



# Executive Committee Agenda

Date: September 2, 2021  
Time: 9:00 am  
Location: Electronic Zoom Meeting

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## Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
  - 2.1. Introduction of New Items
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3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING
  - 3.1. August 4, 2021  
See 2.2.1 Agenda Context Notes
4. ADOPTION OF MINUTES
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5. TRUST COUNCIL MEETING PREPARATION
  - 5.1. Executive
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    - 5.1.2. Amendments to Trust Council Policy 2.1.2 Standards of Conduct - RFD 17 - 30
    - 5.1.3. September Trust Council draft schedule 31 - 31
  - 5.2. Trust Area Services
    - 5.2.1. Policy Statement Amendment Engagement Plan - Briefing (pending late item)
6. NEW BUSINESS
7. NEXT MEETING

The next Executive Committee meeting is scheduled for September 8, 2021, starting at 9:00 a.m. and will be held electronically.
8. ADJOURNMENT

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Agenda No.	From	Context Notes
3.1	Executive Coordinator	Rise and Report Decisions from Previous Closed Meeting Chair Luckham to rise and report from the August 4, 2021, Executive Committee (EC) closed meeting that the minutes of the July 21 <sup>st</sup> EC closed meeting were adopted as presented.

## Executive Committee Minutes of Regular Meeting

**Date:** August 4, 2021

**Location:** Electronic 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)  
Warren Dingman, Bylaw Compliance and Enforcement Manager (BCEM)  
Mark Van Bakel, Senior Technical Analyst (STA)  
Robert Barlow, Legislative Services Clerk/Recorder

**Members of the public:** Four members of the public were in attendance

### 1. CALL TO ORDER

At 9:05 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 the following items:

- 9.1.1 - the Alt'ka7tsem/Howe Sound Biosphere announcement and coordination of communication as well as adding them as a delegation to the September Trust Council meeting
- 9.3.1 – electronic meeting attendance

#### 2.2 Approval of Agenda

**By general consent** the agenda was approved as amended.

##### 2.2.1 Agenda Context Notes

Presented for information.

### **3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING**

#### **3.1 June 23, 2021 Closed Meeting Minutes**

Chair Luckham reported from the July 21, 2021, Executive Committee (EC) closed meeting that the minutes of the June 23rd EC closed meeting were adopted as presented.

### **4. ADOPTION OF MINUTES**

#### **4.1 July 21, 2021 draft minutes**

**By general consent** the minutes were adopted as presented.

### **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.

#### **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 Islands Trust Conservancy Board Highlights from July 13, 2021 meeting**

Islands Trust Conservancy, Vice Chair Fast, noted the new format of the highlights document which includes links to relevant website pages.

The meeting recessed at 10:08 a.m. and resumed at 10:19 a.m.

### **6. BYLAWS FOR APPROVAL CONSIDERATION – None**

### **7. TRUST COUNCIL MEETING PREPARATION**

#### **7.1 Executive**

##### **7.1.1 September Trust Council DRAFT meeting schedule**

Discussion on the draft schedule ensued including:

- The value of break-out sessions
- The timing of potential Trustee amendments to the Policy Statement
- Potential discussion in regards to forestry issues; CAO Hotsenpiller will provide options to include such a discussion at the next EC meeting

- DTAS Frater will contact MLA Olsen's office to enquire as to the status of a possible private member's Bill in regards to forestry
- The value and timing of the Town Hall section of the agenda

**7.2 Local Planning Services - None**

**7.3 Administrative Services - None**

**7.4 Trust Area Services - None**

## **8. EXECUTIVE COMMITTEE PROJECTS**

### **8.1 Trust Council Initiated**

#### **8.1.1 Executive**

##### **8.1.1.1 Local Trust Committee hybrid meetings/electronics hardware**

STA Van Bakel verbally presented information in regards to currently available technology solutions for potential livestreaming and/or recording of public meetings.

#### **8.1.2 Trust Area Services**

##### **8.1.2.1 Policy Statement Engagement**

CAO Hotsenpiller provided a verbal update.

#### **8.1.3 Local Planning Services - None**

#### **8.1.4 Administrative Services - None**

### **8.2 Executive Committee Initiated**

#### **8.2.1 Executive**

##### **8.2.1.1 Communications Programming for Salt Spring Island Local Trust Committee - Discussion**

CAO Hotsenpiller indicated that given the number of public facing projects for Salt Spring Island Local Trust Area (LTA) and for the Islands Trust Area in general, a focused approach is required to meet the communications needs for the Salt Spring Island LTA. DTAS Frater stated that the new community communications position will be able to provide assistance with these communication needs.

Committee recessed at 11:57 a.m. and reconvened at 12:30 p.m.

#### **8.2.2 Trust Area Services – None**

### 8.2.3 Local Planning Services

#### 8.2.3.1 Amendments to Trust Council Policy 5.5.1 Bylaw Compliance and Enforcement – Request For Decision (RFD)

BCEM Dingman spoke to the request for decision (RFD).

#### **EC-2021-113**

##### **It was Moved and Seconded,**

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.

**CARRIED**

#### 8.2.3.2 Bylaw Enforcement Notice Debt Collection – RFD

BCEM Dingman spoke to the RFD.

#### **EC-2021-114**

##### **It was Moved and Seconded,**

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.

**CARRIED**

### 8.2.4 Administrative Services - None

## 9. **NEW BUSINESS**

### 9.1 **Executive/Trust Council**

#### 9.1.1 Alt'ka7tsem/Howe Sound Biosphere announcement and coordination of communication

Vice Chair Rogers indicated that it is expected that an announcement of final endorsement by the International Coordinating Council of the Man and the Biosphere Programme of the United Nations Educational, Scientific and Cultural Organization (UNESCO) to designate the Alt'ka7tsem/Howe Sound as a biosphere reserve will take place on September 14, 2021. The Howe Sound Biosphere Region Initiative organization would like to coordinate communication efforts with Islands Trust and would likely request to be a delegation at the September Trust Council meeting.

**EC-2021-115**

**It was Moved and Seconded,**

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.

**CARRIED**

**EC-2021-116**

**It was Moved and Seconded,**

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.

**CARRIED**

**9.2 Trust Area Services**

**9.2.1 Local Trust Committee (LTC) Chairs Report on Local Advocacy Topics**

Vice Chair Patrick noted that the article in the August 3rd Capital Daily: "Salt Spring Island's duelling crises" was a thorough and engaging discussion of water and housing on Salt Spring Island.

Vice Chair Rogers reported that the Gabriola LTC had initiated a report in regards to poverty reduction in the Nanaimo area which engaged a number of local governments and the Snuneymuxw First Nation. An update has been recently provided that describes the interaction between local government action and housing. That report can be found in the agenda package of the most recent Gabriola Island LTC meeting.

**9.3 Local Planning Services**

**9.3.1 Electronic Meeting Attendance**

A question was posed whether the average number of livestream viewers of a LTC meeting could be reported on in the minutes of that meeting or as a separate report.

**9.4 Administrative Services - None**

**10. CORRESPONDENCE**

**10.1 Trustee Johnston re: Policy Statement and Reconciliation email dated July 22, 2021**

**EC-2021-117**

**It was Moved and Seconded,**

that the Chair work with staff to prepare a response to Trustee Johnston's correspondence of July 22, 2021.

**CARRIED**

**10.2 Port of Vancouver operations update email dated July 26, 2021**

Received for information.

**10.3 Trustee Wright re: my take on the Policy Statement review letter received July 27, 2021**

Received for information.

It was noted that when individual trustees send out messages to all trustees in regards to issues, the rules requiring open meetings preclude the possibility of the rest of the trustees to respond to that initial message. This topic may be discussed at the next Trust Council meeting in September.

**10.4 D. Perch re: Who Runs the Trust letter dated July 27, 2021**

Received for information.

**10.5 Langley City re: Improvement to Pre-Hospital Care System letter dated July 29, 2021**

Received for information.

**10.6 Lasqueti Island Conservation Opportunity email dated July 29, 2021**

Received for information.

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program**

Received for information.

**12. NEXT MEETING**

The next Executive Committee meeting is a Special Meeting scheduled for Thursday, September 2, 2021, starting at 9:00 a.m.

**13. CLOSED MEETING**

**EC-2021-118**

**It was Moved and Seconded,**

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

**CARRIED**

At 1:25 p.m., the meeting was closed to the public and was reopened to the public at 1:54 p.m.



**14. ADJOURNMENT**

**By general consent** the meeting was adjourned at 1:55 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Robert Barlow, Legislative Services Clerk/Recorder**

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<b>To:</b>	<b>Trust Council</b>	<b>For the Meeting of:</b>	September 21, 2021
<b>From:</b>	<b>CAO</b>	<b>Date Prepared:</b>	August 25, 2021
<b>SUBJECT:</b>	<b>Backgrounder for Trust Council session on tree cutting authority</b>		

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**PURPOSE:** To provide Trust Council with information in support of a structured discussion on the potential for the Islands Trust to adopt an authority to regulate tree cutting similar to the Section 8, Community Charter authority currently available to municipalities in British Columbia.

**CONTEXT:**

Trust Council has amended its Strategic Plan to include a number of forestry related initiatives:

- Establishment of development permit areas for Coastal Douglas-fir ecosystems
- Enforcement of developments via municipal ticketing
- Advocacy to increase community input to the Private Managed Forest Land program
- The development of heritage overlay mapping for cultural heritage sites, which includes discussions with FLNRORD regarding Crown Lands
- Seeking a tree cutting authority under S 8 of the Community Charter, similar to municipal governments in BC

This briefing and related Trust Council session is focused upon potentially the most significant project, that being the request to the province for a tree cutting authority. Islands Trust has made a request for such a power to the Minister as per Trust Council direction and has discussed the matter with ministry staff. To assist in advancing this request the Islands Trust needs to provide further information on its need to exercise a tree cutting authority and a proposal for how it would implement a tree cutting regulatory program.

Accordingly, a session has been organized for September Trust Council to allow trustees to discuss the core concerns that they have with forestry activity in their local trust areas, to contemplate what outcomes could be possible with the application of this regulatory power, and to consider how it would organize and implement such a program. These questions were the subject of a trustee roundtable at a previous Trust Council meeting; however, a deeper discussion is needed to focus our request and further this goal. The results of this discussion will be built into the problem definition statement provided to the Ministry of Municipal Affairs.

Key considerations: The following are some foundational questions for trustees to consider:

- What is your core concern with regards to forestry activity in your local trust area?
- What do you want to protect generally?
- Specifically would you envision an authority that focuses upon:
  - Protected species of trees
  - Big trees
  - Area-based contiguous areas protection
  - Small lots, large lots.
- Scope: would a bylaw apply to your entire local trust area or selected areas?

- If your local trust area and the region implemented a regulatory authority for trees, how would you measure success?
- What would be acceptable exemptions to a tree cutting bylaw?
- Given that a new regulatory process would need to be implemented are you in favor of additional staff resources including forestry expertise be added to the Islands Trust?
- What would be some benefits of such a regulatory power in connection with wildfire risk, resiliency, and healthy forests?

## **BACKGROUND:**

By way of information the following provides a brief review of the key elements of a potential Section 8 Community Charter authority. Much of this has been provided to trustees under an earlier report.

### **Limits on Section 8 of the Community Charter Bylaws**

A bylaw enacted under Section 8 of the Community Charter cannot prohibit the uses permitted in the zoning bylaw. If the tree protection bylaw does prohibit the use, the landowner would be entitled to compensation. The Section 8 bylaw also has no effect on Crown lands, woodlots, and Private Managed Forest Lands.

### **Municipalities**

In municipalities, trees located on private lots, road rights-of-way and in municipal parks have an aesthetic quality, as well contributing to the character of the place. Trees also act to reduce heat and retain moisture in the built environment. Municipalities use the authority under Section 8 of the Community Charter to protect these trees. There are a variety of approaches to doing this, from outright prohibiting cutting of trees over a certain size without a permit, to prohibiting cutting, topping or pruning of certain species of trees. Because Section 8 bylaws are not limited in the approach or reason for the bylaw, the local government may consider a wide variety of approaches to the tree protection.

Most municipalities are made up of private land and land owned by the municipality or regional district, and a tree protection bylaw can be applied to all of these ownerships. If there is Crown land inside a municipality (woodlot, BC park, Federal park for examples), the tree protection bylaw would have no effect on those lands.

### **Local Trust Committees**

If the Ministry amends legislation to give local trust committees the same power as municipalities to regulate trees under Section 8 of the Community Charter, then:

1. Local trust committees would have ability to draft bylaws to protect trees for any reason in their local trust areas, provided that the restrictions did not prohibit uses as permitted in the zoning bylaw; and
2. Local trust committees could draft bylaw to prohibit tree cutting, regulate tree cutting, and/or require a permit for the cutting or modifications of trees, but would have no effect on woodlots, land in under the *Private Managed Forest Land (PMFL) Act*, or land covered under the *Forest Act* (e.g. Crown land, community woodlots, road rights-of-way owned by the Ministry of Transportation and Infrastructure).

The tree protection bylaw under Section 8 could not prohibit the uses permitted on the land. For example, for land zoned residential, tree removal would likely be required and would need to be permitted under the bylaw to allow the land to be used as per the zoning. Land in the Agricultural Land Reserve (ALR) may need to be cleared to permit the agricultural use of the property; this use is protected in the *Agricultural Land Commission Act* and local bylaws cannot prohibit the agricultural uses.

## **Enacting a Tree Protection Bylaw**

To enact a tree protection bylaw under Section 8 of the Community Charter, if the power was granted to local trust committees, the local trust committee would go through the bylaw process to adopt a tree protection bylaw for all or part of the islands, recognizing that such a bylaw cannot prevent the property being used for the zoned purpose, cannot prevent tree cutting on PMFL land, cannot prevent tree cutting on a woodlot, cannot prevent tree cutting on Crown land (including the road rights-of-way) and cannot prevent clearing for agricultural purposes in the ALR. The bylaw could be specific in types of trees and whether a permit would be required or not. Exemptions could be included for things like firewood gathering, pruning trees, trees under a certain size or any other.

## **Administration and Enforcement in the Islands Trust Areas**

Such a bylaw could then apply to all other land, or on targeted locations. On larger lots, enforcement of the bylaw could be problematic; a clear cut would be obvious and likely warrant enforcement action, but removal of a few trees selectively may have little impact and not worth the resources to enforce the bylaw.

Tree protection bylaws would require staff support for administration and enforcement. Likely a tree protection bylaw would have a permit system included, where a permit would be issued to allow cutting or tree modification in certain instances. Therefore, there would likely be the need to allocate staff resources to a tree protection bylaw program.

## **Development permit vs tree cutting bylaw**

Development permits can protect trees, but only for the reasons provided in the justification for the particular development permit (protection of natural environment, protection of development from hazardous conditions, landscaping for multi-family, commercial, industrial and intensive residential uses, reduction of green-house gas emissions). Some of the protections available under Section 8 for trees could be done by development permit areas. However, Section 8 tree protection bylaws are less restricted on the reasons for the protection, and could be applied more widely. For example, Section 8 of the Community Charter tree protection bylaw could be purely for aesthetic or visual landscape reasons.

A Section 8 of the Community Charter tree protection bylaw wouldn't do anything much different to using a development permit (other than not as limited in reason for the protection), and is subject to the same restrictions on use, PMFL, woodlots and Crown lands. A tree cutting bylaw could expand on the reason for tree protection, whereas a development permit would need to be for one of the specified objectives. So a tree cutting bylaw could deal with aesthetics, whereas a as DPA (other than form and character for commercial, industrial and multi-family development) could not.

Given this, the tree protection bylaw would likely be more limited to situations where protection of trees is for a reason that cannot be covered by the development permit area designations.

**ATTACHMENT(S):**

1. **Appendix 1. Benefits, Costs and Risks to the Islands Trust**
2. **Development of a tree cutting authority for implementation by Islands Trust – session outline**

**FOLLOW-UP:**

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**Prepared By: Chief Administrative Officer, Russ Hotsenpiller**

**Reviewed By/Date:**

## **APPENDIX 1: Benefits, Costs and Risks to the Islands Trust**

**Excerpt** from “*Tree Protection Bylaw Authority: Discussion Paper*”, attached to report to Executive Committee “*Potential legislative and procedure change by the Islands Trust in relation to forest protection*” dated November 18, 2020.

### **1. Benefit to the Islands Trust**

The question arises as to what greater benefit could be derived from granting the Islands Trust the same authority as a Municipality under Section 8 (3) (c). While local trust committees may currently adopt tree cutting bylaws in relation to hazardous land or for screening, they do not have the same broad discretion as municipalities. In addition to the ability to regulate tree removal in hazardous areas as per s. 500 of the *LGA*, to regulate screening or landscaping for the purposes noted in s. 527 of the *LGA*, and to designate DPAs which may result in tree protection, the broader power to protect, prohibit or regulate the removal of trees could provide the following benefits:

- Greater control during site development (e.g. establishment of requirements for a minimum treed area or specification of types of trees to be planted, or requirement for disturbed areas to be replanted);
- The ability to regulate the volume or rate of tree removal (e.g. general permission to landowners to remove two trees per year);
- The ability to protect specific varieties of trees, wildlife trees, heritage or culturally-significant landmark trees;
- The ability to require compensation for trees that are removed either through tree replacement or through financial compensation; and
- Greater control over the visual appearance or rural aesthetic qualities of islands, which is intrinsically related to both islanders’ quality of life and local economics (i.e. tourism, the arts, recreation, etc.).

### **2. Costs of change, including general resource considerations.**

Provided local trust committees would wish to adopt tree protection bylaws, this would require a community consultation process. Such bylaws should reflect community goals and objectives for tree protection and, more broadly, conservation. Community consultation would logically be led by Islands Trust planners or consultants.

Once adopted, tree protection bylaws would need to be administered by Islands Trust staff. This would ideally include a certified arborist to review tree permits and to conduct any necessary inspections prior to or following tree removal or planting. On the applicants’ side, it is anticipated that professionals such as arborists or foresters would need to be retained in order to advise on tree health assessment, and removal, retention and replanting options and plans.

Furthermore, tree protection bylaws would require a combination of education and enforcement in order to be effective.

### **3. Risks or challenges of change.**

A significant challenge would be obtaining public buy-in regarding the adoption of tree protection bylaws. Many islanders believe that they are already good stewards of their land and do not wish to have further regulations imposed upon them. In fact, many islanders may have moved to the islands where they believe there are less onerous requirements or costs related to land development.

Particular challenges would need to be overcome dealing with waterfront property owners with entrenched property rights as they relate to their ability to maintain views as justified by their property values and taxes.

In un-serviced areas such as Lasqueti Island, there is a particular challenge related to the use of trees as a source of heat energy. It is expected that many islanders would be opposed to a tree protection bylaw that would limit their ability to cut trees for firewood.

There is a risk that if tree protection bylaws are proposed, this may have the unintended consequence of land-clearing where property owners attempt to beat the clock by cutting their trees before they need to apply and pay for a permit.

There is also a challenge with enforcement of tree protection bylaws. It should be expected that bylaw violation complaints would rise in response to illegal cutting or clearing. In some cases, it may be challenging for Islands Trust staff to follow-up on bylaw complaints due to the remoteness of some islands or because of perceived personal safety risks.



**September 21, 2021**

**Islands Trust Council**

**Development of a tree cutting authority for implementation by Islands Trust**

**Background:** Trust Council has petitioned the Minister of Municipal Affairs to provide the Islands Trust the authority to regulate tree cutting throughout the Trust Area.

**Purpose:** To discuss and refine trustees understanding and intentions for the delivery of a tree cutting authority and service in support of the request to the Minister.

**Resources:** Senior staff

TIME	TOPIC	WHO
3:45 p.m.	Introduction to S 8 Community Charter tree cutting authority, examples of current municipal tree service parameters.	CAO Hotsenpiller DLPS Marlor DTAS Frater DAS Mobbs
4:00 p.m. – 4:45 p.m.	<b>Process:</b> Break out groups: Trust Council will divide into 4 break out groups which will be facilitated by senior staff. Trustees will discuss a number of core questions and the session will be taped and notes taken to capture outcomes of the discussion.	
4:45 p.m. – 5:00 p.m.	Reconvene to share findings from breakout groups.  <b>Questions</b> <ol style="list-style-type: none"> <li>What is your <b>core concern</b> with regards to forestry activity in your local trust area?</li> <li>Specifically, would you envision an authority that focuses upon:               <ol style="list-style-type: none"> <li>Protected species of trees</li> <li>Big trees</li> <li>Area-based contiguous areas protection</li> <li>Small lots, large lots</li> </ol> </li> <li><b>Scope:</b> would a bylaw apply to your entire local trust area or selected areas?</li> <li>If your local trust area and the region implemented a regulatory authority for trees how would you <b>measure success</b>?</li> <li>What would be acceptable <b>exemptions</b> to a tree cutting bylaw?</li> <li>Given that a new regulatory process would need to be implemented are you in favor of <b>additional resources</b> including forestry expertise be added to the Islands Trust?</li> <li>What would be some benefits of such a regulatory power in connection with <b>wildfire risk</b>, resiliency, and healthy forests?</li> </ol>	



## REQUEST FOR DECISION

**To:** Trust Council **For the Meeting of:** September 22, 2021

**From:** **Date Prepared:** August 25, 2021

**SUBJECT:** Amendments to Trust Council Policy 2.1.2 Standards of Conduct

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**RECOMMENDATION:** That Trust Council adopt amended Policy 2.1.2 Standards of Conduct (attachment 1).

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

As part of the Trust Council policy review project, proposed amendments to Policy 2.1.2 will bring Trust Council's Standards of Conduct policy more in line with the expectations for conduct and behavior set out in the model code of conduct developed by a working group of the Union of BC Municipalities (UBCM) and the Local Government Management Association (LGMA). The amendments also expand on the review process to be followed, should a breach of the standards arise.

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**1 PURPOSE:** To update Trust Council's Standards of Conduct policy 2.1.2

**2 BACKGROUND:**

A code of conduct is one tool that can be used by a local government to promote or further responsible conduct. It sets expectations for conduct and behaviour for how elected members and appointed officers should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their communities.

The model code of conduct UBCM/LGMA document and several other recently adopted municipal and regional district codes of conduct were referenced to review and refresh Trust Council's Standards of Conduct policy that was first adopted in September 1992 and amended several times since then.

**3 IMPLICATIONS OF RECOMMENDATION**

**ORGANIZATIONAL:**

Proposed amendments to the policy include:

- Replacing gender specific pronouns with gender neutral pronouns;
- Adding definitions for appointed officers, member, trustee and trust official;
- Including language about expectations during election campaign periods;
- Adding a new section 5 about expectations, conduct and behavior at meetings;
- Flushing out section 6 regarding the Standards of Conduct Review Panel to include detail about how potential breaches of the standards will be handled; and
- Requiring that the Standards of Conduct policy be reviewed during orientation of trustees following elections.

