



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, October 9, 2024
Location: Electronic Zoom Meeting

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
Clare Frater, Director, Trust Area Services
Robert Kojima, Acting Director, Local Planning Services & Regional Planning Manager
David Marlor, Director, Legislative & Information Services
Lori Foster, Executive Administrative Assistant/Recorder

Members of the public present: 1 attended electronically

1. CALL TO ORDER

The meeting was called to order at 9:18 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

An addendum was emailed to members and posted to the website on October 8, 2024, with the following late item attachments:

- 7.2.1.1 September Trust Council Business Decision Highlights
- 8.1.1.1.1 Communications Plan re Trust Council Request for Provincial Review Islands Trust's Mandate, Governance and Structure – Briefing
- 10.1 2024-10-07 Ocean Protection Plan (OPP) Pacific Dialogue Forum: Virtual Initiative Spotlights - Register for the 2024 OPP Pacific Dialogue Forum Virtual Initiative Spotlights

2.2 Approval of Agenda

By general consent the agenda and addendum were approved as presented.

By general consent the agenda will be reordered according to need.

By general consent item 7. Trust Council Meeting Preparation was addressed next.

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 Meeting Minutes of September 11, 2024

By general consent the Executive Committee minutes of September 11, 2024, were adopted as presented.

4.2 Draft Executive Committee Meeting Minutes of September 24, 2024

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

ICAO left the meeting at 10:45 am

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 meetings.

5.3 Islands Trust Conservancy Liaison Update

Two NAPTEP covenants will be forwarded to Trust Council for approval.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

At 9:21 a.m., item 7 was addressed.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Roundtable Review of September 24 - 26 Trust Council Meeting

In general, Executive Committee and staff discussed matters arising from September's Trust Council meeting and potential solutions for addressing concerns:

- occurrences of inappropriate conduct and language that disrespected the chair and staff has been going on for a long time
- civility needs to return to Trust Council, around the table collectively need to do better

- trustee obligation to execute duties of office, by oath and Policy 2.1.2 Standards of Conduct
- better management of meeting procedures and rules regarding debate, speaking to a motion, rebutting and commenting on other members positions
- consideration that Committee of the Whole minutes include fulsome details of discussions and deliberations
- effective use of Committee of the Whole meetings for open discussion, Trust Council meetings for debate on a motion using rules governing debate
- conduct a mid-term check-up at December Trust Council with members regarding conducting business, knowledge and understanding of legislation, meeting etiquette and behavior
- review and update of Policy 2.1.2 to consider changes outlined in “Discussion Paper - Responsible Conduct Framework for Local Government Elected Officials” dated September 2024, a joint initiative of Union of BC Municipalities and Local Government Management Association
- advocate the preserve and protect mandate, carry out the object of the trust
- concerns or issues associated with staff work or behaviour is directed to the Chief Administrative Officer of the Chair
- items from September Trust Council’s meeting deferred to December will impact agenda timing
- Chair to discuss update and review of Meeting Procedures Bylaw 101 with Director of Legislative Services
- promote handwashing hygiene, provide sanitization products, wipes and masks at December’s meeting, there were a number of members and staff who reported flu and COVID symptoms following September’s meeting

7.2 Executive

7.2.1 September Trust Council Business Decision Highlights

7.2.1.1 Executive Committee reviewed the draft document, circulated as a late item in the addendum package.

By general consent amend the item titled “Islands Trust Housing Action Plan – Tiny Homes on Wheels” as follows:

- replace the word “approved” with “directed that”
- after the phrase “Housing Action Plan” add the phrase “through its 2025-2028 Strategic Plan,”
- after the word “Province” add the phrase “and other agencies

By general consent Executive Committee approved the “September Trust Council Business Highlights” document, as amended, for circulation to subscribers and website posting.

7.2.2 Trust Council Follow Up Action List

Received for information.

- 7.3 **Planning Services** - None
- 7.4 **Administrative Services** - None
- 7.5 **Trust Area Services** - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Communications Plan re Trust Council Request for Provincial Review Islands Trust's Mandate, Governance and Structure - Briefing

8.1.1.1.1 Executive Committee reviewed the briefing, circulated as a late item in the addendum package.

Director Frater spoke to six deliverables presented in the plan:

1. News Release
2. Trustee Speaking Notes
3. Social Media Post
4. What’s Happening Post
5. Fact Check
6. Dedicated Webpage

Discussion ensued.

