-officio member,
- 3.2 a committee’s budget account assigned by “Trust Council”

Bring RFD back to Executive Committee June 7 meeting and forward to Trust Council as amended.

7.1.11 Amended Policy 7.4.1 Incoming Local Trust Committee Correspondence – RFD

LSM Thiel spoke to the request for decision.

Amend to add that correspondence regarding active projects will be posted to the website.

Forward as amended.

7.1.12 Legal Services Policies – RFD

LSM Thiel gave an overview of the request for decision noting that a definition of “restricted legal advice” has been added.

Amend the definition of restricted legal advice by adding to the end, “or as determined under this policy”.

Forward as amended.

7.1.13 Michael Sketch - Delegation Request

Forward as presented.

7.1.14 Galiano Conservancy Association - Delegation Request

Forward as presented.

7.1.15 Raincoast Conservation - Delegation Request

By general consent, Executive Committee requests that Raincoast Conservation delegation provide speaking notes for inclusion in the agenda package.

Forward as amended.

The meeting recessed for lunch at 12:55 p.m. and will reconvene at 1:30 p.m.

Chair Luckham humbly offered a land acknowledge, that the meeting was taking place of Coast Salish First Nations traditional and treaty territory.

7.2 Local Planning Services

7.2.1 Regional Planning Committee Work Program Report

Forward as presented.

7.2.2 Director of Local Planning Services Report

Forward as presented.

7.2.3 Application Processing Services Policy and Model Fees Bylaw – RFD

Forward as presented.

7.2.4 Update on Regional Planning Team Work Program – Briefing

Forward as presented.

7.3 Oil Spill Response Session Outline

Removed from agenda, the Coast Guard was unavailable for the Trust Council meeting date.

7.4 Administrative Services

DAS Mobbs gave a verbal update on item 5.1., follow-up action list spoke to staffing updates.

7.4.1 Financial Planning Committee Work Program Report – DRAFT

Director of Administrative Services (DAS) Mobbs noted the work program is presented as draft because Financial Planning Committee (FPC) has not met to approve the report and will be represented noted at Trust Council.

Forward as presented.

7.4.2 Director of Administrative Services Report

Forward as presented.

7.4.3 March 31, 2021, Financial Report (unaudited) - pending/late item

DAS Mobbs spoke to the report which was circulated as a late item during the lunch break addressing a few more changes which will be coming to the report. FPC has not reviewed this report.

Discussion on the underspending of local trust committee (LTC) budgets was heard including the process of LTC budget development.

Forward as amended.

7.5 Trust Area Services

All items under 7.5. be forwarded as presented to Trust Council.

7.5.1 Trust Programs Committee Work Program Report

7.5.2 Legislative Monitoring Briefing

7.5.3 Director of Trust Area Services Report

7.5.4 Islands Trust Conservancy Quarterly Report

7.5.5 Policy Statement Amendment Project Update – Briefing

7.5.6 Pare-Baile Property NAPTEP Certificate, North Pender Island – RFD

7.5.7 Annual Report – RFD

7.6 Trustee Summary Updates

7.6.1 Xwe'etay/Lasqueti Archaeology Project - Trustee Johnston

Forward as presented.

7.6.2 Átl'ka7tsem / Howe Sound Community Forum – Update

Remove the last sentence in bullet (d). Forward as amended.

7.6.3 Salt Spring Island Watershed Protection Alliance (SSIWPA) – Update

Forward as presented.

7.7 Priorities Chart

Forward as presented.

7.8 Proposed September Trust Council Agenda Program

Forward as presented.

7.9 Correspondence

EC-2021-077

It was Moved and Seconded,

That Executive Committee include correspondence received by 4 p.m. on May 26, 2021, regarding the Trust Policy Statement since the last Executive Committee meeting of May 5th be included in the Trust Council package.

CARRIED

7.9.1 F. Attorp re: for inclusion in Trust Council June agenda email dated May 8, 2021

Forward as presented.

7.9.2 L. Salter re: please reconsider the rejected motion email dated May 11, 2021

Forward as presented.

7.9.3 T. Beaver re: protecting the natural environment email dated May 12, 2021

Forward as presented.

7.9.4 M. Gross re: Policy Statement email dated May 12, 2021

Forward as presented.

7.9.5 E. Wttewaall re: natural environment protection email dated May 12, 2021

Forward as presented.

7.9.6 B. Young, Transition Salt Spring re: Policy Statement, letter dated May 12, 2021

Forward as presented.

7.9.7 T. Pickett re: attention Council Members, planners etc. email dated May 13, 2021

Forward as presented.

7.9.8 N. Wigen re: Protection of the natural environment email dated May 13, 2021

Forward as presented.

7.9.9 H. Holm re: Policy Statement dated May 16, 2021

Forward as presented.

7.9.10 C. de Menyhart re: Trust Policy Statement email dated May 17, 2021

Forward as presented.

7.9.11 D. Kennedy re: Policy Statement email dated May 17, 2021

Forward as presented.

7.9.12 M. Leichter re: a motion to prioritize protecting the natural environment letter dated May 17, 2021

Forward as presented.

7.9.13 M. Leichter re: revisions to the first draft of the Trust Policy Statement letter dated May 17, 2021

Forward as presented.

7.9.14 J. Henshall re: Islands Trust Policy review email dated May 18, 2021

Forward as presented.

7.9.15 M. MacMillen & G. Macdonald re: Revising the Islands Trust Policy Statement email dated May 18, 2021

Forward as presented.

7.9.16 J. Margison re: Policy Statement review letter dated May 18, 2021

Forward as presented.

- 7.9.17 G. Dusting re: Islands Trust Policy Review email dated May 19, 2021

Forward as presented.

- 7.9.18 M. Mikkelsen letter to reconsider motion received May 19, 2021

Forward as presented.

- 7.9.19 K. Maser re: grave concerns email dated May 19, 2021

Forward as presented.

- 7.9.20 D. McCreedy re: Changes in Trust Mandate email dated May 19, 2021

Forward as presented.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Cancellation of the Climate Action Revenue Incentive Program – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Amendment Project Charter v5 – RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision.

EC-2021-078

It was Moved and Seconded,

That Executive Committee approve the Policy Statement Amendment Project Charter v5.

CARRIED

8.1.2.2 Special July 8, 2021 Trust Council Meeting - RFD

Director of Trust Area Services (DTAS) Frater reviewed the timeline in the request for decision (RFD).

EC-2021-079

It was Moved and Seconded,

That Executive Committee request that staff initiate a Resolution Without Meeting for Trust Council to schedule a Special Meeting from July 7, 2021 to July 8, 2021 to be held electronically, for the purposes of holding a Town Hall session and first reading of the draft Policy Statement bylaw.

CARRIED

8.1.2.3 Executive Committee/Islands Trust Conservancy Board July 2021 Liaison Meeting – Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing and on behalf of Executive Committee (EC), will convey to the Conservancy EC's interest in the Nature Smart Solutions Fund and approval of the agenda as presented.

8.1.3 Local Planning Services - None

8.1.4 Administrative Services – None

8.2 Executive Committee Initiated

8.2.1 Executive - None

8.2.2 Trust Area Services - None

8.2.3 Local Planning Services - None

8.2.4 Administrative Services

8.2.4.1 Mental Health Services Coverage in Trustee Benefits Package - RFD

Director of Administrative Services (DAS) Mobbs spoke to the request for decision (RFD) as presented.

EC-2021-080

It was Moved and Seconded,

That the Employee & Family Assistance Plan (EFAP) be added to the trustee benefits plan effective June 1, 2021.

CARRIED

Executive Committee discussed the second half of the recommendation as presented, "that staff enrol the new term of trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on," and requested more information be brought back regarding the financial implications of EFAP if the deductible changed.