**FINANCIAL:** There are no financial implications directly related to the amendments.

**POLICY:** The intention of the proposed amendments is to build on the existing foundational principles of responsible conduct in the policy, which address integrity, accountability, honesty, respect, leadership and collaboration, all of which are essential to good governance.

**IMPLEMENTATION/COMMUNICATIONS:** Once approved, the amended policy will be brought to the attention of staff and posted to the Islands Trust website, where it will be available for trustee and staff guidance. The policy will also be reviewed as part of the orientation sessions for newly elected trustees following the quadrennial elections.

**FIRST NATIONS:** N/A

**OTHER:** N/A

- 4    **RELEVANT POLICY(S):**    2.1.1 Statutory Rules of Conduct  
                                         2.1.2 Standards of Conduct (current)  
                                         Islands Trust Act  
                                         Community Charter  
                                         Local Government Act

5    **ATTACHMENT(S):**

- Attachment 1: Proposed Policy 2.1.2 as amended
- Attachment 2: Track changes version of current Policy 2.1.2 showing amendments

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**RESPONSE OPTIONS**

**Recommendation:**    That Trust Council adopt amended Policy 2.1.2 Standards of Conduct (attachment 1).

**Alternative:**            That Trust Council request further or different amendments to Policy 2.1.2 prior to adoption.

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**Prepared By:**            Carmen Thiel, Leg. Serv. Mgr., August 26, 2021

**Reviewed By/Date:**    David Marlor, Acting CAO and Director of Local Planning Services, August 27, 2021



<b>Policy:</b>	2.1.2
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	September 12, 1992
<b>Amendment Date(s):</b>	December 6, 1997; June 17, 2000; December 5, 2003; December 8, 2010; December 6, 2017
<b>Policy Holder:</b>	Chief Administrative Officer

## STANDARDS OF CONDUCT

### Purpose

A trustee elect, by their declaration, and/or a staff person, by way of employment, is obliged to execute the duties of their office. The purpose of this policy is to present standards of conduct to guide elected officials and appointed officers in carrying out their duties to ensure: impartial and equal service to all, faithful discharge of their duties without fear or favour, and democratic processes which are duly responsible to the public and which foster public confidence in the Islands Trust's integrity. These standards are in addition to those established in provincial law.

### A. Definitions

**Appointed Officers** means those positions appointed by Trust Council pursuant to Section 17(1) of the *Islands Trust Act*. **Member(s)** means local trustees and municipal trustees who comprise Trust Council, the Executive Committee and a local trust committee.

**Trustee** means a local trustee or a municipal trustee as defined in the *Islands Trust Act*.

**Trust official** includes trustees and appointed officers.

### B. Policy

Certain ethical principles shall govern the conduct of any elected official, appointed official of the Islands Trust organization, who shall:

#### 1. Performance of Duties

- 1.1 Recognize that the chief functions of a Trust official are to serve the public, advocate the Trust mandate, and adhere to the Trust Policy.
- 1.2 Avoid situations that could impair their judgement in the performance of their duties, or give that impression to others.
- 1.3 Conduct them self in a manner that does not detract from the image, integrity or responsibilities of the Islands Trust.
- 1.4 Carry out their duties with impartiality and equality of service to all.
- 1.5 Discharge their duties without fear or favour.

- 1.6 Be truthful, honest and open in all dealings with members, staff and the public.

## **2. Organizational Responsibility**

- 2.1 Respect the opinions of other organizational members, encourage others to utilize their individual strengths in a cooperative fashion, and make informed and responsible decisions.
- 2.2 Be committed to strive for excellence and quality service in implementing Islands Trust policies and directions.
- 2.3 Refrain from deliberately undermining Trust officials or staff.
- 2.4 As an elected or appointed official, respect management's authority to direct staff.
- 2.5 Direct requests for action by staff to either the Chief Administrative Officer (CAO) or Manager involved and/or to staff by way of an appropriate resolution.
- 2.6 As a staff person, refrain from becoming involved in the politics of governance - policy setting, decision-making and constituent representations; and, as an elected/appointed official, refrain from becoming involved in management - operational supervision, personnel matters and approved budgeted resource allocations.
- 2.7 As an elected official, respect local autonomy and avoid becoming publicly involved in the local politics or controversial issues that are local in nature in an area outside a local trust area or island municipality that he or she represents unless the local political issue could affect other Local Trust Areas or the Trust as a whole.
- 2.8 Clearly communicate Trust Council's consensus on decisions when and as differentiated from individual member opinions.
- 2.9 When they becomes aware of reasonable grounds to believe that transgression of the Standards of Conduct is taking place on the part of any other official, report the transgression to the Standards of Conduct Review Panel in accordance with Section 6 of this policy.

## **4. Personal Interests**

- 4.1 Maintain the highest ideals of honour and integrity in the discharge of their duties.
- 4.2 Avoid lobbying activities toward any Trust body on behalf of another leaving office for personal interests or profit and/or for any other person.

- 4.3 Declare to the relevant Chair and/or CAO their direct or indirect interest or the known interests of any close relatives in any enterprise that proposes to transact business with the Islands Trust.
- 4.4 Declare their interest, direct or indirect, or the known interests of any close relatives in any property that is subject to an application to the Islands Trust, to the Executive Committee.
- 4.5 Avoid situations, related to their duties, which could result in securing special privileges, favours or exemptions for themselves, or any other person.
- 4.6 Not commit organizational resources of any kind for activities that are not directly related to the official business of the Islands Trust.
- 4.7 Not undertake election campaign related activities on Islands Trust property during regular working hours unless specifically organized by the Islands Trust (i.e. candidate procedures, all candidate orientation, etc.).
- 4.8 Not request or use any Islands Trust resources or property for election campaign work including staff time, equipment such as photocopiers and computers, supplies, facilities or email lists, etc.

