



Executive Committee

Agenda

Date: February 2, 2022
Time: 9:00 am
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1. Introduction of New Items	
2.2. Approval of Agenda	
2.2.1. Agenda Context Notes	4 - 4
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
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4. ADOPTION OF MINUTES	
4.1. January 12, 2022 draft meeting minutes	5 - 12
4.2. Resolutions Without Meeting (RWM) Report	13 - 15
Presented for information	
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1. Follow Up Action List/Director/CAO Updates	16 - 21
5.2. Local Trust Committee Chair Updates	
5.3. Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION	
6.1. Denman Island Local Trust Committee Bylaw No. 244 (administrative bylaw) - RFD	22 - 34
THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 244, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
6.2. Hornby Island Local Trust Committee Bylaw No. 170 (administrative bylaw) - RFD	35 - 46
THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 170, "Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i> .	
6.3. Lasqueti Island Local Trust Committee Bylaw No. 100 (administrative bylaw) - RFD	47 - 59
THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 100, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i> .	

6.4.	Executive Committee acting as a LTC (Ballenas-Winchelsea) Bylaw No. 36 (administrative bylaw) - RFD	60 - 72
	THAT the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 36, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i>.	
6.5.	Thetis Island Local Trust Committee Bylaw No. 111 (administrative bylaw) - RFD	73 - 84
	THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 111, cited as "Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022", in accordance with Section 27 of the <i>Islands Trust Act</i>.	
6.6.	Gabriola Island Local Trust Committee Bylaw No. 312 (administrative bylaw) - RFD	85 - 94
	THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 312, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i>.	
7.	TRUST COUNCIL MEETING PREPARATION	
7.1.	Executive	
	7.1.1. Trust Council 3-day Schedule - Discussion	95 - 95
7.2.	Local Planning Services	
7.3.	Administrative Services	
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8.	EXECUTIVE COMMITTEE PROJECTS	
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	8.1.2. Trust Area Services	
	8.1.2.1. Islands 2050 Phase 3 Engagement Timeline Update - Briefing	96 - 97
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	8.2.1.1. Northern Local Trust Committee Requests for Administrative Support for Electronic Meetings - Briefing	98 - 100
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	8.2.3. Local Planning Services	

**8.2.3.1. Request for Formal Comment from Islands Trust on the
Watershed Security Fund - RFD**

105 - 105

That the Executive Committee request staff to draft a formal comment with respect to the British Columbia Watershed Security Fund.

8.2.4. Administrative Services

9. NEW BUSINESS

9.1. Executive/Trust Council

9.2. Trust Area Services

9.2.1. LTC Chairs Report on Local Advocacy Topics

9.3. Local Planning Services

9.4. Administrative Services

10. CORRESPONDENCE (for information unless raised for action)

10.1. Ministry ADM letter dated January 27 regarding meetings and safety

106 - 108

10.2. IT & SJC joint correspondence for emergency towing vessel in Sidney to ministers dated January 26, 2022

109 - 112

10.3. F. Attorp letter cc'd to Executive Committee dated January 8, 2022 re Plea for the Gulf Islands

113 - 115

11. WORK PROGRAM

11.1. Review and amendment of current work program

116 - 120

12. NEXT MEETING

The next Executive Committee meeting is scheduled for February 23, 2022 starting at 9:00 a.m.

13. CLOSED MEETING (if applicable)

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

14. ADJOURNMENT

Agenda No.	From	Context Notes
3.	Chair	RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING From the January 12, 2022 closed meeting - that the minutes of the November 17th closed meeting were adopted.



Executive Committee Minutes of Regular Meeting

Date: January 12, 2022

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

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

Consultant: Kirsty Neill, Project Manager, ISL Engineering and Land Service Ltd.

Members of the Public: There were between 2-5 members of the public attending electronically

The in-person meeting also offered electronic attendance to the public, was livestreamed, and recorded.

1. CALL TO ORDER

At 9:00 a.m., Chair Luckham called the meeting to order and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add at 10.5., CFA radio interview

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Provided for information to items 8.1.2.2 and 8.2.2.2.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 December 15th draft minutes

By general consent, the minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

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

Chief Administrative Officer (CAO) Hotsenpiller and Directors gave updates on FUAL items.

Discussion followed on:

- CAO FUAL item #1 (service integration) as a continuing item,
- Advising Trust Council of the circulation of the Select Committee (SC) consultants report date change from February 7 to February 11,
- Ministry letter declining SC consultants request to be interviewed,
- Staff travel currently discouraged due to COVID.

DAS Mobbs noted FUAL item policy amendments in progress, ongoing budget process work, and current hiring competitions.

DLPS Marlor spoke to the in-progress amendments of most local trust committees' administrative bylaws to conduct electronic meetings.

By general consent, at 9:43 a.m., item 8.1.2.2 was addressed next.

8.1.2.2 Presentation by ISL - Phase 3 Public Engagement Plan for the Policy Statement Amendment Project

ISL Engineering, Project Manager, Kirsty Neill spoke to the implementation of the engagement plan sharing a PowerPoint presentation.

Executive Committee discussed and gave feedback on the presentation and agenda package report speaking to:

- Meaningful engagement strategies, addressing missed voices/youth, public focused engagement, page 40 agenda package,
- Engagement with Bowen Island Municipality,
- Removing the word "strive" from page 32 of agenda briefing,
- Engagement principles and engagement objectives,
- Consultants check-in with progress updates, parameters being set,
- Current draft bylaw in the public realm has not been amended,
- Reconciling feedback from formal referral process and feedback on the process itself.

The public engagement plan is proposed to launch in February. DTAS Frater will continue with EC updates.

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

By general consent, item 8.1.2.1 was addressed next.

8.1.2.1 Policy Statement Amendment Project Update – Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing.

Chair Luckham continued with the agenda addressing unfinished business under item 5.1.

5.1 Follow Up Action List/Director/CAO Updates

DTAS Frater spoke to FUAL items and gave advocacy updates addressing:

- BIM tax notice insert may not be met,
- Supporting applicants to the Nature Smart Grant Fund,
- Upcoming Budget Webinar in progress.

5.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended LTC meetings, applications and project status, local trust committee bylaw amendment work and attendance at the recent Southern Gulf Islands Forum meeting.

5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice Chair, Municipal Trustee Fast noted the next meeting is January 25th.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Salt Spring Island Local Trust Committee Proposed Bylaw No. 529 (administrative) – RFD

Vice Chair Patrick spoke to the administrative amendment bylaw and community feedback regarding its communication.

EC-2022-001

It was Moved and Seconded

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Proposed Bylaw No. 529, cited as “Salt Spring Island Local Trust Committee Meeting Procedure Bylaw No. 529, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Trust Council draft Nov/Dec minutes

Circulated as a late item, the draft minutes were received for information and posted to the website.

7.2 Local Planning Services - None

7.3 Administrative Services - None

7.4 Trust Area Services – None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive – None

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Amendment Project Update – Briefing

Addressed earlier in the meeting.

8.1.2.2 Presentation by ISL - Phase 3 Public Engagement Plan for the Policy Statement Amendment Project

Addressed earlier in the meeting.

8.1.3 Local Planning Services - None

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Electronic/In-person Executive Committee 2022 meetings designation – RFD

EC-2022-002

It was Moved and Seconded,

That the following 2022 Executive Committee regular business meetings be held electronically as shown in Attachment 1: February 2, March 8, March 23, April 13, May 4, May 25, July 6, August 3, September 20, and October 5.

CARRIED

EC-2022-003

It was Moved and Seconded,

That Executive Committee schedule a meeting to be held electronically, December 6, 2022, as shown in Attachment 1.

CARRIED

8.2.2 Trust Area Services

8.2.2.1 2022 AVICC/UBCM Proposed Resolutions – RFD

DTAS Frater spoke to the request for decision and the deadline to submit resolutions by January 28, 2022.

EC-2022-004

It was Moved and Seconded,

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2022 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province fund and support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes.

CARRIED

EC-2022-005

It was Moved and Seconded,

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2022 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province provide funding and support to local governments and Islands Trust to facilitate affordable housing projects in rural areas in British Columbia.

CARRIED

8.2.2.2 Gabriola Museum Grant Application

Senior Intergovernmental Policy Advisor (SIPA) Wilcox gave an update on the grant application.

EC discussed the agenda context notes (item 2.2.1) recommendation as presented.

EC-2022-006

It was Moved and Seconded,

That Executive Committee rescind motion EC-2021-177.

CARRIED

EC-2022-007

It was Moved and Seconded,

That Executive Committee recommend that the Gabriola Museum Society engage with the Snuneymuxw First Nation to seek support for the project named 'Snuneymuxw Village of the Ancestors' and once that support, in the form of a letter from Chief and/or Council is received, Executive Committee encourages the Gabriola Museum Society to reapply for the History, Heritage, and Conservation Grant In-aid.

CARRIED

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS - None

9.1 Executive/Trust Council

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

9.3 Local Planning Services

9.4 Administrative Services

The meeting recessed for lunch at 12:15 p.m. and reconvened at 12:45 p.m.

By general consent, Executive Committee addressed Director of Trust Area Services follow-up action report item #7 (page 15 of the agenda package) regarding grant intake through the Government of Canada Nature Smart Climate Solutions Fund.

5.1 Follow Up Action List/Director/CAO Updates

Vice Chair Patrick spoke to groups in the southern gulf islands making application to this fund.

EC-2022-008

It was Moved and Seconded,

THAT the Executive Committee requests a letter from the Chair indicating support and an offer to provide in kind services, such as GIS-related services and data for Trust Area organizations/First Nations/Indigenous people applying for the Nature Smart Climate Solutions Fund grants.

CARRIED

10. CORRESPONDENCE (for information unless raised for action)

10.1 M. Boland emails dated December 5, 2021, and January 3, 2022, re budget

The correspondence has been sent to the Financial Planning Committee.

10.2 M. Gang email dated December 13, 2021 re Public Engagement

This letter has been posted to the Islands 2050 website.

10.3 R. Burger email dated December 14, 2021 re BIM housing affordability

Received for information.

10.4 LGLA 2022 Forum logistics / deadlines to register

Chair Luckham spoke to the benefits of attending this annual forum.

EC-2022-009

It was Moved and Seconded,

That Executive Committee support the Chair's registration and accommodation to attend the Local Government Leadership Academy (LGLA) 2022 leadership forum.

CARRIED

10.5 CFAX radio interview

Executive Committee discussed a CFAX radio interview aired December 10, 2022 with Salt Spring member of the concerned citizens' coalition, Ron Spencer, and interviewer Adam Sterling.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next Executive Committee meeting is scheduled for February 2, 2022, starting at 9:00 a.m.

