Islands Trust

# Executive Committee

## Minutes of a Regular Meeting

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| **Date:** | **Wednesday, August 21, 2024** |
| **Location:** | **Electronic Meeting** |
| **Members Present:** | Peter Luckham, Chair, Islands Trust Council<br>Tobi Elliott, Vice-Chair, Gabriola Trustee<br>David Maude, Vice-Chair, Mayne Trustee<br>Timothy Peterson, Vice-Chair, Lasqueti Trustee |
| **Trustees Present:** | Sue Ellen Fast, Trustee, Bowen Island<br>Judi Gedye, Trustee, Bowen Island<br>Laura Patrick, Trustee, Salt Spring Island<br>Kate-Louise Stamford, Trustee, Gambier Island |
| **Staff Present:** | Julia Mobbs, Interim Chief Administrative Officer & Director, Administrative Services<br>Stefan Cermak, Director, Planning Services<br>Clare Frater, Director, Trust Area Services (In Victoria Boardroom)<br>David Marlor, Director, Legislative & Information Services<br>Alexandra Trifonidis, Executive Coordinator (In Victoria Boardroom) |
| **Members of the public present:** | No members of the public were present. |

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:16 a.m. acknowledging 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 reordering and additions to the agenda were presented for consideration:

- Item 9.5 Ministry of Transportation and Infrastructure (MOTI) Agreement – Discussion
- Reorder item 8.2.1.1 to 1:00 p.m.
- Reorder item 7.1.2 to before item 7.1.1
- Item 8.2.1.1 add correspondence: 2024-08-12 Union of BC Municipalities - 2024 Provincial Cabinet Minister Meeting - Redirect
- Item 8.2.1.1 add correspondence: 2024-08-19 Union of BC Municipalities - 2024 Minister Kang Regret - Letter

- Item 8.2.1.1 add correspondence: 2024-08-20 Union of BC Municipalities - 2024 Provincial Cabinet Minister Meeting - Regret Minister Dix
- Item 10.2 add correspondence: 2024-08-20 Oceans Protection Plan BC Registration - Invitation to Join the OPP Dialogue Forum's Advisory Panel

**2.2 Approval of Agenda**

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

2.2.1 Agenda Context Notes – No items to present under this section.

**3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**

Chair Luckham reported that at the July 24th in-camera session, Executive Committee reviewed an in-camera agenda for a future Committee of the Whole in-camera session, received a briefing on Thetis Island bylaw enforcement, and adopted minutes of a previous meeting.

**4. ADOPTION OF MINUTES**

**4.1 Draft Minutes of Executive Committee Meeting of July 24, 2024**

**By general consent** the Executive Committee meeting minutes of July 24, 2024, were adopted, as presented.

**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**

No Islands Trust Conservancy Board meeting has been held since Vice-Chair Elliott provided her last report at the July 24th Executive Committee meeting.

The Committee recessed for break at 10:15 a.m. and reconvened at 10:26 a.m.

**6. BYLAWS FOR APPROVAL CONSIDERATION** - No items to present under this section.

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

7.1.1 Proposed Changes to the September Trust Council Agenda Structure – Briefing

Interim Chief Administrative Officer Mobbs spoke to the briefing noting that staff are trialing a new agenda template format.

The Committee discussed the following:

- Placement of the Delegations and Correspondence items on the first day of the Trust Council agenda
- Gleaning feedback from trustees after the meeting on the new agenda template and how the meeting went with a possible one pager to be filled out directly after the meeting, onsite
- Agenda template consistency for the public
- Giving Committee Chairs the option of providing a written or verbal report

  **By general consent** Executive Committee requests that Trust Council Committee Chairs provide either a written or verbal report regarding their respective committees, and that the work program report be included as a consent agenda item.

7.1.2 <u>September Trust Council 3-Day Schedule – DRAFT</u>

Interim Chief Administrative Officer Mobbs spoke to the draft 3-day schedule.

Committee discussion ensued on:

- San Juan County Council coming to Trust Council in December
- consideration of extending the length of Trust Council meetings to fit all topics of discussion and to encourage fulsome conversation
- the possibility of having a guest speaker on the Thursday evening
- having a short and simple onsite lunch on Thursday rather than a to-go bagged lunch
- shortening the meeting end time on Tuesday and Wednesday to no later than 5:30 p.m.
- the possibility of starting Wednesday and Thursday at 8:30 a.m. to accommodate the full agenda
- reconsidering the break time on Tuesday afternoon so as not to break up the trustee roundtable
- consideration of starting the meeting earlier on Tuesday and having lunch between 11:30 a.m. - 12:30 p.m. instead of 12:00 p.m. – 1:00 p.m.
- labelling discretionary time permitting agenda items as such on the agenda in case they need to be deferred to the next meeting
- how to provide trustees with the material for the Object discussion item and in what form (addendum or schedule) as not to overwhelm the agenda package
- the Object discussion item needing more time on the agenda

7.1.3 <u>Delegation, Public Comment Period, Presenter Agenda Allocations - Discussion</u>

Director Marlor stated that in advance of the next meeting the item material will be circulated to Chair Luckham, Vice-Chair Peterson and Vice-Chair Elliott before being included on the Executive Committee meeting agenda of September 11th.