## **5. Meetings**

- 5.1 Members must adequately prepare for and regularly attend meetings of trust bodies to which they have been elected or appointed.
- 5.2 Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
- 5.3 During meetings, members shall listen courteously and attentively to all discussions before the body, and focus on the issues and facts.
- 5.4 The diverse perspectives of each member, as they reflect the interest of their own communities, will be respected.
- 5.5 When making decisions, members must consider all relevant facts, opinions and analyses of which they should be reasonably aware.
- 5.6 Disagreements and conflicts will be seen as a natural part of council and committee work. Such disagreements will not be taken personally, nor made personal.
- 5.7 Members can expect courteous behaviour from each other. Trustees shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the trust body.

- 5.8 When speaking publicly and at trust body meetings, members will avoid inflammatory language. They are expected to speak in an objective manner.
- 5.9 No member shall disclose or release to any member of the public, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the trust body to do so.
- 5.10 No member shall disclose the substance of deliberations of an in-camera meeting until the trust body discusses the information at a meeting that is open to the public or releases the information to the public.
- 5.11 Confidential information includes discussion regarding the property, personnel or legal affairs of the Islands Trust and information provided by a third party on a confidential basis. Confidential information also includes, but is not limited to information:
  - 5.11.1 disclosed or discussed at an in-camera meeting of the trust body;
  - 5.11.2 that is circulated to members and marked “confidential”; or
  - 5.11.3 that is given verbally in confidence in preparation for or following an in-camera meeting.
- 5.12 Cell phones should be turned off during meetings. However if an urgent matter necessitates that a trustee take a call or respond to an email during the meeting, the cell phone shall be kept on silent or vibrate and the trustee shall leave the meeting to respond to the call or email.

## **6. Review Process**

- 6.1 The Standards of Conduct Review Panel dealing with matters of trustees or appointed officials of Trust Council shall be comprised of the Executive Committee, with the CAO and/or legal counsel acting in an advisory capacity.
- 6.2 Matters of a staff nature shall be dealt with by the CAO, with legal counsel and/or the appropriate manager in accordance with established employee union candidates (see BC Government Standards of Conduct Policy).
- 6.3 Members are expected to adhere to and follow these Standards of Conduct. Should a member or staff become aware of a potential breach of the defined Standards of Conduct the following process will be used. The purpose of this section is to resolve disputes or breaches in good faith, recognizing that rancour does not facilitate good governance.
  - 6.3.1 An alleged breach of these Standards of Conduct may be submitted by a member or staff. Complaints shall be submitted simultaneously in writing to the Executive Committee and the CAO within six (6) months of the last

alleged breach. The Executive Committee and the CAO are authorized to extend this six (6) month deadline if circumstances warrant an extension.

- 6.3.2 In the event that any member of the Executive Committee is the subject of, or is implicated in the complaint, the complaint shall be addressed to the remaining Executive Committee members and the CAO unless any of these individuals are the subject of, or implicated in the complaint.
- 6.3.3 Upon receipt of a complaint under section 6.3.1, the Executive Committee and the CAO shall, if they are not able to resolve the matter informally, within thirty (30) days appoint legal counsel, acting in an advisory capacity, or another independent third party identified and agreed between the Complainant(s) and the Respondent(s) who has the necessary professional skills, knowledge and experience to investigate the complaint (the “Third Party Investigator”).
- 6.3.4 If the parties cannot agree on the choice of investigator, a single nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator. If this nominee cannot select the Third Party Investigator, the Islands Trust legal counsel will select this person.
- 6.3.5 Legal Counsel/The Third Party Investigator must conduct a preliminary assessment of the complaint, at the conclusion of which legal counsel/the investigator may determine whether to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond the jurisdiction of the Standards of Conduct policy or unlikely to succeed.
- 6.3.6 If legal counsel/The Third Party Investigator determines to continue the investigation, they shall:
  - 6.3.6.1 Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
  - 6.3.6.2 Provide an investigation update within ninety (90) days of their appointment to the Executive Committee and to the Complainant and the Respondent;
  - 6.3.6.3 Provide a written, confidential report (the “Report”) of the findings of the investigation, including findings as to whether there has been a breach of these Standards of Conduct, to the Executive Committee, and to the Complainant and the Respondent; and,
  - 6.3.6.4 Provide recommendations in the Report as to the appropriate resolution of the complaint. Recommendations may include:

- 6.3.6.4.1 dismissal of the complaint;
- 6.3.6.4.2 censure;
- 6.3.6.4.3 removal from Trust Council standing or select committee membership;
- 6.3.6.4.4 a recommendation that an apology be given;
- 6.3.6.4.5 counselling and/or coaching; or,
- 6.3.6.4.6 such other recommendations as are deemed appropriate in the judgment of legal counsel/the Third Party Investigator.

- 6.3.7 The Executive Committee shall provide the Report or a summary of the Report to Trust Council.
- 6.3.8 If a Report or a summary of a Report is presented to Trust Council, Trust Council will decide whether the recommendations in the Report, whether in whole or part, will be imposed.
- 6.3.9 The Director of Administrative Services, as head of the Human Resources Unit, will receive and retain all Reports.
- 6.3.10 Where a member alleges a breach of these Standards of Conduct by another member, all members of the trust body shall refrain from commenting on such allegations at open meetings of the trust body, pending the conclusion of the Report and any decision of Trust Council on the Report.
- 6.3.11 The Standards of Conduct policy will be reviewed in detail at orientation sessions for new/returning trustees following each election or by-election. Persons elected will be requested to sign a statement affirming they have read and understand the Code.

#### **C. Legislated References**

Policy and Procedures Manual:

- Statutory Rules of Conduct (2.1.1)
- Governance Principles (2.1.3)

Local Trust Committee Procedural Bylaw

Trust Council Procedural Bylaw

BC Government Standards of Conduct Policy

#### **D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures – N/A**





<b>Policy:</b>	2.1.2
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	September 12, 1992
<b>Amendment Date(s):</b>	December 6, 1997; June 17, 2000; December 5, 2003; December 8, 2010; December 6, 2017
<b>Policy Holder:</b>	Chief Administrative Officer

## STANDARDS OF CONDUCT

### Purpose

A trustee elect, by his/her/their declaration, and/or a staff person, by way of employment, is obliged to execute the duties of his/her/their office. The purpose of this policy is to present standards of conduct to guide elected officials and appointed officers in carrying out their duties to ensure: impartial and equal service to all, faithful discharge of their duties without fear or favour, and democratic processes which are duly responsible to the public and which foster public confidence in the Islands Trust's integrity. These standards are in addition to those established in provincial law.

### A. Definitions

~~n/a~~Appointed Officers means those positions appointed by Trust Council pursuant to Section 17(1) of the Islands Trust Act.

Member(s) means local trustees and municipal trustees who comprise Trust Council, the Executive Committee and a local trust committee.

Trustee means a local trustee or a municipal trustee as defined in the Islands Trust Act.

Trust official includes trustees and appointed officers<sup>[CT1]</sup>.

### B. Policy

Certain ethical principles shall govern the conduct of any elected official, appointed official ~~or staff member~~<sup>[CT2]</sup> of the Islands Trust organization, who shall:

#### 1. Performance of Duties

- 1.1 Recognize that the chief functions of a Trust official are to serve the public, advocate the Trust mandate, and adhere to the Trust Policy.
- 1.2 Avoid situations that could impair his/her/their judgement in the performance of his/her/their duties, or give that impression to others.
- 1.3 Conduct him/herself/them self in a manner that does not detract from the image, integrity or responsibilities of the Islands Trust.
- 1.4 Carry out his/her/their duties with impartiality and equality of service to all.

1.5 Discharge ~~his/her~~ their duties without fear or favour.

1.6 Be truthful, honest and open in all dealings with members, staff and the public.

## **2. Organizational Responsibility**

2.1 Respect the opinions of other organizational members, encourage others to utilize their individual strengths in a cooperative fashion, and make informed and responsible decisions.

2.2 Be committed to strive for excellence and quality service in implementing Islands Trust policies and directions.

2.3 Refrain from deliberately undermining Trust officials or staff.

2.4 As an elected or appointed official, respect management's authority to direct staff.

2.5 Direct requests for action by staff to either the Chief Administrative Officer (CAO) or Manager involved and/or to staff by way of an appropriate resolution.

2.6 As a **staff person**<sup>[CT3]</sup>, refrain from becoming involved in the politics of governance - policy setting, decision-making and constituent representations; and, as an elected/appointed official, refrain from becoming involved in management - operational supervision, personnel matters and approved budgeted resource allocations.

2.7 As an elected official, respect local autonomy and avoid becoming publicly involved in the local politics or controversial issues that are local in nature in an area outside a local trust area or island municipality that he or she represents unless the local political issue could affect other Local Trust Areas or the Trust as a whole.

2.8 Clearly communicate Trust Council's consensus on decisions when and as differentiated from individual member opinions.

2.9 When ~~he/she~~ they becomes aware of reasonable grounds to believe that transgression of the Standards of Conduct is taking place on the part of any other official, **report the transgression to the Standards of Conduct Review Panel in accordance with Section 6 of this policy.** ~~Executive Committee and/or the CAO.~~

## **34. Personal Interests**

34.1 Maintain the highest ideals of honour and integrity in the discharge of ~~his/her~~ their duties.

34.2 Avoid lobbying activities toward any Trust body on behalf of another leaving office for personal interests or profit and/or for any other person.

- 34.3 Declare to the relevant Chair~~person~~ and/or CAO his/her/their direct or indirect interest or the known interests of any close relatives in any ~~enterprise~~ which enterprise that proposes to transact business with the Islands Trust.
- 34.4 Declare his/her/their interest, direct or indirect, or the known interests of any close relatives in any property that is subject to an application to the Islands Trust, to the Executive Committee.
- 34.5 Avoid situations, related to his/her/their duties, which could result in securing special privileges, favours or exemptions for themselves, or any other person.
- 34.6 Not commit organizational resources of any kind for activities that are not directly related to the official business of the Islands Trust.
- 4.7 Not undertake election campaign related activities on Islands Trust property during regular working hours unless specifically organized by the Islands Trust (i.e. candidate procedures, all candidate orientation, etc.).
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## 5. Meetings

- 5.1 Members must adequately prepare for and regularly attend meetings of trust bodies to which they have been elected or appointed.
- 5.2 Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
- 5.3 During meetings, members shall listen courteously and attentively to all discussions before the body, and focus on the issues and facts.
- 5.4 The diverse perspectives of each member, as they reflect the interest of their own communities, will be respected.
- 5.5 When making decisions, members must consider all relevant facts, opinions and analyses of which they should be reasonably aware.
- 5.6 Disagreements and conflicts will be seen as a natural part of council and committee work. Such disagreements will not be taken personally, nor made personal.
- 5.7 Members can expect courteous behaviour from each other. Trustees shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the trust body.

- 5.8 When speaking publicly and at trust body meetings, members will avoid inflammatory language. They are expected to speak in an objective manner.
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- 5.10 No member shall disclose the substance of deliberations of an in-camera meeting until the trust body discusses the information at a meeting that is open to the public or releases the information to the public.
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#### **46. Review Process**

- 46.1 The Standards of Conduct Review Panel dealing with matters of trustees or appointed officials of Trust Council shall be comprised of the Executive Committee, with the CAO and/or legal counsel acting in an advisory capacity.
- 4.6.2 Matters of a staff nature shall be dealt with by the CAO, with legal counsel and/or the appropriate manager in accordance with established employee union candidates (see BC Government Standards of Conduct Policy).
- 6.3 Members are expected to adhere to and follow these Standards of Conduct. Should a member or staff become aware of a potential breach of the defined Standards of Conduct the following process will be used. The purpose of this section is to resolve disputes or breaches in good faith, recognizing that rancour does not facilitate good governance.
- 6.3.1 An alleged breach of these Standards of Conduct may be submitted by a member or staff. Complaints shall be submitted simultaneously in writing to the Executive Committee and the CAO within six (6) months of the last

alleged breach. The Executive Committee and the CAO are authorized to extend this six (6) month deadline if circumstances warrant an extension.