13. CLOSED MEETING (under separate cover)

At 12:53 p.m., the meeting was closed to the public.

EC-2022-010

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1) (i) and (j) of the Community Charter in order to consider matters related to receipt of advice that is subject to solicitor-client privilege and, information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act, and that staff attend the meeting.

CARRIED

At 1:54 p.m. the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, at 1:54 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

DRAFT

Resolutions Without Meetings Log

Executive Committee

Resolution Number	Action	Date
2022-002 It was Moved by Vice Chair Fast and Seconded by Vice Chair Rogers, That the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Proposed Bylaw No. 125, cited as 'South Pender Island Local Trust Committee Meeting Procedure Bylaw No. 125, 2022' in accordance with Section 27 of the Islands Trust Act.	Carried	24-Jan-2022
2022-001 It was Moved by Chair Luckham and Seconded by Vice Chair Rogers, That the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Proposed Bylaw No. 282, cited as 'Galiano Island Local Trust Committee Meeting Procedure Bylaw No. 282, 2022' in accordance with Section 27 of the Islands Trust Act.	Carried	21-Jan-2022

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2022-001

The following matter is considered urgent and necessary in order for the Executive Committee to approve Galiano Island Local Trust Committee – Proposed Bylaw No. 282 (Meeting Procedures Bylaw).

**It was Moved by Chair Luckham and Seconded by Vice Chair Rogers,
That the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Proposed Bylaw No. 282, cited as “Galiano Island Local Trust Committee Meeting Procedure Bylaw No. 282, 2022” in accordance with Section 27 of the Islands Trust Act.**

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR

☒ IN FAVOUR

☒ IN FAVOUR

☐ OPPOSED

☐ OPPOSED

☐ OPPOSED

Sue Ellen Fast
Email Approval

Dan Rogers
Email Approval

Peter Luckham
Email Approval

January 21, 2022
Date

January 21, 2022
Date

January 21, 2022
Date

☒ IN FAVOUR

☐ OPPOSED

Laura Patrick
Email Approval

January 21, 2022
Date

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION **CARRIED**, IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 21 DAY OF January, 2022.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 21 DAY OF January, 2022.

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2022-002

The following matter is considered urgent and necessary in order for the Executive Committee to approve South Pender Island Local Trust Committee – Proposed Bylaw No. 125 (Meeting Procedures Bylaw)

**It was Moved by Vice Chair Fast and Seconded by Vice Chair Rogers ,
That the Islands Trust Executive Committee approve South Pender Island Local Trust Committee
Proposed Bylaw No. 125, cited as “South Pender Island Local Trust Committee Meeting Procedure
Bylaw No. 125, 2022” in accordance with Section 27 of the Islands Trust Act.**

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR

☒ IN FAVOUR

☒ IN FAVOUR

☐ OPPOSED

☐ OPPOSED

☐ OPPOSED

Sue Ellen Fast

Email Approval

Laura Patrick

Email Approval

Dan Rogers

Email Approval

January 21, 2022

Date

January 21, 2022

Date

January 21, 2022

Date

☒ IN FAVOUR

☐ OPPOSED

Peter Luckham

Email Approval

January 22, 2022

Date

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION **CARRIED**, IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 24 DAY OF January, 2022.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 24 DAY OF January, 2022

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. By general consent, at its Dec 16, 2020 meeting, Executive Committee put this item on hold pending review by Trust Programs Committee.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That the report Potential legislative and procedure change by the Islands Trust in relation to forest protection - Briefing be brought to a future Executive Committee meeting for next steps.	Russ Hotsenpiller	Meeting: 18-Nov-2020 Target: 23-Feb-2022	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 23-Feb-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
2 That more information be brought back regarding the financial implications of Employee & Family Assistance Plan EFAP if the deductible changed to further consider if staff should enrol the new term of trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on.	Julia Mobbs	Meeting: 26-May-2021 Target: 15-Sep-2022	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Staff review the sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.	David Marlor	Meeting: 14-Apr-2021 Target: 23-Feb-2022	In Progress
2 That Executive Committee request staff to continue this discussion (Local Planning Services Renewal Status Report - Briefing) to a future Executive Committee meeting and the pros and cons of reducing the projects per local trust committee to one.	David Marlor	Meeting: 03-Feb-2021 Target: 23-Feb-2022	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater	Meeting: 30-Jan-2019 Target: 23-Feb-2022	In Progress
2 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman (COMPLETE) and Gabriola Islands, subject to support of local trustees and affected local trust committees.	Clare Frater	Meeting: 26-Feb-2020 Target: 23-Feb-2022	In Progress
3 Collaborate with Bowen Island Municipal staff on an insert for the tax notice and a delay for a year would be appropriate.	Clare Frater	Meeting: 14-Apr-2021 Target: 01-Feb-2022	In Progress
4 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.	Clare Frater	Meeting: 10-Mar-2020 Target: 23-Feb-2022	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: 23-Feb-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 The Executive Committee request staff to provide a Learning at Home series on the Murdered and Missing Indigenous Women and Girls Calls for Justice.	Clare Frater	Meeting: 05-Aug-2020 Target: 23-Feb-2022	In Progress
7 Executive Committee request staff to provide a briefing on the potential for webinars on Indigenous perspectives on climate change.	Clare Frater	Meeting: 08-Sep-2021 Target: 23-Feb-2022	In Progress
8 Trust Council requested staff prepare correspondence for the Chair to the appropriate ministries affirming Trust Council's support for the location of a dedicated Emergency Response Towing Vessel in Sidney, B.C.	Clare Frater	Meeting: 23-Sep-2021 Target: 23-Feb-2022	Completed
9 Trust Council requested staff provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.	Clare Frater	Meeting: 23-Sep-2021 Target: 02-Feb-2022	In Progress
10 Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater	Meeting: 27-Oct-2021 Target: 12-Jan-2022	In Progress
11 That the Executive Committee request staff to collaborate with provincial staff to develop, deliver, and promote a webinar on groundwater licensing.	Clare Frater	Meeting: 17-Nov-2021 Target: 23-Feb-2022	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
12 That Executive Committee request Trust Programs Committee to engage in a discussion on the draft Trust Policy Statement and that the Trust Council Chair and Trust Programs Committee Chair collaborate on a message to trustees to report back the feedback to facilitate the Trust Programs Committee deliberations.	Clare Frater	Meeting: 15-Dec-2021 Target: 02-Feb-2022	Completed
13 Send to AVICC by Jan 28, 2022 deadline, resolutions and backgrounders re: funding/supporting climate risk vulnerability and assessments into OCP review process and, funding to support affordable housing projects in rural areas.	Clare Frater	Meeting: 12-Jan-2022 Target: 28-Jan-2022	Completed
14 Followup with Gabriola Museum Society re: support letter from Snuneymuxw First Nation for inclusion in reapplication for grant-in-aid to EC.	Clare Frater	Meeting: 12-Jan-2022 Target: 02-Feb-2022	Completed
15 Executive Committee requests a letter from the Chair indicating support and an offer to provide in kind services, such as GIS-related services and data for Trust Area organizations/First Nations/Indigenous people applying for the Nature Smart Climate Solutions Fund grants.	Clare Frater	Meeting: 12-Jan-2022 Target: 25-Jan-2022	Completed

Legislative Services Manager

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council.	Carmen Thiel	Meeting: 03-Feb-2021 Target: 08-Mar-2022	In Progress



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: DE-BL-244
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Denman Island Local Trust Committee – Bylaw No. 244

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 244, cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Denman Island Local Trust Committee has referred Bylaw No. 244 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy

None.

Implementation/Communications

Communication to **Denman Island Local Trust Committee** regarding the Executive Committee decision by **February 4, 2022** .

Other

None.

PURPOSE

Denman Island Local Trust Committee Bylaw No. 244, cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022”. (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Denman Island Local Trust Committee Bylaw No. 244

Bylaw No. 244 was given three readings on January 13, 2022. (Attachment 4)

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest

None.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments

None.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Denman Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 244, cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022”, is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Denman Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 17, 2022
Concurrence:	David Marlor DLPS	January 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. DE-Bylaw No. 244



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-244

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 13-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: DE-244

Trust Area: Denman Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: DE-244
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 13-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 13-Jan-2022

File complete and ready for Public review: Yes

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 13-Jan-2022

Third Reading Date: 13-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 13-Jan-2022

Reading: 13-Jan-2022

Third Reading

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 244, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Denman Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Denman Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustees in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

PROPOSED

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each

PROPOSED

regular meeting of the Local Trust Committee and may be extended by unanimous vote of the members present.

19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
20. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.
21. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
22. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present.
23. Any video presentations used as part of a delegation's address to the Local Trust Committee will count toward the time limit permitted for the delegation.
24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

29. The Chair is to preserve order at every meeting of the Local Trust Committee 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 may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:

PROPOSED

- 29.1 makes defamatory remarks about any person or speaks disrespectfully of any person;
 - 29.2 addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 19 and 20; or,
 - 29.3 immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs.
30. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
- 30.1 the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
 - 30.2 matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
 - 30.3 publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
31. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
32. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

INVITED PRESENTATIONS

33. Members of the Gabriola Island Local Trust Committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

34. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.
35. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
36. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.

PROPOSED

37. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.
38. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
39. Subjects must be brief and to the point.
40. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

41. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
42. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
43. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
44. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
45. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
46. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
47. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
48. Where members of the Local Trust Committee are 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.

PROPOSED

49. Where members of the Local Trust Committee are 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.
50. 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.
51. If communication is lost to one or more electronic participants during a meeting:
 - 51.1 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;
 - 51.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 51.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

52. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
53. "Denman Island Local Trust Committee Meeting Procedures Bylaw No. 163, 2004" is repealed.

READ A FIRST TIME THIS 13TH DAY OF JANUARY, 2022

READ A SECOND TIME THIS 13TH DAY OF JANUARY, 2022

READ A THIRD TIME THIS 13TH DAY OF JANUARY, 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF _____, 20__

ADOPTED THIS _____ DAY OF _____, 20____

CHAIRPERSON

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: HO-BL-170
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Hornby Island Local Trust Committee – Bylaw No. 170

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 170, “Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Hornby Island Local Trust Committee has referred Bylaw No. 170 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational - none.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy - none.

Implementation/Communications

Communication to **Hornby Island Local Trust Committee** regarding the Executive Committee decision by **February 4, 2022**.

Other - none.

