



Executive Committee Agenda

Date: Wednesday, October 21, 2020
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	
3. ADOPTION OF MINUTES	
3.1. September 30th draft minutes	5 - 15
4. FOLLOW UP ACTION LIST AND UPDATES	
4.1. Follow Up Action List/Director/CAO Updates	16 - 22
4.2. Local Trust Committee Chair Updates	
4.3. Islands Trust Conservancy Liaison Update	
4.3.1. Islands Trust Conservancy Board News - Report	23 - 25
5. BYLAWS FOR APPROVAL CONSIDERATION	
None	

6. TRUST COUNCIL MEETING PREPARATION

6.1. Executive

6.1.1. EC-TC DRAFT 2021 meeting schedule - RFD

26 - 30

1. That Executive Committee recommend the following Trust Council meeting dates for the 2021 schedule: March 9-11, June 8-10, September 21-23 and November 30 to December 2.
2. That Executive Committee recommend the following Trust Council meeting locations: March – electronic, June – electronic, September in-person in Nanaimo, November/December in-person in Victoria.
3. That Executive Committee adopt the Islands Trust Executive Committee 2021 Meeting Schedule, Attachment 1, as its preferred meeting dates for 2021.

6.1.2. Trust Council meeting format options - RFD

31 - 35

1. THAT Executive Committee recommend that Option No. 2, in the staff report of October 16, 2020, regarding electronic Trust Council meeting format, be adopted and; THAT it consist of Tuesday morning regular business, Tuesday evening Town hall/Delegations, Wednesday morning regular business, and Thursday morning regular business.

6.1.3. Governance/Administration training for Trust Council - Briefing

36 - 36

6.1.4. Proposed Amendments to Trust Council Procedure Bylaw No. 101 - Briefing

37 - 64

6.2. Local Planning Services

6.3. Administrative Services

6.4. Trust Area Services

7. EXECUTIVE COMMITTEE PROJECTS

7.1. Trust Council Initiated

7.1.1. Executive

7.1.2. Trust Area Services

7.1.3. Local Planning Services

7.1.4. Administrative Services

7.2. Executive Committee Initiated

7.2.1. Executive

7.2.2. Administrative Services

7.2.2.1. Islands Trust Budget Control and adjustment Authority Policy - Discussion

Policy 6.5.2

7.2.3. Local Planning Services

7.2.4. Trust Area Services

7.2.4.1.	2020 Forest Conservation Outreach Campaign Completion - Briefing	65 - 72
7.2.4.2.	Cooperation w/Archeology Branch - Briefing	73 - 73
7.2.4.3.	MMIWG Calls for Justice Recommendations - RFD	74 - 83

This item was deferred from the September 30th meeting as the report was not included in the agenda package.

1. That the Executive Committee request that all staff be required to take training related to cultural safety in keeping with Murdered and Missing Indigenous Women and Girls Calls for Justice.
2. That the Executive Committee request that staff plan education on the Murdered and Missing Indigenous Women and Girls Calls for Justice for trustees and senior staff.
3. That the Executive Committee request that the Trust Programs Committee consider the Missing and Murdered Indigenous Women and Girls Calls for Justice when developing draft amendments to the Policy Statement.
4. That the Executive Committee request staff to include information about the Murdered and Missing Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.
5. That the Executive Committee request that staff draft amendments to the Communications Policy and the Advocacy Policy to address the Murdered and Missing Indigenous Women and Girls Calls for Justice.
6. That the Executive Committee request the Chair to write to the Union of British Columbia Municipalities Executive to report on actions taken by Islands Trust in response to the UBCM recommendation to its members that they consider the Missing and Murdered Indigenous Women and Girls Calls for Justice.

8. NEW BUSINESS

8.1. Executive/Trust Council

8.2. Trust Area Services

8.2.1. LTC Chairs Report on Local Advocacy Topics

8.3. Local Planning Services

8.4. Administrative Services

9. CORRESPONDENCE (for information unless raised for action)

9.1. MOTI response re: New Brighton dock letter dated Oct 14, 2020 84 - 84

10. WORK PROGRAM

10.1. Review and amendment of current work program 85 - 88

11. NEXT MEETING

The next meeting of the Executive Committee will be held November 18, 2020

12. CLOSED MEETING (under separate cover)

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.

13. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: September 30, 2020
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (Victoria Office)
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Carmen Thiel, Manager, Legislative Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Dilani Hippola, Acting Senior Policy Advisor
Lori Foster, Executive Coordinator/Recorder (Victoria Office)

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:04 a.m. and welcomed those who were viewing the meeting via livestream.

Chair Luckham stated gratitude to live and work on Coast Salish traditional and treaty territory. and recognized that September 30th is Orange Shirt Day which is observed annually to honour Residential School Survivors, and those who did not survive.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following items:

- 6.2.1 Local Planning Services - relationship between Conservancy and Local Planning Services
- 6.4.1 San Juan Drift Vessel email dated September 25, 2020
- 8.1.1. Legal Services memorandum – Vice Chair Rogers

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 September 14, 2020 EC draft minutes

By general consent, the minutes were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

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

Chief Administrative Officer (CAO) Hotsenpiller addressed the status of FUAL items as presented in the report. He noted that Islands Trust insurance has expired.

Director of Administrative Services (DAS) Mobbs addressed the status of the insurance lapse, that market rates have increased and the risk level which has been attributed to Islands Trust. There has been little interest from service providers and there is a potential increase of about 23%.

By general consent, Executive Committee chose to address the item of insurance now.

Discussion followed.

EC-2020-110

It was Moved and Seconded,

That Executive Committee refer the item of insurance to the Financial Planning Committee for research and recommendation.

CARRIED

Discussion on CAO FUAL item #2, a governance learning session for trustees, was heard regarding theme, style and when it would be delivered.

Directors Frater, Marlor and Mobbs reviewed their FUAL reports and gave verbal updates on staff hiring's and the status of current projects.

Changes to the *Agricultural Land Commission Act* and *Agricultural Land Reserve Regulations* now splits application fees equally between the commission and local government, DLPS Marlor noted.

At 10:21 a.m., the meeting recessed for a break and reconvened at 10:30 a.m.

Legislative Services Manager (LSM) Thiel spoke to a review of Trust Council Bylaw 101 regarding the electronic meetings and delegations sections for December Trust Council.

4.2 Local Trust Committee (LTC) Chair Updates

Chairs of their local trust committees gave verbal updates on recently attended LTC meetings, and associated applications.

Vice Chair Fast gave a verbal update on a recently attended Bowen Island Municipal meeting and associated applications.

4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast noted the Conservancy will meet next week and spoke to an upcoming land transfer to the Conservancy coming from a rezoning in the Gambier local trust area.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipal Bylaw No. 521 (OCP amendment) – RFD

Director of Local Planning Services (DLPS) Marlor spoke to the request for decision (RFD) which corrects an omission regarding which areas on Bowen Island are designated for temporary use permits.

EC-2020-111

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Bylaw No. 521, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020” pursuant to Section 38 of the *Islands Trust Act*.

CARRIED

5.2 Hornby Island LTC Bylaw No. 163 (LUB amendment) - RFD

DLPS Marlor spoke to the RFD that corrects an error in the map associated with the bylaw.

EC-2020-112

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 163, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2020", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING REVIEW

6.1 Executive

6.1.1 Executive Committee Roundtable

Executive Committee provided feedback on the September electronic Trust Council meeting.

In general, discussion was heard on the following:

- Electronic hand raising and voting processes,
- Islands Trust staff to run delegation presentations,
- An additional vice chair to attend next Trust Council in the Victoria boardroom,
- Scheduling delegation presentations on a different day or evening,
- Timing of the meeting went well,
- Assistance for the coordinator.

6.1.2 Trust Council (TC) Business Decision Highlights – RFD

Executive Committee reviewed the business decision highlights as presented.

By general consent, Executive Committee requested that in the business decision highlights, a heading for the disposition of delegations be incorporated and, the suspension of the Community Stewardship Awards program indicate when the program will be revisited, and send out to subscribers.

6.1.3 Delegation 1. Friends of San Juans Power Point

This delegation's Power Point was missed for inclusion in the September TC agenda and, audio/video problems inhibited the presentation on delegation day.

Discussion was heard on brining this item to December Trust Council.

By general consent, Executive Committee requested the Friends of San Juans Power Point presentation be forwarded to all trustees.

At 12:00 noon, the meeting recessed for a break and reconvened at 12:34 p.m.

6.2 **Local Planning Services**

6.2.1 Local Planning Services - relationship between Conservancy and Local Planning Services

Discussion was heard that professional reports, by the Islands Trust Conservancy, are appearing on land use planning applications as in-house expertise on referrals.

6.3 **Administrative Services – None**

6.4 **Trust Area Services**

6.4.1 San Juan County Drift Vessel email dated September 25, 2020

Director of Trust Area Services Frater spoke to the email which requested participation in a vessel drift and response analysis project through San Juan County.

EC-2020-113

It was Moved and Seconded,

That Executive Committee ask staff to respond to San Juan County with a thank you for the invitation, that we support their work but are unable to commit resources to this project at this time.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Executive Committee Budget Request for FY2021/22 – RFD

Staff spoke to the budget asks as presented in the request for decision reports.

Executive Committee reviewed the items as presented.

EC-2020-114

It was Moved and Seconded,

That the Executive Committee recommend that the Financial Planning Committee include \$10,000 in the Fiscal Year 2021/22 for the Policy Statement Amendment Project (Strategic Plan items 10, 16, 22, 23).

CARRIED

EC-2020-115

It was Moved and Seconded,

That the Executive Committee recommend that the Financial Planning Committee include \$18,672 in the Fiscal Year 2021/22 for broadcasting of public meetings (Strategic Plan item 13).

CARRIED

EC-2020-116

It was Moved and Seconded,

That the Executive Committee recommend that the Financial Planning Committee include \$16,950 in the Fiscal Year 2021/22 for implementation of the Reconciliation Action Plan (Strategic Plan items 18, 19).

CARRIED

EC-2020-117

It was Moved and Seconded,

That the Executive Committee request staff to draft an amendment to the Strategic Plan regarding development of heritage overlay mapping and development of model bylaws.

Discussion was heard on the complexities and considerations of this item being added to the Strategic Plan.

CARRIED

EC-2020-118

It was Moved and Seconded,

That the Executive Committee recommend that the Financial Planning Committee include \$30,000 in the Fiscal Year 2021/22 for the development of heritage overlay mapping and development of model bylaws (pending Executive Committee approval of a business case and adoption of a Strategic Plan amendment).

CARRIED

EC-2020-119

It was Moved and Seconded,

That the Executive Committee recommend that the Financial Planning Committee include \$15,000 in the Fiscal Year 2021/22 for Islands Trust signs throughout the Trust Area.

Executive Committee discussed the pros and cons of signage versus cost, communications considerations and current projects.

TIE/ DEFEATED

7.1.2 Trust Area Services – None

7.1.3 Local Planning Services – None

7.1.4 Administrative Services – None

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Synopsis of Minister Meetings for UBCM 2020 – Briefing

Chief Administrative Officer (CAO) Hotsenpiller will follow up with ministry and staff regarding the Private Manage Forest Lands request and sharing of a legal opinion.

7.2.1.2 Oil Spill Response Planning in the Trust Area – Briefing

DTAS Frater spoke to the briefing noting she has collaborated with Coast Guard staff and was recommended to collaborate with

Environment Canada regarding the sharing of mapping data relevant to sensitive ecosystem areas.

EC-2020-120

It was Moved and Seconded,

That the Executive Committee forward the oil spill response briefing dated September 30 to trustees and if anyone wishes further information to contact Vice Chair Rogers.

CARRIED

Discussion ensued on requesting the Coast Guard to do a presentation to December Trust Council.

EC-2020-121

It was Moved and Seconded,

That Executive Committee request Director of Trust Area Services Frater invite the Coast Guard to make a presentation at Trust Council or, an education session to be arranged regarding oil spill response planning.

CARRIED

The meeting recessed for a break at 2:08 p.m. and reconvened at 2:16 p.m.

7.2.1.3 Posting of Council Committee and TC electronic meetings on the Islands Trust website – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

EC-2020-122

It was Moved and Seconded,

THAT Executive Committee direct that a resolution without meeting (RWM) be conducted by Trust Council on the question THAT Trust Council post its quarterly meeting recordings to the Islands Trust website.

CARRIED

EC-2020-123

It was Moved and Seconded,

THAT Executive Committee write to Trust Programs Committee, Financial Planning Committee and Regional Planning Committee recommending that they post their regular meeting recordings and that they conduct a process of deliberation on the matter.

CARRIED

EC-2020-124

It was Moved and Seconded,

THAT Executive Committee direct that their regular committee meeting recordings be posted on the Islands Trust website.

CARRIED

EC-2020-125

It was Moved and Seconded,

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.

CARRIED

7.2.1.4 Executive Committee/TC draft 2021 meeting schedule – Briefing

Discussion on the briefing and proposed schedule ensued.

The following suggestions were heard:

- Hold Executive Committee meeting Monday morning followed by delegations Monday evening,
- 4-5 hour sessions on business days,
- Hold delegations and town hall the week before Trust Council.

EC-2020-126

It was Moved and Seconded,

That Executive Committee request staff to provide options for the scheduling of Trust Council in line with the conversations at the September 30th meeting.

CARRIED

EC-2020-127

It was Moved and Seconded,

That Executive Committee request staff forward to planning staff and trustees the preliminary Trust Council schedule.

CARRIED

EC-2020-128

It was Moved and Seconded,

That the Executive Committee meeting for December 1, 2020 be rescheduled to 9:00 a.m. November 30th, 2020.

CARRIED

7.2.2 Trust Area Services

7.2.2.1 MMIWG Calls for Justice Recommendations – RFD

The report was not attached to the agenda package.

By general consent, this item was deferred to the October 21 business meeting.

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1. Legal Services memorandum – Vice Chair Rogers

Vice Chair Rogers spoke to considering a review regarding legal policies 2.1.6, 6.9.1 and 6.9.2.

EC-2020-129

It was Moved and Seconded,

That Executive Committee request, as the legal services policies are reviewed, that parts B and D of the September 30, 2020 memorandum be taken into consideration.

CARRIED

EC-2020-130

It was Moved and Seconded,

The Executive Committee requests that when legal costs are reported to Trust Council, that they be broken down by general type of legal costs i.e., defense, enforcement and general legal costs.

CARRIED

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Chairs of their local trust committees spoke to local advocacy topics.

Topics addressed included the following:

- A forest rally was held on Salt Spring Island,
- Application for funding on Gambier regarding the active transportation plan,
- The New Brighton dock as an item on the upcoming Gambier LTC business meeting.

8.3 Local Planning Services - None

8.4 Administrative Services - None

9. CORRESPONDENCE (for information unless raised for action)

9.1 M. Sketch email w/attachments dated September 15, 2020

Received for information.

9.2 F. Werden re: aquifer mapping and assessment on Denman email dated September 15, 2020

Received for information.

9.3 UBCM The Compass Newsletters Sept 2 – 24

EC-2020-131

It was Moved and Seconded,

That staff distribute the Compass newsletters and bulletins from today's meeting to all trustees and provide them an invitation to subscribe to the newsletter.

CARRIED

10. WORK PROGRAM

10.1 Review and amendment of current work program

Received for information.

11. NEXT MEETING

The next meeting of the Executive Committee is October 21, 2020 being held electronically.