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Islands Trust Act (s.8) (2) (e) re: communicating with Province – Briefing

By general consent, item 9.1.1. be deferred to the June 23rd meeting Executive Committee business meeting.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 Local Planning Services

9.3.1 Building Permit and other referrals with known Archeological sites – Discussion

EC-2021-081

It was Moved and Seconded,

That Executive Committee add to its project list, “to develop a policy regarding referral responses where there is a known archeological site”.

CARRIED

9.3.2 Coordinated Planning for Large Infrastructure Projects – Discussion

Vice Chair Patrick will message the Southern Gulf Islands Forum regarding coordinating with the Capital Regional District on large infrastructure projects.

9.4 Administrative Services - None

10. CORRESPONDENCE

10.1 Village of Gold River UBCM resolution re: support working forests in BC dated May 19, 2021

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Presented for information.

12. NEXT MEETING

The next Executive Committee meeting is scheduled June 7, 2021, at 9:00 a.m. and will be held electronically.

13. CLOSED MEETING (under separate cover)

At 4:08 p.m. the meeting was closed to the public.

EC-2021-082

It was Moved and Seconded,

That the meeting be closed to the public subject to Section 90(1)(g) of the Community Charter in order to consider matters related litigation or potential litigation affecting the Islands Trust that staff attend the meeting.

CARRIED

At 4:33 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 4:33 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 THAT Executive Committee direct that staff develop draft policy regarding the provision of electronic meetings for application by Trust Council and Committees for when the Provincial State of Emergency is concluded.	Carmen Thiel Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 24-Feb-2021	In Progress
3 That the report Potential legislative and procedure change by the Islands Trust in relation to forest protection - Briefing be brought to a future Executive Committee meeting for next steps.	Russ Hotsenpiller	Meeting: 18-Nov-2020 Target: 03-Feb-2021	In Progress
4 That Chief Administrative Officer follow-up action list item #4, "That EC arrange a ½ day session" be removed from the list.	Russ Hotsenpiller	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed
5 That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K'òmoks and Minister Conroy.	Russ Hotsenpiller	Meeting: 26-May-2021 Target: 23-Jun-2021	In Progress



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 That Executive Committee include correspondence received by 4 p.m. on May 26, 2021, regarding the Trust Policy Statement since the last Executive Committee meeting of May 5th be included in the Trust Council package.	Russ Hotsenpiller	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed
7 That Executive Committee request that staff initiate a Resolution Without Meeting for Trust Council to schedule a Special Meeting from July 7, 2021 to July 8, 2021 to be held electronically, for the purposes of holding a Town Hall session and first reading of the draft Policy Statement bylaw.	Russ Hotsenpiller	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed "overspends" for any particular budget item.	Carmen Thiel Julia Mobbs	Meeting: 21-Oct-2020	In Progress
2 Staff review the sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	David Marlor Julia Mobbs	Meeting: 14-Apr-2021 Target: 16-Jun-2021	In Progress
3 That the Employee & Family Assistance Plan (EFAP) be added to the trustee benefits plan effective June 1, 2021.	Julia Mobbs	Meeting: 26-May-2021 Target: 01-Jun-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
4 That more information be brought back regarding the financial implications of Employee & Family Assistance Plan EFAP if the deductible changed to further consider if staff should enrol the new term of trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on.	Julia Mobbs	Meeting: 26-May-2021 Target: 23-Jun-2021	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 That Executive Committee request staff to continue this discussion (Local Planning Services Renewal Status Report - Briefing) to a future Executive Committee meeting and the pros and cons of reducing the projects per local trust committee to one.	David Marlor	Meeting: 03-Feb-2021 Target: 26-May-2021	In Progress
2 Develop policy for long form prosecution of development permits.	David Marlor	Meeting: 24-Feb-2021 Target: 23-Jun-2021	In Progress
3 Staff review the sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	David Marlor Julia Mobbs	Meeting: 14-Apr-2021 Target: 16-Jun-2021	In Progress
4 That Executive Committee add to its project list, "to develop a policy regarding referral responses where there is a known archeological site".	David Marlor	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
5 That Executive Committee direct staff to draft amendments to Trust Council policies on how fines and penalties are to be collected, or not collected, under the Bylaw Notice Enforcement system.	David Marlor	Meeting: 26-May-2021 Target: 14-Jul-2021	In Progress
6 That Executive Committee direct staff to draft amendments to the Trust Council Bylaw Compliance and Enforcement Policy (5.5.1) to include the following: a. offence Act Prosecutions are to be used only for serious land use permit contraventions. b. long-form information may be sworn only after approval by a local trust committee; and c. Executive Committee has approved legal funding for the prosecution; and d. the long-form information has been reviewed and prepared by legal counsel.	David Marlor	Meeting: 26-May-2021 Target: 14-Jul-2021	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 31-Mar-2020	In Progress
2 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees. Screening on HOLD due to COVID.	Clare Frater	Meeting: 26-Feb-2020 Target: 31-Mar-2021	In Progress
3 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island. On HOLD due to COVID.	Clare Frater	Meeting: 10-Mar-2020 Target: 31-Mar-2021	In Progress
4 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to consultation with First Nations.	Clare Frater	Meeting: 17-Jun-2020 Target: 31-Mar-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 The Executive Committee request staff to provide a Learning at Home series on the Murdered and Missing Indigenous Women and Girls Calls for Justice.	Clare Frater	Meeting: 05-Aug-2020 Target: 31-Mar-2021	In Progress
6 That Executive Committee request Director of Trust Area Services Frater invite the Coast Guard to make a presentation at Trust Council or, an education session to be arranged regarding oil spill response planning.	Clare Frater	Meeting: 30-Sep-2020 Target: 09-Jun-2021	In Progress
7 Collaborate with Bowen Island Municipal staff on an insert for the tax notice and a delay for a year would be appropriate.	Clare Frater	Meeting: 14-Apr-2021 Target: 01-Feb-2022	In Progress
8 Add Coast Guard as June Trust Council continuous learning session.	Clare Frater	Meeting: 05-May-2021 Target: 26-May-2021	In Progress
9 Staff to investigate the benefits and opportunities for the Islands Trust to cooperate with others in the anticipated Fall 2021 grant intake for the Government of Canada Nature Smart Climate Solutions Fund.	Clare Frater	Meeting: 05-May-2021 Target: 04-Aug-2021	In Progress
10 Trust Area Services follow-up action list item #2, "that staff be requested to draft a letter to Bowen Island Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration", and #10 "Add Coast Guard as June Trust Council continuous learning session". be removed from the list.	Clare Frater	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
11 That Executive Committee approve the Policy Statement Amendment Project Charter v5.	Clare Frater	Meeting: 26-May-2021 Target: 07-Jun-2021	Completed

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 THAT Executive Committee direct that staff develop draft policy regarding the provision of electronic meetings for application by Trust Council and Committees for when the Provincial State of Emergency is concluded.	Carmen Thiel Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 24-Feb-2021	In Progress
2 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed "overspends" for any particular budget item.	Carmen Thiel Julia Mobbs	Meeting: 21-Oct-2020	In Progress
3 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council.	Carmen Thiel	Meeting: 03-Feb-2021 Target: 01-Dec-2021	In Progress



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 8, 2021
From: Carmen Thiel, Leg. Serv. Mgr. **Date Prepared:** May 27, 2021
SUBJECT: Amendments to Trust Council Policy 2.3.1 Council Committee System

RECOMMENDATION: That Trust Council adopt amended Trust Council Policy 2.3.1 Council Committee System (Attachment 1).

CHIEF ADMINISTRATIVE OFFICER COMMENTS: As part of the Trust Council policy review project, the proposed amendments will bring the policy up to date with current procedures. The amendments bring wording for quorum in line with Trust Council Procedure Bylaw 101, include a new section on select committees and clarify voting provisions for the Trust Council Chair when serving as an ex-officio member on both standing and select committees. This policy was assessed as a priority for review as part of the Trust Council policy review project.

