



Executive Committee Agenda

Date: Tuesday, December 3, 2024
Time: 10:00 a.m.
Location: Coast Victoria Hotel, Gonzales Room
146 Kingston Street
Victoria BC, V8V 1V4

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
5.1 Draft Executive Committee Meeting Minutes of November 20, 2024	4 - 23
For review and adoption.	
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	24 - 33
6.2 Local Trust Committee Chair Updates	
6.3 Islands Trust Conservancy Liaison Update	
6.3.1 Islands Trust Conservancy - Highlights of November 19th Board Meeting	34 - 36
Receive for information.	
7. BYLAWS FOR APPROVAL CONSIDERATION - None	
8. TRUST COUNCIL MEETING PREPARATION - None	
8.1 Executive	

- 8.2 Planning Services
- 8.3 Administrative Services
- 8.4 Trust Area Services
- 8.5 Legislative and Information Services

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive

9.1.2 Trust Area Services

9.1.2.1 Draft Committee of the Whole December 12 Meeting
Agenda

See Appendix 1.

9.1.3 Planning Services

9.1.4 Administrative Services

9.1.5 Legislative and Information Services

9.2 Executive Committee Initiated - None

9.2.1 Executive

9.2.2 Trust Area Services

9.2.3 Planning Services

9.2.4 Administrative Services

9.2.5 Legislative and Information Services

10. NEW BUSINESS

10.1 Executive/Trust Council

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

10.3 Planning Services

10.4 Administrative Services

10.5 Legislative and Information Services

11. CORRESPONDENCE (for information unless raised for action)

11.1 2024-11-25 Islands Trust Conservancy Board - Trust Council Provincial Review
Request

37 - 38

12. WORK PROGRAM

12.1 Review and amendment of current work program

39 - 41

13. NEXT MEETING

The next Executive Committee meeting will take place electronically on December 18, 2024 at 9:15 a.m.

14. CLOSED MEETING (if applicable)

15. ADJOURNMENT



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, November 20, 2024
Location: Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present: Julia Mobbs, Interim Chief Administrative Officer and Director,
Administrative Services
Stefan Cermak, Director, Planning Services
Joe Elliott, Senior Indigenous Relations Advisor
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Jason Youmans, Senior Policy Advisor
Alexandra Trifonidis, Executive Coordinator and Recorder

Members of the public present: A member of the public was present.

1. CALL TO ORDER

The meeting was called to order at 9:17 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- Item 12.1.3 Executive Committee Union of BC Municipalities Report
- Item 10.4 Correspondence from S Pottle dated November 18, 2024 re: Galiano Island Proposed Bylaw 283
- Item 10.5 Correspondence from J Margison dated November 18, 2024 re: Letter for Nov.20 EC Mtg re-Galiano Bylaw 283
- Item 10.6 Correspondence from Trustee Middleton dated November 18, 2024 re: Request for additions to Trust Council December

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- Item 10.7 Correspondence from A Forget dated November 18, 2024 re: Galiano By Law 283
- Item 10.8 Correspondence from J Bartley dated November 18, 2024 re: Protest Bylaw 283 Executive Committee for Approval
- Item 10.9 Correspondence from M Czuma dated November 18, 2024 re: bylaw 283
- Item 10.10 Correspondence from S Webster dated November 18, 2024 re: Letter of concern.Galiano Island bylaw 283
- Item 10.11 Correspondence from A Moses dated November 19, 2024 re: Galiano LTC proposed bylaw 283
- Item 10.12 Correspondence from B Hotte dated November 19, 2024 re: Protesting Bylaw 283 Galiano Local Trust Committee
- Item 10.13 Correspondence from D Arber dated November 19, 2024 re: NB Islands Trust Executive Committee
- Item 10.14 Correspondence from D Holmes dated November 19, 2024 re: Proposed Galiano Local Trust Committee Bylaws# 283 284
- Item 10.15 Correspondence from G Gaylor dated November 19, 2024 re: Galiano Bylaws 283 and 284
- Item 10.16 Correspondence from J Buttery dated November 19, 2024 re: Bylaw 283 Bylaw 284
- Item 10.17 Correspondence from J Webster dated November 19, 2024 re: Letter of concern. Galiano Island bylaw 283

3.2 Approval of Agenda

By general consent the agenda and addendum were approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of October 30, 2024

By general consent the Executive Committee meeting minutes of October 30, 2024 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and Directors provided their area reports.

6.2 Local Trust Committee Chair Updates

Local trust committee chairs provided updates on recent and future meetings.

6.3 Islands Trust Conservancy Liaison Update

Vice-Chair Elliott provided an update from yesterday's Islands Trust Conservancy Board meeting noting they adopted the schedule for Executive Committee/Islands Trust Conservancy Board Liaison meetings for the 2025/26 year.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Galiano Island Local Trust Committee - Bylaw Nos. 283 and 284 - Request for Decision

Salt Spring Island Local Trust Committee Chair Peterson spoke to the item thanking staff for their work on the project that was started last term. Executive Committee received twelve pieces of late correspondence regarding the bylaw. For clarity, a note was made that since the public hearing, there has been a reordering of the exemptions and the clause now mentioned in all the correspondence, exemption (p), is now exemption (q) in the current version.