**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** – No items to present under this section.

## 8. EXECUTIVE COMMITTEE PROJECTS

### 8.1 Trust Council Initiated

8.1.1 Executive – No items to present under this section.

8.1.2 Trust Area Services

Trustee Peterson left the meeting at 11:44 a.m. and returned at 11:46 a.m.

8.1.2.1 NAPTEP Tax Shift Evaluation and Advocacy Project Charter - Request For Decision

Director Frater presented the request for decision.

**EC-2024-104**
**It was MOVED and SECONDED,**
that Islands Trust Executive Committee endorse the Natural Area Protection Tax Exemption Program (NAPTEP) Tax Shift Evaluation and Advocacy Project Charter.

**CARRIED**

8.1.3 Planning Services

8.1.3.1 Navigating Housing Development in the Trust Area - Request For Decision

Director Frater presented the request for decision, which has already been seen by the Regional Planning Committee.

**EC-2024-105**
**It was MOVED and SECONDED,**
that the Executive Committee approve the *Navigating Development for Housing* publication.

**CARRIED**

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

### 8.2 Executive Committee Initiated

8.2.1 Executive

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

Director Marlor introduced the request for decision. The Committee discussed when the meeting should be held.

The Committee noted the subjective wording 'adequate' in the request for decision under the Alternative #3 section, which staff will withdraw from the document.

**EC-2024-106**
**It was MOVED and SECONDED,**
that the Code of Conduct Review - Next Steps - Request For Decision, be forwarded to Trust Council, as amended.

**CARRIED**

8.2.2 Trust Area Services – No items to present under this section.
8.2.3 Planning Services – No items to present under this section.
8.2.4 Administrative Services – No items to present under this section.

## 9. NEW BUSINESS

**9.1 Executive/Trust Council** – No items to present under this section.

### 9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

No reports were provided.

**9.3 Planning Services** – No items to present under this section.
**9.4 Administrative Services** – No items to present under this section.

### 9.5 Ministry of Transportation and Infrastructure (MOTI) Agreement – Discussion

The Committee discussed concerns expressed by members of the public regarding width of bike lanes in a MOTI road improvement project currently underway on Ganges hill, Salt Spring Island. Concerned citizens would like to know if Islands Trust has failed to uphold their agreement with MOTI, as certain parts of the project do not meet the specific criteria in the Agreement regarding bike lane dimensions.

Staff clarified that the Agreement is old and not binding and that local trust committees make planning decisions and MOTI is in charge of roads. Staff advised against seeking legal advice at this time.

Director Cermak provided the Committee with historical information on the project noting discussion between the two bodies has been underway for years as this is not a new project.

A future meeting is to be scheduled by the end of the year between Islands Trust staff and MOTI.

## 10. CORRESPONDENCE (for information unless raised for action)

### 10.1 2024-07-20 Trustee Boland - Letter re: Web Page for the Request to the Province Project

The Committee discussed whether staff have the availability to do the requested work.

**By general consent** Executive Committee requests this piece of correspondence be forwarded to Trust Council.

**10.2 2024-08-20 Oceans Protection Plan (OPP) BC Registration – Invitation to Join the OPP Dialogue Forum's Advisory Panel**

**By general consent** Executive Committee requests this piece of correspondence be forwarded to all Trustees by email.

## 11. WORK PROGRAM

### 11.1 Review and amendment of current work program

Received for information.

## 12. NEXT MEETING

The next regular Executive Committee meeting will be held electronically on Wednesday, September 11, 2024, at 9:15 a.m.

## 13. CLOSED MEETING (if applicable)

The Committee did not go into a closed session.

The meeting recessed for lunch at 12:15 p.m. and reconvened at 1:01 p.m. At this time, trustees Fast, Gedye, Patrick and Stamford joined for item 8.2.1.1.

8.2.1.1 Union of BC Municipalities (UBCM) Strategic Session

Chair Luckham opened the session informing all in attendance that each of the minister meeting requests applications put forward were denied.

The Committee and invited trustees discussed the following:

- Ministry staff meetings during UBCM, including opportunities to make appointments with municipal staff within and outside of UBCM
- Materials to bring, specifically reference materials and background information
- Trust Council's request to the province
- Government election timelines
- Bowen Island Municipality and Islands Trust support at UBCM
- Which trustee is going to speak to which topics

Trustees and staff conducted an exercise allocating trustees attending UBCM to certain topics that they will address at UBCM.

**EC-2024-107**
**It was MOVED and SECONDED,**
that the Executive Committee request staff to request meetings with staff for the following Ministries: Ministry of Municipal Affairs; Ministry of Health; Ministry of Housing, and Ministry of Emergency Management and Climate Readiness, and that staff

work with designated Trustees to frame requests and supply supporting materials.

**CARRIED**

Attendees are expected to submit written reports following the convention.

Staff to bring information from today's session and UBCM program details-when made publically available online-to the next Executive Committee meeting.

**14. ADJOURNMENT**

**By general consent** the meeting adjourned at 2:15 p.m.

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**Peter Luckham, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator/Recorder**