-
- 1 PURPOSE:** To replace outdated wording and processes, clarify details around voting and quorum with regard to ex-officio membership, include wording to reflect that Trust Council Procedure Bylaw No. 101 governs committee proceedings as applicable, with Robert's Rules of Order Newly Revised to apply in cases not provided for under Bylaw No. 101, and to add a new section on select committees.
 - 2 BACKGROUND:** The policy was adopted in March 1998 and amended twice since then. This is one of the policies deemed a top priority for amendment in the Trust Council policy review project.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Proposed amendments will address:

- Addition of a new section on select committees (section 1.2) and definitions for standing and select committees. Currently the policy only covers council standing committees;
- The definition and new section on select committees reference the requirement for such committees to be elected by Trust Council and for their terms of reference to be established and approved by Trust Council.
- Clarification of the Trust Council Chair's voting rights as ex-officio member, i.e. non-voting and not counted in determining quorum for Regional Planning Committee and Trust Programs Committee (section 8.4); and voting and counted in determining quorum for select committees (section 8.5);

- The definition of quorum to mirror the wording in Bylaw No. 101; and
- Various housekeeping amendments to reflect current procedures.

FINANCIAL: N/A

POLICY:

Proposed amendments will result in an up to date policy that reflects current practice and clarifies certain provisions in the policy.

IMPLEMENTATION/COMMUNICATIONS:

Once approved, the policy will be posted to the Islands Trust website, and will be available for staff and trustee guidance regarding the Council Committee system.

FIRST NATIONS: N/A

OTHER: N/A

- 4 **RELEVANT POLICY(S):** Trust Council Procedure Bylaw No. 101
 Regional Planning Committee (RPC): Terms of Reference (Policy 2.3.2)
 Financial Planning Committee (FPC): Terms of Reference (Policy 2.3.3)
 Trust Programs Committee (TPC): Terms of Reference (Policy 2.3.4)

- 5 **ATTACHMENT(S):**
 - Attachment 1: Proposed Policy 2.3.1 as amended
 - Attachment 2: Track changes version of current Policy 2.3.1 showing amendments

RESPONSE OPTIONS

Recommendation: That Trust Council adopt amended Trust Council Policy 2.3.1 Council Committee System (Attachment 1).

Alternative: That Trust Council request further amendments to Policy 2.3.1 prior to adoption.

Prepared By: Carmen Thiel, May 27, 2021

Reviewed By/Date: Russ Hotsenpiller, CAO, May 27, 2021



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM

Purpose

This Policy outlines general Terms of Reference (Section B: 1-9) applicable to all committees, the general role of standing committees (Section B: 10) and an overview of committee-specific functions which are detailed further in each council standing committee's specific terms of reference.

A. Definitions

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council comprised of trustees appointed by the Trust Council Chair.

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of three standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.2 Standing committee membership includes trustees who have been appointed by the Trust Council Chair.

1.1.3 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.

1.1.4 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee and the Trust Programs Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.

1.1.5 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend council committee member appointments for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.

1.1.6 The Trust Council Chair is an ex-officio member of the Trust Programs Committee and the Regional Planning Committee.

1.2 Select Committees

1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.

1.2.2 Select committees must have terms of reference established and approved by Trust Council.

1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, he or she or designate shall be an ex-officio member of each select committee.

1.2.4 The agenda for select committees should include:

1.2.4.1 Approval of previous meeting minutes

1.2.4.2 Follow-Up Action List (FUAL)

1.2.4.3 Trust Council referral items

1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least five calendar days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:

- 6.3.3.1 Approval of previous meeting minutes
- 6.3.3.2 Follow-Up Action List (FUAL)
- 6.3.3.3 Trust Council referral items

- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

- 7.1 Each standing committee shall maintain a work program - which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is a majority of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 The Trust Council Chair, as ex-officio member of the Regional Planning Committee and Trust Programs Committee, shall be a non-voting member and shall not be included in determining quorum of a meeting.
- 8.5 Pursuant to section 1.2.3, where the Trust Council Chair or designate is an ex-officio member of a select committee, he or she shall be a voting member and shall be included in determining quorum of a meeting.

9. Liaison

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.
- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.

- 10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

Trust Council Policy and Procedures Manual:

Regional Planning Committee (RPC): Terms of Reference (2.3.2)
Financial Planning Committee (FPC): Terms of Reference (2.3.3)
Trust Programs Committee (TPC): Terms of Reference (2.3.4)
Trust Council Meeting Procedure Bylaw 101

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

Attachment 1: Committee-Specific Functions

Attachment 1: COMMITTEE-SPECIFIC FUNCTIONS

REGIONAL PLANNING COMMITTEE (RPC)	TRUST PROGRAMS COMMITTEE (TPC)
1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery	1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
FINANCIAL PLANNING COMMITTEE (FPC)	EXECUTIVE COMMITTEE (EC)
1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit	1. Bylaw Approval 2. Policy Agenda Coordination 3. Legislation Agenda 4. Communications Agency Liaison 5. Chief Administrative Officer Liaison 6. Trust Council Business 7. Strategic Direction



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM

Purpose

This Policy outlines general Terms of Reference (Section B: 1-9) applicable to all committees, the general role of standing committees (Section B: 10) and an overview of committee-specific functions which are detailed further in each council standing committee's specific terms of reference.

A. Definitions

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Standing Committee means a regular permanent committee of Trust Council comprised of trustees appointed by the Trust Council Chair.

1. A Council Committee System is adopted by Trust Council comprised of three cCouncil cCommittees and the Executive Committee (see Attachment 1):

1.1 Regional Planning

1.2 Financial Planning

1.3 Trust Programs

A. Background

This Policy outlines general Terms of Reference (Section B: 1-9) applicable to all committees, the general role of all committees (Section B: 10) and an overview of committee-specific functions which are detailed further in each cCouncil cCommittee's specific terms of reference.

B. Policy

1. Establishment and Membership

1.1 Standing Committees

- 1.1.1 A Council Committee System is adopted by Trust Council comprised of three standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

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1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.2 ~~Standing~~ Committee membership includes trustees ~~(including members of a local trust committee who are not members of Trust Council)~~ who have been appointed by the Trust Council Chair.

1.1.3 One Executive Committee member will be assigned by the Trust Council Chair to ~~each committee~~ the Regional Planning Committee and the Trust Programs Committee.

1.1.4 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of ~~other Council-Committees~~ the Regional Planning Committee and the Trust Programs Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other locally ~~elected~~ or municipal trustees.

~~1.1.5~~ By the second Trust Council meeting following the quadrennial trustee elections or as required, the Chair of Trust Council will recommend ~~c~~Council ~~c~~Committee member appointments for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.

~~1.1.6~~ The Trust Council Chair is an ex-officio member of the Trust Programs Committee and the Regional Planning Committee.

1.2 Select Committees

1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.

1.2.2 Select committees must have terms of reference established and approved by Trust Council.

1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, he or she or designate shall be an ex-officio member of each select committee.

1.2.4 The agenda for select committees should include:

1.2.4.1 Approval of previous meeting minutes

1.2.4.2 Follow-Up Action List (FUAL)

1.2.4.3 Trust Council referral items

1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

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Commented [CT1]: There are no circumstances where a trustee is not a member of Trust Council. The wording in brackets was included in anticipation of a referendum for additional Salt Spring Island local trustees. Since that never came to fruition, the phrase can be deleted as it causes confusion.

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1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

- 2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.
- 2.2 The Trust Council Chair may appoint an interim Committee Chair when required.
- 2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of the a meeting.