12. CLOSED MEETING

The resolution presented in the agenda package to close the meeting citing Community Charter 90(1) (k) was amended to include (a) and (f) to address new in-camera business items.

EC-2020-132

It was Moved and Seconded,

That the Executive Committee close this meeting to the public subject to Section 90(1)(a)(f)(k) of the Community Charter in order to consider matters related to: personal information about an identifiable individual who holds a position as an officer of the municipality or another position appointed by the municipality; law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; negotiations and related discussions respecting the proposed provision of a service that is at its preliminary stages and that, in the view of the committee could reasonably be expected to harm its if they were held in public; and that staff be invited to remain in the meeting.

CARRIED

At 3:10 p.m., the meeting was closed to the public.

At 4:18 p.m., the meeting was reopened to the public.

13. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

14. ADJOURNMENT

By general consent, at 4:18 p.m. the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

DRAFT



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That the Executive Committee request staff to investigate education opportunities to address the responsibilities of Trustees in terms of public comments related to staff and staff work product, and the role of Trustees or Trust Council as an employer.	Russ Hotsenpiller	Meeting: 08-Jul-2020 Target: 15-Sep-2020	In Progress
3 Business decision highlights amend with heading Disposition of Delegations and when CSA will be revisited.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
4 Forward Friends of San Juans Sept delegation Power Point to all Trustees.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
5 THAT Executive Committee direct that a resolution without meeting (RWM) be conducted by Trust Council on the question THAT Trust Council post its quarterly meeting recordings to the Islands Trust website.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 14-Oct-2020	Completed
6 THAT Executive Committee write to Trust Programs Committee, Financial Planning Committee and Regional Planning Committee recommending that they post their regular meeting recordings and that they conduct a process of deliberation on the matter.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
7 THAT Executive Committee direct that their regular committee meeting recordings be posted on the Islands Trust website.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
8 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.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 21-Oct-2020	In Progress
9 That Executive Committee request staff to provide options for the scheduling of Trust Council in line with the conversations at the September 30th meeting.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 21-Oct-2020	Completed
10 That Executive Committee request staff forward to planning staff and trustees the preliminary Trust Council schedule.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
11 Distribute the Compass news letters and bulletins from today's meeting to all trustees and provide them an invitation to subscribe to the newsletter.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
12 Follow-up with FLNRORD staff re: PMFL and UBCM minister meeting, legal opinion already sent.	Russ Hotsenpiller	Meeting: 30-Sep-2020 Target: 21-Oct-2020	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Executive Committee refer the item of insurance to the Financial Planning Committee for research and recommendation.	Julia Mobbs	Meeting: 30-Sep-2020 Target: 21-Oct-2020	Completed
2 EC recommend that the Financial Planning Committee include \$10,000 in the Fiscal Year 2021/22 for the Policy Statement Amendment Project (Strategic Plan items 10, 16, 22,23).	Julia Mobbs	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
3 EC recommend that the Financial Planning Committee include \$18,672 in the Fiscal Year 2021/22 for broadcasting of public meetings (Strategic Plan item 13).	Julia Mobbs	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
4 That the Executive Committee recommend that the Financial Planning Committee include \$16,950 in the Fiscal Year 2021/22 for implementation of the Reconciliation Action Plan (Strategic Plan items 18,19).	Julia Mobbs	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
5 That the Executive Committee recommend that the Financial Planning Committee include \$30,000 in the Fiscal Year 2021/22 for the development of heritage overlay mapping and development of model bylaws (pending Executive Committee approval of a business case and adoption of a Strategic Plan amendment).	David Marlor Julia Mobbs	Meeting: 30-Sep-2020 Target: 21-Oct-2020	Completed
6 The Executive Committee requests that when legal costs are reported to Trust Council, that they be broken down by general type of legal costs i.e., defense, enforcement and general legal costs.	Julia Mobbs	Meeting: 30-Sep-2020 Target: 21-Oct-2020	In Progress

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Notify Planners re: Bowen Municipality Bylaw 521 EC approval and Hornby Bylaw 163 EC approval.	David Marlor	Meeting: 30-Sep-2020 Target: 05-Oct-2020	Completed
2 That the Executive Committee request staff to draft an amendment to the Strategic Plan regarding development of heritage overlay mapping and development of model bylaws	David Marlor	Meeting: 30-Sep-2020 Target: 21-Oct-2020	In Progress
3 That the Executive Committee recommend that the Financial Planning Committee include \$30,000 in the Fiscal Year 2021/22 for the development of heritage overlay mapping and development of model bylaws (pending Executive Committee approval of a business case and adoption of a Strategic Plan amendment).	David Marlor Julia Mobbs	Meeting: 30-Sep-2020 Target: 21-Oct-2020	Completed

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: 17-Apr-2019	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
2 That staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.	Clare Frater	Meeting: 02-Oct-2019 Target: 30-Oct-2019	In Progress
3 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: 25-Mar-2020	In Progress
4 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: 15-Apr-2020	In Progress
5 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: 15-Sep-2020	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 That the Trust Programs Committee request that the Executive Committee recommend to Financial Planning Committee include \$10,000 in the Fiscal Year 2021/22 for the Policy Statement Amendment Project (Strategic Plan items 10, 16, 22,23).	Clare Frater	Meeting: 13-Aug-2020 Target: 14-Oct-2020	Completed
7 The Executive Committee request staff to provide a Learning at Home series on the one year anniversary on the Calls for Justice report.	Clare Frater	Meeting: 05-Aug-2020 Target: 02-Sep-2020	In Progress
8 Director Frater stated that she would be attending the Salish Seas Shared Waters Forum on October 14/15, and will forward to all Trustees any pertinent information or material from the Forum.	Clare Frater	Meeting: 08-Jul-2020 Target: 21-Oct-2020	Completed
9 Respond to San Juan County with a thank you for the invitation, that we support their work but are unable to commit resources to this project at this time.	Clare Frater	Meeting: 30-Sep-2020 Target: 07-Oct-2020	Completed
10 That the Executive Committee forward the oil spill response briefing dated September 30 to trustees and if anyone wishes further information to contact Vice Chair Rogers.	Clare Frater	Meeting: 30-Sep-2020 Target: 14-Oct-2020	Completed
11 That Executive Committee request Director of Trust Area Services Frater invite the Coast Guard to make a presentation at Trust Council or, an education session to be arranged regarding oil spill response planning.	Clare Frater	Meeting: 30-Sep-2020 Target: 18-Nov-2020	In Progress

Follow Up Action Report

Executive Committee

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 That Executive Committee request, as the legal services policies are reviewed that parts B and D of the September 30, 2020 memorandum be taken into consideration.	Carmen Thiel	Meeting: 30-Sep-2020 Target: 21-Oct-2020	In Progress



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality October 6, 2020

Islands Trust Conservancy Board News

In accordance with *Ministerial Order M192 – Local Government Meetings & Bylaw Process* and *Province of BC Bill 19 – 2020*, the Islands Trust Conservancy cannot conduct public in-person meetings at this time. In order to meet the principles of openness, transparency, and accessibility, meetings of the Board will be held electronically over the period August 26 to October 31, 2020. They will be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

Board and Staff Updates:

- ITC Board noted the resignation of appointed member Hannon. New appointments are delayed due to the BC election, but a notice of appointment has been provided to the Crown Agencies and Board Resourcing Office to fill the position.
- ITC welcomed back Corlynn Strachan as its Administrative Assistant, extending farewell to Alexandra Trifonidis who acted in the position for the last two years.
- ITC Manager, Jennifer Eliason, on temporary assignment since July 2018, has taken a permanent position with BC Parks as a Senior Parks and Protected Areas Planner. Next steps for filling the position of ITC Manager are being considered.

The ITC Board received a presentation from Shauna Doll, Gulf Islands Forest Conservation Project Coordinator, from the Raincoast Conservation Foundation, which included recommendations for policy reform to protect endangered forests and habitats within the Islands Trust Area.

Regional Conservation Plan Updates

The science-based and community-informed Regional Conservation Plan guides the work of ITC. The ITC continues to work towards 4 long-term goals and 25 objectives that further conservation in the entire Trust Area. For more information, visit www.islandstrustconservancy.ca/media/84821/itc_2018-11_rcp-2018-2027-web_final.pdf.

Goal 1 – Science-based Conservation Planning

The ITC is working on a Memorandum of Understanding with Islands Trust and the Martin Conservation Decisions Lab at the University of British Columbia to partner on data acquisition and analysis.

Goal 2 – Strong relationships with First Nations

Reflecting the intent of UNDRIP, TRCC, and the [ITC Reconciliation Declaration](#), ITC Board approved the removal of “Canada’s” from the ITC tagline so that the tagline reads “Protecting islands in the Salish Sea”, and revised its vision statement as follows:

The Islands Trust Conservancy vision is for a network of protected areas that preserve in perpetuity the natural systems of the islands in the Salish Sea.

ITC Board directed staff to complete an ITC Reconciliation Action Plan that incorporates actions identified in Goal 2 of the Regional Conservation Plan.

Goal 3 – Protection of core conservation areas

ITC has received \$597,000 in funding from Environment and Climate Change Canada (ECCC) for the Species at Risk (SAR) Program and is in the final stages of negotiating the Contribution Agreement which will extend until March 31, 2023. Organizational implications include the addition of a SAR Program Coordinator and Summer Co-op position as well as funding for:

- SAR surveys and monitoring
- Restoration of critical habitat
- SAR outreach materials and events
- Costs associated with land securement
- Engagement and work with First Nations

Funding cannot be used for land purchase.

ITC Board considered its fall intake for the Opportunity Fund, a grant program for hard to fundraise costs associated with land conservation.

Goal 4 – A strong voice for nature conservation

The Board approved a proposed 2021/22 Budget and forwarded it to Financial Planning Committee for Islands Trust budget planning. Staff noted that they are considering options for socially responsible investing, and are planning to move ITC funds into impact investments. The Board requested more information about this move for its November meeting.

Covenant Management and Outreach Specialist briefed the Board on completion of the 2020 forest outreach campaign, where letters and NAPTEP brochures were mailed to landowners to encourage conservation.

Activities by Local Trust Area/Island Municipality

Bowen – ITC Board awarded a \$5,000 Opportunity Fund grant to the Bowen Island Conservancy for conservation work on Bowen Island.

ITC removed danger trees at the Singing Woods Nature Reserve.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca

Denman – ITC is working with the Denman Conservancy Association to remove invasive species and manage trails in the Morrison Marsh, Lindsay Dickson, Inner Island and Valens Brook Nature Reserves.

Gabriola – ITC is working with the Gabriola Land and Trails Trust to do trail maintenance in the Elder Cedar Nature Reserve and install signage at the Coats Millstone Nature Reserve. Invasive species removal is happening at the Elder Cedar Nature Reserve and at a covenant area.

Galiano – Restoration work is being done and monitored at the Trincomali Nature Sanctuary.

Gambier/Keats – ITC will receive \$12,000 from the Convention of Baptist Churches as a required contribution related to the transfer of the Sandy Beach property to ITC. The ITC Board directed staff to create a Property Management Fund with \$10,000 and use the remaining \$2,000 to finalize the conservation covenant for the land.

Lasqueti – The ITC is working in partnership with the Lasqueti Island Nature Conservancy on restoration of wetland and riparian habitat at a pond on the Salish View Nature Reserve. Restoration work is also ongoing at the Mount Trematon and John Osland Nature Reserves.

North Pender/Sidney Island – Staff continue to work in collaboration with Parks Canada, First Nations, FLNRORD and the Sallas Strata on the Sidney Island Ecological Restoration Project.

Salt Spring – the owners of land adjacent to the Lower Mount Erskine Nature Reserve have met all the requirements to covenant their land and staff are proceeding with covenant registration. Invasive species management is occurring on the McFadden Creek and Lower Mount Erskine Nature Reserves and in two covenant areas.

Thetis – ITC Board reviewed bylaws 108 and 109 and noted that its interests were unaffected. ITC is working with the Thetis Island Nature Conservancy to manage invasive species and provide signage in the Fairyslipper Forest Nature Reserve. Species at Risk surveys are also ongoing in the Fairyslipper and Moore Hill Nature Reserves.

Please feel free to contact the Islands Trust Conservancy for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca

Islands Trust Conservancy itcmail@islandstrust.bc.ca



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** October 21, 2020
From: CAO & Executive Coordinator **Date Prepared:** October 16, 2020
SUBJECT: EC-TC DRAFT 2021 meeting schedule

RECOMMENDATION:

1. That Executive Committee recommend the following Trust Council meeting dates for the 2021 schedule: March 9-11, June 8-10, September 21-23 and November 30 to December 2.
 2. That Executive Committee recommend the following 2021 Trust Council meeting locations: March – electronic, June – electronic, September in-person in Nanaimo, November/December in-person in Victoria.
 3. That Executive Committee adopt the Islands Trust Executive Committee 2021 Meeting Schedule, Attachment 1, as its preferred meeting dates for 2021.
-

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Certainty with regard to Trust Council meeting dates, times and format as well as Executive Committee scheduling will allow for more detailed planning for 2021.

PURPOSE: To consider recommendations for the 2021 i) meeting dates and ii) locations for Trust Council and to adopt a recommended iii) 2021 business meeting schedule for Executive Committee.

BACKGROUND:

i. Selection of Trust Council meeting dates, 2021

The December meeting is the required time for Trust Council to adopt its annual schedule. [The Meeting Procedures Bylaw No. 101 2.2](#) directs that Council determine regular Council meetings for the following calendar year at its December meeting, one of which shall be [determined] in each of the months of March, June, September and December.

The following dates are recommended: **March 9-11, June 8-10, September 21-23 and November 30 to December 2.**

These dates have been selected taking into consideration statutory holidays and associated known conference dates and other local government scheduling throughout the year.

Once these dates are adopted, the Financial, Trust Programs, and Regional Planning Committees, as well as local trust committees, can set their 2021 schedules and adopt them before year-end.

ii. Trust Council Meeting Locations

Bylaw 101 directs that at its December meeting of each of the subsequent three years, Trust Council shall establish the schedule, time and place of regular Council meetings for the following calendar year.

For 2021, it is recommended that the first two meetings be conducted entirely electronically, and the last two meetings be conducted in-person.

Therefore, the following times and locations are recommended: **March 9:00 a.m. start/electronic format; June 9:00 a.m. start/electronic format; September 8:30 a.m. start/in-person in Nanaimo; December 8:30 a.m. start/in-person Victoria.**

iii. Executive Committee 2021 Meeting Schedule

The attached draft schedule was presented at the last Executive Committee meeting for review and is now presented for adoption. The dates have been selected considering all relevant factors including Trust Council meetings, Union of BC Municipalities, Local Government Leadership Academy, and the Council Committee scheduling requirements. The current draft presents 19 meetings.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There may be a need for reallocation of current administrative staff to assist in running electronic Trust Council/EC meetings.

FINANCIAL:

The draft 2021/22 budget for Trust Council meeting expenses has been based on two electronic and two in-person quarterly meetings.

POLICY:

[Bylaw 101 Meeting Procedures](#)

IMPLEMENTATION/COMMUNICATIONS:

The informal Trust Council meeting dates for 2021 have already been circulated to staff and trustees. Council Committee and LTC meeting date scheduling is underway. Once Trust Council has adopted its 2021 meeting schedule all other meetings will be confirmed.