The Committee acknowledged and thanked the people who sent in the related correspondence for their submissions.

Staff noted that all of the correspondence received was related to the one exemption clause.

Staff advised the Committee that material in the Trust Council in-camera session agenda, to be reviewed in the closed session later in the agenda, might have bearing on Executive Committee's decision on the bylaws.

The Chair provided clarification on Executive Committee's role when reviewing bylaws.

There was discussion on the Implications of Recommendation section in the request for decision and the following points were discussed:

- Severability clause
- Potential financial costs for Islands Trust associated with legal action
- First Nations engagement and territory
- Bylaws 283 & 284 being referred to many other organizations with no issues being raised
- Administration and enforcement of the bylaw

By general consent the Committee deferred item 7.1 until after the closed session.

7.2 Hornby Island Local Trust Committee Housing Agreement Bylaw No. 178 - Request for Decision

Hornby Island Local Trust Committee Chair Peterson spoke to the item.

EC-2024-141

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 178, cited as "Hornby Island Local Trust Committee

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Housing Agreement Bylaw No. 178, 2024”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Bowen Island Municipality - Land Use Bylaw Amendment Bylaw No. 670 - Request for Decision

Senior Policy Advisor Youmans presented the item.

EC-2024-142

It was MOVED and SECONDED,

that Executive Committee advise Bowen Island Municipality that Bylaw No. 670, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 670, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

The Committee recessed for break at 10:25 a.m. and reconvened at 10:35 a.m.

14. CLOSED MEETING

EC-2024-143

It was MOVED and SECONDED,

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

CARRIED

The meeting was closed to the public at 10:37 a.m. and reopened at 12:14 p.m.

The Committee recessed for lunch at 12:15 p.m. and reconvened at 12:51 p.m.

Chair Luckham reported the Committee advanced in-camera Trust Council agenda materials to Council’s December in-camera meeting agenda and adopted minutes of the October 30, 2024 closed session meeting.

Previously deferred item 7.1 was addressed.

The Committee requested a special meeting to receive more information on the Galiano Island Local Trust Committee Bylaw Nos. 283 & 284 before making a decision.

EC-2024-144

It was MOVED and SECONDED,

that the Executive Committee postpone consideration of proposed Galiano Island Local Trust Committee bylaws 283 and 284 to a Special Meeting to be held by Zoom prior to the deadline of December 15 and that the planning staff that have been in conversation with Penelakut Tribe on this issue be invited to attend.

CARRIED

Discussion ensued on what information Executive Committee needs to consider regarding bylaws.

EC-2024-145

It was MOVED and SECONDED,

that the Executive Committee request further information from staff regarding organizational, financial and legal implications of approval of Galiano Island Local Trust Committee Bylaws 283 and 284.

CARRIED

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive - None

8.1.2 Trust Area Services

8.1.2.1 December 12th Committee of the Whole Agenda - Discussion

Staff confirmed placing the next draft Committee of the Whole meeting agenda on Executive Committee's meeting agenda of December 3, 2024 for review and approval, as it was not ready before the agenda circulation deadline for this meeting, and because the pre Trust Council Executive Committee meeting agenda is reserved for urgent items and late items travelling to Trust Council.

Vice-Chair Maude will be Acting Chair for the December 12, 2024 Committee of the Whole meeting.

8.1.2.2 NAPTEP Fee Sponsorship Request (Doris McHardy NAPTEP), North Pender Island - Request for Decision

EC-2024-146

It was MOVED and SECONDED,

that the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application NP-NAP-2024.1 (Doris McHardy), North Pender Island.

CARRIED

8.1.2.3 Policy Statement Amendment Project - Business Case Fiscal 2025/26 - Briefing

Director Trust Area Services Frater spoke to the item.

The Committee discussed financial impactions with relation to public engagement and the preferences of each local trust committee.

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8.1.2.3.1 Late item materials for item 8.1.2.3

By general consent Executive Committee forwarded item 8.1.2.3.1 as presented to Trust Council.

8.1.2.4 Policy Statement Amendment Project (PSAP) - Project Chart - Request for Decision

Director Trust Area Services Frater spoke to the item noting the new potential project adoption date of October 2026.

Discussion ensued on amending the briefing to include specifics on:

- Project timeline:
 - Clarifying that Executive Committee would like this project advanced before the end of the term.
- Financial figures:
 - Associated costs for public engagement for each local trust committee.
 - Individual local trust committee engagement preferences and their associated financial costs.

Discussion ensued on exact dollar amounts to allocate to the Policy Statement Amendment Project.

8.1.2.4.1 Late item materials for item 8.1.2.4

By general consent Executive Committee forwarded item 8.1.2.4.1 to Trust Council, as amended.

EC-2024-147

It was MOVED and SECONDED, that the Executive Committee recommend advancing option 1. B of \$31,000 for the Policy Statement Amendment Project to Trust Council and that the Project Charter be amended to reflect this.