3. Available Resources

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as ~~such~~ such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by ~~the Committee~~ the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be requested coordinated through with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be

Commented [RB2]: For 2021, all three Committees scheduled 6 and one Committee has already added 2 special meetings. TPC will have held 5 meetings up to the second week in May.

avoided.

- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.
-

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the [Committee](#) Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least ~~40~~ [five](#) ~~calendar~~ days before the meeting.
- 6.3 The agenda shall be determined as follows:
- 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members ~~present~~ [present](#) at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda [for standing committees](#) should include:
 - 6.3.3.1 Approval of previous meeting minutes
 - 6.3.3.2 Follow-Up Action List (FUAL)
 - 6.3.3.3 [Trust](#) Council referral items
- 6.4 Minutes ~~should~~ [must](#) be kept in a standard format and include: ~~those present and absent, numerically sequenced resolutions, status of resolutions, disposition of agenda items and specific matters requested by a member attending. It is not intended that minutes are to be a recording of everything that is said at a meeting but rather a listing of key points relative to agenda items and resolutions done be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.~~
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 ~~The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to all committee members, the designated staff member, the Council Chair and the CAO within seven days of the committee meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.~~
- 6.7 ~~Draft m~~ Minutes ~~of a committee meeting~~ are ~~approved~~ [considered for approval](#) at the next meeting. ~~and approved minutes signed by the Recorder shall be distributed to all committee members, CAO and Executive Committee within three days of the committee's approval of the minutes.~~

7. Council/Committee Relationship

Commented [RB3]: The Trust Council Chair is a member of all Council Standing Committees and proposed as an ex-officio member of select committees or may be elected and therefore automatically receives a copy of all agendas.

Commented [CT4]: While the FUAL is distributed to designated staff members within seven days of a meeting, it is generally not provided to committee members, including the Council Chair, until the agenda of the next meeting is distributed.

- 7.1 Each standing committee shall maintain a work program - which must include:
 - 7.1.1 Items referred to the committee from Trust Council ~~(dated)~~ Including referral date.
 - 7.1.2 Projects, nNew initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) pPriorities/sStrategies that it is working on, as approved by Trust Council, which and must include any of Trust Council's priorities that it has been assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing Ccommittees are required to submit a Highlights Report to the Executive-~~Coordination~~, Coordinator in ~~to be presented by the committee Chair (or designated committee member), in~~ time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All ~~Council C~~committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. ~~to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda.~~ These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Council Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members s of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Ccommittee's directions and activities and vice versa.

8. Rules of Conduct/Voting

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees. Unless otherwise provided or agreed to by members, the Trust issued edition of Robert's Rules of Order shall apply.
- 8.2 Unless otherwise provided or agreed to by members, voting shall be by a show of hands.
- ~~8.38.2~~ A The quorum of any of a C council C committee shall be committee is comprised of 50% a majority of all of its members the current membership

appointments.

Commented [CT6]: This point is already covered in the TC Procedure bylaw.

Commented [RBS]:

Commented [CT7]: This wording matches exactly what is in the TC Procedure bylaw.

~~Meetings may be conducted without a quorum, however, resolutions must be ratified at the committee's next meeting.~~

Commented [RB8]: A quorum is the minimum number of members of a deliberative assembly necessary to conduct the business of that group. Therefore without quorum, business cannot be conducted.

8.34 The Executive Committee member(designate on the Regional Planning Committee and Trust Programs Committee ~~(excluding the Council Chair)~~ shall have the full voting privileges of a committee member.

8.54 The Trust Council Chair, as ex-officio member of the Regional Planning Committee and Trust Programs Committee, shall be a non-voting member and shall not be included in determining quorum of a meeting.

8.5 Pursuant to section 1.2.3, where the Trust Council Chair or designate is an ex-officio member of a select committee, he or she shall be a voting member and shall be included in determining quorum of a meeting.

9. Liaison

9.1 Liaison with provincial, federal, and local government politicians shall be requested by ~~the a~~ eCommittee Chair to the Trust Council Chair (or the CAO) so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.

9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.

9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.

10.2 To provide feedback to staff on matters going to Trust Council.

10.3 To implement and maintain a committee-specific work program.

10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.

10.5 To create sub-committees (or task forces) which may be comprised of trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council.

10.6 To provide input and feedback to the annual budget process.

10.7 To provide input to Trust Council's organizational strategic planning process.

↳ **Legislated References**

[Trust Council](#) Policy and Procedures Manual:

Regional Planning Committee (RPC): Terms of Reference (2.3.2)

Financial Planning Committee (FPC): Terms of Reference (2.3.3)

Trust Programs Committee (TPC): Terms of Reference (2.3.4)

[Trust Council Meeting Procedure Bylaw 101](#)

[Current Council Committee Members List](#)

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

Attachment 1: Committee-Specific Functions

Commented [CT9]: This is not a legislated reference nor is it the usual place where committee membership would be listed. The committee membership, which changes after each election, is listed on the Islands Trust website once committee appointments have been made (every four years) and the chair and vice chair have been elected.

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Attachment 1: COMMITTEE-SPECIFIC FUNCTIONS

REGIONAL PLANNING COMMITTEE (RLPC)	TRUST PROGRAMS COMMITTEE (TPC)
1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery	1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
FINANCIAL PLANNING COMMITTEE (FPC)	EXECUTIVE COMMITTEE (EC)
1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit	1. Bylaw Approval 2. Policy Agenda Coordination 3. Legislation Agenda 4. Communications Agency Liaison 5. Chief Administrative Officer Liaison 6. Trust Council Business 7. Strategic Direction

From: Arlene Yardley [REDACTED]
Sent: Friday, May 28, 2021 8:06 PM
To: Executive Admin
Subject: To the Islands Trust Executive, Trust Council and All Trustees:

I want to add my name to the below letter composed by another Gabriolan , but completely reflective in every way to my own thoughts & concerns . * (I also think Trustee Dan Rogers reply letter * that I have seen, does not represent the perspective of people that I have discussed this matter with (the recent IT Motion) . No sensible person considers that Trustees voted against the environment , nor do they feel that a top priority consideration of “ Preserve and Protect “ , means to ignore all other considerations , as Dan R. apparently surmises . It’s not a negative to consider the environmental impacts of Development Applications and By Laws etc.. I did not see the Motion that Dan Rogers referenced in that letter he sent out , but the premise he laid out is unlikely to actually be the views of sensible people . I do hold the IT responsible for protecting the sensitive eco system across these very unique Islands . I am extremely disappointed in Trustee Dan Rogers ... I found that sarcastic tid bit in his reply letter , suggesting people move off the island etc.. etc.. Just more disappointing behaviour from this person. I lack confidence in his ability to represent citizens . *PS (my older lap top has issues with some Keys ,hence the variable typeface).

To the Islands Trust Executive, Trust Council and All Trustees:

As residents of Gabriola, we request that the Trust Council and the Trustees think very carefully about how they are proceeding with the review of the Trust Policy Statement (TPS). This document is critical to protecting our precious island ecosystems. The Gulf Islands are currently under great pressure from development according to the recent Trust press release and island residents observe this with alarm.

The inclination of a majority of Trustees in the current TPS review process to give community needs such as housing and transportation the same importance as the protection of the environment due to strident community lobbies is a grievous error. This approach will inevitably result in disaster for the environment as there will always be ways to justify our destructive human footprint on the land and water if human needs are considered to be of equal importance.

Satisfying human needs was never the mandate of the Trust at its inception and there is even more onus on the Trust now with the declared climate crisis to stand up for the environment above all.

You heard from the islanders in the public engagement process Islands 2050. And yet their overall and overwhelming concern for the environment and the rural nature of the islands is not being heard it appears by many Trustees, as reflected in the motions that were voted on at the last Trust Council meeting in March where the efforts of Pender Trustee Wright and Denman Trustee Critchley's motions to reaffirm that the paramount object of the Islands Trust Act is preservation and protection of the natural environment were defeated.

