Executive Committee

Minutes of a Regular Meeting

Date:	**Wednesday, September 11, 2024**
Location:	**Islands Trust Victoria Office** **#200 - 1627 Fort Street** **Victoria, BC V8R 1H8**
Members Present:	Peter Luckham, Chair, Islands Trust Council 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 & Director, Administrative Services Stefan Cermak, Director, Planning Services (Electronic attendance) Clare Frater, Director, Trust Area Services David Marlor, Director, Legislative & Information Services (Electronic and in-person attendance) Alexandra Trifonidis, Executive Coordinator/Recorder
Members of the public present:	No members of the public were in attendance.

1. CALL TO ORDER

The meeting was called to order at 9:17 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:

- Item 8.2.1.2 add correspondence: 2024-09-10 CONFIRMED S475 FOR Islands Trust MACC Staff Meetings 2024 UBCM
- Item 8.2.1.2 add correspondence: 2024-09-10 CONFIRMED S480 MUNI Islands Trust MACC Staff Meetings 2024 UBCM
- Item 8.2.1.2 add correspondence: 2024-09-10 CONFIRMED S514 MUNI Islands Trust MACC Staff Meetings 2024 UBCM
- Item 8.2.1.2 add correspondence: 2024-09-10 CONFIRMED S482 HOUS Islands Trust MACC Staff Meetings 2024 UBCM
- Item 7.4 add Strategic Plan 2025-2028 - Request For Decision and attachment

2.2 Approval of Agenda

By general consent the agenda was approved, as amended.

2.2.1 Agenda Context Notes - None

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

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Special Meeting Minutes of August 14, 2024

By general consent the Executive Committee special meeting minutes of August 14th were adopted as presented.

4.2 Draft Executive Committee Meeting Minutes of August 21, 2024

By general consent the Executive Committee meeting minutes of August 21st 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

Vice-Chair Elliott announced that the Islands Trust Conservancy Board has a new provincially appointed board member for a one year term, Tanner Timothy.

The Committee recessed for break at 10:04 a.m. and reconvened at 10:15 a.m.

6. BYLAWS FOR APPROVAL CONSIDERATION

No items were presented under this section.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Policy Statement Amendment Project (PSAP) – Draft Revisions to Address Jurisdiction, Clarity, Accuracy and Islets - Request For Decision

Senior Policy Advisor Youmans presented the request for decision noting that the redline version of the draft Policy Statement did not make it onto the agenda as the agenda preparation software “fixed” the markings; this will be remedied after the meeting. The redline version and the clean version will be provided to Trust Council.

Vice-Chair Elliott will act as Chair for the next Committee of the Whole meeting, which is scheduled on the Wednesday of Trust Council.

EC-2024-108
It was MOVED and SECONDED,
that Executive Committee direct staff to forward to Trust Council a new draft version of Policy Statement Bylaw No. 183, with amendments that address matters of jurisdiction, clarity and accuracy, and to incorporate policy on small islands/islets, all as shown in Appendix 1.

CARRIED

EC-2024-109
It was MOVED and SECONDED,
that Executive Committee direct staff to prepare a Request for Decision to Trust Council, for the Chair's approval, recommending approval of the proposed revisions to the draft Policy Statement in Appendix 1.

CARRIED

7.2 Trust Council Meeting and Motions Primer

Director Marlor spoke to the item.

The Committee requested the following additions to the Primer:

1. Detailed information on what a point of order is and/or add a link to a webpage that offers this information.
2. In the Motions section, provide a motion template for Committee of the Whole.

In addition, the Committee requested creation of two new primer documents specifically for electronic meeting attendees and for chairs of all bodies. The Committee will share information with staff to add to the document for chairing.

Clarification was provided on the following:

- Vice-Chair Elliott will assist with keeping speakers to their time limit.
- Vice-Chair Maude will assist with keeping a list of the speaking order.
- Vice-Chair Peterson will assist with managing electronic attendees.
- Director Marlor will assist by taking, and clearly announcing, the outcomes of votes.