FIRST NATIONS:

The certainty provided by an adopted Committee schedule for the Islands Trust will allow for ongoing discussions and meetings with First Nations governments.

ATTACHMENTMENT

1. Executive Committee 2021 Meeting Schedule
2. Calendar view 2021 Draft EC/TC schedule

RESPONSE OPTIONS

- 1. That Executive Committee recommend the following Trust Council meeting dates for the 2021 schedule: March 9-11, June 8-10, September 21-23 and November 30 to December 2.**
- 2. That Executive Committee recommend the following 2021 Trust Council meeting locations: March – electronic, June – electronic, September in-person in Nanaimo, November/December in-person in Victoria.**
- 3. That Executive Committee adopt the Islands Trust Executive Committee 2021 Meeting Schedule, Attachment 1, as its preferred meeting dates for 2021.**

Alternative: as directed by Committee

Prepared By: CAO & Executive Coordinator Foster

Reviewed By/Date: CAO, October 16, 2020



Islands Trust Executive Committee 2021 DRAFT Meeting Schedule

All meetings are held on Wednesdays starting at 9:00 a.m.; however, due to COVID measures, meetings will be held electronically and livestreamed, unless noted otherwise then held at Islands Trust Office, #200-1627 Fort Street, Victoria BC. Visit [islandstrust.bc.ca/ trust-council/council-meetings.aspx](https://islandstrust.bc.ca/trust-council/council-meetings.aspx) for information on how to attend or view a meeting.

January 13

February 3

February 24

March 8 pre TRUST COUNCIL March 9-11

March 24

April 14

May 5

May 26

June 7 pre TRUST COUNCIL June 8-10

June 23

July 14

August 4

September 8

September 20 pre TRUST COUNCIL September 21-23

October 6

October 27

November 17

November 29 pre TRUST COUNCIL November 30 - December 1-2

December 15

Calendar View 2021 Draft EC/TC Schedule 2020 EC/TC Adopted Meeting Dates

SEPTEMBER 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Proposed EC / TC 2021 Schedule

JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY 2021	JUNE 2021	JULY 2021	AUGUST 2021
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

■ STATUTORY HOLIDAYS

Red Boxed Dates = Executive Committee Meetings
 Purple Boxed Dates = Trust Council Meeting
 Disregard the Green dates

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** October 21, 2020
From: CAO **Date Prepared:** October 16, 2020
SUBJECT: Trust Council meeting format options

RECOMMENDATION: THAT Executive Committee recommend that Option No. 2, in the staff report of October 16, 2020, regarding electronic Trust Council meeting format, be adopted and; THAT it consist of Tuesday morning regular business, Tuesday evening Town hall/Delegations, Wednesday morning regular business, and Thursday morning regular business.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This recommendation responds to informal concerns and comments by trustees regarding the length of working days required for electronic (ZOOM) Trust Council meetings. It also responds to interest in providing the most public facing portion of the Trust Council agenda at a time of day that would allow for greater public viewing, that being Town hall and receipt of Delegations.

- 1 PURPOSE:** To present electronic meeting format/schedule options for Trust Council, as requested by Executive Committee.
- 2 BACKGROUND:** Given that there is no defined timetable to return to regular in-person Trust Council meetings and the likelihood that electronic Trust Council meetings will continue in some form in the future, Executive Committee may wish to revisit the scheduling/format of electronic meetings to ensure the best possible outcomes.

HISTORY:

1. Trust Council received [a briefing](#) at its March 2020 Quarterly meeting to consider reducing its meeting frequency, however no decision was made. Shortly thereafter, the province declared a state of emergency and the organization moved to adopt electronic meetings.

2. Trustee Poll

A trustee poll was conducted after the special electronic Trust Council meeting, held April 20, to discuss the budget. A [report was subsequently brought](#) to the Executive Committee with the poll results and the June and September Trust Council business meetings have generally followed the report findings.

Some key findings and comments from the poll:

- ‘nothing replaces face-to-face meetings,’
- ‘80% preferred a 2-day schedule with 2 hour sessions in a.m. and p.m. for a total of 8 hours (the current schedule is a slightly longer version of this),
- ‘4 days, 2 hours per day,’
- 70% preferred an emphasis on morning meetings,
- ‘Town hall should be a standalone session at night,’
- ‘no vegan food.’

3. Recent developments:

Trustees have by now participated in two full and one half ZOOM Trust Council meetings and are more able to gauge their experience. At the September meeting the following comments were made:

- “make days shorter,’
- ‘have shorter hours per day over more days,’
- ‘shorter days,’
- ‘move delegations to an evening to allow for greater participation,’
- ‘make Day 2 shorter,’
- ‘move Town hall to before Trust Council,’
- ‘have more frequent ZOOM Trust Council meetings, every month or two months,’
- ‘Have Town hall and Delegations the week before Trust Council.’

KEY ASSUMPTIONS/CONSIDERATIONS:

As there are innumerable choices available to Executive Committee to amend the schedule, staff provide the following assumptions to assist in narrowing the options. Vice Chairs will undoubtedly have some core assumptions of their own to guide their decisions.

- Traditional regular meetings of Trust Council have approximately 15-17 hours of meeting time, which included Town hall/Delegations and Continuous Learning sessions.
- Currently ZOOM Trust Council meetings have approximately 12 hours of meeting time including Town hall and Delegations, three hours less than a regular meeting.
- There is limited interest in having extended or significant Continuous Learning in a ZOOM environment at Trust Council.
- Holding Town hall/Delegations before Trust Council has some inherent challenges:
 - the tone/topics of the Trust Council meeting is externalized,
 - participants in Town hall do not get to hear debate about issues on the current agenda.
- That any new format, be equally viable in a post COVID world.
- That Trust Council does not need more hours of work than 12-15 hours per quarter to fulfill its role. Council Committees are meeting more frequently than previously and Local Trust Committee (LTC) meetings are continuing. There has been a reduction in work hours for public meetings due to COVID which is skewing the amount of effort to deliver business of the LTCs. That will change in the future and increased travel, meeting setup and preparation will return in some form.
- A recognition that increasing Trust Council meeting frequency (1/month, 6 per year) has some operational challenges for a limited offsetting benefit, that being reduction of meeting length by a few hours:
 - Impact to Council Committee schedules,
 - Increased administrative expense for more frequent meetings,
 - Impact LTC schedules,
 - Reconciling an increased meeting schedule post COVID.

OPTIONS

#1. Current format, total meeting hours = 12

Monday	Tuesday	Wednesday
9:00 a.m. Executive Committee	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)
	1:00 p.m. to 4:00 p.m. Delegations & Town Hall (3 hrs.)	1:00 a.m. – 4:00 p.m. (3 hrs.)

Analysis

- + familiar process
- + gets a substantial amount of work done in compressed period
- + currently operational
- Trustees feel it is too long to be in a ZOOM meeting
- Town hall and Delegations can overwhelm afternoon session as greater access to the world is provided to and by public/presenters

#2 Total Trust Council meeting hours = 11

Monday	Tuesday	Wednesday	Thursday
9:00 a.m. Executive Committee	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)
	7:00 p.m. to 9:00 p.m. Delegations & Town Hall (2 hrs.)		

Analysis

- + offers flexibility to increase time if needed
- + allows for standalone Town hall and Delegations
- + use of polling/voting option in regular ZOOM meeting
- + allows for greater access for public to Town hall/Delegation
- + reduces session length, fewer hours in a ZOOM meeting per day
- Requires a night meeting and increases staffing costs with overtime
- Extends requirement to meet from 2 days to 3 days plus an evening for Trustees
- One hour less time to complete Trust Council business than current format

#3 Total Trust Council meeting hours = 14

Tuesday	Wednesday	Thursday
9:00 a.m. Executive Committee	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)	9:00 a.m. – 12:00 p.m. Trust Council (3 hrs.)
7:00 p.m. to 9:00 p.m. Delegations & Town Hall (2 hrs.)	1:00 p.m. – 3:00 p.m. Trust Council (3 hrs.)	1:00 p.m. – 3:00 p.m. Trust Council (3 hrs.)

Analysis

- + moves Town hall to standalone slot
- + use of the polling option for voting
- + more strictly adheres to 2 hour working sessions
- + similar to current format
- + increased meeting time overall
- might still be considered too much ZOOM meeting time by Trustees

- Town hall and Delegations occur prior to Trust Council meeting

4 Total Trust Council meeting hours = 11

Monday	Tuesday	Wednesday	Thursday
9:00 a.m. Executive Committee			
7:00 p.m. to 9:00 p.m. Delegations & Town Hall (2 hrs.)	6:00 p.m. – 9:00 p.m. Trust Council (3 hrs.)	6:00 p.m. – 9:00 p.m. Trust Council (3 hrs.)	6:00 p.m. – 9:00 p.m. Trust Council (3 hrs.)

Analysis

- + moves Town hall to standalone slot
- + use of the polling option for voting
- + allows for greater public accessibility to Trust Council sessions
- + allows for working Trustees to attend whole session
- + more municipal model
- increased costs for staff overtime
- increased organizational requirements
- requires delegations to work evenings

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There will be some organizational implications to hosting evening meetings. There may be some benefit to concentration of public and delegation participation in one separate meeting, which would then allow, regular meeting business to be conducted as a ZOOM meeting rather than a webinar, allowing for more flexibility and the use of the polling/voting option which was introduced and used at the April 20 special meeting.

This format also provides some flexibility for each of the afternoons of Tuesday, Wednesday and Thursday such that if there was an outstanding issue, Trust Council could extend hours.

FINANCIAL: Potentially some overtime for running an evening meeting but the overall costs would be minimal.

POLICY: The format of individual Trust Council sessions is at the purview of Executive Committee as per their terms of reference. All other meeting requirements are within [Bylaw 101 Meeting Procedures](#).

IMPLEMENTATION/COMMUNICATIONS: Certainly there is the possibility that hosting evening Town hall/Delegations session would allow more members of the public to attend as it would be outside working hours. Some additional production value may be required to ensure that the sessions are adequately introduced and the Islands Trust mandate is clearly enunciated.

FIRST NATIONS: This change in electronic format would provide for Indigenous communities to more readily view Trust Council meetings and allow the Islands Trust to communicate its Reconciliation goals and achievement to a wider audience.

4 RELEVANT POLICY(S):

5 ATTACHMENT(S): see links in document.

RESPONSE OPTIONS

Recommendation: THAT Executive Committee recommend that Option No. 2, in the staff report of October 16, 2020, regarding electronic Trust Council meeting format, be adopted and; THAT it consist of Tuesday morning regular business, Tuesday evening Town hall/Delegations, Wednesday morning regular business, and Thursday morning regular business.

Alternative: as directed by Committee

Prepared By: R Hotsenpiller
L. Foster

Reviewed By/Date: October 16, 2020

BRIEFING

To: Executive Committee **For the Meeting of:** October 21, 2020
From: CAO **Date Prepared:** October 15, 2020
SUBJECT: Governance/Administration Training for Trust Council

PURPOSE: To discuss options and themes for delivering a training session on the different roles of elected officials and staff and best practices in working with staff in local government.

BACKGROUND:

Executive Committee made the following motion following the June Trust Council meeting:

THAT the Executive Committee request staff to investigate education opportunities to address the responsibility of Trustees in terms of public comments related to staff and staff work product, and the role of Trustees or Trust Council as an employer.

The CAO is now developing the training session, including review of potential contractors to deliver this work in a ZOOM environment. Executive Committee requested that they have an opportunity to discuss this session. Potential topics include:

- Specific content for the session, targeted themes, technical or more role oriented?
- Who delivers the session (what type of professional/contractor/advisor/staff).
- Whether the session is a voluntary pre-Trust Council session or a Continuous Learning session at the December Trust Council meeting.

Prepared By: R Hotsenpiller

Reviewed By/Date: October 15, 2020

BRIEFING

To:	Executive Committee	For the Meeting of:	October 21, 2020
From:	Carmen Thiel, Legislative Services Manager	Date Prepared:	October 16, 2020
SUBJECT:	Proposed Amendments to Trust Council Procedure Bylaw No. 101		

PURPOSE: To review proposed changes to Trust Council's procedure for discussion and input by Executive Committee prior to drafting an amendment bylaw.

BACKGROUND:

On Sept. 30, 2020, Executive Committee adopted the following motion:

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.

Trust Council Bylaw No. 101 contains provisions for electronic meetings for both Trust Council and Council Committee. Staff have proposed amendments to the electronic meeting provisions in response to Executive Committee's direction, as well as addressing other housekeeping amendments. In addition, amendments are proposed to the delegations section of the bylaw to require delegations to provide their presentation material three weeks in advance of a Trust Council meeting for inclusion in the agenda package at the direction of Executive Committee.

The following is a brief summary of the proposed changes, which are shown as track changes in the attached draft for discussion:

- | | | | | |
|----|--------|-------------------------------|-------------------------------------|--|
| 1. | Pg. 7 | Definitions | "resolution without meeting" | Insert the correct section of the Islands Trust Act |
| 2. | Pg. 8 | Section 2.4 | Postponement if no Quorum | Amend to include process where no quorum for electronic meetings |
| 3. | Pg. 9 | Section 4.4(a) | Council Electronic Meetings | Amend to provide that <u>both</u> regular and special meetings may be held entirely by electronic means. |
| 4. | Pg. 10 | Sections 4.4 (c) - (f) | " " " | Amend to remove all restrictions regarding numbers of members or numbers of meetings |
- The removal of these restrictions are fairly significant and the implications of this action should be carefully considered before finalizing

- | | |
|---|---|
| 5. Pg. 12 Section 5.4(c) Regular Meeting Agenda | Amend to be consistent with Trust Council meeting preparation policy and normal practice |
| 6. Pg. 12 Section 5.5 “ “ “ | Do we want to consider changing wording to require such items to be submitted in completed form 3 weeks before meeting like all other agenda items? |
| 7. Pg. 12 Section 5.8 Delegations | Amend to require delegations to fill out form to address Council, and to provide a full copy of presentation 3 weeks prior to meeting for inclusion in agenda if directed by EC. 5.8(b) allows a way for delegates to speak when written application/presentation has not been received 3 weeks in advance, but requires unanimous approval of Council. |
| 8. Pg. 18 Section 8.15(b) RWMs | Housekeeping – cleans up error |
| 9. Pg. 19 Section 9.2(c) Adoption of Bylaws | Remove dated wording |
| 10. Pg. 20 Section 11.5(b) Notice of Com. Meeting
Pg. 21 Section 11.5(d) “ “ | Update to reference correct section
Update - previous time frames reflected Canada Post mail delivery |
| 11. Pg. 22 Section 11.11 Com. Electronic Meetings | Numerous proposals to remove restrictions for EC electronic participation. <u>As with Sec. 4.4 above</u> the implications of this should be carefully considered |
| 12. Pg. 23 Section 11.12 Com. Electronic Meetings | Remove requirement to use land line - many people don't have land lines |
| Section 11.13 “ “ “ | 15 minutes is the consistent time used throughout this bylaw for loss or dropped electronic connection |

ATTACHMENT(S):

1. **Track Changes version of proposed amendments**
2. **Excerpt from Fraser Fort George Regional District Procedure Bylaw** (alternative approach to handling electronic meetings during an emergency).

FOLLOW-UP:

Staff to prepare RFD and Amendment Bylaw for Trust Council consideration in December 2020.