CARRIED

EC-2024-148

It was MOVED and SECONDED, that the Executive Committee request staff to amend the request for decision about the Policy Statement Amendment Project Charter to include: Executive Committee's desire to ensure that this project is completed before the end of term, and to that end, Executive Committee requests Trust Council consider staff's advice to reduce the timeframe for engagement, and to consider doing engagement concurrently with first reading.

- 8.1.3 Planning Services - None
- 8.1.4 Administrative Services - None

8.1.5 Legislative and Information Services

8.1.5.1 Rescind Trust Council Policy 6.6.1 By-Election Funding - Request for Decision

Interim Chief Administrative Officer Mobbs spoke to the item.

By general consent Executive Committee forwarded item 8.1.5.1 as presented to Trust Council.

8.2 Executive Committee Initiated

8.2.1 Executive - None

8.2.2 Trust Area Services

8.2.2.1 Session Proposals for Association of Vancouver Island and Coastal Communities (AVICC) - Briefing

Vice-Chair Elliott sought Executive Committee's approval to move forward with a session proposal on developing a regulatory framework for tiny homes.

EC-2024-149

It was MOVED and SECONDED,

that the Executive Committee request staff to work with Vice-Chair Elliott to prepare a session proposal on the development of tiny homes on wheels regulatory framework for the Association Vancouver Island Coastal Communities Convention April 2025.

CARRIED

8.2.3 Planning Services

8.2.3.1 Bylaw Enforcement Policy – Discussion

The Committee discussed where the project is following feedback heard from Trust Council in September, next steps, and revisiting process and implementation.

Staff shared the Regional Planning Committee will see the updated draft version at a special meeting in January.

8.2.3.2 Crown Lease Referrals – Discussion

The Committee discussed how the crown lease referral process differs over the Trust Area as well as how each local trust committee addresses them.

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EC-2024-150

It was **MOVED** and **SECONDED**,

that the Executive Committee request staff to provide information on crown land lease referral process and provide options for potential amendments.

CARRIED

8.2.4 Administrative Services - None

8.2.5 Legislative and Information Services - None

9. NEW BUSINESS

9.1 **Executive/Trust Council** - None

9.2 **Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

Nothing to report.

9.2.2 Implementing Heritage Conservation Areas in the Islands Trust Area Publication - Request for Decision

Director Trust Area Services Frater spoke to the item noting this document is an explanation of the legislation.

The Committee discussed the urgency of circulating the publication and when it is appropriate for the document to be shared with Nations the Trust is actively working with.

EC-2024-151

It was **MOVED** and **SECONDED**,

that the Executive Committee endorse staff's continued work on the draft Implementing Heritage Conservation Areas in the Islands Trust Area publication and continued engagement with First Nations on the content.

CARRIED

9.2.3 Reconciliation Learning Group Next Steps - Briefing

Senior Indigenous Relations Advisor Elliott spoke to the item seeking direction for next steps on topics of interest for the Reconciliation Learning Group. Staff informed the Committee that previously allocated funds are no longer sufficient, citing cost of delivery as one of the reasons.

Discussion ensued on the following:

- low attendance at the sessions;
- timing and delivery of the sessions;
- appreciation and value for having elders and Indigenous mentors attend sessions; and

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- creating a culturally safe space.

9.2.3.1 Late item materials for item 9.2.3

Received for information.

9.3 Planning Services

9.3.1 Approval to Submit a Grant Application to the Watershed Security Fund - Request for Decision

Director Planning Services Cermak spoke to the item. Regional Planning Committee Chair is asking for clarification on whether Regional Planning Committee has the authority to move forward with this large grant application.

Discussion ensued on process and next steps.

EC-2024-152

It was MOVED and SECONDED,

that the Executive Committee confirm that Islands Trust Council committees have the authority to pass a resolution to proceed with committee-initiated grant applications before seeking staff support for grant applications, taking into consideration the factors listed in Trust Council's Grants and Donations Administration Policy 6.5.4.

CARRIED

Staff to check Briefing for date accuracy.

9.4 Administrative Services - None

9.5 Legislative and Information Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-10-31 Bowen Island Municipality - Policy Statement Amendment Project

By general consent the Committee forwarded item 10.1 as presented to the Trust Council December meeting agenda.

10.2 2024-11-02 A Scaia - Downtown Salt Spring Space

Received for information.

10.3 2024-11-04 S Brands - Islands Trust Act and Protective Covenants

Received for information.

10.4 2024-11-18 S Pottle - Galiano Island Proposed Bylaw 283

Received for information.

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By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.5 2024-11-18 J Margison - Letter for Nov. 20 EC Mtg re- Galiano Bylaw 283

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.6 2024-11-18 Trustee Middleton- Request for additions to Trust Council December

Received for information.

10.7 2024-11-18 A Forget - Galiano By Law 283

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.8 2024-11-18 J Bartley - Protest Bylaw 283 Executive Committee for Approval

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.9 2024-11-18 M Czuma - re- bylaw 283

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.10 2024-11-18 S Webster - Letter of concern.Galiano Island bylaw 283

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.11 2024-11-19 A Moses - Galiano LTC proposed bylaw 283

Received for information.

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By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.12 2024-11-19 B Hotte - Protesting Bylaw 283 Galiano Local Trust Committee November 8, 2024

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.13 2024-11-19 D Arber - NB Islands Trust Executive Committee

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.14 2024-11-19 D Holmes - Proposed Galiano Local Trust Committee Bylaws # 283 284

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.15 2024-11-19 G Gaylor - Galiano Bylaws 283 and 284

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.16 2024-11-19 J Buttery - Bylaw 283 Bylaw 284

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

10.17 2024-11-19 J Webster – Letter of concern.Galiano Island bylaw 283

Received for information.

By general consent the Committee requested all correspondence related to proposed Galiano Island Local Trust Committee Bylaws 283 & 284 be forwarded to the special meeting.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. TRUST COUNCIL MEETING PREPARATION

12.1 Executive

12.1.1 Electronic Meeting Attendee Primer

The Committee reviewed the Electronic Meeting Attendee Primer.

Staff to update the technical support contact information.

Received for information.

12.1.2 Draft December Trust Council 3-day Schedule

The Committee reviewed the Schedule and discussed the following:

- Adding a session on removing the September Trust Council meeting recordings
- Timing of individual agenda items
- Lengthening the Respectful Meeting Conduct time by 15 minutes
- Keeping track of speaking time and speaking order during the meeting
- Circulating meeting procedure material to trustees

By general consent Executive Committee forwarded item 12.1.2 to Trust Council, as amended.

12.1.3 Draft December Trust Council Agenda

Corresponding items and content to be found in Appendix 1.

The Committee reviewed each item in Appendix 1 deciding to forward or amend items to December's Trust Council Quarterly Meeting agenda.

Starting at item 5, the Committee reached the following consensus on items listed:

5. GENERAL BUSINESS ARISING

5.1 Consent Agenda Items

5.1.1 Draft September 2024 Trust Council Quarterly Meeting Minutes

5.1.2 Trust Council Follow-Up Action List

5.1.3 Resolution without Meeting Report

5.1.4 Islands Trust Active Priorities Chart

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5.1.4.1 Executive Committee Work Program Report

5.1.4.2 Governance Committee Work Program Report

5.1.4.3 Financial Planning Committee Work Program Report

5.1.4.4 Regional Planning Committee Work Program Report

5.1.4.5 Trust Programs Committee Work Program Report

5.1.4.6 Islands Trust Conservancy Report

5.2 Discussion / Decision Items

5.2.1 Trustee Roundtable

By general consent Executive Committee forwarded all items under item 5 as presented to Trust Council.

6. ENGAGEMENT / COLLABORATION

6.1 Delegations

6.1.1 J Roe - Veins of Life Watershed Society

6.1.2 J Starke - Capital Regional District / Rural Housing Program

6.1.3 Mayor Leonard - Bowen Island Municipality

6.1.4 M Leichter - Keep Salt Spring Sustainable

6.1.5 J Margison - Friends of the Gulf Islands Society

By general consent Executive Committee forwarded items 6.1.1 – 6.1.5 as presented to Trust Council approving each delegation 10 minutes for their respective presentation.

6.2 Public Comments

7. EXECUTIVE

7.1 Consent Agenda Items

7.1.1 New Islands Trust Chief Administrative Officer Introduction

7.1.2 Interim Chief Administrative Officer's Report

7.1.3 Strategic Plan Quarterly Report

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By general consent Executive Committee forwarded items 7.1.1 – 7.1.3 as presented to Trust Council.

7.1.4 Executive Committee Union of BC Municipalities Report

By general consent Executive Committee forwarded item 7.1.4 to Trust Council, as amended.

7.2 Discussion / Decision Items

7.2.1 Proposed 2025/26 Trust Council Meeting Schedule - Request for Decision

By general consent Executive Committee forwarded item 7.2.1 as presented to Trust Council.

7.2.2 Trust Council Review of 2022 Governance Report - Request for Decision

The Committee discussed if the request for decision was ready for Trust Council.

By general consent Executive Committee forwarded item 7.2.2 as presented to Trust Council.

8. CLOSED MEETING

9. RISE AND REPORT

10. TRUST AREA SERVICES

10.1 Consent Agenda Items

10.1.1 Director of Trust Area Services Report

10.1.2 Legislative Monitoring Report

10.1.3 Emergency Communications Oil Spill - Briefing

10.2 Discussion / Decision Items

10.2.1 Doris McHardy NAPTEP Application (North Pender) - Request for Decision

By general consent Executive Committee forwarded items 10.1 and 10.2 as presented to Trust Council.

11. PLANNING SERVICES

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11.1 Consent Agenda Items

11.1.1 Director of Planning Services Report

11.1.2 Update: Freshwater Sustainability Strategy Implementation - Briefing

11.2 Discussion / Decision Items

11.2.1 Meeting Administrator - Approve Making Temporary Position Permanent - Request for Decision

By general consent Executive Committee forwarded items 11.1 and 11.2 as presented to Trust Council.

12. LEGISLATIVE & INFORMATION SERVICES

12.1 Consent Agenda Items

12.1.1 Director of Legislative & Information Services Report

12.2 Discussion / Decision Items

12.2.1 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision

12.2.2 Code of Conduct Review - Next Steps - Request For Decision

12.2.3 Amendment to Policy and Procedures Regarding Delegations to Trust Council - Request For Decision

By general consent Executive Committee forwarded items 12.1 and 12.2 as presented to Trust Council.

13. ADMINISTRATIVE SERVICES / FINANCE

13.1 Consent Agenda Items

13.1.1 Director of Administrative Services Report

13.1.2 Financial Forecast to March 31, 2025 - Briefing

13.2 Discussion / Decision Items

13.2.1 September 30, 2024 Financial Report - Request for Decision

13.2.2 Draft Budget for FY 2025/26

13.2.2.1 Budget Session Overview

13.2.2.2 Draft 2025/26 Budget Overview – Briefing

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13.2.2.3 Budget Funding Requests

13.2.2.3.1 Strategic & Programming & Governance Initiatives

13.2.2.3.1.1 Executive Committee:
Programming Funding -
Briefing

13.2.2.3.1.2 Executive Committee:
Policy Statement
Amendment Project –
Business Case

13.2.2.3.1.3 Executive Committee:
Coast Salish Art –
Business Case

13.2.2.3.1.4 Trust Programs
Committee:
Stewardship Education
Program – Business
Case

13.2.2.3.1.5 Trust Programs
Committee: Secretariat
Services – Business
Case

13.2.2.3.1.6 Governance
Committee: Trustee
Remuneration Review –
Business Case

13.2.2.3.1.7 Governance
Committee: Trust
Council Policies Review
– Business Case

13.2.2.3.2 Operational Initiatives & Staffing

13.2.2.3.2.1 Temporary Senior
Policy Advisor –
Business Case

13.2.2.3.2.2 Records Management
& Freedom Of
Information Protection
Of Privacy Support

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13.2.2.3.2.3 Safety – GPS Locator
Devices – Business Case

13.2.2.3.3 Islands Trust Conservancy Board
Budget Request - Briefing

13.2.2.3.4 Local Trust Committee Projects

13.2.2.3.4.1 Local Trust Committee
Projects List

13.2.2.3.4.2 Planning Services –
Projects Feasibility
Assessment - Briefing

13.2.2.3.4.3 Denman – Housing
Review (for Official
Community Plan and
Land Use Bylaw
Amendments – Final
Phase

13.2.2.3.4.4 Gabriola – Official
Community Plan and
Land Use Bylaw Review
– Phase 3

13.2.2.3.4.5 Gambier – Official
Community Plan and
Land Use Bylaw
Amendments – Final
Phase

13.2.2.3.4.6 Lasqueti – Official
Community Plan and
Land Use Bylaw Review
– Phase 1

13.2.2.3.4.7 Mayne – Housing
Options Project – Year 2

13.2.2.3.4.8 North Pender – Housing
Access and Affordability
Project

13.2.2.3.4.9 Salt Spring – Major
Amendment to Official
Community Plan and
Land Use Bylaw

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13.2.2.3.4.10 Salt Spring – Watershed Protection Plan 2022-2032 Coordination

13.2.2.3.4.11 Salt Spring – Groundwater Sustainability (Well-Monitoring)

13.2.3 Draft 2025/26 Budget Guidelines Assessment

By general consent Executive Committee forwarded item 13 as presented to Trust Council.

14. CLOSED MEETING

15. RISE AND REPORT

16. SAN JUAN COUNCIL - ISLANDS TRUST - JOINT SESSION

By general consent Executive Committee forwarded item 16 as presented to Trust Council.

17. NEW BUSINESS

17.1 Dark Sky Principles Adoption Advocacy - Request For Decision

By general consent Executive Committee forwarded item 17 as presented to Trust Council.

18. CORRESPONDENCE

18.1 2024-11-07 Association of Vancouver Island Coastal Communities Climate Leadership Steering Committee - 2025 Appointment

By general consent Executive Committee forwarded item 18 as presented to Trust Council.

19. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE

20. TRUSTEE UPDATES - Community Committee Participation

20.1 Atl'ka7tsem/Howe Sound Biosphere Region

20.2 Baynes Sound/Lambert Channel Ecosystem Forum

20.3 BC Ferries Advisory Committees

20.4 First Nations Relations

20.5 Freighter Anchorages/Oceans Protection Plan (OPP)

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20.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC)

20.7 Southern Gulf Islands Forum

There are no materials associated with item 20 to forward to Trust Council.

21. NEXT MEETING

21.1 Proposed March Trust Council 3-day Program

By general consent Executive Committee forwarded item 21 as presented to Trust Council.

12.1.3.1 Draft December Trust Council Delegation Presentation Material

See Appendix A.

By general consent Executive Committee forwarded item 12.1.3.1 as presented to Trust Council.

12.1.3.2 Late item materials for Appendix 1 item 10.1.2

Legislative Monitoring Report - Briefing

By general consent Executive Committee forwarded item 12.1.3.2 as presented to Trust Council.

12.1.3.3 Late item materials for Appendix 1 item 17

Trustee Fast - Sue Big Oil - Request for Decision

By general consent Executive Committee forwarded item 12.1.3.3 as presented to Trust Council.

12.2 Planning Services - None

12.3 Administrative Services - None

12.4 Trust Area Services - None

12.5 Legislative and Information Services - None

13. NEXT MEETING

The next regularly scheduled Executive Committee meeting will be held in-person at the Coast Victoria Hotel December 3rd at 10:00 a.m.

15. ADJOURNMENT

DRAFT

By general consent the meeting adjourned at 4:13 p.m.

Peter Luckham, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
24%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 18-Dec-2024	In Progress
0%	2 Staff to provide options for more frequent Executive Committee meetings and the associated workload and budget impacts for 2025/26.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 15-Jan-2025	In Progress
25%	3 Staff to bring back the Continuous Learning Plan to a future meeting including remarks from Vice-Chair Elliott and the list of topics from the previous Council.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 18-Dec-2024	In Progress
0%	4 Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 20-Nov-2024	In Progress
50%	3 Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer (Completed) 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 20-Nov-2024	In Progress
0%	4 Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
0%	5 Staff to add a discussion on minute taking standards for Committee of the Whole minutes to a future Trust Council agenda.	David Marlor	Meeting: 30-Oct-2024 Target: 17-Jun-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
100%	2 Staff to inform Islands Trust Northern Office planners that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 178, cited as "Hornby Island Local Trust Committee Housing Agreement Bylaw No. 178, 2024", in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed
50%	3 Staff to conduct a RWM to set a Special Meeting of the Committee to consider proposed Galiano Island Local Trust Committee bylaws 283 and 284, electronically, prior to the deadline of December 15th; and, that staff are to invite planning staff that have been in conversation with Penelakut Tribe on this issue.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 02-Dec-2024	In Progress
0%	4 Staff to gather further information regarding organizational, financial and legal implications of approval of Galiano Local Trust Committee Bylaws 283 and 284.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 28-Nov-2024	In Progress
0%	5 Staff to provide information on crown land lease referral process and provide options for potential amendments.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to inform Regional Planning Committee that the Executive Committee confirm that Islands Trust Council committees have the authority to pass a resolution to proceed with committee-initiated grant applications before seeking staff support for grant applications, taking into consideration the factors listed in Trust Council's Grants and Donations Administration Policy 6.5.4.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 31-Jan-2025	In Progress

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Review Islands Trust Policy 6.5.2 Budget Control and Adjustment 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: 12-Mar-2025	In Progress
100%	2 Staff to forward associated agenda items in Appendix 1 to Trust Council's December agenda as requested by Executive Committee.	Julia Mobbs	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed
100%	3 Staff to forward all correspondence on Executive Committee's meeting agenda of November 20, 2024 regarding the proposed Galiano Island Local Trust Committee Bylaws 283 & 284 to the Special Meeting set to happen before the December 15 deadline.	Julia Mobbs	Meeting: 20-Nov-2024 Target: 29-Nov-2024	Completed
100%	4 Staff to forward correspondence item 10.1 titled: 2024-10-31 Bowen Island Municipality - Policy Statement Amendment Project, to Trust Council's December agenda.	Julia Mobbs	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2025	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
75%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 21-Aug-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	5 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 21-Aug-2024	In Progress
0%	6 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 20-Nov-2024	In Progress
15%	7 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	Clare Frater	Meeting: 05-Jun-2024 Target: 01-Mar-2025	In Progress
25%	8 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Oct-2024	In Progress
10%	9 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
5%	10 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Staff to assess the viability of Snuneymuxw First Nation, or another First Nation, hosting a forum at an upcoming Trust Council meeting, and estimated costs (options for the C2C funding to be secured for finding), of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	12 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	13 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 01-Nov-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
50%	14 Trust Area Services staff to work on a letter of advocacy to the Ministers responsible for crown land, requesting that the Federal Government expand the Wrecked, Abandoned or Hazardous Vessels Act program, and make funds available to deal with these wrecks in all the Islands within the Islands Trust Area; and that the period to launch an investigation into reports of derelict and sinking vessels be shortened from 90 to 30 days, and that letter is copied to MLAs and MPs in the Trust Area.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
0%	15 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater	Meeting: 18-Jun-2024 Target: 13-Nov-2024	In Progress
89%	16 Staff to proceed with the communications plans request from the briefing titled 'Draft Communications Plan re: Trust Council request for provincial review Islands Trust's mandate, governance and structure' dated October 9, 2024, prioritizing items 1 - 5 from the briefing.	Clare Frater	Meeting: 09-Oct-2024 Target: 18-Oct-2024	In Progress
100%	17 Staff to inform Bowen Island Municipality that Executive Committee advise Bowen Island Municipality that Bylaw No. 670, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 670, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.	Clare Frater	Meeting: 20-Nov-2024 Target: 25-Nov-2024	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	18 Staff to inform the finance department and the appropriate staff at the Islands Trust Conservancy that the Executive Committee approved financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application NP-NAP-2024.1 (Doris McHardy), North Pender Island.	Clare Frater	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed
100%	19 Staff to amend the PSAP project charter upon Executive Committee's direction of advancing option 1. B of \$31,000 for the Policy Statement Amendment Project to Trust Council.	Clare Frater	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed
100%	20 Staff to amend the request for decision about the Policy Statement Amendment Project Charter to include: Executive Committee's desire to ensure that this project is completed before the end of term, and to that end, Executive Committee requests Trust Council consider staff's advice to reduce the timeframe for engagement, and to consider doing engagement concurrently with first reading.	Clare Frater	Meeting: 20-Nov-2024 Target: 22-Nov-2024	Completed
0%	21 Staff to work with Vice-Chair Elliott to prepare a session proposal on the development of tiny homes on wheels regulatory framework for the Association Vancouver Island Coastal Communities Convention April 2025.	Clare Frater	Meeting: 20-Nov-2024 Target: 03-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Grants Manager, A/ Program Coordinator

Progress	Activity	Responsibility	Dates	Status
0%	<p>1 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.</p>	<p>Clare Frater Mike Richards</p>	<p>Meeting: 24-Jul-2024 Target: 18-Dec-2024</p>	In Progress



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY NOVEMBER 19TH, 2024 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- Chair Smith provided a reminder that there will be an election for Chair and Vice Chair in January 2025, and advised she will be stepping down as Chair.
- The ITC Board and ITC staff reported on the highlights of attending the Salish Sea Conservation Forum on Galiano Island on October 18th, 2024.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board adopted the proposed board meeting schedule from January 2025 to March 31st, 2026. Staff were directed to schedule the following ITC board meeting dates: January 21st, May 27th, October 7th, November 18th, 2025 and January 20th, 2026 as electronic meetings, and list the Victoria office board room as the public meeting location. Three in-person meetings will be held on March 18th and July 22nd, 2025, and March 17th, 2026.
- The ITC Board approved an increase of \$7,582 to its proposed 2025-26 Salaries and Benefits budget (Islands Trust Contribution) due to an error in its earlier submission relative to the amount available from the Environment and Climate Change Canada Contribution Agreement for Salaries and Benefits in 2025-26. In light of the increasing budget line request, the Board approved reducing the Board's training budget line by \$3,000 (originally increased to support education on Indigenous Conserved and Protected Areas). The board directed staff to provide these changes to the Financial Planning Committee and Trust Council.
- The ITC Board will indicate to Financial Planning Committee and Trust Council its supports for the Trust Area Services business case for an Auxiliary Policy Advisor for 2025-26 as this position is critical for ongoing intergovernmental and policy work. The ITC Board requests that a portion of an Auxiliary Policy Advisor position be dedicated to support the Conservancy's engagement with First Nations on the development of its next Five Year Plan.
- Trustee Elliott provided an update to the ITC Board from Executive Committee. Items reported include identifying an upcoming Executive Committee meeting on November 20th in preparation for Trust Council's December meeting, welcoming the new Islands Trust Chief Administration Officer, Reuben Bronee, and that the Policy Statement amendment project is proceeding through Committee of the Whole discussions and will go to communities and ITC before it is finalized.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- Trustee Yates reported that no changes to the proposed ITC budget were requested by Financial Planning Committee.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including that the Committee is reviewing the Trustee remuneration policy to ensure that Islands Trust is following best practices and is submitting two business cases to Financial Planning Committee for inclusion in the 2025-26 budget; for a full-time Corporate Secretary and for policy assistance. The committee also set its 2025-26 meeting schedule and supported a suggestion to create a governance manual to help organize policies.
- The ITC Board received a Salt Spring Island LTC Planning Referral Notice and discussed how best to review and comment referrals in a timely manner.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board approved the conservation proposal submitted by Tara Martin to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board granted the request of Sallas Forest Strata, Sidney Island, to use an excavator to extract invasive *Crataegus monogyna* (hawthorn) trees from covenants ES065747 (Dragonfly Pond), ES65743 (Woodpecker Pond), and ES065749 (Kingfisher Pond) and to dispose of the biomass on site by burning. A temporary waiver of certain sections of the covenant was granted, subject to specific terms to allow this work.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024 and directed staff to address compliance and ecological concerns as identified in the report.
- The ITC Board accepted the ITC Nature Reserve Monitoring Report 2024 and directed staff to address the recommendations as identified in the report.
- The ITC Board approved soil moisture research at Link Island Nature Reserve by the Swift family, subject to First Nations consultation and the covenant holder's approval.
- The ITC Property Management Specialist presented a briefing on Gambier Island Local Trust Committee requesting the use of Squamish language on ITC Nature Reserve signage on Gambier Island.



5. COMMUNICATIONS AND OUTREACH

- The ITC Board directed staff to prepare and submit a letter from the ITC Board to the Minister of Municipal Affairs that reiterates the ITC's desire to undertake meaningful First Nations engagement, explains the ITC's staff capacity challenges, provides the Board's proposed ITC Plan engagement outline, and seeks the Minister's support for the updated timeframe for development and submission of the next ITC Plan.
- The ITC Board requested that Director Frater consider if a portion of the new Trust Area Services Policy Advisor position, supposed by Trust Council in September 2024, can be targeted to assist ITC staff with the Five Year Plan/First Nations Engagement project or if ITC can seek similar funding for an ITC Policy Advisor position for this and other policy requirements.
- The ITC Board requested Chair Smith write a letter on behalf of ITC to Trust Council regarding having not been consulted by Trust Council before the request for a Provincial review was made.
- The ITC Communications Specialist presented a briefing with a Communications and Engagement Strategy for ITC's 35th Anniversary.
- The ITC Strategic Fund Development Specialist advised that the annual holiday appeal will launch this year on Giving Tuesday on Tuesday December 3rd.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

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November 25, 2024

File No.: 0110-20-ITC

Via email: execadmin@islandstrust.bc.ca

Trust Council
Islands Trust
200-1627 Fort Street
Victoria BC V8R 1H8

Dear Members of Trust Council,

Re: Consultation on Provincial Review Request and the Role of the Islands Trust Conservancy

I am writing on behalf of the Islands Trust Conservancy (ITC) Board regarding your letter to the Honourable Anne Kang, the former Minister of Municipal Affairs, dated October 16, 2024. In that letter, you requested a provincial review of the Islands Trust mandate, governance, and structure.

The ITC Board would like to share its thoughts on this request and the recent discussions surrounding a provincial review of Islands Trust governance. While we understand the importance of exploring ways to strengthen governance, we want to address some procedural concerns related to ITC's role.

The ITC Board's work focuses on acquiring, holding, and disposing of land and property to protect the unique ecosystems in the Trust Area. It's essential that any initiatives potentially affecting our responsibilities involve consultation with the Board.

Bylaw No. 86, Section 4.1, clearly states:

"Where the Executive Committee of the Council considers that a legislative proposal that is to be submitted to the Council may have an impact on the responsibility of the Board, the Executive Committee will refer that draft legislative proposal to the Board for comment. The Executive Committee will consider Board comments on the legislative proposal before the legislative proposal is submitted to the Council."

Trust Council's letter to the Province, dated October 16, 2024, concluded that "without systemic change the Islands Trust cannot meet the challenges of our time." This statement underscores the significant and potentially far-reaching implications of the proposed review. Given this context, it seems clear that Bylaw No. 86 should have been invoked, ensuring the ITC Board had an opportunity to provide input on such an impactful initiative.

.../2

To date, the ITC Board has not been consulted on this matter. Nor have we had the opportunity to assess whether the current governance model is hindering our work and whether a different governance model might facilitate future work, particularly as we are faced with new and emerging issues. Additionally, staff have noted that no assessment has been made to determine whether the request for a provincial review qualifies as a "legislative proposal" or how it might impact ITC's responsibilities. This raises concerns about whether proper protocols have been followed.

We respectfully ask Trust Council to:

1. Ensure that the ITC Board is included in discussions about initiatives that might affect its statutory responsibilities; and
2. Reconsider this letter and its implications, particularly ensuring that the views of ITC Board and other affected entities are incorporated.

The ITC Board is committed to open dialogue and collaboration with Trust Council to support our shared mission of protecting the Trust Area. Following consultation processes not only strengthens our governance but also ensures that all perspectives are included in shaping the future of the Islands Trust.

While it is regrettable that neither the ITC Board nor Bowen Island Municipality were consulted before the letter was sent, we see this as an opportunity to enhance collaboration and ensure that future initiatives benefit from shared perspectives and collective expertise.

We look forward to your response and to continuing to work together for the benefit of the Trust Area.

Sincerely,



Risa Smith
Chair, Islands Trust Conservancy
rismith@islandstrust.bc.ca

cc: Islands Trust Conservancy Board

Active Projects Report

Executive Committee

1. Request to Minister for Review of Islands Trust

Responsible

Dates

Activity:

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

Rueben Bronee

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. Update Islands Trust Policy Statement

Responsible

Dates

Activity:

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Clare Frater

Rec'd: 26-Feb-2020
Target: 26-Sep-2023

3. First Nations Reconciliation

Responsible

Dates

Activity:

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Clare Frater

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. <i>Strategic Planning</i>	Responsible	Dates
<p>Activity:</p> <p>Guide the development and implementation of the Islands Trust Strategic Plan.</p>	<p>Rueben Bronee</p>	<p>Rec'd: 03-May-2023 Target: 31-Mar-2025</p>

Future Projects Report

Executive Committee

1. <i>Marine Ecosystems</i>	Responsible	Date Received
Advance the preservation and protection of marine ecosystems.	Clare Frater	03-May-2023
2. <i>MOTI MOU's</i>	Responsible	Date Received
To engage with the Ministry of Transportation on a updated Memorandum of Understanding.	Clare Frater	03-May-2023
3. <i>Climate Change Emergency</i>	Responsible	Date Received
Programming associated with the Climate Change declaration of the Islands Trust.	Clare Frater	03-May-2023
4. <i>Provincial Funding Strategy</i>	Responsible	Date Received
Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.	Rueben Bronee	07-Mar-2023