7.3 Draft September Trust Council 3-day Schedule

Interim Chief Administrative Officer Mobbs spoke to the item providing the Committee with the changes made to the document from the last meeting.

Discussion ensued on:

- reordering the provincial review item with the strategic plan item;
- highlighting the Committee of the Whole meeting to make it more visible on the Schedule;
- breaking apart the Trust Area Services section to show Trust Area Services Consent and Decision items before lunch, and Committee of the Whole following lunch;

- including agenda item numbers for each section on the Schedule;
- highlighting the agenda package link on the Schedule; and
- clearly writing Committee Chair Verbal Reports on the Schedule.

7.4 Draft September Trust Council Agenda

Interim Chief Administrative Officer Mobbs spoke to the item noting that the supporting material for item 6.2.1 Strategic Plan 2025-2028 – Request For Decision came as late items to this meeting.

Corresponding items and content to be found in the agenda addendum.

The Committee recessed for break at 11:16 a.m. and reconvened at 11:20 a.m.

The Committee reviewed each item in the agenda addendum deciding to forward or amend items to September's Trust Council Quarterly Meeting agenda.

Starting at item 3.1, the Committee reached the following consensus on items listed:

3.1 Consent Agenda Items

3.1.1 Draft May 30, 2024 Trust Council Special Meeting Minutes

3.1.2 Draft June 2024 Trust Council Quarterly Meeting Minutes

3.1.3 Trust Council Follow-Up Action List

3.1.4 Resolution without Meeting Report

3.1.5 Islands Trust Active Priorities Chart

3.1.5.1 Executive Committee Work Program Report

3.1.5.2 Governance Committee Work Program Report

3.1.5.3 Financial Planning Committee Work Program Report

3.1.5.4 Regional Planning Committee Work Program Report

3.1.5.5 Trust Programs Committee Work Program Report

3.1.5.6 Islands Trust Conservancy Report

By general consent the Committee forwarded items 3.1.1 – 3.1.5.6 as presented to Trust Council.

3.2 Discussion / Decision Items

3.2.1 Trustee Roundtable

This item has no material to forward to Trust Council.

4. CORRESPONDENCE

4.1 2024-07-09 S Brands - Section 3 Wording

4.2 2024-07-20 Trustee Boland - Web Page for the Request to the Province Project

By general consent the Committee forwarded items 4.1 and 4.2 as presented to Trust Council.

5. ENGAGEMENT / COLLABORATION

5.1 Delegations

5.1.1 John Roe, Veins of Life Watershed Society - Addressing the Causes and Problems Affecting Freshwater and Marine Shoreline

5.1.2 Elsie Born, Salt Spring Island Poultry Club - Protecting Agricultural Land and Supporting Local Farmers

By general consent the Committee approved both delegation requests and forwarded the corresponding materials to Trust Council as presented.

Staff to inform delegations to be succinct in their presentation, and to allow time for a question and answer period within the allocated 10 minute time slot.

5.2 Public Comments

This item has no material to forward to Trust Council.

6. EXECUTIVE

6.1 Consent Agenda Items

6.1.1 Interim Chief Administrative Officer's Report

6.1.2 Strategic Plan Quarterly Report

By general consent the Committee forwarded items 6.1.1 and 6.1.2 as presented to Trust Council.

6.2 Discussion / Decision Items

6.2.1 Strategic Plan 2025-2028 - Request For Decision

Discussion ensued on the new columns included in the Strategic Plan chart and the information within.

Staff to include the Bylaw Compliance Review Project and Accessibility Committee to the Strategic Plan. An addition of asterisks to projects underway will be applied.

By general consent the Committee forwarded items 6.2.1 to Trust Council, as amended.

The meeting broke for lunch at 11:54 a.m. and reconvened at 12:30 p.m.

6.2.2 Chief Administrative Officer Performance Evaluation Policy - Request For Decision

Director Marlor presented the request for decision.

Staff to amend the Request For Decision recommendation number 3 to state $15,000 for funding costs.

Discussion ensued on costs associated with hiring a consultant and the Public Service Agency's involvement in creating or amending the policy.

By general consent the Committee forwarded items 6.2.2 to Trust Council, as amended.

6.2.3 Interpretation of Islands Trust Act Section 3: Islands Trust Object - Briefing

6.2.3.1 6.2.3 Supporting Materials

Staff to reword the "Not for discussion" wording on the agenda cover to "For information".

By general consent the Committee forwarded items 6.2.3 to Trust Council, as amended.

6.2.4 Provincial Review of Islands Trust - Request For Decision

Interim Chief Administrative Officer Mobbs noted the Chief Administrative Officer comments document is missing from the request for decision; staff to attach the Chief Administrative Officer comments to the Trust Council agenda. In addition, the Committee requested attaching Appendix 2 in its entirety instead of providing a link.

The Committee requested more clarity around aspects of the Chief Administrative Officer comments.

Executive Committee debated whether to add more information to the request for decision before forwarding to Trust Council.

By general consent the Committee forwarded items 6.2.4 to Trust Council, as amended.

7. TRUST AREA SERVICES

7.1 Consent Agenda Items

7.1.1 Director of Trust Area Services Report

7.1.2 Legislative Monitoring Report – Briefing

By general consent the Committee forwarded items 7.1.1 and 7.1.2 as presented to Trust Council.

7.2 Discussion / Decision Items

7.2.1 Policy Statement Amendment Project Charter - Request for Decision

The Committee discussed the other initiatives (mentioned in the request for decision, paragraph two of the Chief Administrative Officer comments) that are being displaced and what actions can be done to remedy this.

EC-2024-110
It was MOVED and SECONDED,
that Executive Committee requests staff add the following recommendation to the Policy Statement Amendment Project (PSAP) – Project Charter and Project Charter Implementation Plan request for decision: approve additional spending of up to $40,000 in the 2024/25 budget to support the work of Trust Area Services and advancement of the Policy Statement project.

CARRIED

By general consent the Committee forwarded items 7.2.1 to Trust Council, as amended.

7.2.2 Policy Statement Amendment Project (PSAP) - Draft Revisions to Address Jurisdiction, Clarity, Accuracy and Islets

Supporting material coming after September 11 Executive Committee meeting.

8. PLANNING SERVICES

8.1 Consent Agenda Items

8.1.1 Director of Planning Services Report

8.1.2 Bylaw Enforcement Statistical Reports - Briefing

By general consent the Committee forwarded items 8.1.1 and 8.1.2 as presented to Trust Council.

8.2 Discussion / Decision Items

8.2.1 Bylaw Compliance and Enforcement Policy Review Updates - Request for Decision

The Committee questioned why the suggested amendments from the Regional Planning Committee are not reflected in the supporting material. Discussion ensued.

EC-2024-111
It was MOVED and SECONDED,
that Executive Committee request staff to amend the request for decision to add after policy 5.5.1 "…, and Regional Planning Committees direction to create a plain language version of the draft Bylaw Compliance and Enforcement Best Practices manual."

CARRIED

By general consent the Committee forwarded item 8.2.1 to Trust Council, as amended.

8.2.2 Planning Staff Time Tracking - Development Application Processing and Cost Recovery – Briefing

Director Cermak noted that this is a draft document and that the Interim Chief Administrative Officer and Director are making edits to advance it to Trust Council.

The amendments to the briefing will be made to the revenue figure and the analysis section.

By general consent the Committee forwarded items 8.2.2 to Trust Council, as amended.

8.2.3 Referrals to First Nations - Interim Briefing

The Committee expressed caution in forwarding the interim briefing to Trust Council for the lack of new information within the report, specifically a work plan and longer 90 day referral window, and engagement with First Nations.