Prepared By: Carmen Thiel

Reviewed By/Date: Russ Hotsenpiller, October 16, 2020

2.2.4. Bylaw

**MEETING PROCEDURES
BYLAW NO. 101**
Trust Council: March 11, 2004

A: ATTACHMENTS:

1. Attachment 1.: BYLAW 101: MEETING PROCEDURES

THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY AND IS
NOT TO BE CONSTRUED AS A LEGAL DOCUMENT

This copy is consolidated for convenience only and is amended by the
following:

Bylaw No.	Amendment No.	Adoption Date
Bylaw No. 132	Amendment No. 1/09	October 12, 2009
Bylaw No. 133	Amendment No. 2/09	December 21, 2009
Bylaw No. 166	Amendment No. 3/16	October 21, 2016
Bylaw No. 171	Amendment No. 4/17	January 17, 2018
Bylaw No. 180	Amendment No. 5/20	June 17, 2020

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ISLANDS TRUST POLICY MANUAL

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101TC-meeting-procedures-bylaw-consolidated.doc

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ISLANDS TRUST COUNCIL**BYLAW NO. 101**

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A Bylaw to Regulate the Meetings of the Islands Trust Council, Committees of Council and the Islands Trust Executive Committee

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

PART 1 - INTERPRETATION**Definitions**

1.1 In this bylaw

"Act" means the *Islands Trust Act*;

"Chair" means the Chair of the Islands Trust Council;

"Committee" means the Executive Committee, or a standing committee, select committee, or other committee of Council and includes sub-committees;

"Committee Chair" means the Chair of a Committee;

"Council" means the governing and executive body of the Islands Trust constituted as the Islands Trust Council as provided in Section 5 of the Act;

"Executive Committee" means the Islands Trust Executive Committee as provided in Section 20 of the Act;

"improper conduct" includes conduct which obstructs the deliberations of the Council, or statements considered by the Chair or person presiding as defamatory or profane;

"meeting" means the assembly of trustees as duly constituted under Parts 2 and 3 and called to order by the Chair in accordance with Part 6;

"resolution without meeting" means a Council resolution passed under Section ~~131~~ (2) to (4) inclusive of the Act;

Commented [LF1]: A technical amendment, the correct section of the Islands Trust Act to reference is 13, not 11.

"point of order" means an interruption of the debate or proceedings, during a meeting of Council, with an inquiry whether something being said or done is in or out of order according to a statute, this bylaw or rules referred to in this bylaw;

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"point of privilege" means an interruption of the debate or proceedings, during a meeting of Council, with an inquiry respecting privilege under Section 7.5 of this bylaw or under the rules of order referred to in Section 7.6 of this bylaw;

"quorum" means at least one half of the number of Trustees provided for by the Act;

Commented [LF2]: Policy 2.3.1 s.8.3 Council Committees states 50% of current membership appointments

"Secretary" means the Islands Trust employee appointed and acting as Secretary to the Council or committee and includes, for the purposes of the provisions of this bylaw dealing with minutes, an employee designated by the Secretary for that purpose; and

"trustee's address" means the address given to the Secretary by each trustee.

Incorporation of Act's Definitions

- 1.2 Any term defined in the Act and used in this bylaw has the meaning given to it in the Act as of the date of adoption of this bylaw.

Interpretation of Bylaw

- 1.3 Nothing in this bylaw, and no failure to comply with this bylaw, affects the validity of an act of Council.

Application of Rules of Procedure

- 1.4 The provisions of this bylaw govern the proceedings of Council and of all committees, as applicable.

Severability

- 1.5 If any section or lesser portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed from the bylaw without affecting the validity of the remainder.

Citing this Bylaw

- 1.6 This bylaw is to be cited as "Islands Trust Council Meeting Procedures Bylaw, 2004".

PART 2 - REGULAR MEETINGS

Schedule and Notice of Regular Meetings

- 2.1 The first regular meeting of the Council shall be held on the first Wednesday of November following a general local election. At the first regular meeting, the Council shall establish the schedule of the date, time and place of regular Council meetings for the following calendar year, one of which shall be in each of the months of March, June, September and December.

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- 2.2 Thereafter, at the meeting in December of each of the subsequent three years, the Council shall establish the schedule of the date, time and place of regular Council meetings for the following calendar year, one of which shall be in each of the months of March, June, September and December, with the exception of the year of a general local election when the last meeting of the year will be held in November. The meeting schedule and any revision to the schedule shall be posted at the places specified in Part 10 of this bylaw.

Quorum

- 2.3 Once the meeting is called to order, the Chair is responsible to ensure a quorum is maintained for the purposes of conducting the meeting.

Postponement if no Quorum

- 2.4 If there is no quorum of trustees at ~~an in-person~~ the meeting within three hours of the time set for the beginning of the meeting, or at an electronic meeting within 15 minutes of the set time for the beginning of the meeting:

- (a) the regular meeting is cancelled;
- (b) all business on the agenda for that regular meeting is cancelled; and
- (c) all business on the agenda for that regular meeting must be dealt with at the next regular meeting or a special meeting.

Commented [LF3]: Amended to reference quorum for electronic meetings

PART 3 - SPECIAL MEETINGS

Calling a Special Meeting

- 3.1 (a) The Chair or Executive Committee, or three trustees, may direct the Secretary to conduct a vote by resolution without meeting for the purposes of Trust Council calling a special meeting. Within seven (7) days, the Secretary shall conduct a vote on whether Council should hold a special meeting for a specified purpose at a specified time and place.
- (b) In the event the resolution without meeting referred to in Section 3.1(a) or (c) is passed by a majority of trustees, the Secretary shall give notice of the special meeting to every trustee in writing at the place to which the trustee has directed that notices be sent, and to the public by posting a copy of the notice at places specified in Section 10, at least 48 hours before the time of the meeting. The notice will indicate the day, hour, place and purpose of the special meeting.
- (c) In the event that three trustees have directed the Secretary to conduct a vote by resolution without meeting to call a special meeting the Secretary shall notify the Executive Committee within 48 hours of receipt of this

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request. As per Section 3.1 (b), the Secretary will give notice of the special meeting with Executive Committee recommendations if available.

Postponement if no Quorum

3.2 Section 2.4 applies to special meetings.

PART 4 - OTHER MATTERS REGARDING MEETINGS

Recessing and Reconvening a Meeting

4.1 Council may by resolution adjourn any special or regular meeting for purposes of reconvening on a date and at a time and location specified in the resolution.

Cancellation of Regular Meetings

4.2 Council may by resolution at a regular or special meeting or by resolution without meeting cancel any regular meeting by causing the Secretary to provide:

- (a) written notice to trustees confirming cancellation of the meeting 48 hours before the scheduled start of the meeting, using procedures stated in Section 3.1 (b) and (c); and
- (b) public notice of the cancellation of the regular meeting by posting notice of the cancellation at the regular meeting location and the places specified in Part 10 of this bylaw.

Cancellation of Special Meetings

4.3 The Chair, and/or the Executive Committee, and/or any three Trustees may request a cancellation of a special meeting of Council following the procedures outlined in Section 4.2.

Electronic Meetings

- 4.4 (a) A ~~regular or~~ special meeting of Council ~~to deal with urgent new business~~ may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Council have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.
- (b) An individual Council member who is not at the physical location of a special Council meeting or a regular Council meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

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- ~~(c)~~ At a regular Council meeting, no more than four Council members may participate by means of electronic communication facilities and in the event that more than four members wish to do so, the first four members to notify the Secretary will be those eligible to participate through electronic communication facilities.
- ~~(d)~~ The person presiding at a regular Council meeting must be present at the physical location of the Council meeting.
- ~~(e)~~ An individual member of Council may not participate by means of electronic communication facilities in more than one regular meeting of the Council in any one calendar year.
- ~~(f)~~ The Council may waive the restrictions in section 4.4(c) and (e) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

~~(g)~~(c) Council members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

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~~(h)~~(d) A member of the Council may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.

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~~(i)~~(e) Where a member of the Council is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

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~~(j)~~(f) Where a member of the Council is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

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~~(k)~~(g) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.

4.5 Cell phone or satellite connections may be used for open Council meetings.

4.6 If communication is lost to one or more electronic participants during a meeting:

- (a) The participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes.

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- (b) If there is not a quorum, the Council Chair or person presiding will call a recess until the link is reestablished.
- (c) If, after 15 minutes, a link cannot be reestablished and there is not a quorum of Council members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

4.7 The costs of electronic participation in a Council meeting will be borne by the Council if the Council member is participating from a location within Canada or has received the approval of the majority of Council members.

PART 5 - PROCEDURE FOR COUNCIL MEETINGS

Chair to Open Meetings

5.1 If there is a quorum of Council, the Chair must call the meeting to order. If there is a quorum of Council but the Chair is not present within 15 minutes of the scheduled meeting starting, a Vice Chair must take the chair and call the meeting to order.

Appointment of Acting Chair

5.2 If there is a quorum of Council but neither the Chair nor a Vice Chair is present within 15 minutes of the scheduled meeting starting time, the Secretary must call the meeting to order and by resolution the Council must appoint a trustee to act as Chair for that meeting until the Chair or a Vice Chair arrives. The Acting Chair of a meeting has the powers and duties of the Chair in respect of that meeting until the Chair or a Vice Chair arrives.

Regular Meeting Agenda

- 5.3. (a) The Council may by resolution adopt a standard agenda format which may include Consent Agenda portions;
- (b) The Consent Agenda portions of the agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations;
- (c) Trustees may vote on and adopt in one motion all recommendations appearing on the Consent Agenda portions of a regular meeting agenda;
- (d) At approval of the Consent Agenda, a Trustee may for the purpose of:
- (i) debate or discussion,
 - (ii) voting in opposition to a recommendation on the Consent Agenda portion or to propose an amendment to the motion; or

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- (iii) declaring a conflict of interest with respect to an item on the Consent Agenda portion,

request that an item be removed from the Consent Agenda portion, without debate or vote of the members. The item will then be considered under the Discussion/Decision Items in the applicable agenda section heading.

5.4 The Secretary must prepare an agenda for each regular meeting, which must:

- (a) be consistent with any standard agenda format as determined in Section 5.3;
- (b) state the general nature of each business item to be dealt with at the regular meeting; and
- (c) be sent to each trustee's address at least ~~seven (7) days~~ **ten (10)** before the scheduled meeting date.

Commented [LF4]: 10 days is consistent with Policy 2.2.2 s. 1.4.4 Council Meeting Preparation

5.5 Any trustee, Trust Committee, Council Committee or the Chief Administrative Officer ~~may~~ propose an item of business for the agenda of a regular meeting by giving written notice of the item, in reasonable detail, to the Secretary three (3) weeks prior to the meeting, for agenda consideration by the Executive Committee.

Commented [LF5]: Consider wording to require the full documentation i.e. briefing or RFD rather than an outline

Special Meeting Agenda

5.6 The Chair, Executive Committee or both shall provide the trustees with an agenda stating the specific items of business to be considered at a special meeting.

Addition of Agenda Items

5.7 Council may by resolution place urgent items on the agenda at the beginning of the meeting during agenda adoption.

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Notice to Secretary of Petitions and Delegations

5.8

- (a) A person who wishes to present a petition to, or a delegation who wants to appear before Council at a regular meeting of Council shall, at least three (3) weeks prior to the meeting, deliver the request in writing to the Secretary on the prescribed form. The request ~~shall~~ **include** the name of each petitioner or ~~delegate~~ with his or her residential address, and the subject of the petition or delegation **and a complete copy of the presentation material for the record.**

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(b) Where written application has not been received as prescribed in section 5.8 (a), a petitioner or delegation may address the meeting if approved by a unanimous vote of the members present.

5-9 (c) The subject of the petition or delegation must be related to a matter that is within the jurisdiction the Islands Trust Council.

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5-105.9 At the discretion of the Executive Committee, the petitioner or delegation may be given a space on the agenda.

5-115.10 No petition may be presented to, nor delegation appear before Trust Council unless Section 5.8 and 5.9 has been complied with unless otherwise agreed to by resolution of the Executive Committee before the meeting or of Trust Council at the meeting.

Correspondence

5.11 Anyone who wishes correspondence to be considered at a meeting of Council shall, at least three weeks prior to the meeting, deliver the correspondence to the Secretary. At the discretion of the Executive Committee, the correspondence shall be attached to the agenda or where it deems it appropriate, the correspondence shall be identified on the agenda and copies made available to Trustees who request it at the meeting.

Time Allowed for Petitions and Delegations

5.12 The maximum time for presentation of a petition or appearance of a delegation before Council is ten (10) minutes unless otherwise approved by resolution of the Executive Committee before the meeting or by resolution of Trust Council at the meeting.

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Confidential Resolutions Without Meeting

- 5.13 The Chair or the Executive Committee may direct the Secretary to conduct a resolution without meeting in a confidential manner where the matter to be considered comes within the scope of s.90 of the *Community Charter*, and to record the resolution without meeting in a minute book to which the public may not have access.

Minutes

- 5.14 The Secretary shall keep legible minutes of every regular and special meeting of the Council and shall record any declarations made in relation to a conflict of interest and any resolutions closing a meeting to the public.
- 5.15 The minutes of every meeting must be adopted by resolution of Council. If each trustee has received a copy of the minutes of a meeting, those minutes may be adopted by resolution of Council. Any changes to the minutes as stipulated by Council resolution must first be made by the Secretary before adoption. All approved Council minutes shall be distributed to all Trustees.

Inspection and Copying of Council Approved Minutes

- 5.16 The minutes for every Council meeting are open for inspection by any person. Any person may make copies of minutes at reasonable times. This Section does not apply to a meeting from which the public has been excluded or a resolution without meeting that has been recorded in the manner specified in Section 5.12.

PART 6 - RULES OF CONDUCT**Recognition of Speakers**

- 6.1 A trustee may speak in a meeting after the trustee has raised his or her hand and the Chair has recognized the trustee. If two or more trustees wish to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting.

Rules Regarding Trustees When Speaking

- 6.2 Except as otherwise resolved by Council, a trustee may:
- (a) speak only to a matter being debated by Council;
 - (b) speak only to a motion that has been moved and seconded;
 - (c) not speak to a matter already resolved by Council and;

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- (d) not speak when called to order by the Chair.

Enquiries by Guests of Council and Members of the Public Attending the Meeting

- 6.3 At the discretion of the Chair, or by resolution of Trust Council, any person attending a meeting may address the Council to enquire about any item of business on the agenda in the manner set out in Section 6.2.

PART 7 - POINTS OF ORDER AND PRIVILEGE

No Interruption of Speaker or Meetings

- 7.1 No trustee may interrupt another trustee who is speaking except to raise a point of order.

Chair to Keep Order

- 7.2 The Chair is to preserve order at every meeting of Council and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and expel a trustee for improper conduct.

Chair to Give Basis for Rulings

- 7.3 At the time any ruling is made by the Chair on a point of order, the Chair must inform the Council of the ground upon which the ruling is made.

Appeal to Council on Point of Order

- 7.4 A trustee may appeal any ruling of the Chair on a point of order to Council. The Chair must put to Council the question "Should the ruling of the Chair be sustained?". The question must be put to the meeting at once by the Chair and the question must be immediately voted upon by Council without debate. If the votes for and against the question are equal, the chair is sustained. The Chair is governed by the vote of the trustees on the question.