Without this affirmation, present and future Trustees will not have any firm ground to stand on when it comes to land use decisions. We are already witnessing this on Gabriola where little discussion or examination of environmental impact accompanies rezoning for higher density. We know this to be the case on other islands as well.

Extreme caution must be exercised when it comes to forests, water resources, wetlands, wildlife habitat, wildfire risk etc. on our islands. And Trustees must be given clear Trust Policy Directives to guide their decision-making. That should be the primary focus of this Policy Statement Review, not muddying the waters with inclusion of "community needs, healthy communities, inclusivity" and so on. Promoting residential land use and solving social problems is NOT the legislated object of the Trust. Surely we have learned that human need will always overwhelm the environment's ability to support it.

Prior to the upcoming June Trust Council meeting, we ask all Trustees to carefully reflect on the charge they have before them in the review of the ITPS. It is "to preserve and protect the Trust area and its unique amenities and the environment" above all else. We ask you to not allow a few strong but misguided voices among you and within your constituents to distract you from this mandate. The future of the Trust area depends on you.

I also want to express some thoughts on large Urban style Townhouse complexes being proposed on Gabriola Island and on other Islands ... Sincerely , Arlene Yardley .

I T stats that I saw , point to Gabriola being almost at the threshold of population density .. that the Island eco system can accommodate (& stay balanced / healthy) . I am concerned about the long term health of the eco system as there are hundreds of Lots as yet to be developed and many new Wells will be tapping into the Ground Water .. plus Septic saturation impacts . Eco conservation Biologists are concerned about the fracturing of the forest systems on the Gulf Islands. I do not think that larger / Urban

style townhouse complexes on the Gulf Islands , are in line with circumspect eco management on the long term . I hope that future elected Trustees and the I T Council will put the conservation of the sensitive & finite Eco systems of Gulf Islands , upper most when considering zoning and By Laws and Development in general.

Salt Spring Isl.
V8K 204
28 May 2021

TRUST Policy for 2050

To: Islands Trust Council,

I am writing concerning Bupnaryung's opinion article in the May 26th, 2021, Gulf Islands Driftwood, entitled "Don't exclude communities in policy update".

I was a new voter in the 1970's and supported many of Premier Dave Barrett's Visionary policies, in particular the formation of The Islands Trust concerning The Gulf Islands which were under great threat of over development at the time and continue to be to this day.

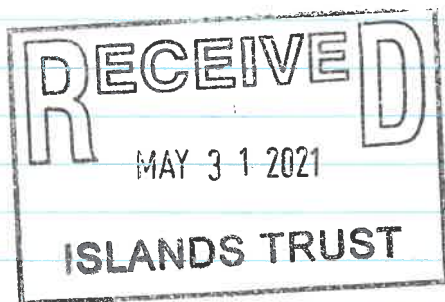
I moved to Salt Spring Island in 1983, helped build a home, raising a family as a self-employed small business owner and over the years have volunteered many hours in our community and also in supporting the original philosophy of The Islands Trust in preserving and protecting the unique ecology of Salt Spring Island.

We are surrounded by the 3 growing cities of Vancouver, Victoria and Seattle, plus a rapidly developing Vancouver Island and if the Islands Trust continues to bend to pressure from development oriented groups under the guise of "right sized, appropriately located housing....." who seek to upzone densities and thus increase Island population much past the original planned zoning, ultimately this will have a considerable negative effect on our native ecosystems and we will end up looking like the rest of urban Vancouver Island and The Mainland. Many of his criticisms are not fact based let alone practical and he continues to place unlimited human needs far ahead of the increasing fragility of the natural environment of our Islands.

I support Jennifer Margison's viewpoint in the same Driftwood who stated, that without strong protective legislation by Island Trustees,

ecosystems are (and I have seen that
happen many times, here on Salt Spring)
defenseless against human pressure and
relentless encroachment.

Yours Sincerely,
Juliette L. Laine



From: Janice Henshaw <[REDACTED]>
Sent: Monday, May 31, 2021 10:54 AM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Subject: Re: TPS Review

Janice Henshaw

[REDACTED]

On Mon, May 31, 2021 at 7:55 AM Janice Henshaw <[REDACTED]> wrote:

May 31, 2021

To the Islands Trust Executive, Trust Council and All Trustees:

As residents of Gabriola, we request that the Trust Council and the Trustees think very carefully about how they are proceeding with the review of the Trust Policy Statement (TPS). This document is critical to protecting our precious island ecosystems. The Gulf Islands are currently under great pressure from development according to the recent Trust press release and island residents observe this with alarm.

The inclination of a majority of Trustees in the current TPS review process to give community needs such as housing and transportation the same importance as the protection of the environment due to strident community lobbies is a grievous error. This approach will inevitably result in disaster for the environment as there will always be ways to justify our destructive human footprint on the land and water if human needs are considered to be of equal importance.

Satisfying human needs was never the mandate of the Trust at its inception and there is even more onus on the Trust now with the declared climate crisis to stand up for the environment above all.

You heard from the islanders in the public engagement process Islands 2050. And yet their overall and overwhelming concern for the environment and the rural nature of the islands is not being heard it appears by many Trustees, as reflected in the motions that were voted on at the last Trust Council meeting in March where the efforts of Pender Trustee Wright and Denman Trustee Critchley's motions to reaffirm that the paramount object of the Islands Trust Act is preservation and protection of the natural environment were defeated.

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Extreme caution must be exercised when it comes to forests, water resources, wetlands, wildlife habitat, wildfire risk etc. on our islands. And Trustees must be given clear Trust Policy Directives to guide their decision-making. That should be the primary focus of this Policy Statement Review, not muddying the waters with inclusion of “community needs, healthy communities, inclusivity” and so on. Promoting residential land use and solving social problems is NOT the legislated object of the Trust. Surely we have learned that human need will always overwhelm the environment’s ability to support it.

Prior to the upcoming June Trust Council meeting, we ask all Trustees to carefully reflect on the charge they have before them in the review of the ITPS. It is “to preserve and protect the Trust area and its unique amenities and the environment” above all else. We ask you to not allow a few strong but misguided voices among you and within your constituents to distract you from this mandate. The future of the Trust area depends on you.

Sincerely,
Janice Henshaw

Sent from my iPad

From: Cassandra Rahmann on behalf of information
Sent: Thursday, May 27, 2021 9:47 AM
To: Lori Foster
Subject: FW: 2021 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs
Attachments: Premier Horgan_Mayors and Regional District Chairs.pdf; Minister Osborne_Mayors and Regional District Chairs.pdf

Hi Lori, in case this has not come to execadmin 😊

Many thanks,

Cassandra Rahmann (*she/her/hers*)

Administrative Assistant

Islands Trust

200-1627 Fort Street | Victoria BC V8R 1H8

T 250.405.5151 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1.800.663.7867 | 604.660.2421

Facebook [@IslandsTrust](https://www.facebook.com/IslandsTrust) | Twitter [@islands_trust](https://twitter.com/islands_trust)

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

From: MUNI UBCM Meeting Requests MUNI:EX <MUNI.UBCM.MeetingRequests@gov.bc.ca>
Sent: Tuesday, May 25, 2021 9:18 AM
To: MUNI UBCM Meeting Requests MUNI:EX <MUNI.UBCM.MeetingRequests@gov.bc.ca>
Subject: 2021 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs

This message is being sent by the Ministry of Municipal Affairs (MUNI) to all Union of BC Municipalities (UBCM) Mayors and Regional District Chairs on behalf of the Honourable John Horgan, Premier, and the Honourable Josie Osborne, Minister of Municipal Affairs.

Subject: 2021 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers and the Minister of Municipal Affairs
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: General Email
Attachments: Two (2) plus message below

If you have received this message in error please forward it to the appropriate person in your office.