Discussion ensued on the following:

- Work plan target dates and goals
- Staff workload to move this forward

EC-2024-112
It was MOVED and SECONDED,
that Executive Committee request staff to turn the Referrals to First Nations - Interim Briefing into a request for decision that recommends Trust Council prioritize Next Actions numbers 1 and 8 and report back to Trust Council in December.

CARRIED

By general consent the Committee forwarded items 8.2.3 to Trust Council, as amended.

9. LEGISLATIVE & INFORMATION SERVICES

9.1 Consent Agenda Items

9.1.1 Director of Legislative & Information Services Report

By general consent the Committee forwarded items 9.1.1 as presented to Trust Council.

9.2 Discussion / Decision Items

9.2.1 Trust Council Meeting Procedure Bylaw - Scheduling Amendment - Request For Decision

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

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

Staff asked for feedback from the Committee on the request for decision.

By general consent the Committee forwarded items 9.2.3 as presented to Trust Council.

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

By general consent the Committee forwarded items 9.2.1, 9.2.2 and 9.2.4 as presented to Trust Council.

10. CLOSED MEETING

The material associated with this item will be forwarded from the in-camera session of the meeting.

11. RISE AND REPORT

This item has no material to forward to Trust Council.

12. ADMINISTRATIVE SERVICES / FINANCE

12.1 Consent Agenda Items

12.1.1 Director of Administrative Services Report

12.1.2 June 30, 2024 Financial Report - Request For Decision

12.1.3 2023/24 Statement of Financial Information (SOFI) - Request For Decision

By general consent the Committee forwarded items 12.1.1, 12.1.2 and 12.1.3 as presented to Trust Council.

12.2 Discussion / Decision Items

12.2.1 Draft 2025/26 Budget Assumptions, Principles, and Guidelines - Request For Decision

12.2.2 Amendments to Policy 6.3.2 Special Property Tax Requisition - Request For Decision

By general consent the Committee forwarded items 12.2.1 and 12.2.2 as presented to Trust Council.

13. NEW BUSINESS

13.1 Dark Sky Principles Adoption Advocacy - Request For Decision

By general consent the Committee forwarded items 13.1 as presented to Trust Council.

13.2 Update on Work to Date on Action 26 (Advocate to Province for changes at the Provincial and regional level to support tiny homes on wheels) of the Islands Trust Housing Strategic Action Plan - Request for Decision

The Committee requested the Chief Administrative Officer comments be added to the request for decision before forwarding to Trust Council.

By general consent the Committee forwarded items 13.2 to Trust Council, as amended.

14. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE

This item has no material to forward to Trust Council.

15. TRUSTEE UPDATES - Community Committee Participation

15.1 Atl'ka7tsem/Howe Sound Biosphere Region – None provided
15.2 Baynes Sound/Lambert Channel Ecosystem Forum – None provided
15.3 BC Ferries Advisory Committees – None provided
15.4 First Nations Relations – None provided
15.5 Freighter Anchorages/Oceans Protection Plan (OPP) – None provided
15.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC)
15.7 Southern Gulf Islands Forum – None provided

By general consent the Committee forwarded items 15.6 as presented to Trust Council.

16. NEXT MEETING

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person in Victoria December 3 - 5, 2024.

16.1 Proposed December Trust Council 3-day Program

By general consent the Committee forwarded items 16.1 as presented to Trust Council.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

No items were presented under this section.

8.2 Executive Committee Initiated

8.2.1 Executive

No items were presented under this section.

8.2.1.1 Executive Committee 2025-26 Budget Requests - Request For Decision

Interim Chief Administrative Officer Mobbs presented the request for decision.

The Committee discussed the details in the chart within the request for decision.

EC-2024-113
It was MOVED and SECONDED,
that Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget:

1. $135,000 for Trust Council Meetings
2. $6,000 for Trust Council Training and Conferences
3. $4,000 for Trust Council Travel For Training
4. $6,200 for Executive Committee Meeting Expense
5. $2,500 for Executive Committee Training and Conferences
6. $2,000 for Executive Committee Travel for Training
7. $27,800 for UBCM/AVICC Conventions
8. $6,000 for History and Heritage Conservation Grants in Aid
9. $25,000 for Planning Application Sponsorship
10. $1,000 for NAPTEP Application Sponsorship
11. $50,000 for Public Communications
12. $50,000 for Reconciliation Action Plan Implementation

CARRIED

The meeting recessed for break at 2:54 p.m. and reconvened at 3:05 p.m.