PURPOSE

Hornby Island Local Trust Committee Bylaw No. 170, cited as “Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022”, (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Hornby Island Local Trust Committee Bylaw No. 170

Bylaw No. 170 was given three readings on January 24, 2022. (Attachment 4)

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest - none.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments - none.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Hornby Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 244, cited as "Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Hornby Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 24, 2022
Concurrence:	David Marlor, RPP, MCIP DLPS	January 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. HO-Bylaw No. 170



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Hornby Island Local Trust Committee

Bylaw No.: HO-170

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Trust Area: Hornby Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: HO-170
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 24-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 24-Jan-2022

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 24-Jan-2022

Third Reading Date: 24-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By:

Status

Date Resolution Referred to Exective Committee: 24-Jan-2022

Reading: 24-Jan-2022

Third Reading

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 170, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Hornby Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Hornby Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two held in-person and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustees in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

PROPOSED

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
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17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each

PROPOSED

regular meeting of the Local Trust Committee and may be extended by unanimous vote of the members present.

19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
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24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

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PROPOSED

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 - 29.2 addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 19 and 20; or,
 - 29.3 immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs.
30. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
- 30.1 the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
 - 30.2 matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
 - 30.3 publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
 - 30.4 Topics which are normally dealt with by Islands Trust staff as a matter of routine.
31. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
32. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

INVITED PRESENTATIONS

- 33. Members of the Hornby Island Local Trust Committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

- 34. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.
- 35. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
- 36. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.

PROPOSED

37. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.
38. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
39. Subjects must be brief and to the point.
40. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

41. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
42. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
43. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
44. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
45. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
46. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
47. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
48. Where members of the Local Trust Committee are 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.

PROPOSED

49. Where members of the Local Trust Committee are 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.
50. 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.
51. If communication is lost to one or more electronic participants during a meeting:
 - 51.1 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;
 - 51.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 51.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

52. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
53. “Hornby Island Local Trust Committee Meeting Procedures Bylaw No. 160, 2020” is repealed.

READ A FIRST TIME THIS 24TH DAY OF JANUARY, 2022

READ A SECOND TIME THIS 24TH DAY OF JANUARY, 2022

READ A THIRD TIME THIS 24TH DAY OF JANUARY, 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF _____, 20____

ADOPTED THIS _____ DAY OF _____, 20____

CHAIRPERSON

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: LA-BL-100
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Lasqueti Island Local Trust Committee – Bylaw No. 100

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Lasqueti Island Local Trust Committee has referred Bylaw No. 100 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy

None.

Implementation/Communications

Communication to **Lasqueti Island Local Trust Committee** regarding the Executive Committee decision by **February 4, 2022**.

Other

None.

PURPOSE

Lasqueti Island Local Trust Committee Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022”. (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Lasqueti Island Local Trust Committee Bylaw No. 100

Bylaw No. 100 was given three readings on January 20, 2022. (Attachment 4).

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest

None.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments

None.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Lasqueti Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 100, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022”, is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Lasqueti Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 20, 2022
Concurrence:	David Marlor, RPP, MCIP	January 28, 2022

	DLPS Title]	
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ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 100



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Lasqueti Island Local Trust Committee

Bylaw No.: LA-100

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 20-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Trust Area: Lasqueti Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: LA-100
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 20-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 20-Jan-2022

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 20-Jan-2022

Third Reading Date: 20-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 20-Jan-2022

Reading: 20-Jan-2022

Third Reading

PROPOSED

LASQUETI ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 100, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Lasqueti Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Lasqueti Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustee in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number, email, and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing or email address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

PROPOSED

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the Alternate Chair of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson. In an in-person meeting, if the chair is unable to attend in-person, another Trustee may be chosen to Chair the meeting at the physical location.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

PROPOSED

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by unanimous vote of the members present.
19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
20. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.
21. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
22. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present.
23. Any video presentations used as part of a delegation's address to the Local Trust Committee will count toward the time limit permitted for the delegation.
24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

29. The Chair is to preserve order at every meeting of the Local Trust Committee and has the power

PROPOSED

to make such rulings as are necessary to do so, including the power to rule on all points of order and may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:

- 29.1 makes defamatory remarks about any person or speaks disrespectfully of any person;
 - 29.2 addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 19 and 20; or,
 - 29.3 immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs.
30. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
- 30.1 the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
 - 30.2 matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
 - 30.3 publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
 - 30.4 Topics which are normally dealt with by Islands Trust staff as a matter of routine.
31. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
32. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

INVITED PRESENTATIONS

- 33. Members of the Lasqueti Island Local Trust Committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

- 34. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.

PROPOSED

35. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
36. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.
37. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.
38. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
39. Subjects must be brief and to the point.
40. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

41. Regular or special meetings of the Local Trust Committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
42. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
43. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
44. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
45. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution.
46. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
47. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.

PROPOSED

48. Where members of the Local Trust Committee are 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.
49. Where members of the Local Trust Committee are 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.
50. 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.
51. If communication is lost to one or more electronic participants during a meeting:
 - 51.1 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;
 - 51.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 51.3 if, after 45 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

52. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
53. "Lasqueti Local Trust Committee Meeting Procedures Bylaw No. 74, 2004" is repealed.

READ A FIRST TIME THIS 20TH DAY OF JANUARY , 2022

READ A SECOND TIME THIS 20TH DAY OF JANUARY , 2022

READ A THIRD TIME THIS 20TH DAY OF JANUARY , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 20__

ADOPTED THIS DAY OF , 20__

CHAIRPERSON

SECRETARY



REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: EX-BL-36
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) – Bylaw No. 36

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 36, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) has referred Bylaw No. 36 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational – none.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy – none.

Implementation/Communications

Communication to **Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)** regarding the Executive Committee decision by **February 4, 2022**.

Other – none.

PURPOSE

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 36, cited as "Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) Meeting Procedure Bylaw,

2022” (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 36

Bylaw No. 36 was given three readings on January 24, 2022. (Attachment 4).

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest - none.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments - none.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) in writing that the Executive Committee considers that Bylaw No. 36, cited as cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Meeting Procedure Bylaw, 2022", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 24, 2022
Concurrence:	David Marlor, RPP, MCIP DLPS	January 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 36



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Executive Committee

Bylaw No.: EX-036

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: EX-036

Trust Area: Executive Committee
Type: Meeting Procedure Bylaw
Bylaw No.: EX-036
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 24-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 24-Jan-2022

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 24-Jan-2022

Third Reading Date: 24-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 24-Jan-2022

Reading: 24-Jan-2022

Third Reading

PROPOSED

EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (Ballenas – Winchelsea Islands)

BYLAW NO. 36, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)**, being the local trust committee having jurisdiction in respect of the Executive Committee local trust area **(Ballenas – Winchelsea Islands)** under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as "Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)** Meeting Procedure Bylaw, 2022".

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustee in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee's mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

PROPOSED

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by unanimous vote of the

PROPOSED

members present.

19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
20. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.
21. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
22. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present.
23. Any video presentations used as part of a delegation's address to the Local Trust Committee will count toward the time limit permitted for the delegation.
24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

ORDER AND DECORUM

29. The Chair is to preserve order at every meeting of the Local Trust Committee 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 may deny any individual or a delegation the right to address a meeting if, in the Chair's opinion, the individual or the delegation:
 - 29.1 makes defamatory remarks about any person or speaks disrespectfully of any person;

PROPOSED

- 29.2 addresses issues not contained within the written application of the individual or delegation, as prescribed in sections 19 and 20; or,
- 29.3 immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs.
- 30. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
 - 30.1 the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
 - 30.2 matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
 - 30.3 publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
 - 30.4 Topics which are normally dealt with by Islands Trust staff as a matter of routine.
- 31. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
- 32. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

INVITED PRESENTATIONS

- 33. Members of the Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PUBLIC PARTICIPATION

- 34. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.
- 35. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
- 36. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.

PROPOSED

37. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.
38. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
39. Subjects must be brief and to the point.
40. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

41. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
42. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
43. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
44. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
45. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
46. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
47. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
48. Where members of the Local Trust Committee are 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.
49. Where members of the Local Trust Committee are participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all

PROPOSED

meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

50. 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.
51. If communication is lost to one or more electronic participants during a meeting:
 - 51.1 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;
 - 51.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 51.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

52. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.
53. "Islands Trust Executive Committee Acting as a Local Trust Committee Meeting Procedures Bylaw No. 24, 2004", is repealed.

READ A FIRST TIME THIS 24TH DAY OF JANUARY, 2022

READ A SECOND TIME THIS 24TH DAY OF JANUARY, 2022

READ A THIRD TIME THIS 24TH DAY OF JANUARY, 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF _____, 20____

ADOPTED THIS _____ DAY OF _____, 20____

CHAIRPERSON

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: TH-BL-111
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Thetis Island Local Trust Committee – Bylaw No. 111

RECOMMENDATION

1. THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 111, cited as “Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022”, in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS

Thetis Island Local Trust Committee has referred Bylaw No. 111 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational – none.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy – none.

Implementation/Communications

Communication to **Thetis Island Local Trust Committee** regarding the Executive Committee decision by **February 4, 2022**.

Other – none.

PURPOSE

Thetis Island Local Trust Committee Bylaw No. 111, cited as “Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022” (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Thetis Island Local Trust Committee Bylaw No. 111

Bylaw No. 111 was given three readings on January 24 2022. (Attachment 4).

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest - none.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments - none.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Thetis Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 111, cited as cited as "Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Thetis Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 24, 2022
Concurrence:	David Marlor, RPP, MCIP DLPS	January 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 111



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Thetis Island Local Trust Committee

Bylaw No.: TH-111

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 24-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: TH-111

Trust Area: Thetis Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: TH-111
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 24-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 24-Jan-2022

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 24-Jan-2022

Third Reading Date: 24-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 24-Jan-2022

Reading: 24-Jan-2022

Third Reading

PROPOSED

THETIS ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 111, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Thetis Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Thetis Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two held in person and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustee in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.
8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson’s representations, if any, regarding the calling of the meeting.

PROPOSED

9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

DELEGATIONS

18. A Delegation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by unanimous vote of the members present.

PROPOSED

19. An individual, or a representative of an organization, may request the opportunity to address the Local Trust Committee as a delegation. A delegation requesting permission to appear before the Local Trust Committee shall submit a written request to address the members of the Local Trust Committee. The subject of the written request and the presentation must fall within the jurisdiction of the Local Trust Committee, or address an item within the jurisdiction of the Islands Trust Council.
20. The written request must specify the subject matter of the presentation and include either a copy of the presentation or an overview of the information to be presented. The written request must also include the name and address of the person(s) speaking.
21. All written requests to appear before the Local Trust Committee must be received by the Deputy Secretary by 12:00 noon fourteen (14) calendar days prior to the meeting.
22. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Local Trust Committee members present.
23. Any video presentations used as part of a delegation's address to the Local Trust Committee will count toward the time limit permitted for the delegation.
24. In the event of a delegation presenting a petition, the petition shall contain each petitioner's signature and printed name and address.
25. Where written requests have not been received by the Deputy Secretary as prescribed in section 20, an individual may address the meeting in the Public Participation period, as outlined within this bylaw.
26. The Local Trust Committee must not permit a delegation to address a meeting of the Committee regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
27. The Deputy Secretary may schedule delegations to another Local Trust Committee meeting according to the subject matter of the delegation.
28. The Deputy Secretary may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Local Trust Committee or address an item within the jurisdiction of the Islands Trust Council. If the delegation wishes to appeal the Deputy Secretary's decision, the information must be distributed under separate cover to the Local Trust Committee for their consideration.

INVITED PRESENTATIONS

29. Members of the Thetis Island Local Trust Committee may, with the Chair's approval, invite a person, persons, or organizations(s) to make a presentation to the Local Trust Committee. Time permitting, the Deputy Secretary shall include the subject of the presentation and the designated speaker on the meeting agenda.

PROPOSED

PUBLIC PARTICIPATION

30. A public participation period, limited to fifteen (15) minutes in duration, may be scheduled for each regular meeting of the Local Trust Committee and may be extended by majority vote of the Local Trust Committee members present.
31. A member of the public may have three (3) minutes to address the Local Trust Committee during the public participation period, unless extended by unanimous vote of the Local Trust Committee members present.
32. Persons wishing to address the Local Trust Committee will be asked to state their name and topic involved.
33. Subjects must relate strictly to matters under the jurisdiction of the Local Trust Committee, or items within the jurisdiction of the Islands Trust Council, unless the Local Trust Committee waives this requirement by majority consent.
34. Subjects must be on topics which are not normally dealt with by Islands Trust staff as a matter of routine.
35. Subjects must be brief and to the point.
36. The order of priority in which speakers will be heard during the duration of the public participation period will be determined as follows: first, those addressing items on the Local Trust Committee agenda; second, those addressing items within the jurisdiction of the Local Trust Committee; and third, those addressing items within the jurisdiction of the Islands Trust Council.

ELECTRONIC MEETINGS

37. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
38. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
39. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
40. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.

PROPOSED

41. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
42. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
43. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
44. Where members of the Local Trust Committee are 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.
45. Where members of the Local Trust Committee are 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.
46. 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.
47. If communication is lost to one or more electronic participants during a meeting:
 - 47.1 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;
 - 47.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and
 - 47.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

48. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.

MEETING DECORUM

49. The Chairperson is to preserve order at every meeting of the Local Trust Committee and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order.
50. The Chairperson may deny any individual or a delegation the right to address the Local Trust Committee if, in the Chairperson's opinion, the individual or delegation:

PROPOSED

- 50.1 Makes defamatory remarks about any person or speaks disrespectfully of any person;
- 50.2 Immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs;
- 50.3 Addresses issues that are not related to Local Trust Committee business; or Addresses issues that may not be discussed in an open meeting of the Local Trust Committee in accordance with the *Community Charter or Freedom of Information and Protection of Privacy Act*.
51. Individuals and delegations will not be heard at regular meetings of the Local Trust Committee on the following:
- 51.1 the promotion of commercial products or services which have no connection to the business of the Local Trust Committee;
- 51.2 matters on which the Local Trust Committee has approved commencement of prosecution and on which judgment has not been rendered;
- 51.3 publicly tendered contracts or proposal calls for the provision of goods and services for the Local Trust Committee, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Local Trust Committee or Islands Trust staff; or
- 51.4 Topics which are normally dealt with by Islands Trust staff as a matter of routine.
52. A Local Trust Committee member may ask or answer questions of a member of the public who is addressing the Local Trust Committee. Debate with, or by any member of the Local Trust Committee or staff is not permitted.
53. The Chair or person presiding may expel and exclude a person from a meeting of the Local Trust Committee for improper conduct.

REPEAL OF BYLAW

54. "Thetis Island Local Trust Committee Meeting Procedures Bylaw No. 105, 2018" is repealed.

READ A FIRST TIME THIS 24TH DAY OF JANUARY , 2022

READ A SECOND TIME THIS 24TH DAY OF JANUARY , 2022

READ A THIRD TIME THIS 24TH DAY OF JANUARY , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 20__

ADOPTED THIS DAY OF , 20__

CHAIRPERSON

SECRETARY



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: GB-BL-312
3900-03:LPS Admin Bylaw

DATE OF MEETING: February 2, 2022
TO: Islands Trust Executive Committee
FROM: Heather Kauer, Regional Planning Manager
SUBJECT: Gabriola Island Local Trust Committee – Bylaw No. 312

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 312, cited as “Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Gabriola Island Local Trust Committee has referred Bylaw No. 312 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational – none.

Financial

Costs associated with equipment, software, and staffing needed to support electronic meetings.

Policy – none.

Implementation/Communications

Communication to **Gabriola Island Local Trust Committee** regarding the Executive Committee decision by **February 4, 2022**.

Other – none.

PURPOSE

Lasqueti Island Local Trust Committee Bylaw No. 312, cited as “Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022”. (Attachment 4) is intended to update the bylaw to allow regular LTC meetings to be held electronically and to clarify expectations regarding meeting decorum and public participation.

BACKGROUND

Gabriola Island Local Trust Committee Bylaw No. 312

Bylaw No. 312 was given three readings on January 27, 2022. (Attachment 4).

Issues Relating To Provincial Interest

The bylaw will be updated to be consistent with changes made to the Islands Trust Electronic Meeting Regulation.

Issues Relating To First Nation Interest - none.

Issues Relating To Resources and Enforcement

Full implementation of electronic meetings may require an increase in staffing resources.

Public Comments - none.

Staff Comments

Updates to the bylaw will allow regular LTC meetings to be electronic.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- *Islands Trust Electronic Meetings Regulation*

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 312, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP	January 27, 2022
Concurrence:	David Marlor, RPP, MCIP DLPS	January 28, 2022

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. EC Policy Checklist
4. Bylaw No. 312



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-312

Bylaw Type: Meeting Procedure Bylaw

Date of resolution referring bylaw to Executive Committee: 27-Jan-2022

- ☒ Bylaw Submission Checklist attached
- ☐ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GB-312

Trust Area: Gabriola Island Local Trust Committee
Type: Meeting Procedure Bylaw
Bylaw No.: GB-312
Application No.:
Trust Initiated: Yes

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 27-Jan-2022

Bylaw Sent to Referrals: No
Date Proposed Bylaw to Web:

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: McErlean, Becky

Date: 27-Jan-2022

File complete and ready for Public review: No

Public Hearings:

Location:
Proofread By:

Legal Paper:
First Publish Date:

Second Publish Date:

Alternate Paper:
First Publish Date:

Second Publish Date:

Mailout Date:

Delivery Notices:
Date Public Hearing Held:

Second Reading Date: 27-Jan-2022

Third Reading Date: 27-Jan-2022

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Becky McErlean

Status

Date Resolution Referred to Exective Committee: 27-Jan-2022

Reading: 27-Jan-2022

Third Reading

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 312, 2022

A bylaw to establish procedures for meetings of the Local Trust Committee

The Gabriola Island Local Trust Committee, being the local trust committee having jurisdiction in respect of the Gabriola Island local trust area under the *Islands Trust Act*, enacts as follows:

SHORT TITLE

1. This bylaw may be cited as “Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022”.

MEETINGS AND NOTICE OF MEETINGS

2. The first regular meeting of the Local Trust Committee shall be held on a date to be determined by the Local Trust Committee by Resolution Without Meeting following a general local election.
3. At the first regular meeting and at the last regular meeting of the first, second, and third year following a general election, or by Resolution Without Meeting, the Local Trust Committee shall establish a schedule of the date, time and place of regular Local Trust Committee meetings for the following calendar year, of which there shall be at least two held in-person, and the schedule shall be posted on a notice board on island that is accessible to the public and in the Northern Office of the Islands Trust.
4. Public notice of the availability of the regular meeting schedule at the place specified in Section 3 shall be given at least once a year by publication in a newspaper circulating in the local trust area.
5. Advance public notice of a regular or special meeting that is to be conducted electronically shall include the way in which the meeting is to be conducted by means of electronic or other communication facilities, the place where the public may attend to hear the proceedings that are open to the public and be posted at the places specified in Section 3 and in accordance with Section 6. Notice of a special meeting which is to be conducted electronically must be delivered to the trustees in accordance with Section 7;
6. Each local trustee shall provide to the Secretary of the Islands Trust a telephone number and mailing address for the purpose of receiving notices of Local Trust Committee meetings, and notice shall be deemed to have been sufficiently given to the local trustee if the notice is delivered to the trustee’s mailing address or given to the trustee in person.
7. Any two members of the Local Trust Committee may call a special meeting by giving notice of the day, time, place and purpose of the meeting to the third member of the Committee by telephone or written notice delivered to the trustee at least 48 hours before the time of the meeting, and by posting the notice at the place specified in Section 3, except that notice to Local Trust Committee members may be waived by unanimous vote.

PROPOSED

8. If the Chairperson is not one of the members calling the special meeting, the members calling the special meeting shall, prior to doing so, advise the Chairperson of the calling of the meeting and consider the Chairperson's representations, if any, regarding the calling of the meeting.
9. Regular and special meetings of the Local Trust Committee shall be open to the public, except where the Committee has stated by resolution in open meeting that the meeting or portion of the meeting is to be closed to the public, and has stated the statutory basis on which it is to be closed.
10. A quorum of the Local Trust Committee is two members.
11. In the event that neither the Chairperson nor the alternate member of the Local Trust Committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

MINUTES

12. The Director of Local Planning Services or his or her designate shall legibly record the minutes of the meetings of the Local Trust Committee, and shall record any resolutions without meeting. After the minutes of a meeting have been adopted, the Director or his or her designate shall certify the minutes as correct and the Chairperson or other trustee who presided at the meeting shall sign the minutes.
13. The minutes shall record every resolution of the Local Trust Committee, and the mover, including every resolution closing a meeting to the public, the reading and adoption of every bylaw, and every declaration made in relation to a conflict of interest.

MEETING PROCEDURE, RESOLUTIONS AND BYLAWS

14. Any question of meeting procedure that is not provided for in this Bylaw, the *Islands Trust Act*, the *Local Government Act*, the *Community Charter*, or regulations under either of those statutes, shall be resolved in accordance with the most current edition of *Robert's Rules of Order*.
15. Resolutions may be in writing, and may be moved by any member of the Local Trust Committee.
16. Bylaws shall be in writing, may be read by title only, provided that each member of the Local Trust Committee is in possession of a complete copy of the proposed bylaw at the meeting, and may be adopted on a motion to that effect at a regular or special meeting. Bylaws may be read a first time, and may be adopted, by resolution without meeting.
17. The Chairperson of the Local Trust Committee or other trustee who presided at the meeting at which it was adopted, and the Secretary of the Islands Trust shall sign every bylaw adopted by the Local Trust Committee, and the Secretary shall keep a certified copy of the bylaw at the principal office of the Islands Trust.

PROPOSED

ELECTRONIC MEETINGS

18. Regular or special meetings of the Local Trust Committee beyond the minimum number of physical meetings identified in Section 3 may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Local Trust Committee have agreed by resolution that the meeting may be conducted in this way and provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
19. An individual Local Trust Committee member who is not at the physical location of a Local Trust Committee meeting that is held in-person may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Deputy Secretary has received sufficient notice and can make the necessary arrangements.
20. Not more than one Local Trust Committee member may participate by means of electronic communication facilities when the meeting has been scheduled for an in-person meeting.
21. An individual member of the Local Trust Committee may not participate by means of electronic or other communication facilities in two consecutive regular meetings of the Local Trust Committee that are held in-person.
22. The Local Trust Committee may waive the restrictions in sections 43 and 44 by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.
23. Local Trust Committee members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.
24. Members of the Local Trust Committee may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.
25. Where members of the Local Trust Committee are 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.
26. Where members of the Local Trust Committee are 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.
27. 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.
28. If communication is lost to one or more electronic participants during a meeting:
 - 28.1 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;
 - 28.2 if there is not a quorum, the Local Trust Committee Chair or person presiding will call a recess until the link is reestablished; and

PROPOSED

28.3 if, after 15 minutes, a link cannot be reestablished and there is not a quorum of Local Trust 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.

EXECUTION OF DOCUMENTS

29. The Chairperson and one other member of the Local Trust Committee may execute any document on behalf of the Local Trust Committee once the Committee has authorized the execution of the document.

30. "Gabriola Island Local Trust Committee Meeting Procedures Bylaw No. 225, 2004" is repealed.

READ A FIRST TIME THIS 27TH DAY OF JANUARY , 2022

READ A SECOND TIME THIS 27TH DAY OF JANUARY , 2022

READ A THIRD TIME THIS 27TH DAY OF JANUARY , 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

DAY OF , 20__

ADOPTED THIS DAY OF , 20__

CHAIRPERSON

SECRETARY

Trust Council Quarterly Meeting Schedule
March 8-10, 2022
Nanaimo

Tuesday, March 8	Wednesday, March 9	Thursday, March 10
	9:00 Select Committee Governance and Management Review Consultants Presentation	9:00 Closed Meeting Session
10:00 Executive Committee Meeting	10:30 Break	10:15 Break
12:00 Lunch	10:45 Trust Area Services Consent Agenda Items TAS Work Program Decision/Discussion Items Director's Report ISL Presentation Conservancy Board Update (pending)	10:30 2022/23 Budget Approval
1:00 Call to Order and Approval of Agenda General Business Arising RWMs Adoption of Minutes FUAL Trustee Round Table	12:00 Lunch	11:00 New Business Items Trustee/Summary Updates BC Ferries Advisory Committee Chairs First Nations GINPR Advisory Committee SSIWPA Atl'ka7tsem/Howe Sound Forum Southern Gulf Islands Forum Baynes Sound Forum Freighter Anchorages Update
2:30 Break	1:00 Delegations & Public Comment	
2:45 Executive Consent Agenda Item(s) EC Work Program Continuous Learning Plan Strategic Plan Update Decision/Discussion Items CAO's Report RWM Policy Election Bylaw (pending)	3:00 Break	Priorities Chart June Trust Council Draft Schedule Disposition of Delegations and Public Comment Requests Correspondence
4:00 Local Planning Services Consent Agenda Items LPC Work Program Decision/Discussion Items Director's Report Cultural Heritage Mapping Update	3:15 Financial Planning Committee Introduction of 2022/23 Budget Budget Outline Session Budget Assumptions and Principles Budget Survey Results Budget Overview Budget Detail Budget Funding Requests	12:00 Adjournment (approx.)
5:00 Recess for the day (approx)	5:00 Recess for the day (approx)	 Islands Trust

BRIEFING

To: Executive Committee **For the Meeting of:** February 2, 2022

From: Trust Area Services **Date Prepared:** January 26, 2022

SUBJECT: Islands 2050 Phase 3 Engagement Timeline Update

PURPOSE: To provide Executive Committee with an updated Phase 3 public engagement timeline for the Islands 2050 Policy Statement Amendment Project.

BACKGROUND:

Islands 2050 Phase 3 Public Engagement Timeline Update:

At the January 12, 2022, Executive Committee (EC) meeting, the newly contracted public engagement consultants, [ISL Engineering and Land Services](#), presented a [draft Phase 3 Public Engagement Plan](#) for EC's consideration and feedback. Following discussion with EC and the project team of staff and consultants, the Phase 3 engagement timeline was adjusted as follows:

Task	Dec	Jan	Feb	Mar	Apr	May
PLANNING						
Kick-off Meeting, Background Research and Review	■					
Develop Public Engagement Plan		■				
Detailed Event/Activity Planning		■	■			
Progress Updates to Trust Council/Committees		EC		EC	TC	TPC
PUT PLAN INTO ACTION						
Engagement Materials Preparation		■	■	■		
Advertising			■	■	■	
Web Updates	■		■		■	■
Virtual Session with Live Q&A (1)			■			
Online Survey				■	■	■
Virtual Community Workshop				■		
Focus Groups (8)				■	■	
Community Events (13) & Pop-Ups (14)				■	■	■
REPORTING						
Engagement Summary Report						■



Task

EC Executive Committee

TC Trust Council

TPC Trust Programs Committee

According to this updated timeline, Phase 3 public engagement events are expected to begin the week of February 21, 2022, with a virtual session with speakers and live Q&A, and the launch of an online survey that will be open throughout the entire engagement period (until late April). The virtual community workshop and focus groups are being planned for March, and the local community events (COVID-permitting) are being planned for March-April. The Phase 3 What We Heard Report is expected to be finalized in May 2022.

ATTACHMENTS: N/A

FOLLOW-UP: Staff will be sending an email update to all trustees with the updated Phase 3 Public Engagement Plan (including timeline above), ISL's presentation slides, and a link to the January 12, 2022 Executive Committee presentation recording. The project team of ISL consultants and staff are currently immersed in preparations for the upcoming engagement events planned from late February to late April 2022. Website and email updates, social media posts, a news release, and local advertisements will soon be published to notify the public of the upcoming engagement activities and ways to participate. Staff also continue to update the Phase 3 Engagement Plan's List of Interested and Affected Parties with new group names coming in through the Islands 2050 inbox. Staff are also working to execute a contract with a communications consultant to support the project.

The latest project updates and correspondence will continue to be posted to the Islands 2050 webpage at: <https://islandstrust.bc.ca/programs/islands-2050/>

Prepared By: Dilani Hippola, Senior Policy Advisor, Trust Area Services

Reviewed By/Date: Gillian Nicol, A/Engagement Planner / Jan 26, 2022
Clare Frater, Director, Trust Area Services / Jan 26, 2022
Russ Hotsenpiller, Chief Administrative Officer / Jan 27, 2022

BRIEFING

To:	Executive Committee	For the Meeting of:	February 2, 2022
From:	David Marlor, Director, Local Planning Services	Date Prepared:	January 27, 2022
SUBJECT:	Northern Local Trust Committee Requests for Administrative Support for Electronic Meetings		

PURPOSE: To review recent resolutions from several local trust committees regarding the provision of additional resources to deliver electronic meetings at Local Trust Committees.

BACKGROUND:

Following the adoption by the Province of amendments to the [Islands Trust Electronic Meeting Regulation](#), local trust committees have been updating their meeting procedure bylaws to allow for electronic meetings.

In September 2021, nearing the conclusion of the Provincial State of Emergency, (which allowed for fully electronic meetings), the Islands Trust discussed how and at what service level it wished to undertake electronic meetings in the future. By way of review, there are two components to electronic meetings:

1. allowing electronic attendance and participation at meetings by the elected officials; and
2. allowing attendance and participation at meetings by members of the public.

The amendments to the Electronic Meeting Regulation are intended to allow attendance and participation at meetings by the elected officials. Electronic attendance and participation at meetings by the public is a matter of Trust Council policy, and ability (technically and staff resources) to administer.

Trustees were advised of the following options to address the need for electronic meetings, post pandemic.

1. Go back to in-person only meetings.
2. In-person meetings in which the meeting is broadcast, and electronic means used only for staff to attend, or once electronic meeting bylaws are updated, one or more of the trustees could attend electronically. The public could either watch the broadcast, or if they wished to speak to the local trust committee, attend the meeting. Regardless of whether this meeting is electronic (one or more trustees attending electronically), a physical location would need to be specified for the public to attend to hear, or see and hear, the meeting procedures, and a staff person would need to be at that location.
3. Fully electronic meetings in which one or more of the trustees are connected electronically, and the public are allowed to participate electronically as well. For this option, staff identified that it would require additional administration resources because it requires continued monitoring to manage the public participation. If Trust Council wished to undertake this option, staff recommended that one additional full-time equivalent (FTE) administrative staff be included in the budget to support this approach.

Following consideration of these options, Trust Council, in September, directed that a pilot of **Option 2** above be implemented. This is current model, with the Vice Chairs taking responsibility for the operation of the equipment to broadcast the meeting and to allow staff, if necessary, to connect electronically to the meeting. This pilot was intended to occur over a six month period, with an assessment and report back to the Executive Committee at the end of that period (summer 2022).

Despite the above, in the northern region especially, there has been concern expressed from community on not providing full electronic participation for the public. There has also been the anecdotal experience of the public, trustees and Vice Chairs on the current model, which has had mixed reviews.

Recently, the Northern Office provided, during the meeting procedures bylaw amendment processes for Thetis, Gabriola, Denman, Hornby, Lasqueti, Gambier, and Ballenas-Winchelsea) a recommendation that Trust Council consider adding a full time staff position to the 2022/23 Fiscal year budget for electronic meeting support in order to achieve a better meeting outcome for all involved.