6.3.2 In the event that any member of the Executive Committee is the subject of, or is implicated in the complaint, the complaint shall be addressed to the remaining Executive Committee members and the CAO unless any of these individuals are the subject of, or implicated in the complaint.

6.3.3 Upon receipt of a complaint under section 6.3.1, the Executive Committee and the CAO shall, if they are not able to resolve the matter informally, within thirty (30) days appoint legal counsel, acting in an advisory capacity, or another independent third party identified and agreed between the Complainant(s) and the Respondent(s) who has the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").

6.3.4 If the parties cannot agree on the choice of investigator, a single nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator. If this nominee cannot select the Third Party Investigator, the Islands Trust legal counsel will select this person.

6.3.5 Legal Counsel/The Third Party Investigator must conduct a preliminary assessment of the complaint, at the conclusion of which legal counsel/the investigator may determine whether to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond the jurisdiction of the Standards of Conduct policy or unlikely to succeed.

6.3.6 If legal counsel/The Third Party Investigator determines to continue the investigation, they shall:

6.3.6.1 Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;

6.3.6.2 Provide an investigation update within ninety (90) days of their appointment to the Executive Committee and to the Complainant and the Respondent;

6.3.6.3 Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of these Standards of Conduct, to the Executive Committee, and to the Complainant and the Respondent; and,

6.3.6.4 Provide recommendations in the Report as to the appropriate resolution of the complaint. Recommendations may include:

6.3.6.4.1 dismissal of the complaint;

6.3.6.4.2 censure;

6.3.6.4.3 removal from Trust Council standing or select committee membership;

6.3.6.4.4 a recommendation that an apology be given;

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6.3.7 The Executive Committee shall provide the Report or a summary of the Report to Trust Council.

6.3.8 If a Report or a summary of a Report is presented to Trust Council, Trust Council will decide whether the recommendations in the Report, whether in whole or part, will be imposed.

6.3.9 The Director of Administrative Services, as head of the Human Resources Unit, will receive and retain all Reports.

6.3.10 Where a member alleges a breach of these Standards of Conduct by another member, all members of the trust body shall refrain from commenting on such allegations at open meetings of the trust body, pending the conclusion of the Report and any decision of Trust Council on the Report.

6.3.11 The Standards of Conduct policy will be reviewed in detail at orientation sessions for new/returning trustees following each election or by-election. Persons elected will be requested to sign a statement affirming they have read and understand the Code.

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Trust Council Procedural Bylaw

BC Government Standards of Conduct Policy

#### **D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures – ~~n/a~~N/A**

**Trust Council Quarterly Meeting Schedule**  
**September 21 -23, 2021**  
**Electronic**

Monday, September 20		Tuesday, September 21		Wednesday, September 22		Thursday, September 23	
9:00	<b>Executive Committee pre-Trust Council Meeting</b>			9:00 Consent Agenda	<b>Trust Area Services</b> TPC Work Program  Director's Report Legislative Monitoring - BRF Islands Trust Conservancy Report  Policy Statement Amendment Engagement Plan - RFD  Policy Direction: NAPTEP Fees - RFD	9:00	Closed Meeting
		1:00	<b>Land Acknowledgement Call to Order</b> <b>Approval of Agenda</b> <b>General Business Arising</b> Adoption of Minutes, RWM's	Discussion Decision		10:15	<b>BREAK</b>
		Consent Agenda				10:30	<b>Rise and Report</b> <b>New Business Items</b> <b>Trustee/Summary Updates</b> BC Ferries Advisory Committee Chairs First Nations GINPR Advisory Committee SSIWPA Howe Sound Community Forum  Southern Gulf Island Community Forum Baynes Sound Forum Freighter Anchorages Roundtable Update <b>Priorities Chart</b> <b>Proposed December TC Agenda Program</b> <b>Disposition of Delegations and Town Hall Requests</b> <b>Correspondence</b> <b>Strategic Plan Amendments</b>  <b>Next Meeting</b> November 30 - December 2, 2021
		1:15	<b>Trustee Roundtable</b>				
		2:15	<b>BREAK</b>	10:30	<b>BREAK</b>		
		2:30	<b>Executive</b> Follow-up Action List (FUAL) Strategic Plan - Update Continuous Learning Plan EC Work Program	10:45	<b>Oil Spill Planning in the Islands Trust Area Presentation</b> Presentation by DFO Coast Guard		
		Discussion Decision	CAO Report  Policies for amendment - RFD Electronic Meetings - Briefing	12:00	<b>LUNCH</b>		
		3:30	<b>BREAK</b>	1:00	<b>Vessel Drift and Response Analysis Presentation</b> Presentation by Marta Green and Jamie Stephens - San Juan County		
		3:45	<b>Forestry Session - Breakout Rooms</b>	2:15	<b>BREAK</b>		
		5:00	<b>DINNER BREAK</b>	2:30	<b>Select Committee Updates</b>	12:00	<b>Adjournment (approx.)</b>
		7:00	<b>Delegations</b>	3:00	<b>Local Planning Services</b>  Regional Planning Committee Work Program  Director's Report pending items		
		8:00	<b>Town Hall</b>	3:30	<b>Administrative Services</b> FPC Work Program Director's Report pending items		
		9:00 p.m.	<b>Recess for the Day</b>	4:00	place holder or earlier adjournment		
				5:00	<b>Adjournment (approx.)</b>		

