



Executive Committee Agenda

Date: September 20, 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 (attached)	3 - 3
3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING	
3.1. September 8th closed meeting	
See item 2.2.1 Agenda Context Notes	
4. ADOPTION OF MINUTES	
4.1. September 2, 2021 Special Meeting minutes	4 - 6
4.2. September 8, 2021 meeting minutes	7 - 16
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	17 - 24
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	
7.2. Regional Planning Services	
7.3. Administrative Services	
7.4. Trust Area Services	
7.4.1. Presentation - Canadian Coast Guard Planning for Integrated Environmental Response	25 - 52
See item 2.2.1 Agenda Context Notes	
8. EXECUTIVE COMMITTEE PROJECTS - None	

- 8.1. Trust Council Initiated
 - 8.1.1. Executive
 - 8.1.2. Trust Area Services
 - 8.1.3. Local Planning Services
 - 8.1.4. Administrative Services
- 8.2. Executive Committee Initiated
 - 8.2.1. Executive
 - 8.2.1.1. In-person Local Trust Committee Meetings Update - Briefing 53 - 54
 - 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 scheduled)
- 11. CORRESPONDENCE

See item 2.2.1 Agenda Context Notes
- 12. WORK PROGRAM
 - 12.1. Review and amendment of current work program 55 - 59
- 13. NEXT MEETING

The next Executive Committee meeting is scheduled for October 6, 2021, to be held electronically.
- 14. ADJOURNMENT

Agenda No.	From	Context Notes
3.1	Executive Coordinator	<p>Rise and Report Decisions from Previous Closed Meeting – September 8th</p> <p>Chair Luckham will rise and report the following: at the September 8, 2021 Executive Committee closed meeting, the August 4th in camera minutes were adopted and Executive Committee approved and forwarded the Trust Council closed meeting agenda to its September closed session.</p>
7.4.1	Executive Coordinator	<p>Presentation - Canadian Coast Guard Planning for Integrated Environmental Response</p> <p>Executive Committee approved the Coast Guard presentation session outline at its September 8th for inclusion at September's Trust Council meeting. Included in this agenda package is the PDF of the PowerPoint presentation the presenters will be sharing with Trust Council and can be received by EC for information.</p>
11.		<p>Correspondence intended for Executive Committee will appear on the October 6th agenda. There was no late correspondence received that was intended for September Trust Council.</p>



Executive Committee Minutes of Special Meeting

Date: September 2, 2021

Location: Electronic Zoom Meeting

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Local Planning Services (DLPS)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Lisa Wilcox, Senior Intergovernmental Policy Advisor (SIPA)
Lori Foster, Executive Coordinator/Recorder

Members of the public: One member of the public was in attendance

1. CALL TO ORDER

At 9:02 a.m., Chair Luckham called the meeting to order and humbly 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

For consideration to add under 6. New Business:

6.1 Ministry of Indigenous Relations and Reconciliation meeting discussion

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

Presented for information.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING

3.1 August 4, 2021

Chair Luckham reported from the August 4, 2021, Executive Committee (EC) closed meeting that the minutes of the July 21st closed meeting were adopted as presented.

4. ADOPTION OF MINUTES

4.1 August 4, 2021 draft minutes

By general consent, the August 4, 2021, minutes were adopted as presented.

5. TRUST COUNCIL MEETING PREPARATION

By general consent, Executive Committee (EC) addressed item 5.2 / 5.2.1 next.

5.2 Trust Area Services

5.2.1 Policy Statement Amendment Engagement Plan – Briefing

CAO Hotsenpiller introduced the briefing which was circulated to Executive Committee as a late item.

Molly Steeves, Project Manager with MODUS Planning, Design and Engagement presented a PowerPoint to EC outlining the Islands 2050 phase 3 engagement strategy.

Discussion followed.

The meeting recessed for a break at 10:40 a.m. and reconvened at 10:45 a.m.

By general consent, the report will be brought back to the September 8th Executive Committee meeting for further consideration in forwarding to the September Trust Council meeting.

Chair Luckham left the meeting at 11:40 a.m. and returned at 11:43 a.m.

5.1 Executive

5.1.1 Tree Cutting Authority Session outline and backgrounder – Briefing

CAO Hotsenpiller introduced the session outline and backgrounder as presented in the agenda package. He noted that the report will be brought back to the September 8th EC meeting with references to cultural heritage.

5.1.2 Amendments to Trust Council Policy 2.1.2 Standards of Conduct – RFD

Legislative Services Manager (LSM) Thiel reviewed the request for decision as presented noting the addition of section 5 to the policy.

By general consent, Executive Committee requested that:

- references to staff be removed from the policy,
- that section 6, regarding filing of complaints be changed to three (3) months, from six (6) months,
- in section 2.7., the word “avoid” be replaced with stronger language.

5.1.3 September Trust Council draft schedule

By general consent, include the session At'l'ka7tsem/Howe Sound Biosphere Region Initiative at 2:30 p.m. for a presentation announcing inclusion in the biosphere region.

The draft schedule will be brought back to the September 8th EC meeting for further consideration.

6. NEW BUSINESS

6.1 Ministry of Indigenous Relations and Reconciliation meeting discussion

Discussion followed on EC's confirmed meeting, September 8th, with Minister Rankin during the Union of British Columbia Municipalities (UBCM) minister meeting session. Speaking notes will be provided.

7. NEXT MEETING

The next Executive Committee meeting is scheduled for September 8, 2021, 9:00 a.m., to be held electronically.

8. ADJOURNMENT

EC-2021-119

It was Moved and Seconded,

That the meeting be adjourned at 12:41 p.m.

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Executive Committee Minutes of Regular Meeting

- Date:** September 8, 2021
- Location:** Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
- Members Present:** Peter Luckham, Chair, Thetis Island Trustee
Dan Rogers, Vice Chair, Gambier/Keats Island Trustee
Laura Patrick, Vice Chair, Salt Spring Island Trustee
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Local Planning Services (DLPS)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Carmen Thiel, Legislative Services Manager (LSM)
Warren Dingman, Bylaw Compliance and Enforcement Manager (BCEM)
Lisa Wilcox, Senior Intergovernmental Policy Advisor (SIPA)
Lori Foster, Executive Coordinator/Recorder
- Members of the public:** 0 members of the public were in attendance
1. **CALL TO ORDER**

At 9:03 a.m., Chair Luckham called the meeting to order and humbly 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 adopted as presented.
 3. **RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING** - None
 4. **ADOPTION OF MINUTES** - None
 5. **FOLLOW UP ACTION LIST AND UPDATES**
 - 5.1 **Follow Up Action List/Director/CAO Updates**

Staff reviewed follow-up action list (FUAL) items giving verbal updates and status reports on work in progress.

By general consent, that target dates on the FUAL list should be adjusted and speaking notes regarding the award of a grant to Islands Trust from the province under the Development Application Service Delivery and Technology Improvement Program be circulated to trustees, with an associated news release to follow.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs gave verbal updates on recently attended and upcoming meetings and the status of some current applications.

5.3 Islands Trust Conservancy Liaison Update

5.3.1 ITC Report Highlights of August 24, 2021 Board Special Meeting

Islands Trust Conservancy's, Vice Chair Fast, noted that item 7.4.5 of the agenda package includes the Conservancy's regular quarterly report.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 September Trust Council DRAFT schedule

7.1.1.1 Late Item

Forward as presented.