As a result of this, the following resolutions were passed:

- **EX-2022-006** that the **Executive Committee acting as a Local Trust Committee** request that Financial Planning Committee consider adding a full time staff position to the 2022/23 Fiscal year budget for electronic meeting support.
- **DE-2022-006** that the **Denman** Island Local Trust Committee request that Trust Council consider adding a full time staff position to the 2022/23 fiscal year budget for electronic meeting support.
- **HO-LTC-2022-005** that the **Hornby** Island Local Trust Committee request that the Financial Planning Committee consider allocating funding and resources from the 2022/2023 fiscal year budget to support Hornby Island local Trust Committee electronic meetings.
- **LA-2022-006** that the **Lasqueti** Island Local Trust Committee request that Trust Council consider adding a full time staff position to the 2022/23 Fiscal year budget for electronic meeting support.
- **TH-2022-005** that the **Thetis** Island Local Trust Committee request that the Financial Planning Committee consider allocating resources from the 2022/23 Fiscal year budget to support electronic meetings.

Note that Gabriola and Gambier local trust committees will consider this at their next meeting on January 27th and February 3rd respectively.

The staff recommendation that has resulted in these resolutions, however, has not been made to all of the local trust committees of the Islands Trust, and at this point do not represent a full analysis or comprehensive view of how electronic meetings are functioning. The resolutions by the local trust committees are informative and helpful in ultimately determining the appropriate level of service.

CAO Comment:

Staff has direction to undertake a pilot using Option 2 discussed above, and further that a report be provided to the Executive Committee with an analysis and recommendations. The report, is expected in summer of 2022. A report from the Governance Review is expected in late February, which may have recommendations that could affect meeting procedures. Given these two variables, the Director of Local Planning services and the Chief Administrative Officer do not recommend amending the budget at this time to accommodate requests for additional full time equivalent positions.

Should the analysis indicate that the preferred option is additional staff, that should be considered as part of any future budget discussions. In the meantime, if Trust Council wishes to direct additional financial resources to support the administration of electronic public participation for 2022, they could make an adjustment to the current budget.

ATTACHMENT(S):

1. None

FOLLOW-UP:

Forward of this briefing to the Financial Planning Committee for their consideration, and further communication as directed by the Executive Committee.

Prepared By: David Marlor, Director, Local Planning Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer

From: Kate-Louise Stamford <kstamford@islandstrust.bc.ca>

Sent: Wednesday, January 19, 2022 7:59 PM

To: Dan Rogers <drogers@islandstrust.bc.ca>; Peter Luckham <pluckham@islandstrust.bc.ca>; Sue Ellen Fast <sfast@islandstrust.bc.ca>; Laura Patrick <lpatrik@islandstrust.bc.ca>

Cc: Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>; Clare Frater <cfrater@islandstrust.bc.ca>

Subject: Request to the Executive Committee to follow up on the letter to the Province re New Brighton Dock

In October 2020 Chair Luckham wrote to the Provincial Ministry of Transportation and Infrastructure and the Federal Ministry of Transport requesting support to the Gambier Island community to maintain the New Brighton Dock as a public facility available for continued use as the critical access point to the southwest area of Island.

The Province wrote back stating they would follow up after the election in November of that same year but to date, to my knowledge they have never responded.

Please request staff to follow up with MoTI for their response. The situation continues to be very uncertain and local islanders are attempting to advocate and support a long-term resolution to this complex scenario in isolation.

If staff require any assistance drafting a follow-up letter I will be happy to help.

Thank you

Kate-Louise Stamford
Gambier Island Trustee, Islands Trust
Chair, Islands Trust Conservancy
778-235-2240
Chá7elkwnech

The islands within the Salish Sea are part of the creation stories of the Coast Salish Peoples and are deeply interconnected to the oral history, well-being, and place that Coast Salish Peoples have now, and have had for over 14,000 years. I am honoured to live and work in this special First Nations territory.

Islands Trust - Preserving and Protecting Over 450 Islands and the Surrounding Waters in the Salish Sea



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Web www.islandstrust.bc.ca

October 2, 2020

File No.: 12-05-6410-03-2020

Via Email: Minister.Transportation@gov.bc.ca

marc.garneau@parl.gc.ca

The Honourable Claire Trevena
Minister of Transportation and
Infrastructure
PO Box 9850 Stn Prov Govt
Victoria BC V8W 9T5

The Honourable Marc Garneau
Minister of Transport
330 Sparks Street
Ottawa ON K1A 0N5

Re: New Brighton dock – Gambier Island, Howe Sound, British Columbia

Dear Minister Trevena and Minister Garneau:

On behalf of Islands Trust Council, I am writing to request your assistance on an important matter affecting the Gambier Island community in the Islands Trust Area. The community located on the southwest peninsula of Gambier Island, in Howe Sound, is facing the very real prospect of losing its primary port facility, the New Brighton dock. The dock has provided critical public access to the community for over a century. It provides passenger ferry access, local moorage, and is the critical remote access point for basic services, including emergency services. The Islands Trust Council requests your assistance to ensure that this critical public access point is preserved.

The community on Gambier Island's southwest peninsula has no schools, shops, or medical services. Access to these services is by water, via the New Brighton dock. Originally constructed in 1917, the New Brighton dock is the only all-season sheltered port and is the community's primary access point for work, school, supply delivery and emergency services. It is the only port on the island serviced by BC Ferries, designated as route 13. Route 13 is a contracted passenger ferry service, making ten trips to New Brighton dock daily, amounting to upwards of 35,000 people trips annually. The dock is a deep-water port with a pier structure and floats providing moorage for approximately 22 small boats. It is situated within provincial Water Lot 5087 (New Westminster District) and is approached directly by a public road maintained by the Ministry of Transportation and Infrastructure.

In 2001, and then again in 2012, Transport Canada contacted the Gambier Island Community Association ("GICA") and the Sunshine Coast Regional District ("SCRD") and expressed its intention to divest itself of the New Brighton dock. In 2012, in consultation with the GICA, the SCRD communicated its willingness to Transport Canada to enter into negotiations to transfer the dock to the SCRD. Transport Canada transferred ownership of the New Brighton dock to the Skwxwú7mesh Uxwumixw (Squamish Nation) in 2013.

At the time of divestiture, the Squamish Nation was to maintain public access and use of the dock for five years through an Operating Agreement. The Operating Agreement term has now expired and public use and access to the dock is now in question. We have been told that Squamish Nation staff have advised GICA there are several potential private sector buyers interested in the dock, but Squamish Nation Council may also consider public ownership as an option.

.../2

The New Brighton dock generates no revenue and is not supported by local taxation. The local community is small and does not have the financial or administrative wherewithal to acquire and operate the port. We are very concerned that the sale of the dock to a private entity could result in the end of passenger ferry service, local moorage, and the critical remote access point for emergencies. An additional negative consequence of such a transfer is the possible loss of access to the community's only barge-loading facility, which sits within the same water lot, the development of which was approved by the provincial Ministry of Transportation and Highways in 1998. While that critical piece of infrastructure is completely independent of the New Brighton dock, insofar as the divesture process was concerned, a transfer of Water Lot 5087 to a private sector buyer of the dock may negatively affect the community's use of and access to the barge ramp. We understand that the Province of B.C. is currently the holder of Water Lot 5087; it was not transferred to the Squamish Nation.

Gambier Island's southwest peninsula community has been put in the untenable position of potentially losing its primary public port access. The community has been advocating to federal, provincial, regional elected representatives, and the Squamish Nation Council to support a joint solution.

The community needs a provincial or federal commitment to preserve the New Brighton dock as a public facility. With this in mind, Islands Trust Council requests that the Province of British Columbia or Transport Canada acquire the dock from the Squamish Nation, and/or assist in the acquisition of the dock by a public entity such as the Sunshine Coast Regional District. In this way, the New Brighton dock will be preserved as a critical transportation hub and lifeline for a small, but growing, community in the Islands Trust Area.

Thank you for your consideration of this matter.

Yours truly,



Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

Cc: The Honourable Selina Robinson, 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
Squamish Nation Council
Sunshine Coast Regional District Board
Nicholas Simons, MLA, Powell River-Sunshine Coast
Patrick Weiler, MP, West Vancouver - Sunshine Coast – Sea to Sky Country
Mark Collins, BC Ferries President and CEO
Gambier Island Local Trust Committee
Islands Trust Council
Islands Trust website



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

To: Executive Committee **For the Meeting of:** February 2, 2022

From: William Shulba, P.Ge
Senior Freshwater Specialist **Date Prepared:** January 28, 2022

SUBJECT: Request for Formal Comment from Islands Trust on the Watershed Security Fund

RECOMMENDATION: That the Executive Committee request staff to draft a formal comment with respect to the British Columbia Watershed Security Fund.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendation is supported by staff.

PURPOSE

The purpose of this request for decision is to seek Executive Committee support for submission of formal comment to the British Columbia Watershed Security Fund before the deadline of March 18, 2022.

BACKGROUND

Minister George Heyman wrote *“Our water is a precious and limited resource. During the last decade, we have witnessed the increasingly dramatic impact that a changing climate is having on British Columbia’s water due to extreme heat, floods, drought and wildfires. That is why we urgently need to prepare for future climate conditions and work together to strengthen our water security.”*

The Province is seeking feedback to help develop options for the Watershed Security Strategy and Fund. A draft Watershed Security Strategy will be released for a second period of engagement in fall 2022. The engage website is: <https://engage.gov.bc.ca/watershedsecurity/process/>

Watershed security implies the availability of good quality water for healthy ecosystems and communities including:

- safe drinking water for all, healthy and resilient aquatic, wetland, and watershed ecosystems,
- sufficient water to support food security, recreation, jobs, and local economies,
- sufficient water for First Nations, and
- reduced risks from water related hazards such as flooding and drought.

The Freshwater Sustainability Strategy, recently endorsed by Trust Council will provide a foundation to address supply challenges and support climate change adaptation in the Islands Trust Area by identifying actions for the Islands Trust to take over the next decade to protect water resources over the longer term. The overarching goals, objectives, and programs requires sustainable long-term funding. The Watershed Security Fund can provide this avenue to funding.

The Islands Trust has demonstrated through the collaborative development of the Freshwater Sustainability Strategy, and related Healthy Watershed Initiative projects, that our organization has the capacity and commitment to engage Provincial funding for the protection of watersheds and preservation of freshwater in a meaningful way that addresses the Climate Emergency and the Provincial First Nations Reconciliation Declaration.

Providing formal comment to the Province regarding the British Columbia Watershed Security Strategy and Fund will demonstrate the Islands Trust’s commitment to implementing actions to support Freshwater Sustainability, placing the Islands Trust on the Provinces “radar” for future funding.