MESSAGE:

Please see the attached letters from Premier Horgan and Minister Osborne with regards to this year's UBCM Convention. These letters outline the process for requesting a meeting with the Premier and Cabinet Ministers.

Further details on the process for requesting meetings with provincial ministry, agency, commission and corporation (MACC) staff will be sent by MUNI staff.



For requesting meetings with the Premier and Cabinet Ministers (not including Minister of Municipal Affairs) please use the online form at:

<https://UBCMreg.gov.bc.ca>

(invitation code: **MeetingRequest2021** is case sensitive)

If you have questions please contact the Premier's UBCM Meeting Request Coordinator, Marlene Behrens by email at: UBCM.Meetings@gov.bc.ca or by phone: 250 213-3856.

Please note as in previous years, meetings with the Minister of Municipal Affairs are scheduled directly with that Ministry.



For requesting meetings with the Minister of Municipal Affairs, please use the online meeting request form at:

[Minister of Municipal Affairs Meetings](#)

If you have questions, please contact the MUNI Minister's Meeting Coordinator, Katie Carrothers by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca or by phone at 236 478-0537.

Thank you.

Note: Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.

From: Midiang'a, Josie IRR:EX <Josie.Midianga@gov.bc.ca> **On Behalf Of** Dyck, Heinz IRR:EX
Sent: Tuesday, May 25, 2021 4:44 PM
To: Executive Admin <execadmin@islandstrust.bc.ca>
Cc: Harvie, Christie IRR:EX <Christie.Harvie@gov.bc.ca>; Forbes, Leah D IRR:EX <Leah.Forbes@gov.bc.ca>
Subject: Letter from Chief Negotiator Heinz Dyck to Peter Luckham Island Trust

Good afternoon,

Please find attached a letter from Heinz Dyck.

Sincerely,
Josie Midiang'a on behalf of Heinz Dyck



May 21, 2021

Ref. 52275

Peter Luckham
Chair
Island Trust
200 – 1627 Fort Street
Victoria BC V8R 1H8
Via email: execadmin@islandstrust.bc.ca

Dear Peter Luckham:

I am writing to inform the Island Trust about a negotiated Government-to-Government Agreement (Agreement) between the Province and the Cowichan Nation, which includes Cowichan Tribes, Stz'uminus First Nation, Penelakut Tribe, Halalt First Nation, and Lyackson First Nation. This Agreement seeks to establish collaborative structures, processes, and priorities to guide the government-to-government relationship between the parties.

At this time negotiations are complete; however, the Agreement is not yet signed, is still confidential to government, and is being shared in confidence. If approved, the Agreement will provide an important step in a renewed relationship between the Province and the Cowichan Nation, and an opportunity to advance shared reconciliation objectives and foster a deeper collaborative government-to-government relationship. The Agreement also seeks to provide a forum for further discussion on reconciliation of shared interests and goals, and to support the advancement of Cowichan Nation's member First Nations' rights to self-determination, including the inherent right to self-government.

We are reaching out to you at this time to ensure you have the opportunity to better understand the scope and intent of this Agreement, and to discuss it with us in advance of signing.

For further information, or if you wish to set up a time to discuss, please reach out to Leah Forbes, Negotiator, Ministry of Indigenous Relations and Reconciliation at Leah.Forbes@gov.bc.ca or by phone at (250) 739-8306.

.../2

Yours truly,



Heinz Dyck
Chief Negotiator

cc: Christie Harvie
Senior Negotiator
Ministry of Indigenous Relations and Reconciliation

Leah Forbes
Negotiator
Ministry of Indigenous Relations and Reconciliation

From: Gordon Scott <[REDACTED]>
Sent: Monday, May 31, 2021 10:26 AM
To: Lori Foster
Cc: Izzy Sheila Harrington Izzy; Ken Lertzman; Andrew Fall
Subject: Re: FNWL on Crown Lands on Lasqueti Island

Good morning Lori. I appreciate your reply, no worries, I know that IT is overwhelmed with projects right now. If possible though I would like to be kept apprised, as much as possible, of the continuing conversations between IT and MFLNORD regarding this FNWL invitation.

As you can imagine, the FNWL invitation could potentially set back our volunteer efforts to protect the remaining Coastal Douglas-fir ecosystem here on Lasqueti and would punch a pretty big hole in the middle of one of the largest, contiguous tracts of remaining CDF in the Trust Area. I want to emphasize to you and the Trust that LINC fully supports the reconciliation process with FN. We just don't think invitation from MFLNRORD was a very meaningful, significant, or properly conducted process.

Thanks again Lori.
Best Regards,
Gordon
LINC
[REDACTED]

On May 26, 2021, at 8:10 AM, Lori Foster <lfoster@islandstrust.bc.ca> wrote:

Dear Gordon Scott:

My apologies for not getting this response to you sooner.

At its regular business meeting held April 14th, 2021, the Executive Committee received your correspondence as item 9.4 on the agenda regarding the Lasqueti Island First Nations Woodland License.

On behalf of the Executive Committee, I am writing to thank you for your correspondence and that going forward, conversations are continuing with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development and First Nations regarding this issue.

Regards,

Lori Foster (she, her, hers)
Executive Coordinator
Islands Trust
200-1627 Fort Street
Victoria | BC V8R 1H8

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, Halalt, K'ómoks, Lək'wəŋən (SXIMELEŁ, Songhees, T'Souke), Lyackson, MÁLEXEŁ, ʔop qaymıxʷ, Penelakut, Qualicum, scəwəθən məsteyəxʷ, Scia'new, səlilwətaʔt, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, SẂÁUTẂ, Stz'uminus, ʔəʔamen qaymıxʷ, toq qaymıxʷ, Ts'uubaa-asatx, We Wai Kai, Wei Wai Kum, WJOŁEŁP, WSIKEM, and xʷməθkʷəy̓əm.

From: Manly, Paul - Personal <Paul.Manly.P9@parl.gc.ca>
Sent: Tuesday, June 1, 2021 7:33 PM
To: EC; Peter Luckham
Cc: Lori Foster; Goldenblatt, Ilan (Manly, Paul - MP)
Subject: Regional Letter - Anchorages solutions
Attachments: Joint letter Freighter VAS.pdf

Dear Chair Luckham and Island Trust Vice Chairs

I have written a letter to Transport Minister Omar Alghabra outlining proactive solutions to the use of the Southern Gulf Islands as an overflow free anchorage for the Port of Vancouver. I am hoping that you will sign on to this letter. I am asking community leaders at all levels of government in the areas affected by the anchorages to sign on.

I have also tabled a motion in the House of Commons which asks the government to implement efficiencies at the Port of Vancouver, specifically a Vessel Arrival System.

[M-85 Vessel Arrival System 43rd Parliament, 2nd Session - Members of Parliament - House of Commons of Canada \(ourcommons.ca\)](https://ourcommons.ca/m-85-vessel-arrival-system-43rd-parliament-2nd-session-members-of-parliament-house-of-commons)

Please let me know if you would like to sign on to this letter.

All the best
Paul Manly



Paul Manly

Member of Parliament for Nanaimo-Ladysmith | Député de Nanaimo-Ladysmith
Constituency Office: #103-495 Dunsmuir St. Nanaimo, BC V9R 6B9 | t: 250-734-6400
Hill Office: Room 313, Confederation Building Ottawa, ON K1A 0A6 | t: 613-992-5243
paul.manly@parl.gc.ca

It's an honor to serve the community on the unceded traditional territories of the Snuneymuxw, Snaw Naw As, Stz'uminus and Lyackson First Nations.

June xx, 2021

The Honourable Omar Alghabra P.C. MP
Minister of Transportation
House of Commons/Chambre des communes
Ottawa ON K1A 0A6

Dear Minister Alghabra

We are writing to you as concerned community leaders seeking to address the issue of increased freighter anchorages in the Southern Gulf Islands. These freighters create disturbances for local communities and are a danger to the local environment.

The First Nations whose territorial waters these freighters are anchored in were not consulted and did not consent to these anchorages, some of which are directly offshore of First Nations communities. Indigenous peoples have the constitutional right to be consulted on changes which may impact their well-being or way of life. The federal government failed to meet its lawful obligation to consult with First Nations prior to permitting freighter parking in these waters.

Community members report on-going disturbances from the noise, light and air pollution these freighters generate. Anchors damage the sensitive ocean floor ecosystem, and increased marine noise affects the ability of Southern resident killer whales to hunt for food and communicate with each other, creating additional stress on these endangered Orcas.

These bulk freighters anchor in the Southern Gulf Islands due to supply-chain inefficiencies at the Port of Vancouver, and often make multiple trips back and forth between these locations. These supply-chain inefficiencies come with financial costs which are passed onto Canadian grain farmers, amounting to as much as \$26 million per year according to reports.

We believe there are practical solutions to these problems: increased efficiency at the Port of Vancouver and the implementation of a vessel arrival system. Applied together, they would eliminate the need for freighter anchorages in the Southern Gulf Islands.

Increased efficiency at the port would reduce loading times and decrease costs for Canadian grain farmers. Grain loading hoods should be mandated to increase loading efficiency in inclement weather.

A vessel arrival system would maximize port efficiency and minimize time at anchor. The Australian port of Newcastle had a similar problem to the port of Vancouver, with as many as 70 freighters at a time anchoring outside of port waiting for weeks and even months to load. The citizens of Newcastle complained about these freighter anchorages for years. The government failed to act until one of the freighters, the coal ship Pasha Bunker, dragged anchor and ended up on a popular local beach. Motivated by the accident, Newcastle implemented a vessel arrival system that requires freighters to contact the port 15 days ahead of their anticipated arrival. Port

authorities can then require a vessel to slow down in order to match its arrival to its loading time at the port. The system has been a success. Two-thirds of vessels loading at Newcastle no longer anchor at all, and the remainder have dropped from an average of 11 days at anchor to just 3 days.

We almost had our own Newcastle beach moment in the Southern Gulf Islands last March, when a freighter dragged its anchor and collided with another freighter anchored nearby. The hull of one of the freighters was punctured but fortunately no bunker fuel leaked. There have been a number of other anchor dragging incidents including one near Ladysmith harbour.

A vessel arrival system will not only maximize port efficiency and eliminate the need for anchorages in the Southern Gulf Islands, they will also create cost efficiencies for the shippers. When vessels slow down to reach port for just-in-time loading they burn less bunker fuel, reduce their greenhouse gas emissions and reduce the need to burn diesel to run auxiliary engines while at anchor.

We are calling on the Government of Canada to mandate the implementation of a vessel arrival system at the Port of Vancouver to minimize the use and impact of anchorages, and facilitate effective and efficient trade. We also believe the government should mandate the implementation of a vessel arrival system at other Canadian ports when the amount of freighter traffic warrants efficiency improvements.

Sincerely

(a) the House recognize that, (i) freighter parking in the Southern Gulf Islands, British Columbia, has increased dramatically since 2018, (ii) bulk freighters anchor in the Southern Gulf Islands due to supply-chain inefficiencies at the Port of Vancouver, and often make multiple trips back and forth between these locations, (iii) these supply-chain inefficiencies come with financial costs which are passed onto Canadian grain farmers, amounting to as much as \$26 million per year according to reports, (iv) many of these freighters are exporting U.S. thermal coal that has been brought across the border for export because of bans on coal exports by the west coast U.S. states, (v) anchored freighters cause environmental damage to the Salish Sea ecosystem in addition to noise, light and dust pollution that is disruptive and harmful to local communities, (vi) several near-misses, and a freighter collision in March of 2020, highlight the threat of an environmentally devastating fuel spill posed by freighter anchorages, (vii) the government's stated vision for the Port of Vancouver includes reducing anchorage use, promoting supply-chain efficiency, and mitigating the socio-environmental impacts of anchorages on Indigenous and local communities, but Transport Canada's Interim Protocol for the Use of Southern B.C. Anchorages has failed to address these issues, (viii) the vessel arrival system mandated in Australia and the Just-in-Time shipping system mandated in Rotterdam have significantly reduced the use of anchorages, the amount of bunker fuel freighters needlessly burn and the amount of greenhouse gases they needlessly emit into the atmosphere when they race to port only to sit at anchor; and

(b) in the opinion of the House, the government should (i) mandate the implementation of a vessel arrival system at the Port of Vancouver to minimize the use and impact of anchorages, and facilitate effective and efficient trade, (ii) mandate the implementation of a vessel arrival system at other Canadian ports when the amount of freighter traffic warrants improvements in efficiencies.

[MP Alistair MacGregor Urges Environment Minister to Address Freight Anchorages « Canada's NDP](#)

----- Forwarded Message -----

Subject:Letter re: Forest Management on the Gulf Islands

Date:Tue, 1 Jun 2021 20:21:28 +0000

From:Baril, Anita FLNR:EX <Anita.Baril@gov.bc.ca>

To:'money.carol@gmail.com' <money.carol@gmail.com>

CC:OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>, Minister, FLNR FLNR:EX <FLNR.Minister@gov.bc.ca>, Minister, MUNI MUNI:EX <MUNI.Minister@gov.bc.ca>, Elliott, Richard FLNR:EX <Richard.Elliott@gov.bc.ca>, Nichols, Kris MUNI:EX <Kris.Nichols@gov.bc.ca>, Inwards, Andrea FLNR:EX <Andrea.Inwards@gov.bc.ca>, 'pluckham@islandstrust.bc.ca' <pluckham@islandstrust.bc.ca>

Hi John - On behalf of Doug Kelly, please find attached a letter regarding forest management on the Gulf Islands.

Thanks.

Anita Baril

Branch Coordinator, Forest Tenures Branch

Rural Opportunities, Tenures and Engineering Division

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Phone: (778) 974-2475 Email: anita.baril@gov.bc.ca

Mailing Address: PO Box 9510, Stn Prov Govt, Victoria, BC, V8W 9C2

Location Address: 4th Floor, 2975 Jutland Road, Victoria, BC, V8T 5J9





File: 10497-01
Reference: 259615

June 1, 2021

VIA EMAIL: money.carol@gmail.com

Dear Mr. John Money:

Thank you for your email of November 30, 2020 to the Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations and Rural Development forwarding an email sent on January 22, 2021 to Premier Hogan regarding forest management on the Gulf Islands and the role of Islands Trust in forest management within the Islands Trust Area. I have been asked to respond on the minister's behalf, and I apologize for the delay in the reply.

I understand your family has a long history with the management of the islands' forests. I appreciate that you have worked as both an elected trustee and an executive member of Islands Trust, to advocate for the sound, sustainable, management of the islands' forests and preservation of a way of life that has strong ties to harvesting and milling of timber. I also understand that you believe that Islands Trust lacks the interest and expertise required to regulate forest use and manage working forests to provide timber for local use.

In your email, you have asked that a provincial review of Islands Trust be undertaken. At this time, the Ministry of Municipal Affairs, the ministry responsible for the *Islands Trust Act*, has informed me that there are no plans for such a review to occur, however, I can report out on our work related to the Island's Trust Area completed over the past several months. Earlier this year, as a result of the Private Managed Forest Land (PMFL) Program review, and the many issues identified by the public, my staff undertook an assessment of managed forest activities within the Islands Trust Area. The object of this work was to fully understand the mandate of the Islands Trust and how it may intersect with the provisions of the *PMFL Act* within the Islands Trust Area. This assessment will serve as the foundation for our continued work to respond to issues with forest management in the Islands Trust Area.