7.1.2 September Trust Council DRAFT agenda

7.1.2.1 Late Item

By general consent, move Directors Reports from the consent agenda sections to discussion/decision section. Move trustee reports from Executive section to Trustee Updates section.

7.1.3 July Trust Council Special Meeting DRAFT minutes

Forward as presented.

7.1.4 Trust Council Follow-up Action List

Forward as presented.

7.1.5 Chief Administrative Officer's Report

Forward as presented.

7.1.6 Executive Committee Work Program Report

See item 12.1

7.1.7 Strategic Plan Update

By general consent, amend item 5.3 Governance and Management Review to be under the responsibility of the Select Committee and adjust pagination of the report to not overlap with the main number of the agenda package.

CAO Hotsenpiller spoke to adding a cover report on top of the plan every second Trust Council, as an editorial.

Forward as amended.

7.1.8 Continuous Learning Plan

Forward as presented.

7.1.9 Update on development of electronic meetings capability for Local Trust Committee, Trust Council and Council Committees – Briefing

Forward as presented.

7.1.10 Backgrounder for Trust Council session on tree cutting authority – Briefing

Forward as presented.

7.1.11 Amendments to Trust Council Policy 2.1.2 Standards of Conduct – RFD

By general consent, amend Section 2 Background adding a hyperlink to the Union of British Columbia Municipalities (UBCM) model code of conduct document.

Forward as amended.

7.1.12 Revised Policy 2.2.3 Trust Council Resolutions without Meeting (RWM) – RFD

By general consent, amend to clarify that if there is objection to an RWM, there is a procedure to follow.

Forward as amended.

7.1.13 Amendments to Trust Council Policy 7.6.1 FOI Policy and 7.6.2 FOI Procedure – RFD

The meeting recessed for a break at 10:00 a.m. and reconvened at 10: 13 a.m. due to a fire alarm test at the Victoria office.

7.1.14 Delegation Request - Stephen MacLean

Forward as presented.

7.1.15 Delegation Request - Raincoast Conservation Foundation

Forward as presented.

7.1.16 Delegation Request - Salish Sea Institute

Forward as presented.

7.1.17 Delegation Request - Michael Sketch A Rewritten Trust Policy Statement

Corrections to the original submission were circulated as a late item in the addendum package.

7.1.17.1 Late Item

Forward as presented.

7.1.18 Delegation Request - Moving Around Pender

A PowerPoint presentation was circulated as a late item in the addendum package.

7.1.18.1 Late Item

Forward as presented.

By general consent, Executive approved delegation requests 7.1.14 through to 7.1.17 as presented and requested staff notify delegations they will each be given 10 minutes to present.

7.1.19 Presentation - Oil Spill Planning in the Islands Trust Area

Vice Chair Rogers noted he could also introduce this presentation.

Forward as presented.

7.1.20 Presentation - Vessel Drift and Response Analysis

Jamie Stephens, Council Member District 3 with San Juan County will give a council update at the end of the presentation.

Forward as presented.

7.1.21 Trustee Johnston - Xwe'etay/Lasqueti Archaeology Project Report

Forward as presented to the Trustee Updates section.

7.1.22 Trustee Maude - Ferry Advisory Committee Update

Forward as presented to the Trustee Updates section.

7.1.23 Trust Council Priorities Chart

Forward as presented.

7.1.24 DRAFT December Trust Council meeting schedule

Forward as presented.

7.2 Local Planning Services

7.2.1 Director of Local Planning Services Report

Forward as presented.

7.2.2 Regional Planning Committee Work Program Report

Forward as presented.

7.2.3 Shoreline and Residential Density Reports Strategic Plan – RFD

Forward as presented.

7.2.4 Bylaw Enforcement Statistical Reports – Briefing

Forward as presented.

7.3 Administrative Services

7.3.1 Director of Administrative Services Report

Forward as presented.

7.3.2 Financial Planning Committee Work Program Report

Forward as presented.

7.3.3 March 31, 2021 Allocated Financial Statements – Briefing

Forward as presented.

7.3.4 2020/21 Statement of Financial Information – RFD

Forward as presented.

7.3.5 June 30, 2021 Quarterly Financial Report – RFD

Forward as presented.

7.3.6 2022/23 Draft Budget Assumptions, Principles, and Timelines – Briefing

Forward as presented.

7.4 Trust Area Services

7.4.1 Director of Trust Area Services Report

Forward as presented.

7.4.2 Trust Programs Committee Work Program Report

Forward as presented.

7.4.3 Policy Statement Amendment Project Phase 3 Public Engagement Plan - RFD

The request for decision was circulated as a late item in the addendum package.

7.4.3.1 Late Item

Executive Committee discussed and considered endorsement and recommendations of the options as presented in the request for decision.

EC-2021-120

It was Moved and Seconded,

That Executive Committee recommend Trust Council approve the Islands 2050 Phase 3 Public Engagement Project charter scenario 3 and approve an additional transfer of up to \$82,000 from the general revenue surplus fund in fiscal 2021/2022 to support implementation.

WITHDRAWN

EC-2021-121

It was Moved and Seconded,

That Executive Committee withdraw motion EC-2021-120.

CARRIED

EC-2021-122

It was Moved and Seconded,

That Executive Committee recommend Trust Council approve the Islands 2050 Phase 3 Public Engagement Project Charter scenario 3 and approve a budget of an additional \$82,000, consisting of an additional transfer of \$62,000 from the general revenue surplus fund and the remainder to be funded by any reallocation of funds from the approved 2021/2022 budget to support implementation.

CARRIED

By general consent, change the project charter in scenario 3 to add wording relating to deeper relationships of engagement.

By general consent, add a consultant in scenario 3, or staff.

By general consent, advance to Trust Council as amended.

7.4.4 Legislative Monitoring – Briefing

Forward as presented.

7.4.5 Islands Trust Conservancy Quarterly Report

Forward as presented.

7.4.6 Policy Direction: NAPTEP Fees – RFD

Forward as presented.

7.4.7 Islands Trust Conservancy Audit Report – Briefing

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

8. RECESS

There was a planned recess from 1:45 p.m. to 2:30 p.m. which was not needed as Executive Committee completed its business by 1:32 p.m.

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

- 9.1.1 Executive – None
- 9.1.2 Trust Area Services – None
- 9.1.3 Local Planning Services

9.1.3.1 Indigenous Youth and Elder Engagement on Healthy Watersheds with Naut'sa mawt and Islands Trust Additional Funding – RFD

9.1.3.1.1 Late Item

Senior Intergovernmental Policy Advisor (SIPA) Wilcox spoke to the request for decision as presented.

EC-2021-123

It was Moved and Seconded,

That Executive Committee support an amendment to current funding from the provincial Healthy Watersheds Initiative to receive additional grant funding of up to \$55,000 to support work with Naut'sa mawt Tribal Council and the Islands Trust.

CARRIED

9.1.4 Administrative Services - None

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.1.1 Trustee Rogers re: Webinars on Indigenous perspectives on Climate Change – Discussion

Vice Chair Rogers requested that staff follow-up on the status of the proposed webinars which EC endorsed via the Climate Change Stewardship Education Program project charter Phase 2 at its December 16, 2020 meeting.

DTAS Frater noted this was an initiative from Trust Programs Committee to approve the project charter.