Points of Privilege

- 7.5 A trustee may:
- (a) require that a motion being debated be read for the trustee's information, but may not interrupt another trustee who is speaking unless that other trustee consents;
 - (b) require the Chair to state the reasons for the Chair's ruling on a point of order, which the Chair must do at once without debate; and

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- (c) put a question to the Chair regarding any matter connected to the affairs of Council, which the Chair may require be put in writing.

Robert's Rules of Order Apply

- 7.6 All matters of order or privilege not provided for in this bylaw are governed by the rules in the current edition of *Robert's Rules of Order*.

PART 8 - RESOLUTIONS

Resolutions and Bylaws

- 8.1 (a) Resolutions, a reading of a Council bylaw and adoption of a bylaw may be passed on a motion moved by a trustee and seconded by another trustee.
- (b) Resolutions for consideration at a Trust Council meeting must be received in writing by the Secretary for consideration by Council.

Effect of Question Under Consideration

- 8.2 When a question is under consideration, no motion may be made except a motion to:
- (a) call the question;
 - (b) postpone the question indefinitely;
 - (c) table or postpone the question for a specified time;
 - (d) amend the question;
 - (e) refer the question to a committee;
 - (f) limit or extend debate on the question; or
 - (g) put a previous question to the vote.

Motion to Table

- 8.3 A trustee may make a motion to table a matter at any time unless a motion to adjourn has already been made. Council may debate the motion to table, but may not debate the matter which is the subject of the motion to table.

Motion to Adjourn

- 8.4 A trustee may make a motion to adjourn a meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no

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further motion to adjourn may be made unless some business or another matter intervenes between the defeat of the first motion to adjourn and the further motion.

Motion to Postpone a Question

- 8.5 A trustee may make a motion to postpone consideration of a question until later in the same meeting, to another meeting, or indefinitely. A motion to postpone until later in the same meeting must be put to a vote without debate. A motion to postpone until another meeting or indefinitely may be debated and, if that motion is passed, the question which is postponed may not be considered again during that meeting.

Inadmissible Motion

- 8.6 If the Chair or a Trustee considers that a motion is contrary to a bylaw or the Act, the Chair must inform Council at once and may refuse to put the question to a vote. The Chair must give reasons for any such refusal at once.

Recording and Reading of Motions

- 8.7 The Secretary must record in the minutes the text of every motion. After a motion has been recorded and seconded by another trustee, the Secretary, if requested by a trustee, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Chair. A motion may not be withdrawn after it has been voted on by Council at that meeting.

Amendment of Motions

- 8.8 (a) A trustee may move to amend a motion being considered by Council, but the amendment must be seconded before further consideration. That trustee may not move any further amendments to that motion. A trustee may move to amend an amendment already moved, but only one motion to amend an amendment may be made.
- (b) No motion to amend a motion may be made if the amendment negates the motion which would be amended. If any trustee asserts that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to Council as a ruling on a point of order.

Effect of Motion to Amend

- 8.9 If a motion to amend a motion is:
- (a) carried, the motion is to be voted on as amended; or
 - (b) defeated, the motion is to be voted on unamended.

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- 8.10 A motion to amend must either be withdrawn, with the permission of the seconder, or voted on before the motion which would be amended may be voted on.

Question to be Put After Debate

- 8.11 The Chair must put every question to a vote immediately after debate on that question is closed. Where the votes of the trustees, including the vote of the chair or other person presiding, are equal for and against a question, the motion shall fail, and it shall be the duty of the Chair or other presiding person to so declare.

Voting by Show of Hands

- 8.12 Each trustee voting on a question must do so by raising his or her hand.

Recording of Votes

- 8.13 A trustee may require his or her vote on any question to be recorded by the Secretary. The Secretary in such case must record in the meeting minutes the name of the trustee and which way the trustee voted.

Recording Abstentions

- 8.14 When a member abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the member abstaining, or the Chair, the abstention must be recorded in the minutes of the meeting. When a member leaves the meeting temporarily after declaring a conflict of interest, the member shall not be regarded as having abstained.

Resolutions Without Meeting

- 8.15 (a) Trustees moving or seconding a motion to be considered as a resolution without meeting shall inform the Chair, or in the absence of the Chair, a Vice Chair, in writing or by telephone.
- (b) The Chair shall direct the Secretary to conduct the vote, which the Secretary or his/her delegate may then conduct in writing or by telephone by providing trustees with a copy of the resolution. ~~in accordance with Section 3.1 (d).~~
- (c) The Secretary or his/her delegate shall record the results of the resolution without meeting vote.

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PART 9 - ADOPTION OF BYLAWS

Proposing Bylaws

- 9.1 Unless Council otherwise resolves, Council may not consider a proposed bylaw unless:
- (a) the Secretary has given a copy of it to each trustee; and
 - (b) it is on the agenda for the meeting.

Adoption of Bylaws

- 9.2 A bylaw has been enacted by Council once:
- (a) all approvals, procedures and other requirements imposed by statute have been fulfilled;
 - (b) Council has given first, second and third readings to the bylaw by title only; and
 - (c) Council has ~~reconsidered and finally~~ adopted the bylaw.

Commented [LF7]: LSM Thiel's recommendation, words are dated language from years ago.

PART 10 - PUBLIC ACCESS

Open to the Public

- 10.1 Regular and special meetings of Council will be open to the public, and no person may be excluded except when the Council resolves to exclude members of the public in accordance with Section 90 of the *Community Charter*.

Public Notice

- 10.2 Notices of the meetings of the Council and of other Council business shall be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website.
- 10.3 The Secretary shall provide public notice, through media releases, of the time, location and agenda highlights of a regular meeting of the Council at least two weeks before the meeting. Agendas will be made readily available upon request.
- 10.4 Public notice of the availability of the meeting schedule at the places specified in Section 10.2 shall be given at least once a year by publication in a newspaper or newspapers circulating in the trust area.

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PART 11 - COMMITTEE MEETINGS

Duties of the Executive Committee

- 11.1 The Executive Committee must carry out the responsibilities assigned to it in Part 3 of the Act, carry out any duties delegated to it by Trust Council and follow the terms of reference established for it by Trust Council.

Duties of Standing Committees

- 11.2 Standing committees of Council must follow the terms of reference established for them by Council in terms of membership and responsibilities.

Duties of Select Committees

- 11.3 Select committees must consider, inquire into, report and make recommendations to Council about the matters referred to them by Council within the period specified by Council.

Schedule of Committee Meetings

- 11.4 (a) At its first meeting after its establishment, and at least annually after that, a committee must establish a regular schedule of meetings, consistent with the terms of reference established by Council.
- (b) The Committee Chair may cancel a meeting, or may call a special meeting of the committee in addition to the scheduled regular meetings, subject to approved budgets for meeting costs and staff resources.

Notice of Committee Meetings

- 11.5 (a) Subject to subsection (c), after a committee has established the regular schedule of committee meetings, including the times, dates and places of committee meetings, notice of the schedule must be given by:
- (i) posting a copy of the schedule at the principal office of the Islands Trust in Victoria and on the Islands Trust website
 - (ii) providing a copy of the schedule to each member of the committee.
- (b) Where either a regular or special committee meeting is conducted entirely through electronic communication facilities under section ~~11.119~~ (a), the meeting notice must include notice of the way the meeting is to be conducted and the place(s) where the public may attend to hear, or watch and hear, the part of the proceedings that is open to the public.
- (c) Where revisions are necessary to the annual schedule of committee meetings, the Secretary must, as soon as possible, post a notice at the

Commented [LF8]: Technical amendment, to reference the correct section

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principal office of the Islands Trust in Victoria and on the Islands Trust website.

- (d) The Committee Chair must cause a notice of the day, time and place of a special meeting called under section 11.4.4(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the committee at least ~~10 days before the scheduled start of a Council Committee meeting and at least 5 days before the scheduled start of an Executive Committee meeting.~~ 48 hours before the scheduled start of the meeting.
- (e) The Committee Chair must cause a notice of the day, time and place of a meeting cancelled under section 11.4(b) to be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website and to be given to all members of the committee at least 48 hours before the scheduled start of the meeting.

Commented [LF9]: Technical amendment, the previous time frame accommodated snail mail times to give notice.

Attendance at Committee Meetings

- 11.6 Council members who are not members of a committee may attend open meetings of a committee, but may only attend closed meetings if permitted by resolution of the committee.

Minutes of Committee Meetings

- 11.7 The Secretary shall keep legible minutes of every regular and special meeting of a committee.
- 11.8 The Committee Chair or member presiding at the meeting must sign committee minutes.

Quorum

- 11.9 The quorum of a Council committee is a majority of all of its members and the quorum of the Executive Committee is three (3).

Conduct and Debate

- 11.10 (a) The rules of Council procedure must be observed during committee meetings, so far as is possible and unless otherwise provided in this bylaw.
- (b) If Council members attend a meeting of a committee of which they are not a member, they may participate in the discussion only with the permission of the majority of the committee members present and must not vote on a question.

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Electronic Meetings

- 11.11(a) A regular or special meeting of a Council committee or the Executive Committee ~~a special meeting of the Executive Committee~~ may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.
- (b) An individual committee member who is not at the physical location of a regular or special Council committee meeting or ~~of a regular~~ Executive Committee meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.
- ~~(c) At a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities and in the event that more than two members wish to do so, the first two members to notify the Secretary will be those eligible to participate through electronic communication facilities.~~
- ~~(d) An individual member of the Executive Committee may not participate by means of electronic communication facilities in:~~
- ~~i. two consecutive regular meetings of the Executive Committee, or~~
 - ~~ii. more than half the regular meetings of the Executive Committee in any one calendar year.~~
- ~~(e) The Executive Committee may waive the restrictions in 11.11 (c) and (d) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.~~
- ~~(cf)~~ Council Committee and Executive Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
- ~~(dg)~~ A member of a committee Council Committee and Executive Committee members may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
- ~~(he)~~ Where any meeting participant is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.
- ~~(fi)~~ Where any meeting participant is participating in a meeting through electronic communication facilities, the facilities must enable the public to

ISLANDS TRUST POLICY MANUAL

hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

- (jg) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear or watch and hear the participants.

11.12 Cell phone or satellite connections may be used for open committee meetings.

~~A land line connection must be used for closed committee meetings.~~

11.13 If communication is lost to one or more electronic participants during a meeting:

- (a) the participant affected will attempt to reestablish the link and in the interim, will be deemed to have left the meeting and the Secretary will record this in the minutes.
- (b) if there is not a quorum, the Committee Chair or person presiding will call a recess until the link is reestablished.
- (c) if after 15 minutes, a link cannot be reestablished and there is not a quorum of committee members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

11.14 The costs of electronic participation in a committee meeting will be borne by the Islands Trust Council, if the committee member is participating from a location within Canada or has received the approval of the majority of committee members.

PART 12 - REPEAL

12.1 Bylaw No. 21, being "Islands Trust Council Meeting Procedures Bylaw No. 21, 1994 is repealed in its entirety.

READ A FIRST TIME THIS	11 TH	DAY OF	MARCH	, 2004
READ A SECOND TIME THIS	11 TH	DAY OF	MARCH	, 2004
READ A THIRD TIME THIS	11 TH	DAY OF	MARCH	, 2004
ADOPTED THIS	27 TH	DAY OF	APRIL	, 2004

SECRETARY

CHAIR

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Commented [LF10]: 15 minutes is the consistent time used throughout this bylaw regarding loss or dropped electronic connection.

PART 13: JOINT MEETINGS AND OTHER PROCEEDINGS

Term Defined

94. In this Part “**joint meeting**” means an informal meeting at which a quorum of Board directors meets with another group to consider matters of mutual interest.

Reconsideration of Delegated Decision

95. The process outlined in Part 10 (Public Considerations) applies in the event reconsideration of a delegated decision is required.

Joint Meetings

96. The Chair may preside over a joint meeting but the making of motions shall be out of order.

Administrative Briefings

AMENDED BY
SEC 11 BL 2934

97. Administrative briefings may be authorized by the Board, by the Board Chair or by the Chief Administrative Officer but shall not be considered meetings for the purposes of this bylaw.

~~Applications under Agricultural Land Commission~~

DELETED BY
SEC 9 BL 3180

- ~~98. The provisions of this bylaw shall apply fully while the Board is considering matters delegated by the Provincial Agricultural Land Commission except that a resolution of the Board to approve or not approve an application shall also be deemed to be an order of that Commission under the *Agricultural Land Commission Act*.~~

Electronic Meetings

AMENDED BY
SEC 2 BL 2924

98. (1) A member of the Board or a member of a Board committee who is unable to attend a meeting of the Board or Board committee may participate in the meeting by means of electronic or other communication facilities provided that:
- (a) the conditions set out in *B.C. Reg. 271/2005 Regional District Electronic Meetings* are met; and
 - (b) the electronic attendance is in accordance with the provisions of this bylaw.
- (2) A member of the Board or a member of a Board committee may attend a meeting of the Board or Board committee if the member notifies the Corporate Officer of the member's intended absence at least 72 hours prior to the start of the meeting.
- (3) Subject to subsections (1) and (2), a maximum of 3 members of the Board may participate electronically in a special, regular or closed Board meeting.
- (4) Subject to subsections (1) and (2), up to 3 members of the Committee of the Whole or a standing committee may attend electronically in a Board committee meeting, exclusive of the Robson-Valley Canoe Services Standing Committee, provided that a majority of the Board committee members are physically in attendance.

- (5) The option to attend electronically at committee meetings is only available to those members appointed to the committee.
- (6) In the event that more than 3 members of the Board or a Board committee have notified the Corporate Officer of the member's intended absence from a Board meeting or Board committee meeting, the Corporate Officer shall give priority:
 - (a) firstly, to members unable to physically attend the meeting due to weather related events;
 - (b) secondly, to members requiring travel in excess of 100 km one way to attend a meeting; and
 - (c) thirdly, to members representing member municipalities.
- (7) A member of the Board may not attend electronically more than three (3) regularly scheduled Board meeting days per calendar year.
- (8) There is no limit on the number of select committee meetings a member may attend electronically in a calendar year.
- (9) The presiding member of the Board or a Board committee must be physically present at a meeting at which there is electronic participation.
- (10) If the Chair of the Board opts to attend a meeting of the Board electronically, the Vice-Chair shall assume the chair.
- (11) If the Chair of a Board committee opts to attend a meeting of the Board committee electronically, the members shall elect from amongst themselves a presiding member in accordance with the provisions of this Bylaw.
- (12) Notwithstanding anything to the contrary in this Bylaw, a member of the Board or of a Board committee is not permitted to participate electronically in a meeting if that member does not join the meeting at its scheduled starting time.
- (13) Notwithstanding anything to the contrary in this Bylaw, a member of the Board or of a Board committee participating electronically must not participate in any of the following parts of the meeting:
 - (a) public considerations;
 - (b) public hearings, including without limitation hearings to which Division 3 of the Part 14 (Public Hearings) of the *Local Government Act* applies;
 - (c) any other hearings which provide a person with an opportunity to present to the Board or Board committee; and
 - (d) any item which the member participating electronically is not in receipt of the associated written materials.
- (14) Notwithstanding section 13(d), a member participating electronically must verbally advise the presiding member during consideration of adoption of the agenda, if there are additional agenda items that the member is not in receipt of.
- (15) Subject to section 13, a member participating electronically in a Board meeting or Board committee meeting is deemed to be present and forms part of the quorum for that meeting.

AMENDED BY
SEC 10 BL 3180

AMENDED BY
SEC 11 BL 3180

- (16) A member who is participating electronically in the voting of a matter must state their name and verbally state their vote. When a member who is participating electronically is stating their vote, they may indicate their vote only if they are opposed to the question.
- (17) It is the responsibility of the presiding member to ensure that the member attending electronically states their vote verbally as required by section (16).
- (18) If there is an interruption in the communications' link to a member who is participating electronically:
- (a) the meeting may continue provided that there is a quorum; and
 - (b) the interruption shall be treated as if the member had been in attendance physically and left the meeting room.
- (19) The meeting shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by members, unless there is no quorum.
- (20) If a member is attending electronically a closed meeting of the Board or a Board committee, the member attending electronically must state at the beginning of the meeting that they have assured adequate privacy for the conversation.
- (21) If a member attending electronically wishes to declare a conflict of interest:
- (i) it is the responsibility of the member attending electronically to advise the Corporate Officer prior to the start of the meeting of their intention if the matter is on the agenda;
 - (ii) it is the responsibility of the member attending electronically to advise the presiding member prior to the consideration of their conflict of interest and the reasons for the conflict, prior to consideration of a matter.

AMENDED BY
SEC 1 BL 3167
SEC 12 BL 3180

- (22) In extraordinary circumstances, the application of which will be determined by the Chair,;
- (a) the Chair, or Vice-Chair in the absence of the Chair may authorize the electronic attendance by all directors of the Board to attend a regular, special or closed meeting of the Board and Board committee meetings;
 - (b) the Chair, or the Vice-Chair in the absence of the Chair, may also attend the meeting electronically;
 - (c) notice of the ability to attend electronically will be provided to the Directors as soon as is practical prior to the start of the meeting;
 - (d) notice to the Directors may be provided verbally or in writing;
 - (e) the Chair or the Vice-Chair in the absence of the Chair, may direct that the business of all standing committee meetings and the Committee of Whole be moved to the Regional Board agenda for consideration;
 - (f) during the meeting, the presiding member may request that Directors attending electronically state their vote only if opposed;



BRIEFING

To:	Executive Committee	For the Meeting of:	October 21, 2020
From:	ITC Staff	Date Prepared:	October 16, 2020
SUBJECT:	2020 Forest Conservation Outreach Campaign Completion		

PURPOSE: To inform the Executive Committee of the completion of Islands Trust Conservancy's 2020 forest conservation outreach campaign.

BACKGROUND: In January 2020 Islands Trust Conservancy staff initiated an outreach campaign to encourage voluntary forest conservation and stewardship on private lands in the Islands Trust Area. This campaign was a response to part of Trust Council Resolution 2019-24, which directed staff to:

- create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas-fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas-fir protection that permits development; and
- bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritise contiguous tracks of the Coastal Douglas-fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.

The campaign also helps to address objective 1.5 of the Islands Trust Conservancy Regional Conservation Plan, which is to seek opportunities to provide information to landholders to support voluntary conservation initiatives.

Forest conservation outreach packages were developed by ITC staff in consultation with Islands Trust Directors of Trust Area Services and Local Planning Services, and included the following:

1. Personalized cover letter from the Covenant Management & Outreach Specialist
2. Customized forest ecosystem information sheets: Coastal Douglas-fir forest information and mapping for Gulf Islands LTAs, and Coastal Western Hemlock forest information and mapping for Gambier LTA and Bowen Island Municipality
3. Forest Conservation Checklist
4. NAPTEP rack card

The 2020 forest conservation outreach campaign focused on landholders with over five hectares of old-growth or mature forest on their property. Mapping identified 348 properties as meeting this criteria, with over 400 associated landholders (households). Outreach packages were mailed to these landholders on August 13th and 18th.

The immediate response from outreach package recipients has been positive, and to date has included two NAPTEP covenant inquiries and two forest stewardship discussions.

ATTACHMENT(S):

1. Cover letter template
2. Sample Coastal Douglas-fir Forests information sheet
3. Sample Coastal Western Hemlock Forests information sheet
4. Forest Conservation Checklist

FOLLOW-UP: ITC staff will provide a similar briefing to LTCs and BIM. A small number of paper copies of the forest ecosystem information sheets will be distributed to each island, either to the LTC office, where available, or to the local conservancy. Copies of the forest ecosystem information sheets are also available for download by staff, trustees, and the general public through the Islands Trust website at www.islandstrust.bc.ca/islands/island-ecosystems/.

The Covenant Management & Outreach Specialist will track responses to the forest conservation outreach letter in ITC's CRM database, connect respondents with other ITC specialists as needed, and assess the overall response to the campaign to inform future outreach activities.

Prepared By: Jemma Green, Covenant Management & Outreach Specialist

Reviewed By/Date: Kate Emmings, A/Manager / October 16, 2020
Clare Frater, Director, Trust Area Services / October 16, 2020
Russ Hotsenpiller, CAO/October 16, 2020

August 12, 2020

[first name] [last name]

[address]

[address]

Dear [first name],

I invite you to take action to care for rare and endangered forests on your land.

Did you know that the forest that characterizes our region, the same forest that grows in **your backyard**, is a globally rare and endangered Coastal Douglas-fir ecosystem? In Canada, Coastal Douglas-fir ecosystems are found only on the southwest coast of BC, where mature and old-growth forests are most at risk. Despite the global significance and community benefits of Coastal Douglas-fir ecosystems, **only 10% are protected**. Most of what remains is found on private land, including yours.

Much stands to be lost if remaining mature and old-growth forests disappear. These forests support high biodiversity, including the **highest number of species-at-risk** in BC. Trees like Douglas-fir, cedar and arbutus dominate the canopy, sheltering unique shrubs, ferns, mosses and other plants that provide habitat for wildlife—such as owls, songbirds, reptiles, and amphibians—and act as a protective buffer for streams that support fish. Coastal Douglas-fir forests also provide a number of services that our communities depend on: water purification, removal of greenhouse gasses from the air, slope stabilization, and flood prevention.

In 2019, the Islands Trust and the Islands Trust Conservancy committed to protecting the health of Coastal Douglas-fir forests. I am writing to you and more than 350 other island landowners with significant Coastal Douglas-fir forests to let you know the importance of the forests on your land, and to offer support to help you protect Coastal Douglas-fir forests where you live. You can start by taking **simple measures to care for your land**, such as leaving standing dead trees for wildlife, removing invasive species, or gardening with native plants. The enclosed checklist can help you take meaningful actions to protect your forest.

Forest protection has never been more important. By caring for your forest, you can provide vital habitat to species under stress and support ecosystem services, some of which could **ease the impacts of a changing climate** on your community. For 30 years, the Islands Trust Conservancy has helped islanders protect their land and has been a trusted source of information about caring for nature. If you are interested in learning about how you can care for and protect your forests, or about land conservation in general, contact me at jgreen@islandstrust.bc.ca or by phone at 250-405-5182. If you would like to receive e-mail notices from the Islands Trust Conservancy you can subscribe at www.islandstrustconservancy.ca/subscription.

Sincerely,



Jemma Green
Covenant Management & Outreach Specialist

Encl.

Coastal Douglas-fir Forests

What are Coastal Douglas-fir Ecosystems?

The Coastal Douglas-fir (CDF) zone describes a unique set of ecosystems found only on southeast Vancouver Island, the Gulf Islands, and the southwest coast of BC. CDF ecosystems are rare and highly endangered. These ecosystems include Douglas-fir forests, as well as Garry oak woodlands, wetlands, estuaries, and other unique communities of plant, animal, and fungi found nowhere else in the world.

Why are CDF Ecosystems Important?

CDF ecosystems have:

- The highest diversity of plant species in BC
- The highest diversity of overwintering bird species in Canada
- The highest density of species at risk in BC, including 24 globally imperiled species

Yet 98% of the 45 ecological communities in the CDF zone are at risk of being lost.

In addition to supporting biodiversity, CDF forests benefit our communities by:

- Mitigating climate change by capturing and storing carbon from the atmosphere
- Supporting cultural and spiritual values of First Nations that have lived in the region since time immemorial
- Reducing pollution by removing dust, pollen, and smoke from the air
- Controlling and filtering stormwater runoff into lakes and streams, which protects drinking water and reduces flood risk
- Supporting resilient food systems by providing habitat for native pollinators
- Increasing property values
- Providing recreational opportunities and spaces for relaxation

This resource was developed by:



COASTAL DOUGLAS-FIR
& ASSOCIATED ECOSYSTEMS
CONSERVATION PARTNERSHIP



LICHEN, PILEATED WOODPECKER



Why are CDF Forests at Risk?

Since European settlement, almost half of the historically forested land in the CDF zone has been lost due to land uses such as forestry and development. Most old-growth forests have been replaced by second-growth forests that are not as biodiverse or resilient. Remaining CDF forests are in a hotspot of urban and rural development, and under increasing pressure from a growing population.

Climate change will have significant impacts on CDF forests as intensifying summer droughts stress trees. Islander observations indicate that climate change has already impacted western redcedar and other species. It is likely that drought is the primary cause of increased stress, but work needs to be done to understand these changes and adapt conservation of CDF habitats.

CDF forests and associated ecosystems are among the most endangered in Canada, yet only 11% of land in this zone is protected. Eighty percent of the land in the CDF zone is privately owned, highlighting the importance of voluntary conservation actions by individuals to protect what's left.



Only 11% of land in the CDF zone is under some form of protection

What You Can Do

Become a land steward:

- ☐ Protect living trees
- ☐ Leave large patches of natural forest intact
- ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife
- ☐ Restrict vehicle and livestock access into forests
- ☐ Control invasive species, like ivy, holly, daphne, and broom
- ☐ Keep cats indoors as much as possible
- ☐ Garden with native species
- ☐ Keep forest health in mind while managing fire risk. Focus on fire-proofing your home and planting a buffer of fire-resistant native plants like salal and Oregon-grape. Help protect your community by protecting older forests: their high moisture-holding capacity makes them a natural fire break.
- ☐ Become a citizen scientist — add your observations to a growing global database using the iNaturalist app, or keep a nature journal

Consider how your community can protect forests through Environmental Development Permit Areas and conservation guidelines in your Official Community Plan and Land Use Bylaw.

Permanently protect your land with conservation covenant.

A covenant is a voluntary, legal agreement between you and a conservancy that protects your land from development — not just while you own and live on the land, but even after your property is sold or transferred to new owners. Covenants registered through the Islands Trust's **Natural Areas Protection Tax Exemption Program (NAPTEP)** are eligible for a 65% reduction in property taxes on the portion of land protected.

Create a nature reserve through a donation of land to a conservancy or parks agency. If you donate land with significant ecological value, you may be eligible for additional tax benefits through the federal [Ecological Gifts Program](#).

Opportunity Fund grants can help cover costs associated with protecting land. Contact Islands Trust Conservancy to learn more at 250-405-5186 or itcmail@islandstrust.bc.ca

Resources

For information on conservation covenants, land donations, and stewardship programs, contact:

Islands Trust Conservancy: visit islandstrustconservancy.ca, email itcmail@islandstrust.bc.ca, or phone 250-405-5186

Thetis Island Nature Conservancy: visit thetislandnatureconservancy.org or email ThINC@thetisland.net

For information on CDF ecosystems at risk, contact:

Coastal Douglas-fir Conservation Partnership: visit cdfcp.ca or email info@cdfcp.ca

For information about Raincoast Conservation Foundation's Gulf Islands Forest Project, visit: raincoast.org/gulf-islands

NEXWLÉLEXWM (BOWEN ISLAND)

Coastal Western Hemlock Forests

What are Coastal Western Hemlock Ecosystems?

The Coastal Western Hemlock (CWH) zone describes a unique set of ecosystems that stretch along the north Pacific coast of North America, encompassing most of coastal BC. The wet, temperate rainforests that characterize the CWH zone are still widespread in BC; however, a number of rare CWH ecosystems adapted to the dry, Mediterranean conditions found in and around the Salish Sea are under threat and under-protected.

Why are CWH Forests Important?

Extending from sea level to 1000 metres, the CWH zone may support the greatest diversity and abundance of wildlife habitat in BC. Large, old-growth trees provide critical habitat for species-at-risk like the Marbled Murrelet and Northern Goshawk. Snags provide nesting and foraging habitat for birds and small mammals. Fallen trees support amphibians, fungi and mosses, and act as nurse logs for seedlings. Root systems control and filter rainwater runoff into streams, protecting salmon habitat.

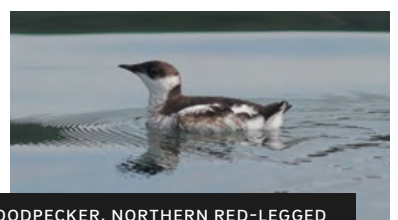
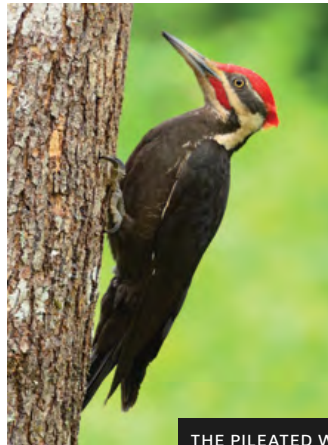
In addition to supporting biodiversity, CWH forests benefit our communities by:

- Providing cultural and spiritual places for First Nations that have lived in the region since time immemorial
- Mitigating climate change by capturing and storing carbon from the atmosphere
- Capturing rainwater and controlling and filtering runoff into lakes and streams, protecting drinking water and mitigating risk of flooding and drought
- Reducing pollution by removing dust, pollen, and smoke from the air
- Increasing property values
- Providing recreational opportunities and spaces for relaxation



ISLANDS TRUST CONSERVANCY

Learn more at islandstrustconservancy.ca



THE PILEATED WOODPECKER, NORTHERN RED-LEGGED FROG, AND MARBLED MURRELET ARE AMONG THE MANY SPECIES THAT DEPEND ON CWH FORESTS

CWH Forest Ecosystems

-  Young forest (40–80 yrs)
-  Mature forest (80–250 yrs)
-  Old forest (over 250 yrs)
-  Other land cover (incl. younger forests)

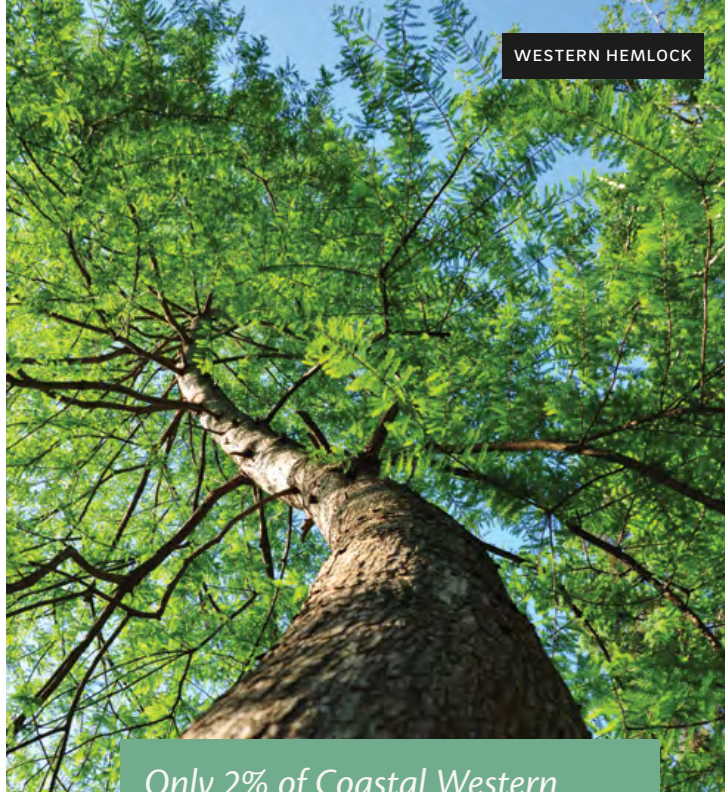


Pileated woodpecker, frog and tree photos by Kristine Mayes; header photo by Erika Rathje; Marbled Murrelet by U.S. Department of Agriculture, licensed under CC BY 2.0. Map produced by Islands Trust.

Why are CWH Forests at Risk?

As a result of past logging and development, 13 unique CWH ecosystems are at risk. While unsustainable logging remains one of the greatest threats to forests, the rarest CWH ecosystems occur in the Lower Mainland, Sunshine Coast, Howe Sound islands, and eastern Vancouver Island, where they also face widespread urban and rural development and other pressures from a growing human population. Climate change is expected to add to impacts on CWH forests. Intensifying summer drought will stress trees (as already seen in western redcedar die-offs), which will have cascading effects throughout the forest ecosystem.

The CWH ecosystems of the Salish Sea are among the rarest and most threatened in BC. Two thirds of historic forests in this region have been logged in the last 120 years while another 25% have been permanently converted to other land uses. Only 2% of CWH ecosystems in the Salish Sea region are protected, highlighting the urgent need to conserve remaining mature and old-growth forests.



Only 2% of Coastal Western Hemlock ecosystems in the Salish Sea region are protected

What You Can Do

Become a forest steward:

- ☐ Protect living trees and large patches of natural forest
- ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife
- ☐ Restrict vehicle and livestock access into forests
- ☐ Control invasive species, like ivy, holly, daphne, and broom
- ☐ Keep cats indoors as much as possible
- ☐ Garden with native species
- ☐ Keep forest health in mind while managing fire risk. Focus on fire-proofing your home and planting a buffer of fire-resistant native plants like salal and Oregon grape. Help protect your community by protecting older forests: their high moisture-holding capacity makes them a natural fire break.
- ☐ Become a citizen scientist—add your observations to a growing global database using the iNaturalist app, or keep a nature journal

Consider how your community can protect forests through Environmental Development Permit Areas and conservation guidelines in your Official Community Plan and Land Use Bylaw.

Permanently protect land with conservation covenant.

A covenant is a voluntary, legal agreement between you and a conservancy that protects land from development—not just while you live on the land, but also for future caretakers of the land. Covenants registered through the Islands Trust's **Natural Areas Protection Tax Exemption Program (NAPTEP)** are eligible for a 65% reduction in property taxes on the portion of land protected.

Create a nature reserve through a donation of land to a conservancy or parks agency. If you donate land with significant ecological value, you may be eligible for additional tax benefits through the federal Ecological Gifts Program.

Opportunity Fund grants can help cover costs associated with protecting land. Contact Islands Trust Conservancy to learn more at 250-405-5186 or itcmail@islandstrust.bc.ca.

For information on conservation covenants, land donations, and stewardship programs, contact:

Islands Trust Conservancy

islandstrustconservancy.ca

itcmail@islandstrust.bc.ca

250-405-5186

Bowen Island Conservancy

bowenislandconservancy.org

info@bowenislandconservancy.org

604-612-6572

This resource is adapted from material developed by Islands Trust Conservancy in collaboration with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership and Raincoast Conservation Foundation.

Forest Conservation Checklist

Level of commitment	Impact	Action
Low  High	Moderate to high, immediate	Become a land steward: ☐ Protect living trees ☐ Leave standing dead trees (snags) and fallen trees to decay in place to provide shelter and food for wildlife ☐ Become a citizen scientist—add your observations to a growing global database using the iNaturalist app, or keep a nature journal ☐ Garden with native species ☐ Keep cats indoors as much as possible ☐ Control invasive species, like ivy, holly, daphne and broom ☐ Restrict vehicle and livestock access into forests ☐ Remember that fire is a natural and important part of forest ecosystems. Protect your home from fire through FireSmart home maintenance and by creating a 10-metre protective buffer of fire-resistant native plants. Help protect your community from fire by protecting old-growth forests: their high moisture-holding capacity makes them a natural fire break. ☐ Leave large patches of natural forests intact
Moderate	Potentially high, medium-term	Consider how your community can protect forests through inclusion of Environmental Development Permit Areas and conservation guidelines in your Official Community Plan.
High	High, long-term	Permanently protect your land with conservation covenant. A covenant is a voluntary, legal agreement between you and a Conservancy that protects your land from development not just while you own and live on the land, but even after your property is sold or transferred to new owners. Covenants registered through the Natural Area Protection Tax Exemption Program (NAPTEP) are eligible for a 65% reduction in property taxes on the portion of land protected.
High	High, long-term	Donate land to the Islands Trust Conservancy or another conservation agency. The land will be permanently cared for and protected to achieve your conservation vision. If you donate land with significant ecological value, you may be eligible for additional capital gains tax exemptions through the federal Ecological Gifts Program.

BRIEFING

To: Executive Committee **For the Meeting of:** October 21, 2020

From: Lisa Wilcox, Senior
Intergovernmental Policy
Advisor **Date Prepared:** September 23, 2020

SUBJECT: Cooperation with Archeology Branch

PURPOSE: To advise the Executive Committee that Islands Trust staff will be writing to the Archaeological Branch staff to request a formal process for inter-agency cooperation.

BACKGROUND: Islands Trust is developing and working to review and amend various policies and processes within the Islands Trust bodies. Archaeological Branch is also refining legislation and has created new enforcement processes within the Ministry. Interagency cooperation and communications would benefit the Islands Trust and would help ensure that policies and processes developed are reflective of and work well with Archaeological Branch initiatives.

The Senior Intergovernmental Policy Advisor has been in dialogue with staff at the Archaeological Branch. The next step for interagency cooperation is to formally set out a process for working together through a letter of understanding.

ATTACHMENT(S):

1. None

FOLLOW-UP: The CAO will be writing to the Director of the Archaeological Branch to request a letter of understanding to guide future cooperation and be a foundation for inter-agency relationship building.

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor/
Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, October 16, 2020

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** October 21, 2020
From: Lisa Wilcox, SIPA **Date Prepared:** September 22, 2020
SUBJECT: **Murdered and Missing Indigenous Women and Girls (MMIWG) Calls for Justice Recommendations**

RECOMMENDATION:

1. That the Executive Committee request that all staff be required to take training related to cultural safety in keeping with Murdered and Missing Indigenous Women and Girls Calls for Justice.
2. That the Executive Committee request that staff plan education on the Murdered and Missing Indigenous Women and Girls Calls for Justice for trustees and senior staff.
3. That the Executive Committee request that the Trust Programs Committee consider the Missing and Murdered Indigenous Women and Girls Calls for Justice when developing draft amendments to the Policy Statement.
4. That the Executive Committee request staff to include information about the Murdered and Missing Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.
5. That the Executive Committee request that staff draft amendments to the Communications Policy and the Advocacy Policy to address the Murdered and Missing Indigenous Women and Girls Calls for Justice.
6. That the Executive Committee request the Chair to write to the Union of British Columbia Municipalities Executive to report on actions taken by Islands Trust in response to the UBCM recommendation to its members that they consider the Missing and Murdered Indigenous Women and Girls Calls for Justice.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendations respond to the Union of British Columbia Municipalities' recommendation to its members to review, prioritize, and consider the Missing and Murdered Indigenous Women and Girls Calls for Justice Calls for Justice. This fundamental work is necessary to ensure that work Islands Trust undertakes in the Islands Trust Area advances relationship building, education, understanding in a humble manner.

- 1 PURPOSE:** To provide recommendations to the Executive Committee regarding the Murdered and Missing Indigenous Women and Girls (MMIWG) Calls for Justice as they relate to the work of the Islands Trust and any associated agencies.

- 2 **BACKGROUND:** In September 2016, the federal government established the National Inquiry into Missing and Murdered Indigenous Women and Girls. Each province and territory established its own commission and British Columbia established their inquiry in November 2016. Survivors, families, witnesses, elders, and knowledge keepers participated in the Inquiry with 2,380 participants, 15 community hearings, 270 family and 147 stories and private in camera sessions, and 750 people sharing statements, with 819 artistic expressions. The report encompasses not only present time but reflects on Canadian social structure from 1650 through to 1815 to Confederation in 1867 and then to the present.

Note that unlike the Truth and Reconciliation Calls for Action or UNDRIP the MMIWG Calls for Justice specifically request municipal and local governments take action to address the Report. The aspects of the Report that relate to the Islands Trust have to do with understanding colonization, systemic racism, genocide, terra nullius, and doctrine of discovery, and the impacts those concepts continue to have on the lives of Indigenous Peoples.

On June 17, 2020, UBCM encouraged members to bring the Calls for Justice to their respective councils or boards for review, prioritization and consideration of endorsement in collaboration with local Indigenous communities.

On July 5, 2020, the Executive Committee requested a staff report with options regarding Missing and Murdered Indigenous Women and Girls Calls for Justice for the September 30, 2020, Executive Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Implementing the recommendations will require time and commitment from both staff and trustees to ensure that there is an understanding of the Calls for Justice and how that relates to collaboration, working with, and building relationships with First Nations governments and community.

FINANCIAL: As necessary during implementation of training initiatives, staff may use funds from the training and Reconciliation Action Plan budgets to pay speakers or cultural knowledge holders to ensure any materials or presentations are reflective of Indigenous voice.

POLICY: Staff will draft amendments to the Communications and Advocacy policies.

IMPLEMENTATION/COMMUNICATIONS: Implementation should occur slowly with collaboration and communications with First Nations. As training is implemented, staff and trustees will be increasingly considering the Calls for Justice when developing initiatives related to topics such as supporting zoning amendments that allow for shelters, affordable housing, safe and accessible transportation, naming and recognition, and access to cultural areas and gathering places.

Staff will develop a process to ensure that communication products and advocacy partnerships are reflective of Calls for Justice. The Islands Trust will have to be cognizant of producing materials or statements that are not inclusive of Indigenous women, girls, or two-spirited.

- All concepts that vocalize terra nullius, doctrine of discovery, or denial of the presence of Indigenous peoples within the Islands Trust Area should be strongly condemned and not allowed in any minutes or public forum. The denial of presence of Indigenous peoples within the Islands Trust Area is a denial of genocide.
- All policies, minutes and decision-making must be reviewed on an ongoing basis to ensure they are not influenced by false concepts of terra nullius and doctrine of discovery, and efforts should be made in public meetings to rebut those concepts. The denial of the

presence of Indigenous peoples within the Islands Trust Area is a denial of genocide and as genocide is defined in the Report would be similar to someone denying the Holocaust.

FIRST NATIONS: Initiatives and process will be developed in collaboration with First Nations in the Islands Trust Area.

OTHER: N/A

- 4 **RELEVANT POLICY(S):** Declaration on the Rights of Indigenous Peoples Act, [First Nations Engagement Principles 6.1.1](#)
- 5 **ATTACHMENT(S):** August 5, 2020 Executive Committee Briefing on Calls for Justice – National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG)
-

RESPONSE OPTIONS

RECOMMENDATION:

1. That the Executive Committee request that all staff be required to take training related to cultural safety in keeping with Murdered and Missing Indigenous Women and Girls Calls for Justice.
2. That the Executive Committee request that staff plan education on the Murdered and Missing Indigenous Women and Girls Calls for Justice for trustees and senior staff.
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6. That the Executive Committee request the Chair to write to the Union of British Columbia Municipalities Executive to report on actions taken by Islands Trust in response to the UBCM recommendation to its members that they consider the Missing and Murdered Indigenous Women and Girls Calls for Justice.

Alternative:

1. Request staff provide other options or considerations.
 2. Adopt some but not all the recommended options.
 3. Do not adopt the recommended options.
-

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services /September 23, 2020
Russ Hotsenpiller, CAO/ September 23, 2020

To:	Executive Committee	For the Meeting of:	August 5, 2020
From:	Lisa Wilcox, SIPA	Date Prepared:	July 24, 2020
SUBJECT:	Calls for Justice – National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG)		

PURPOSE: Further to the resolution from Executive Committee: that the Executive Committee request a staff report with options regarding Missing and Murdered Indigenous Women and Girls Calls for Justice for the August 5, 2020, Executive Committee meeting

BACKGROUND: In September 2016, the federal government established the National Inquiry into Missing and Murdered Indigenous Women and Girls.

The purpose was to examine and report on the causes of systemic violence and the greater vulnerability faced by Indigenous, Métis, and Inuit women, girls, and two-spirited people. The factors considered by the commission related to child welfare practices, policing, health, education, justice, and the public safety sector. Each province and territory established its own commission and British Columbia established their inquiry in November 2016. The Inquiry work was conducted under the BC *Public Inquiry Act*. BC provided written submissions related to the commissions mandate.

On June 3, 2019 Premier John Horgan issued the following statement regarding the final report:

There is no statement I can make that will do justice to your lived experiences, or the pain you have endured. It has taken immense courage and leadership to share the truth of the trauma that you, your families and your communities have experienced and continue to experience. In honour of the women, girls and two-spirit peoples who have been stolen and those who have survived, we are committed to learning from your stories, to taking action and to enacting change.

This report brings to the forefront the magnitude of the gendered impacts of colonial violence, one so severe the inquiry has called it a ‘Canadian genocide.’ We will be reviewing the report and recommendations in detail and considering them along with historic recommendations from survivors, families and communities, and the work currently underway in B.C. – as well as our government’s broader commitment to implementing the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission’s Calls to Action.

Dismantling the underlying and systemic issues that result in Indigenous women experiencing violence at a much higher rate than non-Indigenous women is fundamental to our government’s work toward true and lasting reconciliation. We are actively working in collaboration with Indigenous partners and communities to build relationships based on the inherent right to self-determination and we believe that this is an important part of addressing the conditions that result in violence.

We are committed to developing a path forward to end violence against Indigenous women and girls that will be directly informed by survivors, family members and communities. Community-based engagement to collaborate on taking concrete steps together will soon begin and will continue through the summer and early fall.

Survivors, families, witnesses, elders, and knowledge keepers participated in the Inquiry with 2,380 participants, 15 community hearings, 270 family and 147 stories and private in camera sessions, and 750 people sharing statements, with 819 artistic expressions. The report encompasses not only present time but reflects on Canadian social structure from 1650 through to 1815 to Confederation in 1867 and then to the present.

On June 17, 2020, UBCM encouraged members to bring the Calls for Justice to their respective councils or boards for review, prioritization and consideration of endorsement in collaboration with local Indigenous communities.

On July 5, 2020, the Executive Committee requested a staff report with options regarding Missing and Murdered Indigenous Women and Girls Calls for Justice for the August 5, 2020, Executive Committee meeting

Report Summary

SUPPLEMENTARY REPORT ON GENOCIDE

The report provides the following highlight on genocide against First Nations, Inuit and Métis women, girls and 2SLGBTQQIA people:

The violence the National Inquiry heard about amounts to a race-based genocide of Indigenous Peoples, including First Nations, Inuit and Métis, which especially targets women, girls, and 2SLGBTQQIA people. This genocide has been empowered by colonial structures, evidenced notably by the *Indian Act*, the Sixties Scoop, residential schools and breaches of human and Indigenous rights, leading directly to the current increased rates of violence, death, and suicide in Indigenous populations.