I encourage you to keep participating in Islands Trust Council's process to update and amend the Policy Statement as that statement guides the development of regulatory land-use bylaws of local trust committees.

Page 1 of 2

John Money

If you would like to discuss any of the PMFL issues you have identified in your email or the current work being done regarding those issues, please contact Andrea Inwards, Timber Tenures Forester, Forest Tenures Branch at (250) 312-6661. Andrea currently holds the PMFL and Islands Trust portfolio for Forest Tenures Branch.

Yours truly,



Doug Kelly
Director

pc: Honourable John Horgan, Premier of British Columbia
Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource
Operations and Rural Development
Honourable Josie, Osborne, Minister of Municipal Affairs
Richard Elliott, Executive Director, Rural Opportunities, Tenures and
Engineering Division
Kris Nichols, Manager, Planning and Land Use, Ministry of Municipal Affairs
Andrea Inwards, Timber Tenure Forester, Forest Tenures Branch
Peter Luckham, Chair, Islands Trust Council (pluckham@islandstrust.bc.ca)

From: Marta Green <martag@sanjuanco.com>

Sent: Wednesday, June 2, 2021 2:13 PM

Subject: Presentation of Findings of the Vessel Drift and Response Analysis

The May 13 webinar of the Vessel Drift and Response Analysis is now available on the San Juan County YouTube channel. Please share this link with your organizations and interested parties and let me know if you have any questions. [Vessel Drift and Response Analysis Final Presentation 05 13 2021 - YouTube](#)

San Juan County, in partnership with Nuka Research & Planning Group LLC and the UW Puget Sound Institute Salish Sea Modeling Center, completed the ***Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia***. This study estimates the probability that an emergency response towing vessel stationed in the Salish Sea could prevent a disabled vessel from grounding and potentially causing an oil spill in Haro Strait and Boundary Pass. It extends the vessel drift and response analysis conducted by Nuka for the west coast of Canada to our inland waters.

This analysis further supports the strategies and informs discussions of oil spill prevention mitigation measures in these waters. Please refer to the [project factsheet](#) and [final report](#) and feel free to contact me with questions.

*Marta Green
Puget Sound Recovery Coordinator
San Juan County Environmental Resources
PO Box 729
Friday Harbor, WA 98250
360.370.7587*



June 2, 2021

VIA EMAIL: pluckham@islandstrust.bc.ca

Peter Luckman, Chair
Islands Trust

Re: Modernizing Forest Policy

Dear Chair Luckman:

Yesterday, the Premier and I shared a plan to modernize forest policy with the release of an intentions paper - www.gov.bc.ca/modernforestpolicy. This work aligns with our continued efforts to implement the recommendations of the Old Growth Strategic Review and improve forest management through the *Forest and Range Practices Act*. I would like to update you on this work and our next steps.

Intentions Paper

Plans to modernize forest policy as outlined in the Intentions Paper stem from what we heard from Indigenous peoples, local governments, industry, stakeholders and the public in forestry-focused engagement initiatives over the past three years including the *Forest and Range Practices Act* Improvement Initiative, the Old Growth Strategic Review, Coast Forest Sector Revitalization, and Interior Forest Sector Renewal. Three principles emerged from these engagements to guide our work including a focus on strengthening sector diversity, enhancing sustainability and stewardship, and ensuring ongoing support of the forest sector, what we have called strengthening the social contract.

There are 20 policy intentions laid out in this paper with several directly connected to what we heard from community leaders. This includes ensuring the voices of your communities are considered in decisions, like tenure disposition, where our government brought in Bill 22 in 2019 on this topic and seek to make further improvements. Other topics include the need to prioritize greater access to community tenures if local jobs, particularly in manufacturing, can be demonstrated. I also want to highlight our intention to provide statutory decision makers with discretion in permit approvals if the forest management proposed as part of a permit could put forest values at risk of damage, and to have community perspectives considered in tenure replacement decisions. There is much to be excited about it in these intentions and I hope you will take the time to review them.

Page 1 of 3

Old Growth Strategic Review

In 2019, my predecessor appointed a two-person panel to engage Indigenous and non-Indigenous communities, industry, and stakeholders on what a new path forward on managing old growth could include. They visited 45 communities, held over 200 meetings with close to 800 people, and received over 300 written submissions and more than 18,000 survey responses. The report they submitted in Spring 2020, along with the insight which informed it is included on our website at [Old Growth Forests - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/land/oldgrowth/oldgrowthforests.htm).

The report and its 14 recommendations are complex and over the next two years policy options and implementation decisions will be developed into a new Old Growth Strategy for British Columbia. The immediate priorities are recommendations #1 and #6, that is to work with Indigenous Nations on a government-to-government basis, to identify if and where any further timber harvesting deferrals are needed where old growth is at a very high and near-term risk of irreversible biodiversity loss. Attached in Appendix 1 is a high-level roadmap for how the ministry plans to sequence the work on the recommendations going forward.

What's Next

Over the next several weeks, ministry staff will connect with you on a series of virtual town halls we would like to have you join. I have asked my Parliamentary Secretary Roly Russell to host these town halls as part of his role to hear from you on modernizing forest policy and how it affects your communities.

After several initiatives to better understand where we should start our modernization effort, I am pleased we are advancing this work. The experiences and insights your government can bring to the table on behalf of your community are most welcomed. I hope you can participate.

Sincerely,



Katrine Conroy
Minister

Enclosure

pc: Roly Russell, MLA, Parliamentary Secretary for Rural Development
Brian Frenkel, President, UBCM
Craig Sutherland, ADM, Coast Area
Sharon Hadway, Regional Executive Director, West Coast Region

Appendix 1:

Given the breadth and scope of the report, the province is recommending a phased approach to addressing the recommendations over the next two years. The diagram below illustrates recommendations #1, 5, 6, and 7 under the heading “Immediate Measures”. The center column titled “Elements Required for Change” outlines recommendations #2, 4, 9, 13, 14 which set up a framework of key changes and policy shifts that support change. The third column titled “The New Old Growth Strategy” are recommendations #3, 8, 10, 11, and 12 which are critical to implementing change.

Old Growth Strategic Review – The Path Forward





Top Priorities Report

Executive Committee

1. *Islands Trust Act Amendments*

Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect. (Strategic Plan 5.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Project charter approved February 26, 2020. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Target: 15-Sep-2022

3. *Climate Change Emergency*

Matters pertaining to Islands Trust declaring a climate change emergency. (Strategic Plan 3.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

4. *Business Response to COVID-19*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020

Top Priorities Report

Executive Committee

5. *First Nations Reconciliation*

Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

5. *Preserve and protect marine ecosystems*

Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strat Plan Item 2.1)

Responsible

Clare Frater

Dates

Rec'd: 11-Mar-2021



Projects Report

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Responsible

Date Received

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

Clare Frater

30-Aug-2017

2. *Marine Advocacy*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

3. *Broadcast Public Meetings*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

Julia Mobbs

Russ Hotsenpiller

4. *Improve Communications about the Islands Trust*

Responsible

Date Received

Related to Strategic Plan Items 4.1 & 4.2

Clare Frater

30-Aug-2017

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

Responsible

Date Received

Strategic Plan Item 1.3

Clare Frater

02-Sep-2020

Kate Emmings



Projects Report

Executive Committee

6. *Advocate to reduce negative impacts of shellfish aquaculture practices*

Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy.

Responsible

Clare Frater

Date Received

16-Aug-2017

7. *Strengthen relations with First Nations*

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.

2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.

4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.

5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.

Responsible

Clare Frater

Date Received

21-Oct-2020

8. *Strengthen relations with First Nations*

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

Responsible

David Marlor

Date Received

26-May-2021