EC-2021-124

It was Moved and Seconded,

That Executive Committee request staff to provide a briefing on the potential for webinars on Indigenous perspectives on climate change.

CARRIED

- 9.2.2 Trust Area Services - None
- 9.2.3 Local Planning Services - None
- 9.2.4 Administrative Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.1.1 Trustee Patrick re: tracking the expenses of local trust committees – Discussion

Discussion on receiving more detailed reporting on total resources spent by local trust committees ensued.

Director of Administrative Services Mobbs noted that time-tracking of staff's specific activities on projects occurs but this is not reported as an LTC expense.

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

The next meeting of the Southern Gulf Islands Forum is scheduled for September 24.

The Comox Valley Regional District joint meeting with northern trustees is scheduled September 27.

10.3 Local Planning Services - None

10.4 Administrative Services – None

11. CORRESPONDENCE

11.1 J. Eastick email dated August 24, 2021 re: request to council

By general consent, item 11.1 was forwarded to Trust Council.

11.2 M. Johnston email dated August 20, 2021 re: Policy Statement engagement plan

Received for information.

11.3 M. Hanacek PMFL CAO response to "Public engagement plan in development for Policy Statement review" letter dated August 30, 2021

Received for information.

11.4 H. Holm submission to Sept 21 Trust Council meeting letter dated Sept 2, 2021

By general consent, item 11.4 was forwarded to Trust Council.

11.5 J. Crerar letter dated August 31, 2021, re: Response to Policy 2050 (Desalination)

Received for information.

11.6 Assistant Deputy Minister letter re: COVID-19 updates dated August 27, 2021

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent, item 12.1 was forwarded to Trust Council as presented.

13. NEXT MEETING

The next Executive Committee meeting is scheduled September 20, 2021, to be held electronically.

14. CLOSED MEETING

At 1:05 p.m., the meeting was closed to the public.

EC-2021-125

It was Moved and Seconded,

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

CARRIED

At 1:31 p.m., the meeting was reopened to the public.

15. ADJOURNMENT

By general consent, at 1:32 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
<p>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.</p> <p>By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.</p>	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
<p>2 Trust Council referred the matter of electronic meetings back to Executive Committee for further consideration including cost/benefits and all comments at Trust Council.</p>	Russ Hotsenpiller	Meeting: 09-Jun-2021 Target: 21-Sep-2021	In Progress
<p>3 Forward correspondence items 11.1, 11.4 and 12.1 to Trust Council September agenda package.</p>	Russ Hotsenpiller	Meeting: 08-Sep-2021 Target: 20-Sep-2021	Completed
<p>4 As directed by Executive Committee, forward items as presented or amended in Section 7, Trust Council Meeting Preparation to the September Trust Council agenda package.</p>	Russ Hotsenpiller	Meeting: 08-Sep-2021 Target: 10-Sep-2021	Completed
<p>5 Circulate to trustees, speaking notes on the grant received from the province re: Development Application Service Delivery and Technology Improvement Program with associated news release to follow.</p>	Clare Frater Russ Hotsenpiller	Meeting: 08-Sep-2021 Target: 10-Sep-2021	Completed
<p>6 Update target dates in the EC FUAL.</p>	Russ Hotsenpiller	Meeting: 08-Sep-2021 Target: 20-Sep-2021	Completed

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
7 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: 10-Nov-2021	In Progress
8 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: 10-Nov-2021	In Progress
9 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-2021 Target: 10-Nov-2021	In Progress
10 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-2021 Target: 10-Nov-2021	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 that the expenses for the Chair to attend the celebration of the Alt'ka7tsem/Howe Sound Biosphere Reserve announcement be covered by the Executive Committee.	Julia Mobbs Nancy Rogers	Meeting: 04-Aug-2021 Target: 30-Sep-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
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 Target: 10-Nov-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: 10-Nov-2021	In Progress
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: 10-Nov-2021	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 That Executive Committee support an amendment to current funding from the provincial Healthy Watersheds Initiative to receive additional grant funding of up to \$55,000 to support work with Naut'sa mawt Tribal Council and the Islands Trust.	David Marlor	Meeting: 08-Sep-2021 Target: 17-Nov-2021	In Progress



Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
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: 10-Nov-2021	In Progress
3 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: 10-Nov-2021	In Progress
4 that Executive Committee endorse the proposed amendments to Trust Council Policy 5.5.1 and request staff draft a Request for Decision for the September 2021 Trust Council meeting. Deferred to December 2021	David Marlor	Meeting: 04-Aug-2021 Target: 10-Nov-2021	In Progress
5 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) Debts incurred as the result of default on bylaw notices may be cancelled if the Director of Local Planning Services and the Bylaw Compliance and Enforcement Manager concur that contraventions on the subject property no longer exist, and it is not in the interest of Islands Trust to pursue the debt.	David Marlor	Meeting: 04-Aug-2021 Target: 10-Nov-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: 10-Nov-2021	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: 10-Nov-2021	In Progress
3 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
4 Circulate to trustees, speaking notes on the grant received from the province re: Development Application Service Delivery and Technology Improvement Program with associated news release to follow.	Clare Frater Russ Hotsenpiller	Meeting: 08-Sep-2021 Target: 10-Sep-2021	Completed
5 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: 10-Nov-2021	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 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: 17-Nov-2021	In Progress
7 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: 10-Nov-2021	In Progress
8 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: 10-Nov-2021	In Progress
9 That Executive Committee recommends staff investigate preparing a discussion guide to support and facilitate public engagement on the draft policy statement.	Clare Frater	Meeting: 21-Jul-2021 Target: 10-Nov-2021	In Progress
10 Share with MLA Olsen's office, the forestry session materials included in the September 2021 Trust Council agenda.	Clare Frater	Meeting: 08-Sep-2021 Target: 20-Sep-2021	Completed
11 that Executive Committee request Trust Area Services staff to work closely with the Howe Sound Biosphere Region Initiative organization regarding a joint communications plan and strategy for the Biosphere.	Clare Frater	Meeting: 04-Aug-2021 Target: 30-Sep-2021	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
12 that the Chair work with staff to prepare a response to Trustee Johnston's correspondence of July 22, 2021.	Clare Frater	Meeting: 04-Aug-2021 Target: 10-Nov-2021	In Progress
13 That the Executive Committee approve up to \$15,000 from the Islands 2050 public engagement budget to be used for capacity funding for First Nations early and ongoing referral engagement of the draft new Policy Statement.	Clare Frater	Meeting: 21-Jul-2021 Target: 10-Nov-2021	In Progress
14 That the Executive Committee approve up to \$15,000 from the Islands 2050 public engagement budget to be used for capacity funding for First Nations early and ongoing referral engagement of the draft new Policy Statement.	Clare Frater	Meeting: 21-Jul-2021 Target: 10-Nov-2021	In Progress
15 Executive Committee request staff to provide a briefing on the potential for webinars on Indigenous perspectives on climate change.	Clare Frater	Meeting: 08-Sep-2021 Target: 10-Nov-2021	In Progress

Finance Officer

Activity	Responsibility	Dates	Status
1 that the expenses for the Chair to attend the celebration of the Alt'ka7tsem/Howe Sound Biosphere Reserve announcement be covered by the Executive Committee.	Julia Mobbs Nancy Roggers	Meeting: 04-Aug-2021 Target: 30-Sep-2021	In Progress

Follow Up Action Report

Executive Committee

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 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
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: 10-Nov-2021	In Progress
3 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 Target: 10-Nov-2021	In Progress

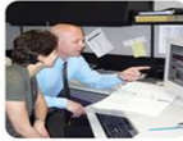


Fisheries and Oceans
Canada
Canadian
Coast Guard

Pêches et Océans
Canada
Garde côtière
canadienne



Safety First, Service Always



Canadian Coast Guard Planning for Integrated Environmental Response

Canada



Welcome & Introductions

2

CCG Mandate & Authority



Under the *Oceans Act* and the *Canada Shipping Act 2001*, Coast Guard's mandate is to ensure an appropriate response to *all* ship-source and mystery-source (unknown origin) marine pollution spills in Canadian waters.

- CCG is the lead federal agency responsible for ensuring an appropriate response to marine pollution incidents.
- CCG exercises a leadership role in responses to:
 - ship-source spills,
 - mystery-source spills,
 - pollution incidents that occur at oil handling facilities as a result of loading or unloading oil to or from ships,
 - spills from any source originating in foreign waters that impact Canadian waters.



Initial Alert/Notification

Marine Pollution is reported to the Western Region's 24/7 Coast Guard Regional Operations Centre through a variety of means including: Marine Communications and Traffic Services (MCTS), Emergency Management British Columbia (EMBC), or the Coast Guard Pollution Reporting Line:

1-800-889-8852

How do I report a marine pollution incident in my community?


Contact with us using one of the above methods and provide the following information:

- Date, time, weather and location of spill
- Source (if known)
- Estimated quantity and product type (if known)
- One time release or ongoing
- Any response measures being taken (ie. deployment of absorbent pads or boom)
- Take pictures or video if possible



Pollution Incidents

- In 2020, CCG Western Region received roughly 1,200 reports of possible marine pollution
- Each report is assessed by 24/7/365 on-call Coast Guard response staff
- The Regional Operations Centre creates a pollution report for each call
- Pollution Reports are distributed to response partners
- First Nations communities and area response partners will be notified when activation of a significant incident occurs



Stages of a Reported Pollution Incident:

```
graph LR; A[Alert/Notification] --> B[Assessment & Verification*]; B --> C[Activation of Response]
```

*Most reports end here

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- Assessment time varies: depends on many factors such as time of day, location, weather, assets available

Assessment & Verification

After a pollution report is issued the CCG ER Duty Officer conducts a full assessment of the situation in order to make informed decisions.

- The incident is confirmed to be either ship-source, mystery-source or an oil handling facility loading or unloading oil to/from a ship.
 - If not, the incident is handed over to appropriate provincial, territorial, or federal government agency
- The pollution report is verified:
 - All parties involved are contacted (reporting party, polluter etc.)
 - Information is validated by another ER officer or internal/external supporting agencies
 - Pollutants are identified



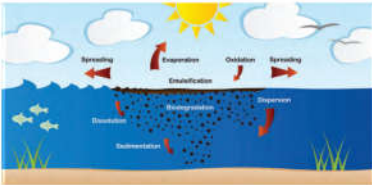
Activation of a Response

Once the Duty Officer has compiled a significant amount of information from their assessment, they will determine whether or not response measures are required.

Most pollution reports are closed after the Assessment/Verification and a response is not activated.

Why is a Response is Not Activated?

- False Positive - there is no pollution.
 - Algae bloom, low tide, seaweed, pollen, sea foam, jelly fish bloom, shadows, coal dust, silty water, changes in water depth
- Responding is unsafe:
 - Location
 - Weather
 - Hazardous chemical release




The diagram illustrates the weathering of an oil spill. It shows a cross-section of the ocean surface and water column. Processes labeled include: Evaporation (oil moving from the surface into the air), Dispersion (oil breaking into smaller droplets), Emulsification (oil mixing with water), Oxidation (chemical changes in the oil), Sedimentation (oil sinking to the bottom), and Spreading (oil moving along the surface). Arrows indicate the direction of these processes.

- The pollution is non recoverable:
 - Run off from storm drains and roadways during/heavy rain
 - Report is made many hours after the incident
 - Type and quantity of product:
 - Gasoline (~99% evaporates in 24hrs)
 - Diesel (most of the product spilled will evaporate or naturally disperse in a few days or less)
 - A sheen the size of a football field is only a few liters of product
 - One time release
 - Weather conditions & weathering processes (image above)

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- Sometimes no response is the best response: weathering, fuel types etc.
- Weathering: The “**weathering**” process refers to the changes that occur to **oil** as it spends time in the environment. After **oil** is released, it undergoes a wide variety of physical, chemical, and biological processes that begin to transform the **oil** almost immediately.
 - Early stages of spill: evaporation, spreading, dispersion, dissolution
 - Mid stages: emulsification
 - Later states: Oxidation, sedimentation and sinking, biodegradation
- Some fuels will be gone from the water in a short period of time, Gasoline for example 99% evaporates in 24 hrs, gasoline can’t be contained as it becomes a safety hazard
- This information leads into what will be discussed in the intro course mentioned earlier


From Response to Planning



- Prevention is key with many people working 24/7/365 to avert incidents from happening.
- Canadian Coast Guard continually works with many Nations and other partners to plan, train and exercise together ensuring the highest level of preparedness.
- When an incident happens, the Coast Guard participates with First Nations, provinces, territories, municipalities, first responders, scientists, private sector experts and others to ensure a strong and timely response

What roles do you see for your community:

- Ability to assess and report marine pollution incidents to the CCG when they occur
- Active participant within Unified Command
- Providing key members in the Environmental Unit
- Providing key data about your territory to the Environmental Unit to inform the response
- Providing logistical support and resources for responders
- Providing tactical resources and trained personnel in the field
- Other?



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Top image: Nathan E. Stewart, Tug that sank near Bella Bella in 2016. An Incident Command Post was established in Bella Bella and the incident lasted a few months.

Bottom image: Bligh Island Shipwreck, a cargo ship that sank in 1968 and was discovered December 2020 after numerous mystery sheens were reported in the area. A virtual Incident Command Post was established and continues presently.

- What is your capacity during an incident, how many people do you have available, what will their roles be
- Marine Environmental Incident Notification Form: who in your community should be contacted when an incident occurs
- Community Response Plan: CDCR Questionnaire & Community Response Plan Template
- Training: ER Training Course List, CCG Intro Course
- PIER: collaborative work on area response plans

Coast Guard and Response Planning

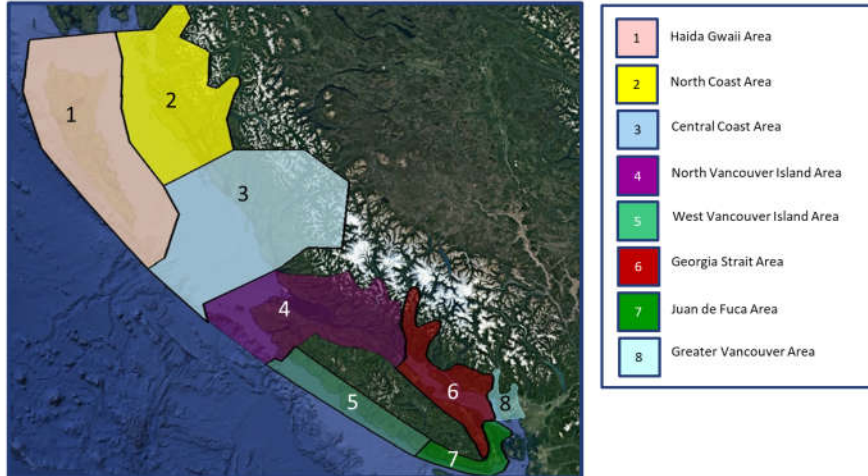


- The goal of Integrated Environmental Response plans, developed in collaboration with all spill response partners, is to improve our ability to prepare for, and respond to ship-source and mystery-source pollution incidents in Canadian waters.
- The development of these plans focuses on:
 - building relationships and partnerships;
 - connecting roles and responsibilities of all spill response partners within an identified area;
 - building understanding of Incident Command System and preparing for its implementation during spill response, including Unified Command;
 - clarifying alerting and notification procedures;
 - documenting logistics and other geographically specific information; and
 - incorporating unique local risks and features and how these will impact environmental response

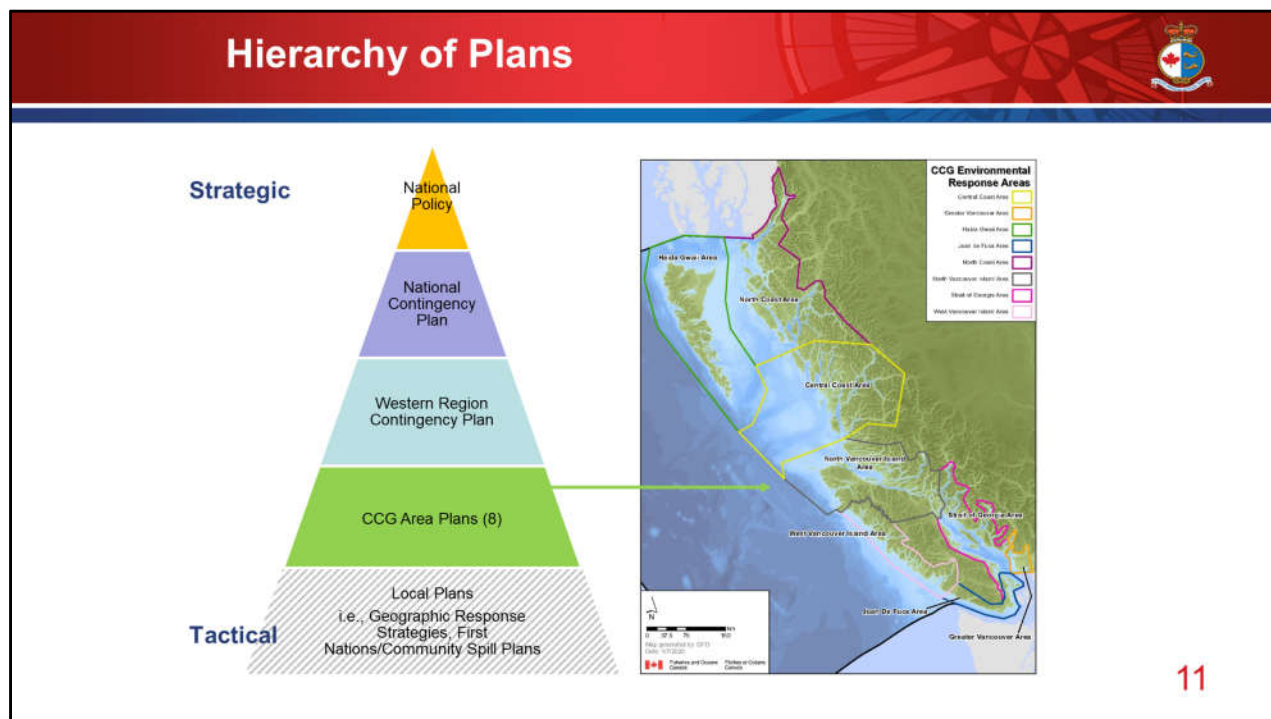
Environmental Response Planning Areas



Coast Guard is leading the ongoing development of eight (8) integrated environmental response plans for the entire coast of British Columbia.



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National policies set by Transport Canada, provide the guidelines and regulatory structure for the preparedness and response to marine oil spills.

Coast Guard implements these policies in its Marine Spill Contingency Plans – National and Western Region Chapters and Area Response Plans.

Local plans are more tactical and could include Geographic Response Strategies

This graphic shows an overview of a hierarchy of dedicated spill response plans put in place for spill preparedness and response:

- At its highest levels, there are the national policies set for spill preparedness and response.
- Further down, these policies are implemented in regional, area, and local plans that are tailored to the unique needs of their environments and the organizations participating within that area -- all aimed to ensure a coordinated, effective response.
- The PIER project aims to further develop the Government of Canada's ability to co-create specially tailored plans that integrate spill response, **Training and Exercises** to continually develop our collective preparedness and response capacity and capabilities in a sustainable way.

Coast Guard Area Response Plans



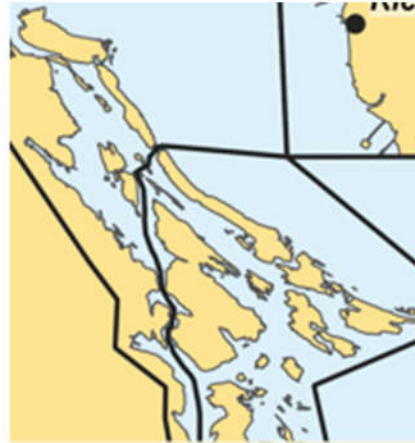
- Area Response Plans align with the framework outlined in the Marine Spill Contingency Plan – Western Region Chapter and are approved and signed by the CCG Assistant Commissioner, Western Region. 2021 Plans are currently being signed off by the Assistant Commissioner and will be made public in the coming weeks.
- Plans include information on alerting and notification procedures and identify steps for activating a coordinated response. Appendices and Annexes include area specific content.
- Plan development activities include:
 - establishing working group(s) with a focus on introducing Environmental Response, response planning under the current regime, and
 - conducting workshops on specific topics to facilitate an increased common understanding of ICS/spill response and to support the planning process.
- Coast Guard Area Response Plans are intended to be “evergreen” and will be regularly updated as these plans mature.

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Gulf Islands in CCG Planning Areas



- The area covered by the Islands Trust sits at the intersection of two environmental response planning areas: Juan de Fuca and Georgia Strait.



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JDF contains the majority of the Gulf Islands, but the GS area includes Thetis, Penelakut, Valdez and Gabriola Islands, as well as a handful of smaller islands. The aim of going up the middle of the Saanich Peninsula was to reflect the CRD boundary

In principle and in practice, major incidents at or near the boundary between planning areas will involve participants from both areas – notification of a major spill in the Strait of Georgia or the N/E portion of the Juan de Fuca area would go to GS and JDF contact lists, and representatives from both areas would be included in an Incident Command Post.

Hospital
261 Neill Street, PO Box 190, Tofino, BC , V0R 2Z0

250-725-4010

- 10 acute medical in-patient beds
- 5 Emergency Room stretchers
- Physician is on-call to the site

Services:

- Emergency obstetrics only
- Outpatient Ambulatory Care
- Emergency department
- Telehealth
- Medical Imaging
- Laboratory services
- Rehabilitation services

24/7/365

Lab Hours vary, please contact.

Stat holiday hours vary- please contact.

Tahsis

Health Centre

1085 South Maquinna Drive

Health Centre Phone: (250) 934-6322 Extension 0

Nurse Pager: (250) 934-6372

The Health Centre is staffed with a receptionist and one full-time critical care nurse. There is one nurse available after hours. A doctor is available for appointments on Tuesdays and Thursdays. The Health Centre has an urgent care room, lab services Wednesdays and Fridays, home Registered Nurse care, and immunizations.
M-F, Hours: 0900-1630

Zeballos

Medical Clinic

500 Parkway Road Zeballos, BC V0P 2A0. phone (250) 761-4274

Routine medical, public health, and emergency care.

M-F, Hours: 0830-1630

Gold River

Health Center

601 Trumpeter Dr

Gold River, B.C.

V0P 1G0

250-283-2626

Fax 250-283-7561

Medical Imaging, Laboratory, and Lab services, Physiotherapist, Telehealth, Urgent

Care Centre. The Urgent Care Centre treats medical health issues due to injury or illness. There is no overnight
Urgent Care Centre Monday - Friday: 8:30 a.m. - 5 p.m. Medical Centre Monday - Friday: 9 a.m. to 5 p.m. by appointment

Bamfield

Health Center

353 Bamfield Road. Phone: 250-735-1151

On-call nurse phone: 250-728-3312

Nursing primary health care, urgent medical care, lab services, telehealth

Health Centre open M-F 0900-1700. On-call nurse available 24/7 for after hours

BC

Community Paramedicine. BC Emergency Health Services

Ambulance Service

<http://www.bcehs.ca/health-professionals-site/Documents/CP%20Community%20Contacts.pdf>

Kyuquot

Health Centre

Contact Enid O'Hara, Manager Rural Services.

250-283-2626

Food

The Logistics section is responsible for determining all incident facilities' feeding requirements, including identifying needs for cooking facilities, food preparation and serving, drinking water, and food service area maintenance.

Table 6. Food Services. This table is not an exhaustive list of resources available in the planning area.

Location

Type of Food Service

Address and Phone

Description

Hours of Operation

Gold River

Bulk Food Delivery

Cold Star Solutions

1734 Ryan Rd, Comox, BC

V9M 4C9

Call centre: 250-381-3399

The Comox warehouse may be small, but it has the vital role of serving as portal to the north end of beautiful Vancouver Island. Its dedicated team ensures that we are able to provide high quality service to Quadra Island, Gold River, Port Hardy and all points in between.

Monday: 6 am to 2 pm, Tuesday to Friday: 5:30 am to 3:30 pm, Saturday: By request, Sunday: Closed

Ucluelet

Food Services

<https://www.uclueletco-op.crs/sites/ucluelet/local/detail/co-op-food>

Grocery Store in Ucluelet.

0900-1900 daily

Campbell River

Food Services

Riptide Marine Pub 1340 Island Hwy 250-830-0044

Catering group in CR

1130-2100 Thursday-Monday

Campbell River

Food Services

On Line Catering 250-286-6521

Catering group in CR

<https://www.onlinegourmetcatering.com/>

Campbell River

Food Services

Quay West Kitchen & Catering 921 Island Hwy, Campbell river, BC 250-286-9988

Catering group in CR

1130-2100 7/365

Facilities

The facilities unit is responsible for the setup, maintenance and demobilization of incident facilities, such as staging areas or the incident command post. This unit also provides sleeping and sanitation facilities for incident personnel. This section outlines some considerations for establishing these types of facilities in the West Coast Vancouver Island area, as well as provides some pre-identified sites that may be used. For large incidents in the West Coast Vancouver Island area an incident command post would likely be stood up in a location that has sufficient accommodation, medical and food services as to not be an issue. Depending on the exact location of the incident, field crews may require to have food go with them to the response site, but they are likely able to travel at the end of the day to return to their lodging.

Incident Command Posts

The following criteria should be considered when identifying Incident Command Posts:

ICP Identifier (Name, location)

Access (parking, etc)

Maximum capacity

Internal amenities (meeting spaces, breakout rooms, washrooms, kitchen)

Electronic connections (wifi and cell signal and capacity, printing, projection screens)

Table 7. Potential Locations for Incident Command Posts. This table is not an exhaustive list of resources available in the planning area.

ICP Site Name, Location and Contact

Description of Area

Access to Site

Separate meeting spaces

Communications (cell, internet, radio)

Notes

Institute of Ocean Sciences

9860 W Saanich Road, Sidney BC

250-363-6517

Large building that is the centre for various scientific facilities, as well as CCG's MCTS centre. Has a large auditorium suitable for an ICP.

Car, dock access

Yes –additional rooms close to the auditorium

Cell phone coverage is known to be spotty.

Hardline internet only (no WiFi)

Auditorium has large screen set-up with projector.

Cafeteria located in the building.

Tahsis Recreation Centre

285 Alpine View, Tahsis, BC V0P 1X0

250-934-6443

Has meeting hall, showers, gym, kitchen, wi-fi

Wi-Fi

Gerry Morgan Memorial Centre

350 Muchalat Dr. Gold River

250-283-2251

mman@goldriver.ca

Community centre with lounge, community hall, and kitchen

Virtual Incident Command Post

The Coast Guard has successfully tested the ability to carry out multi-day coordination activities required for a large scale response while in a virtual environment. In the event a virtual ICP is established, the primary platform of choice will be Microsoft Teams and any other platform accessible to the ICP participants both internally and externally to CCG.

Accommodations

The plan area includes both easily accessible and remote locations. In places with high tourism such as Tofino, Ucluelet, and Port Alberni, available accommodations may be affected by seasonality. In remote areas such as Gold River, Tahsis and Bamfield, temporary accommodations such as camp barges, fishing lodges, or other rapidly deployable lodgings should be considered. In the event of reduced accommodation availability in smaller communities with no temporary accommodation options, the closest municipal hub of Campbell River could be considered.

Table 8. Accommodations. This table is not an exhaustive list of resources available in the planning area.

Location and Contact

Description

Notes

Gold River Chalet

390 Minpkish Dr, Gold River

1-866-450-2688

Close to marina for access to Friendly Cove, Nootka Island and Tahsis.

goldriverchalet@cablerocket.com

Ridgeview Motor Inn

395 Donner Ct, Gold River

250-283-2277

Hostel-Type

info@ridgeview-inn.com

Campbell River

15+ places to stay- chain mid-range hotels, motels, b&bs

May struggle with seasonal availability in the summer

Tofino

30+ places to stay – includes cabins, multi-room motels, lodge, hostel, hotel

May struggle with seasonal availability in the summer

Ucluelet

50+ places to stay – includes cabins, multi-room motels, lodge, hostel, hotel

May struggle with seasonal availability in the summer

Ground Support

The ground support unit is responsible for the management of tactical equipment,

vehicles, mobile ground support equipment and fueling services; transportation of personnel, supplies, food and equipment in support of incident operations. The Vessel Support Unit is responsible for coordinating transportation on the water and between shore resources, as well as fueling, docking and maintenance requirements. This section outlines available methods of transportation in the plan area. The Canadian Coast Guard’s Integrated Technical Services (ITS) directorate has a variety of experts that may provide these services during a response. A digital library with manuals for maintenance and use of response equipment is kept by the CCG’s Marine Civil Infrastructure program.

Travel in and around some parts of the WCVI area may pose some limitations to a response. Highway, airport, and marine services and infrastructure may be limited for some locations within the planning area.

Personnel/Equipment Mobilization

Responders may find barriers when mobilizing personnel and equipment in the West Coast Vancouver Island area. There are some remote areas that may be only accessed by vessel. The following table provides approximate times for responders to reach different areas in the Plan Area. Note that these times are assumed that responders are on site and that weather conditions permit suitable travel conditions. Unless stated otherwise, these travel times are for a truck and trailer.

General transportation for the area (eg. ferry routes, airports, water taxis, roads, logging roads, seasonal variability, etc.). See the tables in the subsections below.

Table 9. Water Transportation Services. This table is not an exhaustive list of resources available in the planning area.

Service

Description

Frequency

Capacity

More Information/Contact

Tofino Water Taxi

Runs to Meares, Vargas, Sloman or Felice Islands.
Open all year during daylight hours.

1-250-725-8844 Contact Name: Brandon Hilbert. TC safety certified, insured.

Zeballos Water Taxi

Destinations include Esperanza, Tahsis, Gold River, Friendly Cove, Nuchatlitz, Queen's Cove, Port Eliza, Weasel Creek, Oclucje, and Louie Bay.

Contact for frequency.

8 passengers and freight

1-250-761-4137 Contact names: Cristina Lepore and Daniel O’Connor.

info@zeballosexpeditions.com;

Maxi’s Water taxi & Charter Service

Serves the Nootka Found Area

Can accommodate up to 12 passengers, also towing capacity up to 2,000 lbs
1-250-283-2282

Shorebird Expeditions water taxi

private marine operator listed in Tahsis Evacuation Plan as being equipped to assist with marine evacuation.

Able to transport 6 passengers
250-218-1145

Get West Adventure Cruise

Private marine operator listed in Tahsis Evacuation Plan as being equipped to assist with marine evacuation.

A refitted Boat to accommodate 100 passengers and up to 70 tons of freight
M-f, 0800- 1630
1-877-824-8253
email: reservations@getwest.ca

BC Ferries

Provincial Crown corporation
Varies, scheduled. Also available for charter options.
Varies, dependent on route
<https://www.bcferrries.com/routes-fares/schedules>
<https://www.bcferrries.com/contact-us/ferry-vessel-chartering>

Table 10. Air Transportation Services. This table is not an exhaustive list of resources available in the planning area.

Service

Description

Frequency

Capacity

More Information/Contact

Scheduled Harbour Air

Scheduled Flights in Southern BC (Vancouver Island and Lower Mainland/Sunshine Coast)

Some routes are seasonal.

4 types of aircraft – accommodates 19, 14, 9, or 6 passengers

<https://www.harbourair.com/>

Air Nootka

Charter flights in and around Nootka Sound

Contact for flight availability

2 types of aircraft- Cessna 185(3 passengers, combined weight for passengers & baggage 700 lbs) and De Havilland Beavers (6 passengers with combined weight of passenger and baggage of 1200 lbs)

250-283-2255 or toll free

1-877-795-2255

Launch Sites and Water Access

Please refer to the Harbour Authority Association of BC for a list of harbour authorities by zone: <https://haa.bc.ca/harbour-authorities-by-zone/>

The link above includes interactive maps showing the marinas located in each zone, with photos and contact information for each of the harbour authorities.

Launch sites and water access can also be found in the Sailing Directions publication at this link: <http://www.charts.gc.ca/publications/sailingdirections-instructionsnautiques-eng.html>

Marine Fuelling Stations

See the Sailing Directions for information regarding availability of fuel at launch sites and water access points: <http://www.charts.gc.ca/publications/sailingdirections-instructionsnautiques-eng.html> .

Table 11. Marine Fueling Locations. This table is not an exhaustive list of resources available in the planning area.

Facility

Address

Fuel Types

Hours of Operation

More Information/Contact

Port Renfrew

Pacific Gateway Marina

Gas & Diesel

Not open Tue & Wed, however; it can be opened on those days and after-hours by contacting Marina Manager in advance

Merle, Marina manager

250-217-6255

Geographic Response Strategies

This appendix supplements information found within Western Canada Marine Response Corporations' (WCMRC) Coastal Mapping Program. Geographic Response Strategies (GRS) are site-specific response plans tailored to protect sensitive areas threatened by an oil spill. These GRS include a photo of the site, the strategic objective, access, radio and cell coverage, staging area, shoreline features and recommended equipment. GRSs can be accessed via:

<http://coastalresponse.ca/coastal-mapping/>.

Gulf island zoom in why both involved

The boundaries split Saanich Inlet down the middle to match the Capital Regional District boundaries.

Coast Guard Area Response Plans Table of Contents – Base Plan



Chapter / Section	Overview
Opening Remarks - Letter of Promulgation	The Assistant Commissioner has a signature page following his letter of Promulgation. This indicates that the main portion of the plan has been reviewed by him and must be approved by him to amend. As a result, Chapters 1000-4000, and their content are all considered high priority.
Chapter 1000 – Plan Overview	
1100 Intent of the Plan	This Chapter contains the basic intent of the plan, purpose and scope, principles for use, an overview of the plan area, and how the plan links with other existing plans.
Chapter 2000 – Preparing for Marine Pollution Incidents	
2100 Regional Capacity 2200 Training & Exercises	This Chapter details the response capacity in the Plan Area, information on Training and Exercising.
Chapter 3000 Responding to Marine Pollution Incidents	
3100 Initial Response Phase 3200 Planned Response Phase: Incident Command	This Chapter explains the initial steps in a response cycle, starting with the initial response phase, through reporting, initial assessment, notifications, activation of a coordinated response, establishing Unified Command. It includes a few key elements of the response itself (i.e. principles of information management, volunteer management, waste management and response demobilization).
Chapter 4000 – Post Incident	
4100 Post Incident Response Analysis 4110 Plan Review and Updates	The last Chapter briefly explains how the Plans are updated, including through Post-Incident Reviews.

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Planning-Training-Exercising Process