The report defines genocide as:

Genocide is defined in the Genocide Convention as: [...] any of the following acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group, as such:

- (a) Killing members of the group;*
- (b) Causing serious bodily or mental harm to members of the group;*
- (c) Deliberately inflicting on the group conditions of life calculated to bring about its physical destruction in whole or in part;*
- (d) Imposing measures intended to prevent births within the group;*
- (e) Forcibly transferring children of the group to another group.*

The report provides the definition as per the Canadian Crimes Against Humanity and War Crimes Act as:

[...] an act or omission committed with intent to destroy, in whole or in part, an identifiable group of persons, as such, that, at the time and in the place of its commission, constitutes genocide according to customary international law or conventional international law or by virtue of its being criminal according to the general principles of law recognized by the community of nations, whether or not it constitutes a contravention of the law in force at the time and in the place of its commission.

At present Canada has recognized genocide as: the Holocaust, the Holodomor genocide, the Armenian genocide 1915, Rwandan genocide 1994, and Bosnia 1992-1995.

The report states that despite First Nations, Inuit, and Métis peoples still living and experiencing population growth this does not diminish “the charge of genocide” but demonstrates the resilience “both historically and contemporary”.

The report acknowledges that Canada is a “settler colonial country” that imposed laws, institutions, and cultures upon Indigenous peoples. Occupation of lands, racist attitudes, policies of assimilation, and other oppressive legislation all “sought to eliminate First Nations, Inuit, and Métis peoples as distinct Peoples and communities”. This is “embedded in everyday life . . . in the laws, policies and structures of Canadian society”.

The report states, “Canadian society shows an appalling apathy to addressing the issue”.

ESTABLISHING A NEW FRAMEWORK

The Report reviewed and incorporated guiding principles from the following:

- the International Convention on the Prevention and Punishment of the Crime of Genocide (PPCG);
- the International Convention on the Elimination of All Forms of Racial Discrimination (ICERD);
- the International Covenant on Civil and Political Rights (ICCPR);
- the International Convention on Economic, Social, and Cultural Rights (ICESCR);
- the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW);
- the Convention on the Rights of the Child (UNCRC); and
- the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

COLONIZATION

The report defines and provides education on colonization by stating:

Colonization refers to the processes by which Indigenous Peoples were dispossessed of their lands and resources, subjected to external control, and targeted for assimilation and, in some cases, extermination. It is important that we remember that colonialism is a structure that includes many different events – all created under the same, destructive logic. Viewing colonization as a structure means that we cannot dismiss events as parts of the past, or as elements of someone else’s history. This prevents the dismissal of Indian residential schools, or the Sixties Scoop, as events that people should just “get over.”

Harmful encounters for Indigenous women and gender-diverse people in what is now called Canada started with 16th century “explorers,” who used terra nullius and the Doctrine of Discovery to dismiss them as savages and claim rights to the land. Early Christian missionaries then challenged Indigenous women’s leadership and Indigenous notions of gender. From 1650 to 1815 there was a “middle ground” period, where First Nations held a fairly even distribution of power with the Europeans, but Confederation in 1867 fundamentally changed this relationship . . .

Between 1883 and 1996, the Indian residential school system enforced a patriarchal Christian dogma that devalued women, enforced homophobia and transphobia, and exposed them to abuse that made them easy targets for abuse from others. First Nations women were also subjected to forced sterilization, further poverty and marginalization, and were targeted by the Sixties Scoop and ongoing child welfare policies.

Terms such as **terra nullius** and **Doctrine of Discovery** are also addressed in UNDRIP and the TRC Calls to Action as false beliefs/doctrines and must be stopped and addressed as false.

ENCOUNTERING OPPRESSION

The Report outlines four pathways that maintain colonial structures and violence:

1. Historical, multigenerational and intergenerational trauma;
2. Social and economic marginalization;
3. Maintaining the status quo and institutional lack of will; and
4. Ignoring the agency and expertise of Indigenous women, girls, and 2SLGBTQQIA people.

The Report proposes a supportive approach that includes dignity, cultural safety, and access to traditional healing. Wellness comes from embracing a holistic perspective, ensuring emotional, physical, mental, and spiritual aspects are considered. These supports can be enacted through on-the-land healing programs, commemorative ceremonies, and travel costs.

Core principles include:

- valuing wellness as wholeness, with a holistic understanding of safety and well-being, caring for mental, emotional, spiritual and physical needs;
- using an interdisciplinary, systemic approach to coordinating services, rather than “silos” or forcing programs to compete against each other for funding;
- understanding the importance of cultural safety, integrating Indigenous values and traditions in social services;
- ongoing, mandatory training to equip frontline workers and management with the education necessary to engage with Indigenous communities in culturally safe ways; and
- being able to build long-term, trusting relationships with service providers, including social workers, healthcare professionals, law enforcement, with continuity of care.

Although the core principles may not name elected officials, public servants, or individuals specifically the principles should apply to all people working with, building relationships and liaising with Indigenous community, First Nations, Indigenous, Métis people, and Inuit.

The Report states:

Addressing these four pathways means full compliance with all human and Indigenous rights instruments, as well as with the premise that began this report: that the daily encounters with individuals, institutions, systems, and structures that compromise security must be addressed with a new view toward relationships.

RECOGNIZING DISTINCTIONS

The Report defines self-identification, geographical, and residency as the following:

- Self-identification: First Nation Inuit Métis
- Geographical- or regional-specific information: North, South, East, West
 - Proximity to urban centers, oceans, water, and natural resources
 - Locations of traditional territories and homelands
 - Municipal, provincial, and territorial boundaries
- Residency:
 - On-reserve/off-reserve
 - Rural/urban
 - Remote and northern
 - Communities and settlements

Therefore, the Report and Calls for Justice apply to all those self-identifying, to all geographic locations of lands and waters, within treaty or territories, and for residents living on or off-reserve, in rural or urban areas, hence in all communities of British Columbia and Canada.

CULTURAL SAFETY

Cultural safety is a term that is used within the BC government and is an emerging requirement for public servants and those working within government structures and is defined within the Report as:

Cultural safety goes beyond the idea of cultural “appropriateness” and demands the incorporation of services and processes that empower Indigenous Peoples. The creation of cultural safety requires, at a minimum, the inclusion of Indigenous languages, laws and protocols, governance, spirituality, and religion.

Currently the Public Service Agency offers staff a cultural safety certificate that explores bias and stereotypes. SIPA has completed this certification.

ONE-YEAR ANNIVERSARY – JUNE 2020

Many groups have been critical at the one-year anniversary, stating that the Calls for Justice have not been adequately addressed. At this time, the National Action Plan is not in place, and a National Task Force as requested by the Native Women’s Association of Canada (NWAC) has not been formed. However, in BC the government has passed *the Declaration on the Rights of Indigenous Peoples Act* (DRIPA), and is currently reviewing legislation.

First steps as a guiding principle that could be outlined as options in an RFD include:

- Calls for Justice should be reviewed as part of training received by elected officials and government employees, with particular emphasis for those employees in communication roles, policy, and decision-making;
- Cultural safety should be a mandatory training process for all elected officials and employees interacting with First Nations.

FOLLOW-UP: Staff will provide an RFD to the Executive Committee on September 4, 2020 with options for responding to the Calls for Justice.

ATTACHMENT(S):

1. Appendix A – Summary of relevant Calls for Justice for non-service related government agencies

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services

Reviewed By/Date: Clare Frater, Director Trust Area Services / -July 23, 2020
Russ Hotsenpiller, CAO Islands Trust / July 29 , 2020

Appendix A - Calls for Justice

The Report makes clear that the following obligations are an “essential legal obligation of all governments in Canada” (below is a summarization of relevant obligations):

- 1.1 We call upon federal, **provincial**, territorial, **municipal**, and Indigenous governments (**hereinafter “all governments”**), in partnership with Indigenous Peoples, to develop and implement a National Action Plan . . . we call upon all governments to ensure that equitable access to basic rights such as employment, housing, education, safety, and health care is recognized as a fundamental means of protecting Indigenous and human rights, resourced and supported as rights-based programs founded on substantive equality . . .
- 1.2 We call upon all governments, with the full participation of Indigenous women, girls, and 2SLGBTQQIA people, to immediately implement and fully comply with all relevant rights instruments . . .
- 1.3 We call upon all governments, in meeting human and Indigenous rights obligations, to pursue prioritization and resourcing of the measures required to eliminate the social, economic, cultural, and political marginalization . . .
- 1.9 We call upon all governments to develop laws, policies, and public education campaigns to challenge the acceptance and normalization of violence.
- 2.1 We call upon all governments to acknowledge, recognize, and protect the rights of Indigenous Peoples to their cultures and languages as inherent rights, and constitutionally protected as such under section 35 of the Constitution.
- 2.2 We call upon all governments to recognize Indigenous languages as official languages, with the same status, recognition, and protection provided to French and English . . .
- 2.3 We call upon all governments to ensure that all Indigenous women, girls, and 2SLGBTQQIA people are provided with safe, no-barrier, permanent, and meaningful access to their cultures and languages in order to restore, reclaim, and revitalize their cultures and identities . . .
- 2.4 We call upon all governments to provide the necessary resources and permanent funds required to preserve knowledge by digitizing interviews with Knowledge Keepers and language speakers.
- 2.6 We call upon all governments to educate their citizens about, and to confront and eliminate, racism, sexism, homophobia, and transphobia. To accomplish this, the federal government, in partnership with Indigenous Peoples and provincial and territorial governments, must develop and implement an Anti-Racism and Anti-Sexism National Action Plan to end racist and sexualized stereotypes of Indigenous women, girls, and 2SLGBTQQIA people. The plan must target the general public as well as public services.
- 4.1 We call upon all governments to uphold the social and economic rights of Indigenous women, girls, and 2SLGBTQQIA people by ensuring that Indigenous Peoples have services and infrastructure that meet their social and economic needs. All governments must immediately ensure that Indigenous Peoples have access to safe housing, clean drinking water, and adequate food.
- 4.2 We call upon all governments to recognize Indigenous Peoples’ right to self-determination in the pursuit of economic social development . . .
- 4.4 We call upon all governments to provide supports and resources for educational, training, and employment opportunities for all Indigenous women, girls, and 2SLGBTQQIA people . . .

- 4.7 We call upon all governments to support the establishment and long-term sustainable funding of Indigenous-led low-barrier shelters, safe spaces, transition homes, second stage housing, and services for Indigenous women, girls, and 2SLGBTQQIA people who are homeless, near homeless, dealing with food insecurity, or in poverty, and who are fleeing violence or have been subjected to sexualized violence and exploitation. All governments must ensure that shelters, transitional housing, second-stage housing, and services are appropriate to cultural needs, and available wherever Indigenous women, girls, and 2SLGBTQQIA people reside.
- 4.8 We call upon all governments to ensure that adequate plans and funding are put into place for safe and affordable transit and transportation services and infrastructure for Indigenous women, girls, and 2SLGBTQQIA people living in remote or rural communities . . .
- 6.1 We call upon all media, news corporations and outlets, and, in particular, government funded corporations and outlets; media unions, associations, and guilds; academic institutions teaching journalism or media courses; governments that fund such corporations, outlets, and academic institutions; and journalists, reporters, bloggers, film producers, writers, musicians, music producers, and, more generally, people working in the entertainment industry to take decolonizing approaches to their work and publications in order to educate all Canadians about Indigenous women, girls, and 2SLGBTQQIA people. More specifically, this includes the following:
- i. Ensure authentic and appropriate representation of Indigenous women, girls, and 2SLGBTQQIA people, inclusive of diverse Indigenous cultural backgrounds, in order to address negative and discriminatory stereotypes;
 - ii. Support Indigenous people sharing their stories, from their perspectives, free of bias, discrimination, and false assumptions, and in a trauma-informed and culturally sensitive way.
- 13.2 We call upon all governments and bodies mandated to evaluate, approve, and/or monitor development projects to complete gender-based socio-economic impact assessments on all proposed projects as part of their decision making and ongoing monitoring of projects. Project proposals must include provisions and plans to mitigate risks and impacts identified in the impact assessments prior to being approved.
- 15.1 Denounce and speak out against violence against Indigenous women, girls, and 2SLGBTQQIA people.
- 15.2 Decolonize by learning the true history of Canada and Indigenous history in your local area. Learn about and celebrate Indigenous Peoples' history, cultures, pride, and diversity, acknowledging the land you live on and its importance to local Indigenous communities, both historically and today.
- 15.4 Using what you have learned and some of the resources suggested, become a strong ally. Being a strong ally involves more than just tolerance; it means actively working to break down barriers and to support others in every relationship and encounter in which you participate.
- 15.5 Confront and speak out against racism, sexism, ignorance, homophobia, and transphobia, and teach or encourage others to do the same, wherever it occurs: in your home, in your workplace, or in social settings.
- 15.7 Create time and space for relationships based on respect as human beings, supporting and embracing differences with kindness, love, and respect. Learn about Indigenous principles of relationship specific to those Nations or communities in your local area and work, and put them into practice in all of your relationships with Indigenous Peoples.



October 14, 2020

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

Reference: 296725
Your file: 12-05-6410-03-2020

Dear Chair Luckham:

Re: New Brighton Dock

I am writing in response to your letter of October 2, 2020, addressed to the Minister of Transportation and Infrastructure, regarding the New Brighton dock.

Due to the provincial election, the minister is not in a position to respond to your comments. Once the election period is complete, we will ensure the matters you have raised are shared with the incoming Minister of Transportation and Infrastructure.

In the meantime, I have shared your letter with ministry staff so they will be aware of your comments.

Thank you for taking the time to write.

Sincerely,

Kevin Richter
Acting Deputy Minister

Copy to: Office of the Minister of Municipal Affairs and Housing

Doug Caul, Deputy Minister
Ministry of Indigenous Relations and Reconciliation

John Allan, Deputy Minister
Ministry of Forests, Lands, Natural Resources and Rural Development

Kirk Handrahan, Executive Director
Marine Branch



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 #20)

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 #10, #16, #22, #23)

Responsible

Clare Frater

Dates

Target: 15-Sep-2022

3. *Climate Change Emergency*

Matters pertaining to Islands Trust declaring a climate change emergency. (Strategic Plan #10)

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*

Responsible

Dates

Implementation of the Reconciliation Action Plan. (Strategic Plan Items #17 & #18)

Russ Hotsenpiller

Rec'd: 02-Sep-2020



Projects Report

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Including development of a new website. (Strategic Plan Item #14)

Responsible

Clare Frater

Date Received

30-Aug-2017

2. *Marine Advocacy*

Associated with i.) impact of commercial activities on SRKW (SP#4), ii.) oil spills and iii.) anchorages.

Responsible

Clare Frater

Date Received

02-Sep-2020

3. *Broadcast Public Meetings*

Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council. (Strategic Plan Item #13)

Responsible

Clare Frater
Julia Mobbs
Russ Hotsenpiller

Date Received

02-Sep-2020

4. *Improve Communications about the Islands Trust*

Related to Strategic Plan Items #13 and #14.

Responsible

Clare Frater

Date Received

30-Aug-2017

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

Strategic Plan Item #3.

Responsible

Clare Frater
Kate Emmings

Date Received

02-Sep-2020

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.

16-Aug-2017