January 27, 2022

Ref: 269215

Dear Chief Administrative Officers and Corporate Officers:

At the outset, I want to acknowledge the challenges the current COVID-19 wave is posing for everyone and recognize the difficulties that may be faced by local government operations as we move through this next phase of the pandemic. I appreciate and thank local governments for the continued dedication and support in keeping their communities healthy and safe. Recognizing the volume of information around the pandemic, I wanted to highlight some recent changes for you.

COVID-19 Safety Plans

On January 7, 2022, the Provincial Health Officer announced an order requiring employers to reactivate their COVID-19 Safety Plans to reduce the spread of the highly transmissible Omicron variant of the COVID-19 virus.

The new [Workplace Safety Order](#) requires employers to re-activate their COVID-19 Safety Plans within the communicable disease plans that are already have in place. WorkSafeBC has provided guidance on reactivation or development of these plans and further information can be found [here](#).

On January 18, 2022, the PHO announced that gyms, fitness centres, and other indoor exercise and fitness facilities are permitted to open effective January 20, 2022, provided they follow additional measures. Further information can be found [here](#).

Meetings

Where possible, local governments are encouraged to shift to electronic meetings for their members if it is authorized in their procedure bylaw. Amendments to the electronic meeting rules that came into force on September 29, 2021, provide local governments with the flexibility to have members attend regular and committee meetings electronically (in addition to special meetings). If you have not already done so, you may wish to review and amend your procedure bylaw to ensure that your council or board has the flexibility to hold meetings electronically so that all council or board members may attend virtually, if necessary. Further guidance can be found [here](#).

In terms of restricting the public to virtual attendance, the rules require that a place be available for the public to attend to hear, or watch, regular and special meetings held electronically to support accessibility and transparency and that a municipal officer be in attendance. The place may be in the

...2

regular council, a board meeting space, or another space with the appropriate with health and safety measures in place.

Some local governments have asked whether the Minister can restrict public attendance at meetings or override the requirement to provide a place for the public for electronic meetings. Previous orders issued earlier in the pandemic that limited in-person public attendance at open meetings or required local governments to make “best efforts” to have the public in attendance were exceptional orders under the *Emergency Program Act* during a Provincial State of Emergency.

Presently, no legislative authority exists to allow the Minister to issue a Ministerial Order (or any other legislative tool) to override public presence at open meetings (including providing a place for the public when electronic meetings are held). Our understanding from the Provincial Health Officer is that there is no intention for any additional restrictions for local government meetings, including restricting in-person attendance at open meetings.

I would encourage all local governments to consider enhanced safety measures where in-person attendance is required to support the health and safety of staff and the public. These measures could include plexiglass, limiting capacity, ensuring physical distancing, and encouraging members of the public to attend virtually as much as possible.

Public Hearings

Public hearings may be held fully electronically and are not required to have a place for the public. Further information is available [here](#).

Proof of Vaccination

As noted in my previous communication, the PHO has indicated that that the proof of vaccination requirement **does not apply** to formal local government business, including by-elections, council/board meetings and public hearings for both council/board members as well as the public attending these events. The reasoning for this is to ensure that access to local government business, including meetings, is not restricted. The local government COVID-19 Safety Plan and health and safety measures put in place can help support safe meeting spaces.

The Ministry’s understanding is that various local governments have taken different approaches to vaccination policies (typically for employees). If local governments are considering adoption of vaccination policies that apply to the public and elected officials, you will want to seek legal advice on the implications of implementing those policies. For example, if there were a vaccination policy for elected officials would the requirements of the local government legislation continue to be met (e.g., attendance at meetings).

We encourage you to keep watching [BC’s Response to COVID-19](#) website for updates. Questions about COVID-19 safety in specific settings may also be directed to WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1 888 621 SAFE).

Other COVID related information impacting local governments can be found here:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/covid-19>

If you have questions regarding council or board meetings or timelines for the various pieces of information above, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone at 250-387-4020 or email at LGGovernance@gov.bc.ca. For questions about public hearings please contact the Planning and Land Use Management Branch by phone at 250 387-3394 or by email at PLUM@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo



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www.islandstrust.bc.ca

January 26, 2022

The Honourable Joyce Murray
Minister of Fisheries, Oceans and the Canadian Coast Guard
Fisheries and Oceans Canada
200 Kent St Station 15N100
Ottawa ON K1A 0A6

The Honourable Omar Alghabra
Minister of Transport
Transport Canada
330 Sparks Street
Ottawa ON K1A 0N5

Re: San Juan County and Islands Trust Joint Request for an Emergency Towing Vessel in Sidney

Dear Minister Murray and Minister Alghabra,

Thank you for your leadership in enhancing marine safety through the Ocean Protection Plan. Commissioning the Atlantic Raven and Atlantic Eagle emergency towing vessels (ETVs) to respond to emergencies off Canada's west coast reduces the risk of a disabled vessel drifting aground and spilling oil. The threat of such an incident along the inland shipping routes to and from the Port of Vancouver poses an equal risk to the communities and ecosystems of the Salish Sea. San Juan County Council, Washington and the Islands Trust Council request that you facilitate the repositioning of one of Canada's multi-mission ETVs to Sidney, British Columbia to extend the protections afforded by these vessels to the inland shipping corridor to Vancouver. This is not a new request. Islands Trust Council and San Juan County Council jointly wrote Minister Garneau on this topic in May 2018¹. We are pleased that you are now developing a National Strategy on Emergency Towing and hope this letter and supporting studies can inform your work.

Recent studies by Canadian interests, San Juan County, and the Washington Department of Ecology demonstrate the need for and feasibility of an ETV for oil spill prevention in the Southern Strait of Georgia, Boundary Pass, Turn Point off of Stuart Island, Haro Strait, and the Strait of Juan de Fuca. These studies demonstrate:

- Tugs of opportunity cannot be relied upon for emergency response in the central Salish Sea.
- A dedicated ETV stationed in Sidney could be effective in responding to disabled vessels in inland waters.
- Positioning both of Canada's ETVs on the coast does not provide the margin of safety needed for timely response to inland waters, such as the threats recently posed by M/V Zim Kingston.
- Canada's two ETVs have been present in the inland waters, mooring in Victoria or Sidney a total of 54 days and could be reliably present for oil spill prevention if one were repositioned.
- Washington's Neah Bay ETV and one Canadian ETV potentially could maintain protection of Canada's west coast, responding in time to prevent 90-95 percent of vessels from drifting aground.

Tugs of opportunity cannot provide the rescue capability necessary in these waters today, let alone in anticipation of increasing vessel sizes and transit frequency. Many lack the bollard pull capability, necessary equipment, and properly trained crews for a rapid response to high-windage ships.

Furthermore, the *Availability of Tugs of Opportunity for Canada's Pacific Coast*² study determined that tugs with a bollard greater than 70 metric tonnes were only present in the Strait of Juan de Fuca, Haro Strait and Boundary Pass about 30 percent of the time in 2016 (deemed representative of their presence in 2019). The Washington Department of Ecology similarly concluded in their *Report on Vessel Traffic and Vessel Traffic Safety, Strait of Juan de Fuca and Puget Sound Area*³, that 'a tug-of-opportunity system should best be considered a contingency strategy, rather than a primary oil spill prevention tool.'

Some have questioned whether or not an ETV could be effective in the Salish Sea's narrow inland waterways. San Juan County has addressed this long-standing question using the best available wind and current data to model vessel drift trajectories and the time available for an ETV to respond before a disabled vessel drifts aground. The *Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia*⁴ demonstrates that an ETV stationed in Sidney could be effective in preventing a disabled vessel transiting the central Salish Sea's Boundary Pass, Turn Point, or Haro Strait from grounding more than 80 percent of the time.

The M/V Zim Kingston incident suggests that positioning both of Canada's ETVs on the west coast provides insufficient emergency response capability to mitigate the spill risk posed by the current level of vessel traffic calling on the Port of Vancouver. The Atlantic Raven did not arrive on-scene until the day following the reported outbreak of a fire onboard. This incident represents a near-miss of an oil spill potentially catastrophic to Vancouver Island, Olympic Peninsula, San Juan Islands, and Gulf Islands. Climate change must be considered as we are more frequently experiencing high winds in the Salish Sea and are extremely concerned about the associated risks to vessels at anchor and in transit. A multi-mission ETV in Sidney would improve safety not only for vessels in transit, but also for the increasing congestion in anchorages.

The Atlantic Raven and Atlantic Eagle have been present in the inland waters and could be reliably positioned to monitor the central Salish Sea shipping routes. In 2020, they spent approximately 12% of their time near Victoria and, of the 90 total days in port, 54 days were at the ports of Victoria or Sidney⁵. Their presence provides an effective emergency response capacity that otherwise is lacking for the inland shipping lanes and anchorages, including a Class 2 firefighting capability.

It is appropriate to consider whether dedicating one of the Atlantic ETVs to protect inland waters is feasible while also maintaining protections along Canada's west coast. Studies⁶ have shown that together the Neah Bay ETV and one Canadian ETV positioned in Prince Rupert could provide:

- 95 - 99 percent probability of rescue of vessels transiting over 35 nautical miles (nm) offshore Haida Gwaii⁷
- 95 - 99 percent probability of rescue of vessels transiting over 55 nm offshore, and 90-95 percent probability of rescue of vessels transiting over 40 nm offshore, of northern Vancouver Island

There is need for an equivalent in Canada to Washington's Neah Bay emergency response towing vessel to protect the central Salish Sea. As a matter of increasing urgency, we request that you optimize the operation of available ETV assets and consider additional measures for oil spill prevention in this ecologically significant region, while continuing long range analysis and planning for Canada's commercial marine safety.

Respectfully,
San Juan County Council

Islands Trust Council

District 1, Christine Minney District 2, Cindy Wolf District 3, Jamie Stephens Peter Luckham, Chair

¹ [Letter to the Honorable Marc Garneau, MP re: Islands Trust and San Juan County joint request for standby rescue tug](#), May 31, 2018.

² [Availability of Tugs of Opportunity in Canada's Pacific Region](#), Nuka Research & Planning Group, LLC for the Clear Seas Centre for Responsible Marine Shipping, July 2019.

³ [Report of Vessel Traffic and Vessel Traffic Safety: Strait of Juan de Fuca and Puget Sound Area](#), Washington Department of Ecology, January 2019, revised February 2021.

⁴ [Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia](#), Nuka Research & Planning Group, LLC for San Juan County, April 2021.

⁵ *2020 Emergency Towing Vessel Monitoring Report*, Nuka Research & Planning Group, LLC for the Proactive Vessel Management Pilot Project on Haida Gwaii Project Committee, November 2021.

⁶ [Vessel Drift and Response Analysis for Canada's West Coast](#), Clear Seas Centre for Responsible Marine Shipping [Scenario 4, Figure 12, ETVs traveling at 8 kts], March 2018.

⁷ This 35-nm distance compares to the 12-, 25- and 50-nm voluntary protection zones that have been trialed off the west coast of Haida Gwaii, as reported in the *2020 Emergency Towing Vessel Monitoring Report*.

cc: Canada Honourable George Heyman, BC Minister of Environment and Climate Change Islands Trust Area Members of Parliament Islands Trust Area Members of the Legislative Assembly Cowichan Tribes SXIMELEŁ (Esquimalt) First Nation Halalt First Nation Homalco (Xwemalhkwa) First Nation Hul'qumi'num Treaty Group K'ómoks First Nation Klahoose First Nation Laich-kwil-tach Treaty Society Lake Cowichan First Nation Lyackson First Nation MÁLEXEŁ (Malahat) Nation xʷməθkʷəy̓əm (Musqueam) First Nation Nanwakolas Council BOŶÉCEN (Pauquachin) First Nation SPUNE'LUXUTTH' (Penelakut) Tribe Qualicum First Nation Scia'new/Chenuh (Beecher Bay) First Nation SEMYOME (Semiahmoo) First Nation Shíshá7lh (Sechelt) First Nation	Snaw-naw-as (Nanoose) First Nation Snuneymuxw (Nanaimo) First Nation Lekwungen (Songhees) First Nation Sk̓wxwú7mesh (Squamish) First Nation Stz'uminus (Chemainus) First Nation Te'mexw Treaty Association Tla'amin (Sliammon) First Nation T'Sou-ke (Sooke) First Nation WJOŁEŁP (Tsartlip) First Nation S̓ÁUTW (Tsawout) First Nation Tsawwassen First Nation Tsleil-Waututh (Burrard Inlet) First Nation WSIKEM (Tseycum) First Nation We Wai Kai (Cape Mudge First Nation) Wei Wai Kum (Campbell River First Nation) Clear Seas Centre for Responsible Marine Shipping Port of Vancouver Pacific Pilotage Authority Chamber of Shipping of British Columbia Western Canada Marine Response Corporation Town of Sidney Council Bowen Island Municipal Council Islands Trust Council Islands Trust website
cc: United States The Honorable Maria Cantwell, US Senator The Honorable Patty Murray, US Senator The Honorable Rick Larsen, US Representative The Honorable Jay Inslee, Governor of the State of Washington The Honorable Liz Lovelett, Washington State Senator The Honorable Debra Lekanoff, Washington State Representative The Honorable Alex Ramel, Washington State Representative The Honorable Timothy J. Greene, Sr., Chair, Makah Tribe The Honorable William "Ron" Allen, Chair, Jamestown S'Klallam Tribe The Honorable Frances Charles, Chair, Lower Elwha S'Klallam Tribe The Honorable Lawrence Solomon, Chair, Lummi Nation The Honorable Ron Cline Sr., Chair, Nooksack Tribe The Honorable Jeromy Sullivan, Chair, Port Gamble S'Klallam Tribe The Honorable Leonard Forsman, Chair, Suquamish Tribe The Honorable Teri Gobin, Chair, Tulalip Tribes The Honorable Steve Edwards, Chair, Swinomish Indian Tribal Community Justin Parker, Executive Director, Northwest Indian Fisheries Commission Capt. Patrick M. Hilbert, Commander, U.S. Coast Guard Sector Puget Sound Col. Alexander Bullock, Commander, Seattle District, US Army Corps of Engineers Laura Watson, Director, Washington State Department of Ecology John Veentjer, Chairman, Puget Sound Harbor Safety Committee Catherine Reheis-Boyd, President, Western States Petroleum Association Michael Moore, Vice-President, Pacific Merchant Shipping Association Charles Costanzo, Executive Director, Puget Sound Pilots Lucas Hart, Director, Northwest Straits Commission Jay Manning, Chair, Leadership Council, Puget Sound Partnership Carlos Clements, Program Manager, Dept. of Ecology Spill Prevention, Preparedness & Response Program	

From: Frants Attorp [REDACTED]
Sent: Saturday, January 8, 2022 12:17 PM
To: MAH.Minister@gov.bc.ca; josie.osborne.MLA@leg.bc.ca; Okenge.YumaMorisho@gov.bc.ca
Cc: premier@gov.bc.ca; Olsen.MLA, Adam <Adam.Olsen.MLA@leg.bc.ca>; elizabeth.may@parl.gc.ca; Executive Admin <execadmin@islandstrust.bc.ca>; Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>; David Marlor <dmarlor@islandstrust.bc.ca>; Stefan Cermak <scermak@islandstrust.bc.ca>; Jason Youmans <jyoumans@islandstrust.bc.ca>; gsjuberg@driftwoodgimedia.com; saltspring@crd.bc.ca
Subject: Plea for the Gulf Islands

Honourable Josie Osborne

Minister of Municipal Affairs

January 8, 2022

Dear Minister:

I would like to draw your attention to the dire situation on the Gulf Islands—lands that, according to provincial legislation, must be protected in perpetuity for all British Columbians.

The Islands Trust was established in 1974 by Dave Barrett’s NDP government “when it became apparent the Trust Area’s environment could be irreversibly damaged by unrestrained residential development” (Page 1 of Islands Trust Policy Statement).

According to the Islands Trust Act, the object of the Islands Trust is to “preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia....”. This means the Gulf Islands are a provincial treasure whose management involves considerations that go far beyond the needs of residents who live there today.

Despite the clear intent of the Islands Trust Act to limit development, many trustees are now working to keep interpretation of the Act “as broad as possible” so as to give Local Trust Committees maximum flexibility when deciding which goals—environmental, social or economic—they wish to apply. Whether intentionally or unintentionally, they are diluting the document to such an extent it is becoming toothless.

In March 2021, Trust Council voted to “affirm its understanding that the object of the Trust includes the concept of and protection of healthy and inclusive communities including, but not limited to, housing and transportation”. In so doing, it pledged to protect the very forces that are destroying the environment, and abandoned the islands to the whims of individual trustees. A subsequent resolution to give environmental protection “special and profound consideration” is vague and ineffective.

The Trust's lack of direction is apparent in the draft Policy Statement. Section 3.1.1 commits to protecting "the unique amenities and environment", which sounds great, except for the fact that the March resolution broadens the interpretation of "unique amenities" to include, not just natural features, but anything required or desired for "healthy and inclusive communities". Section 3.1.2, meanwhile, commits to protecting "the environment and indigenous cultural heritage". Again, this sounds nice, but is totally negated by the March decision which puts protection of "healthy and inclusive communities" on a par with protection of the environment. Are golf courses "unique amenities", and how about pot outlets and destination resorts (like the one now proposed for Fulford Harbour)? When nothing is defined and everything is "a priority", the words "preserve and protect" lose all meaning.

The Policy Statement is further undermined by a separate document called *Policy Statement Implementation* which states "a bylaw will not be contrary to or at variance with the Policy Statement so long as the bylaw contains sufficient reason or justification for doing so" (Section 1.4). This applies "whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously" (Section 1.5). These escape clauses allow for pretty much any type of development, and defeat the purpose of the Policy Statement which is to restrict what can be approved at the island level.

Very few people are aware of this document because it is not part of the public review of the Policy Statement. The Islands Trust should not have an "in-house" document that invalidates a Policy Statement signed by the Minister.

Many Gulf Islands are now in crisis due to human activities. Gabriola, for example, is experiencing widespread water shortages and groundwater contamination, while other islands are also seeing unsustainable development due to soaring real estate prices and lack of consideration for carrying capacity.

The Salt Spring LTC recently suspended enforcement of all illegal dwellings (there are many hundreds) "until there are safe, secure, appropriate housing options for all demographics and household types in perpetuity". Additionally, it is considering blanket rezoning of the entire island to allow for more accessory dwellings – despite a 2007 environmental report calling for a moratorium on development. The implications of generalised deregulation on this torchbearer island are disastrous for the entire Trust Area.

Please take the following emergency measures to protect the Gulf Islands:

1. Do NOT sign any revised Policy Statement unless it effectively makes protection of the natural environment the top priority and is not undermined by any related document. (Community needs can be included in the Policy Statement, but must be clearly identified as a secondary consideration subject to protection of ecosystem health.)

2. Help the Islands Trust fund a Whistler-style Housing Authority to address the housing needs of essential workers, and stop current futile and destructive attempts to provide housing for all through blanket upzoning.

3. Require the Islands Trust to adopt a plan to bring all property owners into compliance with existing bylaws.

Our “Help Save the Gulf Islands” petition has already garnered hundreds of signatures (see link below). We respectfully ask that you not let this unique—and supposedly protected—part of the province be developed like any other.

<https://actionnetwork.org/petitions/help-save-the-gulf-islands-2?source=twitter&>

Sincerely,

Frants Attorp



Salt Spring Island, BC V8K 1T9

cc: Premier John Horgan, Trust Council, MLA Adam Olsen, MP Elizabeth May, CRD Director Gary Holman, Gulf Islands Driftwood



Top Priorities Report

Executive Committee

1. *Islands Trust Act Amendments*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

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

Responsible

Clare Frater

Dates

Target: 15-Sep-2022

3. *Climate Change Emergency*

Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts. (Strategic Plan 3.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

4. *Business Response to COVID-19*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 15-Apr-2020

Top Priorities Report

Executive Committee

5. *First Nations Reconciliation*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

5. *Preserve and protect marine ecosystems*

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

Responsible

Clare Frater

Dates

Rec'd: 11-Mar-2021



Projects Report

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Responsible

Date Received

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

Clare Frater

30-Aug-2017

2. *Marine Advocacy*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

3. *Broadcast Public Meetings*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

Julia Mobbs

Russ Hotsenpiller

4. *Improve Communications about the Islands Trust*

Responsible

Date Received

Related to Strategic Plan Items 4.1 & 4.2

Clare Frater

30-Aug-2017

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

Responsible

Date Received

Strategic Plan Item 1.3

Clare Frater

02-Sep-2020

Kate Emmings



Projects Report

Executive Committee

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

Responsible

Date Received

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

16-Aug-2017

7. *Strengthen relations with First Nations*

Responsible

Date Received

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

21-Oct-2020

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

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

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

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

8. *Strengthen relations with First Nations*

Responsible

Date Received

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

26-May-2021

Projects Report

Executive Committee

9. <i>Governance</i>	Responsible	Date Received
Related to Section 5 of the Strategic Plan The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -		21-Jul-2021