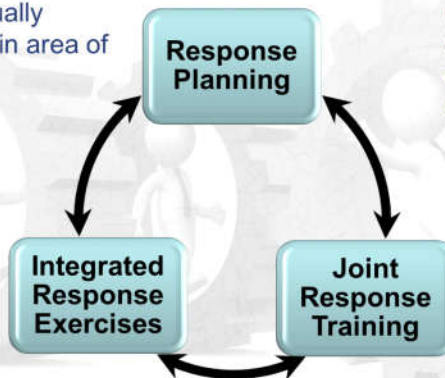


Interactive and Iterative

- Updated annually
- Content lives in area of expertise

Skills and relationships

- Cycling through planning areas every 4 years

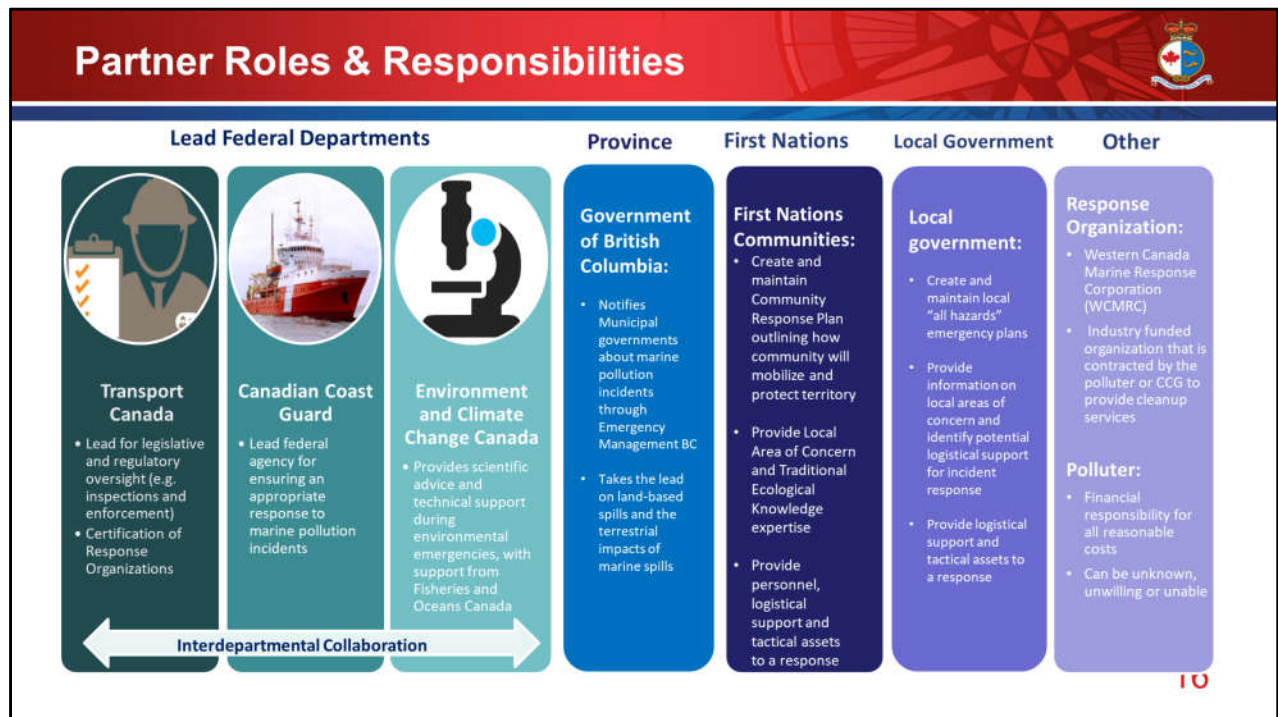


Regular review

- Awareness
- Accuracy
- New initiatives
- Training

Supports local response readiness

- Delivered by CCG and external partners



Tentative Work plan



	2021					2022		
	August	September	October	November	December	January	February	March
Event	Summer Season Secretarially work	Secretarially work	Initial Workshop	Workshop	TBD	Workshop	Tabletop	TBD
Objective	Respect FN Fishing season and workload of municipal partners	Workshop development	Present Work plan /workshops that are planned for the year. Tabletop Discussion Practical applicability of plans 2021 Plan Review	Debrief lessons learned from Bligh. Lessons learned integration into future ARPs		Review of Initial Response Phase (First 72)	To be determined	

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The next phase of PIER will include First Nations, federal, provincial and local governments, Health Authorities, Industry and WCMRC.



Questions?



CONTACT:

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Regional Project Managers
Canadian Coast Guard, Western Region

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Corey.Maciver@dfo-mpo.gc.ca

BRIEFING

To:	Executive Committee	For the Meeting of:	September 20, 2021
From:	CAO	Date Prepared:	September 16, 2021
SUBJECT:	In-person Local Trust Committee Meetings Update		

PURPOSE: To provide an update to Executive Committee (EC) with regard to preparations for upcoming in-person Local Trust Committee (LTC) meetings.

BACKGROUND:

This is a summary note to address some of the key requirements that need to be met to conduct in-person meetings by the end of September. More detailed information relating to specific LTC meetings will be provided to EC members during the week of September 20.

We have had conversation over the last few days with the Ministry of Municipal Affairs confirming our masking and vaccine passport requirements for meetings.

In-Person Meetings - After September 28, 2021

Legislative Changes

- As of September 29, 2021 Ministerial Health Order 192 which allows trust bodies to conduct regular meetings electronically will cease to be in effect;
- Islands Trust has recently received an amendment to its *Electronic Meetings Regulation* which will allow regular meetings to be held electronically, in addition to special meetings;
- The new regulation will not be in force until September 29th at which time trust bodies can start amending their procedure bylaws if they want to hold some of their regular meetings electronically;
- Until these amendments are adopted, trust bodies will return to in-person meetings as of September 29th.
- Please note the most marked difference between what we have always know as a live LTC meeting (pre COVID) and an electronic meeting soon to be allowed after September 29, that is that one or more of the decision makers may attend the meeting electronically.

Staffing

- The *Electronic Meetings Regulation* requires that an officer or staff person be physically present at a meeting location where the public may attend to hear or watch and hear an electronic meeting of a trust body. This means that even though a meeting is conducted fully electronically, we will still require a staffed meeting place for the public to attend;
- In-person meetings *may* also require an additional staff person to assist with seating arrangements and ensuring that mask requirements are followed;

- Some staff may be able to join a meeting either by phone or electronically to participate and provide advice.

Protocols for In-Person Meetings

- All Islands Trust meeting attendees 12 years and older, and including staff and trustees, will be required to wear a mask for the duration of a meeting in accordance with the September 2nd Provincial Health Order on Face Coverings;
- Through the September 10th Provincial Health Order on events and gatherings - Islands Trust meetings, as well as public engagement sessions and workshops like those anticipated for Trust Policy Statement review are exempt from the requirement for attendees to show proof of vaccination; this exemption extends to meetings held in community halls, recreation centres and other public facilities;
- The maximum number of people allowed in our indoor meeting places is limited to 50 persons or 50% of the seating capacity – whichever is greater;
- Since we're in step 3 of the BC Restart plan, physical distancing for seating is no longer a requirement. However, we could include some form of distancing requirement in the Islands Trust COVID 19 safety plan that would apply to meetings.
- Some meeting venue operators have expressed concerns about the vaccination passport requirement as it applies to Islands Trust meetings. Ministry staff suggested that these operators be referred to the public health order on events and gatherings, which shows the local government and Islands Trust exemption from this requirement. Operators can also contact Ministry staff to confirm the exemption

Technology

Islands Trust now has one portable kit of equipment to record and, if possible, live stream meetings. Three more kits are on order. The intention with these is that local trust committee chairs will transport and set up the meeting hardware. Once these are in place we will be recording and broadcasting LTC meetings AND undertaking trials for more enhanced interactive ZOOM meetings where connectivity allows.

ATTACHMENT(S): none

FOLLOW-UP:

Prepared By: R Hotsenpiller
C Thiel

Reviewed By/Date: R Hotsenpiller



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*

Responsible

Date Received

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

Clare Frater

16-Aug-2017

7. *Strengthen relations with First Nations*

Responsible

Date Received

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

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

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

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

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

Clare Frater

21-Oct-2020

8. *Strengthen relations with First Nations*

Responsible

Date Received

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

David Marlor

26-May-2021

Projects Report

Executive Committee

9. Governance

Responsible

Date Received

Related to Section 5 of the Strategic Plan

21-Jul-2021

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

Russ Hotsenpiller