EC-2024-121

It was MOVED and SECONDED,

That Executive Committee direct staff to develop a dedicated Governance Reviews web page and a news release about Trust Council’s request for the Provincial review.

DEFEATED

EC-2024-122

It was MOVED and SECONDED,

That Executive Committee direct 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.

CARRIED

- 8.1.2 Trust Area Services - None
- 8.1.3 Planning Services - None
- 8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Local Government Management Association of BC - Union of BC Municipalities Discussion Paper "Potential for Change: Responsible Conduct Framework for Local Government Elected Officials: Discussion

Vice-Chair Peterson spoke in support of modernizing and updating Trust Council Policy 2.1.2 Standards of Conduct citing the framework and potential models presented in the discussion paper.

Request for comment from individual elected officials or boards and councils and chief administrative officers to the following three questions (page 24 of discussion paper) is requested by November 1, 2024.

- Should the province be requested to develop legislation mandating codes of conduct modelled on established best practices for all local governments in BC?
- Are legislated changes needed to support code of conduct administration and enforcement?
- And, if so, what factors do you think are most important to the success of a new approach to code administration and enforcement?

Interim Chief Administrative Officer Mobbs stated she will provide comments.

EC-2024-123

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

That Executive Committee request that item 8.2.1.1 "Local Government Management Association of BC - Union of BC Municipalities (UBCM) Discussion Paper "Potential for Change: Responsible Conduct Framework for Local Government Elected Officials" September 2024 and recent work from UBCM be circulated to trustees for comment.

CARRIED

8.2.1.2 Executive Committee 2025/26 Business Cases - Discussion

ICAO Mobbs spoke to budget requests advanced to EC and operating and programming items. Will be advancing to the next meeting of October 30 and to the next FPC agenda.

- 8.2.2 Trust Area Services - None
- 8.2.3 Planning Services - None
- 8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Trustee Peterson attended Doug White III discussion on Gabriola and spoke with him regarding Islands Trust Act with DRIPA and has had conversations in a general way regarding this. He has expressed a willingness to discuss these topics and might be useful to Trust Council with their work.

9.3 Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE

10.1 2024-10-07 Ocean Protection Plan (OPP) Pacific Dialogue Forum: Virtual Initiative Spotlights - Register for the 2024 OPP Pacific Dialogue Forum Virtual Initiative Spotlights

EC-2024-124

It was MOVED and SECONDED,

That Executive Committee request staff to forward correspondence item 10.1 Ocean Protection Plan (OPP) Pacific Dialogue Forum to all trustees and any subsequent opportunities regarding the Ocean Protection Plan be proactively forwarded.

CARRIED

It was noted that future correspondence regarding the Ocean Protection Plan dialogue forum does not need to be added to Executive Committee agendas.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next Executive Committee meeting will be held October 30, 2024, at 9:15 a.m.

By general consent, the meeting will be held in-person with optional electronic attendance.

13. CLOSED MEETING

EC-2024-125

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 law 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 and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:35 a.m., and was reopened to the public at 11:08 a.m.

The meeting recessed for lunch at 11:50 a.m., and reconvened at 1:00 joint EC/ITC session

14. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

Islands Trust Conservancy Board members present: Chair, Risa Smith; Member Charles Kahn; Member Tanner Timothy; Trustee Susan Yates; Trustee Lisa Gauvreau, Trustee Tobi Elliott

Islands Trust Conservancy Manager Carolyn Stewart

14.1 First Nations Engagement – Discussion

Discussion regarding First Nations engagement and coordination ensued.

Summary notes of the discussion will be created and circulated to the Executive Committee and the Islands Trust Conservancy Board.

15. ADJOURNMENT

By general consent the meeting adjourned at 2:08 PM.

Peter Luckham, Chair

CERTIFIED CORRECT:

Lori Foster, Executive Administrative Assistant and Recorder