8.2.1.2 Union of BC Municipalities Convention (UBCM)

Director Frater presented the item.

Discussion ensued on the Union of BC Municipalities / Islands Trust meeting timetable.

Director Frater noted key messaging was not brought to this meeting.

The Committee requested:

- reordering of items for the Tuesday afternoon meeting;
- key messaging be circulated to Executive Committee before UBCM;
- Chair Luckham be the spokesperson for the request to the province item;
- Executive Committee provide materials to Director Frater by Sunday to include in circulation; and
- to contact the Executive Administrative Assistant for travel logistics.

8.2.2 Trust Area Services

No items were presented under this section.

8.2.3 Planning Services

No items were presented under this section.

8.2.4 Administrative Services

No items were presented under this section.

9. NEW BUSINESS

9.1 Executive/Trust Council

No items were presented under this section.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Nothing to report.

9.2.2 Navigating Development for Housing Communications Product V2 - Request For Decision

Director Frater presented the request for decision. Trust Programs Committee has seen the document and made some edits.

EC-2024-114
It was MOVED and SECONDED,
that the Executive Committee approve the *Navigating Development for Housing* publication V2.

CARRIED

9.2.3 Community Engagement Framework for Land Use Planning Publication - Request For Decision

Director Frater presented the request for decision.

EC-2024-115
It was MOVED and SECONDED,
that the Executive Committee approve the *Community Engagement Framework for Land Use Planning* publication.

CARRIED

9.2.4 XWE'ETAY/Lasqueti Archaeology Project Presentation for Trustees - Request For Decision

Director Frater presented the request for decision.

EC-2024-116
It was MOVED and SECONDED,
that Executive Committee request staff to organize an information session for trustees and interested staff about the Xwe' et tay /Lasqueti Archeology Project.

CARRIED

9.3 Planning Services

No items were presented under this section.

9.4 Administrative Services

No items were presented under this section.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-08-15 Fisheries and Oceans - Shellfish Aquaculture License

Received for information. Chair Luckham to reach out to Trustee Lironi for more information.

10.2 2024-09-05 Saanich Inlet Protection Society - Saanich Inlet Roundtable

Received for information.

By general consent Executive Committee request staff forward the Saanich Inlet Protection Society - Saanich Inlet Roundtable correspondence to the Southern Gulf Island Trustees requesting a response for attendance by September 17th.

10.3 2024-09-06 Provincial Ministries, Agencies, Commissions, and Corporations (MACC) - Cancelled UBCM Staff Meeting Ministry of Health

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Interim Chief Administrative Officer Mobbs suggested removal of item 3. Request for Provincial Review.

By general consent the Committee requested removal of item 3. Request for Provincial Review from the Executive Committee Active Projects Report.

By general consent the Committee requested removal of item 4. Request to Minister for Review of Islands Trust and to clean up item 5. Summary of requests by Trust Council to approach the Province to provide ongoing funding to the Islands Trust of the Future Projects Report.

The Committee addressed item 13 before item 12.

13. NEXT MEETING

The next regularly scheduled Executive Committee meeting will be held in-person on September 24, 2024 at 10:00 a.m. at the Vancouver Island Conference Centre in Nanaimo, BC.

12. CLOSED MEETING

EC-2024-117
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 staff attend the meeting.

CARRIED

The meeting was closed to the public at 3:47 p.m. and reopened at 3:58 p.m.

14. ADJOURNMENT

Chair Luckham will rise and report at the next Executive Committee meeting on September 24, 2024.

By general consent the meeting adjourned at 3:59 p.m.

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Peter Luckham, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder