



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, July 24, 2024
Location: Electronic Meeting

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

Staff Present: Julia Mobbs, Interim Chief Administrative Officer and Director, Administrative Services
Stefan Cermak, Director, Planning Services
David Marlor, Director, Legislative and Information Services
Jeffrey Lloyd, Manager, Information Services (In Victoria Boardroom)
Jason Youmans, Senior Policy Advisor (In Victoria Boardroom)
Alexandra Trifonidis, Executive Coordinator (In Victoria Boardroom)

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

1. CALL TO ORDER

The Chair called the meeting to order at 9:15 a.m. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- 10.2 Correspondence from Trustee Patrick dated July 22, 2024, re: EC Agenda Item 8.1.2.1

2.2 Approval of Agenda

By general consent the agenda was approved, as amended.

2.2.1 Agenda Context Notes

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham to rise and report that Executive Committee advanced a number of bylaw enforcement activities, and adopted minutes of previous meetings.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Meeting Minutes of July 3, 2024

The following addition to the meeting minutes was requested:

- Add 'Local Trust Committee' to the agenda item title 7.3.1 Chair Role

By general consent the Executive Committee Minutes of July 3, 2024, were adopted, as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the Follow-up Action List, and Directors provided their area reports.

5.2 Local Trust Committee Chair Updates

Local trust committee chairs provided updates on recently attended and upcoming local trust committee meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice-Chair Elliott provided an update, noting the Islands Trust Conservancy Board met yesterday for an in-person regular business meeting at the Islands Trust Victoria office.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 652 – Request For Decision

Director Cermak spoke to the request for decision.

EC-2024-085

It was MOVED and SECONDED,

that the Executive Committee advise Bowen Island Municipality that Bylaw No. 652, 2024 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 652, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6.2 Hornby Island Local Trust Committee Bylaw No. 175 – Request For Decision

Director Cermak spoke to the request for decision.

EC-2024-086

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 175, cited as "Hornby Island Local Trust Committee Bylaw

Enforcement Notification Bylaw No. 150, 2019, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Discussion ensued on enforcement in development permit areas.

Chair Luckham called for the vote:

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Role of the chair at Committee of the Whole meetings - Discussion

The Committee discussed the chairing role for Committee of the Whole meetings. It was clarified that this item is on the agenda as confusion arose from the last Committee of the Whole meeting where two chairs ran different sections of the meeting.

Director Marlor provided the following information:

- The Meeting Procedures Bylaw No. 101 allows Trust Council to establish a Committee of the Whole.
- The Meeting Procedures Bylaw No. 101 allows Trust Council to have somebody else as chair.
- As long as the resolution to schedule a Committee of the Whole meeting contains the meeting date, time, and location and appoints a chair, there is no need for the Chair of Trust Council to open the Committee of the Whole meeting.
- The scheduled Committee of the Whole meeting is a stand-alone meeting, opens, and closes as such.
- When Trust Council is in a Council meeting and resolves to go in to Committee of the Whole, at that point the Chair of Trust Council would chair the meeting unless another chair was appointed at that time.

Chair Luckham and Trustee Bernardo, who is the next trustee to chair the Committee of the Whole meeting, to discuss and create the agenda for the August 22, 2024 Committee of the Whole meeting.

Due to connectivity issues, Vice-Chair Elliott left the meeting at 10:16 am and rejoined at 10:18 a.m.

7.2 Planning Services – No items to present under this section.

7.3 Administrative Services – No items to present under this section.

7.4 Trust Area Services

7.4.1 Policy Statement Amendment Project – Committee of the Whole Agenda Setting – Briefing

Senior Policy Advisor Youmans presented the brief, and the Committee discussed soliciting agenda topics for the next meeting from trustees.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Governance Committee Code of Conduct Policy Recommendation – Briefing

Director Marlor presented the item.

Discussion ensued on:

- associated administrative implications of establishing another select committee
- history of the original request: staff brought this item to Executive Committee
- provincial guidelines and reviewing and updating the Code of Conduct on a term basis
- handling of complaints including response and notification of such to all parties involved
- staff concern around behaviour from elected officials

EC-2024-087

It was MOVED and SECONDED,

that Executive Committee request that staff take the draft code of conduct back to Trust Council with a request for decision of the work done to date, and ask Trust Council to provide further direction on the development of a new code of conduct.

CARRIED

The Committee recessed for break at 10:45 a.m. and reconvened at 10:55 a.m.

8.1.2 Trust Area Services

8.1.2.1 Agreement with Quw'utsun (Cowichan) Nation – Request For Decision

Director Cermak presented the request for decision. Chair Luckham acknowledged that Chief William Seymour, past chief of Quw'utsun Nation, passed away recently, and noted he was a significant leader.

Discussion ensued on:

- which body has authority over First Nations protocol agreements; staff advised that Trust Council does under section 9 of the *Islands Trust Act*
- review of Islands Trust policy 2.1.4 Coordination Agreements Process
- management and interface between staff and local trust committees regarding existing protocol agreements

- resources to maintain protocol agreements

EC-2024-088

It was MOVED and SECONDED,

that Executive Committee request staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.

CARRIED

8.1.2.2 Policy Statement Amendment Project (PSAP) – Survey of Local Government Goals and Objectives re. Reconciliation and UNDRIP Implementation – Request For Decision

Jason Youmans presented the request for decision.

EC-2024-089

It was MOVED and SECONDED,

that Executive Committee direct staff to provide a briefing to Committee of the Whole that presents examples from other jurisdictions' (e.g., regional growth strategies) goals, objectives, policies and indicators related to relations with Indigenous Governing Bodies.

CARRIED

8.1.3 Planning Services

8.1.3.1 Referrals to First Nations – Interim Briefing

Director Cermak gave an overview of the interim briefing and thanked staff for their work, noting the complexity and length of time it took to get the work done.

Discussion ensued on the following:

- First Nation referral portals; if available, to be used
- Interagency correspondence regarding applications; to keep local trust committees in the loop on application status

8.1.4 Administrative Services - No items to present under this section.

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Trust Council Continuous Learning 2022 - 2026 – Discussion

Interim Chief Administrative Officer Mobbs presented the item seeking feedback from the Committee on value of the tool.

Discussion ensued on:

- whether training should be included in Trust Council meetings
- polling trustees for other training ideas

- prioritization of training session options
- value of the tool; Executive Committee sees value
- bringing to a future Executive Committee meeting with training options

8.2.1.2 Bylaw Enforcement Policy Project – Discussion

Interim Chief Administrative Officer Mobbs started the discussion, which was brought forward from an Executive Committee Telecon meeting.

Director Cermak spoke to the project noting work on amending the policy as per the ombudsmen report, Trust Council report, and Regional Planning Committee report is currently underway. The draft policy will be presented to the Regional Planning Committee before being brought to Trust Council in September.

Discussion ensued on:

- which Trust body owns the authority of the project
- the correct course of action to do with the project
- concerns regarding rolling out the policy to local trust committees before Trust Council

The Committee recessed for lunch at 12:03 p.m. and reconvened at 12:43 p.m.

8.2.2 Trust Area Services

8.2.2.1 Indigenous Leader Forum grant to Future Trust Council meeting – Request For Decision

Vice-Chair Elliott presented the request for decision and provided a background on the item.

Discussion ensued on:

- the complexity of dealing with 27 First Nations and the fiscal responsibility associated with such
- broadening the scope to include all First Nations in the Islands Trust Area
- first steps; start with one First Nation and see how things go
- partners, with regards to learning and sharing
- models for future funding, if successful

EC-2024-090

It was MOVED and SECONDED,

that Executive Committee request the Chair to write 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.

CARRIED

EC-2024-091

It was MOVED and SECONDED,

that Executive Committee request staff to assess the viability of, and estimated costs, 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.

CARRIED

EC-2024-092

It was MOVED and SECONDED,

that 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 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.

CARRIED

Workload and priority were discussed.

8.2.3 Planning Services

8.2.3.1 Local Trust Committee Chair Roles – Briefing

Director Cermak presented the brief.

Committee discussion ensued on:

- the expectation of the local trust committee chair role
- correspondence procedure
- education on effective advocacy letter writing
- working in cooperation with other agencies

8.2.4 Administrative Services – No items to present under this section.

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Liability Insurance for Islands Trust Minute Takers and Public Notice Providers – Request For Decision

Director Marlor presented the request for decision.

EC-2024-093

It was MOVED and SECONDED,

that the Executive Committee request staff to provide liability insurance for minute takers/public notice providers who form the Islands Trust Minute Takers/Public Notice Providers Group through the Municipal Insurance Association's Associate Member Program; and

that the Executive Committee authorize the Director, Legislative and Information Services to enter into Service Provider Agreements with individual minute takers/public notice providers for the provision of liability insurance through Islands Trust's liability insurance held with the Municipal Insurance Association of British Columbia.

CARRIED

9.1.2 Union of BC Municipalities Attendance and Breakfast – Request For Decision

Interim Chief Administrative Officer Mobbs presented the request for decision.

Committee discussion ensued on:

- the option of partial attendance and not attending delegate lunches and forum dinners to save on costs
- the value to the organization of Islands Trust hosting a breakfast
- support and involvement of other trustees attending
- the benefits of networking and relationship building

It was MOVED and SECONDED,

that Executive Committee approve attendance for Trustees Elliott, Peterson, Luckham, Maude, Chief Administrative Officer Mobbs and Director Frater at the 2024 Union of BC Municipalities Convention; and

that Executive Committee approve Islands Trust hosting a breakfast session at the 2024 Union of BC Municipalities Conference on a topic to be determined.

Further discussion ensued on:

- the topic of the breakfast session
- soliciting other trustees for interest in attending the convention
- all four Executive Committee members attending the convention

EC-2024-094

It was MOVED and SECONDED,

that the original motion be severed at 'and' into two motions.

CARRIED

Chair Luckham called the vote on the first motion:

EC-2024-095

It was MOVED and SECONDED,
that Executive Committee approve attendance for Trustees Elliott,
Peterson, Luckham, Maude, Chief Administrative Officer Mobbs and
Director Frater at the 2024 Union of BC Municipalities Convention.

CARRIED

EC-2024-096

It was MOVED and SECONDED,
that Executive Committee approve Islands Trust hosting a breakfast
session at the 2024 Union of BC Municipalities Conference on a topic to
be determined.

Chair Luckham called the vote on the second motion:

DEFEATED

Technical difficulties occurred and the recording and livestreamed stopped at 2:21 p.m.

EC-2024-097

It was MOVED and SECONDED,
that Executive Committee members indicate which days and sessions of
Union of BC Municipalities 2024 they will attend and report back to
Trust Council on, by next Executive Committee meeting.

CARRIED

9.1.3 Advocacy for provincial assistance re: heritage protection – Briefing

The recording and livestreamed resumed.

Vice-Chair Elliott presented the briefing.

EC-2024-098

It was MOVED and SECONDED,
that Executive Committee authorize 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.

CARRIED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust committee chairs reported on the following local advocacy topics:

- Mayne Island Local Trust Committee - To advance a letter to MLA Adam Olsen and MP Elizabeth May, approval from Trust Council or the Executive Committee with regards to the advocacy issue timely removal of abandon and derelict vessels in the Islands Trust Area, is needed.

9.2.2 Climate Preparedness - CONEXT Brochure

EC-2024-099

It was MOVED and SECONDED,

that Executive Committee request staff to poll trustees and staff about their interest in participating in the CONEXT Climate Preparedness Hub and submit an expression of interest by July 31, 2024.

CARRIED

9.2.3 Mayne Island Local Trust Committee Advocacy

EC-2024-100

It was MOVED and SECONDED,

that Executive Committee authorize 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.

CARRIED

9.3 Planning Services - No items to present under this section.

9.4 Administrative Services - No items to present under this section.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-07-16 Friends of the Gulf Islands Society - Letter regarding delegations

Received for information.

10.2 2024-07-22 Trustee Patrick – Letter regarding Executive Committee Agenda Item 8.1.2.1

The Committee discussed the contents of the letter. Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next regular meeting of the Executive Committee will be held electronically on Wednesday, August 21, 2024, at 9:15 a.m.

13. CLOSED MEETING

EC-2024-101

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(f), and (i) of the Community Charter in order to consider matters related to bylaw enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, and receipt of advice that is

subject to solicitor-client privilege, including communications necessary for that purpose, and that staff be invited to remain in the meeting.

CARRIED

The meeting was closed to the public at 3:05 p.m. and reopened at 3:44 p.m.

The Committee discussed the meeting schedule for the Committee of the Whole.

By general consent staff to conduct a poll before mid August to schedule the next Committee of the whole meeting.

14. ADJOURNMENT

By general consent the meeting adjourned at 3:49 p.m.

Peter Luckham, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder