



# Executive Committee

## Minutes of a Regular Meeting

**Date:** Wednesday, October 30, 2024  
**Location:** Hybrid Meeting

**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 Administrator Officer & Director, Administrative Services  
Stefan Cermak, Director, Planning Services  
Clare Frater, Director, Trust Area Services  
Morgana van Niekerk, Communications Specialist  
Jason Youmans, Senior Policy Advisor  
Alexandra Trifonidis, Executive Coordinator

**Members of the public present:** Three members of the public attended electronically.

### 1. CALL TO ORDER

The meeting was called to order at 9:23 am. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

Bowen Island Municipality staff were requested by the Committee to join the meeting to provide clarification on the Bowen Island Municipality Land Use Bylaw Amendment No. 666 and Official Community Plan Bylaw Amendment Bylaw No. 667 - Request for Decision and facts within, if the need arose.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

The following reordering of items to the agenda were presented for consideration:

- Reorder item 6.1 to come before item 3 to accommodate invited staff speaking to the item.

#### 2.2 Approval of Agenda

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

2.2.1 Agenda Context Notes – None

#### 4. ADOPTION OF MINUTES

##### 4.1 Draft Executive Committee Meeting Minutes of October 9, 2024

**By general consent** the Executive Committee meeting minutes of October 9, 2024 were adopted as presented.

Following the reordering of the agenda, item 6.1 was addressed.

##### 6.1 Bowen Island Municipality –Land Use Bylaw Amendment No. 666 and Official Community Plan Bylaw Amendment Bylaw No. 667 - Request for Decision

Senior Policy Advisor Youmans presented the request for decision noting two areas of concern: water quality and license and increase in total floor area size. Staff advised that a non-domestic groundwater license from the Province is required for school use.

Bowen Island Municipality staff confirmed the applicant is working with Vancouver Coastal Health regarding the water license, which Bowen Island staff will ensure is completed. Staff also confirmed that a cap on the floor area size can be included in the Bylaw, if recommended.

Questions were asked on the quality and quantity of freshwater and why limiting the total floor area is an issue.

Discussion ensued on:

- Procedure for possible expansion in the future
- Transit requirements and needs
- Benefits to the community
- Whether the bylaws are or are not consistent with the Islands Trust Policy Statement
- Islands Trust/Bowen Island Municipality bylaw referral processes

Schedules A (OCP Bylaw Referral and Approval Process) and B (Non-OCP Bylaw Referral and Approval Process) of the Islands Trust/Bowen Island Municipality Protocol Agreement were reviewed.

##### **EC-2024-126**

**It was MOVED and SECONDED,**

that Executive Committee advise Bowen Island Municipality that Bylaw No. 666 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 666, 2024” is not contrary to, or at variance with, the Islands Trust Policy Statement.

**CARRIED**

##### **EC-2024-127**

**It was MOVED and SECONDED,**

that Executive Committee advise Bowen Island Municipality that Bylaw No. 667, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282,

2010, Amendment Bylaw No. 667, 2024” is not contrary to, or at variance with, the Islands Trust Policy Statement.

**CARRIED**

Following item 6.1, item 3 was addressed.

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

Chair Luckham reported from the October 9<sup>th</sup> Executive Committee closed meeting that funding was allocated for clean-up at 88 Pilkey Road on Thetis Island and that minutes from the Executive Committee closed meeting of August 14, 2024 and Executive Committee closed meeting of September 11, 2024 were adopted.

**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 recent and future meetings.

**5.3 Islands Trust Conservancy Liaison Update**

The Islands Trust Conservancy, along with other partners, sponsored the recent Salish Sea Regional Conservation Forum on Galiano Island which Vice-Chair Elliott attended and spoke highly about specifically noting the work of Dr. Tara Martin on shifting baselines for ecology.

The Committee acknowledged the collaboration between Metro Vancouver and Bowen Island Conservancy in the recent acquisition of land in Cape Roger Curtis on Bowen Island.

**5.3.1 Islands Trust Conservancy - Highlights of October 1st Board Meeting**

Received for information.

The Committee recessed for break at 10:54 a.m. and reconvened at 11:11 a.m.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

**6.2 Thetis Island Local Trust Committee – Bylaw No. 115 - Request for Decision**

Thetis Island Local Trust Committee Chair Elliott presented the bylaw noting that Lyackson First Nation is in favour of this bylaw.

**EC-2024-128**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No.115, cited as “Valdes Island Rural Land Use Bylaw, 1998,

Amendment No. 1, 2024", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

The Committee discussed the possibility of other land use bylaws within the Trust Area not allowing for this type of utility and the barriers that arise from such; timing of the local trust committee receiving these application; and, applicant deadlines.

## **7. TRUST COUNCIL MEETING PREPARATION**

### **7.1 Executive**

#### **7.1.1 Draft December Trust Council 3-day Schedule**

Interim Chief Administrative Officer gave an overview of the 3-day schedule noting that the new Chief Administrative Officer will be in attendance at December's Trust Council meeting.

Discussion ensued on the following:

- Allowing time in the schedule for a session on code of conduct and meeting standards following trustee conduct at September's Trust Council meeting
- Return of the Dark Sky Principles Adoption Advocacy request for decision to December's agenda
- Holding a workshop on code of conduct for trustees in a separate session outside of Council, possibly in Spring of 2025

**By general consent** Executive Committee request staff carve out 30 minutes at the beginning of the schedule for a "Conduct Supporting Better Decision Making" session.

**By general consent** Executive Committee request staff move the dinner start time to 6:00 p.m. for both evenings.

**By general consent** Executive Committee request staff carve out 30 minutes at the beginning of the schedule for the new Chief Administrative Officer to provide an introduction.

#### **7.1.2 San Juan Liaison Meeting Session Outline - Discussion & Briefing**

Staff have been in communication with San Juan County Council Member Fuller on topics of discussion for December's liaison meeting.

The Committee brought forward correspondence item 10.3 titled "Increased Tanker Traffic in Trust and San Juan Area" adding it to the list of topics to be considered for discussion.

The Committee recessed for break at 12:10 p.m. and reconvened at 12:42 p.m. to go into a closed session as per the Interim Chief Administrative Officers suggestion.

## **13. CLOSED MEETING**

**EC-2024-129**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 12:45 p.m. and reopened at 1:44 p.m.

The Committee came out of the closed session to include an item not previously reflected in the resolution to go into a closed meeting so it could be discussed.

**EC-2024-130**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(j) of the Community Charter in order to consider matters related to information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*, including communications necessary for that purpose; and that staff attend the meeting.

**CARRIED**

The meeting was closed to the public at 1:47 p.m. and reopened at 1:52 p.m.

Chair Luckham reported the Committee approved and increase to the Salt Spring Island renovation budget.

7.1.3 Draft 2025/26 Executive Committee and Trust Council Meeting Schedule - Request for Decision

The Committee discussed conducting meetings more often than presented in the draft schedule, and in-person, to evenly distribute the current fulsome agendas and provide members with more time to cover the material within.

**EC-2024-131**

**It was MOVED and SECONDED,**

that Executive Committee adopt the meeting dates and formats as set out in the proposed 2025/26 meeting schedule; and, that staff prepare a Request for Decision for Trust Council to approve their 2025/26 meeting schedule.

**CARRIED**

**EC-2024-132**

**It was MOVED and SECONDED,**

that Executive Committee request staff provide options for more frequent Executive Committee meetings and the associated workload and budget impacts.

7.1.4 Continuous Learning Plan - Next Steps

Staff presented the Trust Council Continuous Learning Plan seeking suggestions from the Committee on future session ideas.

The following ideas were provided:

- Green Shores and Hard Shores programs
- Bylaw enforcement and heritage protection
- K'omoks First Nation Cultural Heritage Policy
- Shoreline protection
- Advocacy
- Intergovernmental relations

The Committee noted historically it was practice to solicit Trust Council for topic ideas.

**EC-2024-133**

**It was MOVED and SECONDED,**

that Executive Committee requests the Continuous Learning Plan be brought back to a future Executive Committee meeting including remarks from Vice-Chair Elliott and the list of topics from the previous Council.

**7.2 Trust Area Services**

7.2.1 Emergency Communications - Oil Spill – Briefing

Trust Area Services Director presented the briefing.

**By general consent** Executive Committee request staff forward the Emergency Communications - Oil Spill briefing to Trust Council to be included in the December meeting package.

**7.3 Planning Services - None**

**7.4 Administrative Services - None**

**7.5 Legislative and Information Services - None**

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated**

8.1.1 Executive

8.1.1.1 Executive Committee 2025/26 Budget Requests - Request for Decision

Administrative Services Director presented the request for decision noting a correction to the number for the Executive Committee members on local trust committees item, which should read \$32,000.

The Committee discussed the Policy Statement Amendment project and possible realignment to the timeline.

Staff explained the Islands Trust budget process.

**EC-2024-134**

**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. \$36,000 for costs of Executive Committee members on local trust committees
2. \$128,050 for an Auxiliary (temporary) Senior Policy Advisor staff position in Trust Area Services
3. \$20,000 for Trust Council's Strategic Plan 'Policy Statement Amendment Project'
4. \$2,000 for the Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring Island and Gabriola Island offices

Discussion ensued on the direction of the Policy Statement Amendment Project.

**CARRIED**

**EC-2024-135**

**It was MOVED and SECONDED,**

that Executive Committee recommend to Trust Council that it make the temporary Meeting Administrator staff position a regular, permanent position at Islands Trust.

**CARRIED**

8.1.2 Trust Area Services

8.1.2.1 Draft Committee of the Whole November 6 Meeting Agenda

The draft October 3 Committee of the Whole meeting minutes were added to the agenda as a late item.

Trustee Bernardo, who will be Chairing the next Committee of the Whole Meeting, was unable to attend this meeting to discuss the item; however, staff confirmed they have been in communication with him on content and direction of the draft agenda for the next Committee of the Whole meeting.

**EC-2024-136**

**It was MOVED and SECONDED,**

that Executive Committee request staff add a discussion on minute taking standards for Committee of the Whole minutes to a future Trust Council agenda.

**CARRIED**

**By general consent** Executive Committee advanced the agenda to Committee of the Whole, as amended.

- 8.1.3 Planning Services - None
- 8.1.4 Administrative Services - None
- 8.1.5 Legislative and Information Services - None

**8.2 Executive Committee Initiated**

- 8.2.1 Executive – None
- 8.2.2 Trust Area Services - None
- 8.2.3 Planning Services - None
- 8.2.4 Administrative Services – None
- 8.2.5 Legislative and Information Services

8.2.5.1 Options for Sharing Geographic Information Systems (GIS) between Planning and Conservancy - Briefing

Received for information.

**9. NEW BUSINESS**

**9.1 Executive/Trust Council - None**

**9.2 Trust Area Services**

9.2.2 Islands Trust Newsletter - Request for Decision

Islands Trust Communications Specialist introduced the request for decision.

**EC-2024-137**

**It was MOVED and SECONDED,**

that the Executive Committee approve the creation, distribution and format of a quarterly Islands Trust e-newsletter.

**CARRIED**

9.2.1 LTC Chairs Report on Local Advocacy Topics

No local trust committee chair reports were provided.

At this time, the following motions were presented by trustees for the Committee’s consideration:

**EC-2024-138**

**It was MOVED and SECONDED,**

that staff be requested to amend the project charter for the Policy Statement Amendment Project to reflect the proposed adjusted budget of \$20,000 in the fiscal year 2025/26.

**CARRIED**

**EC-2024-139**

**It was MOVED and SECONDED,**

that staff be requested to remove the September 2024 Trust Council recording from the Islands Trust website to respect safe workspace concerns.

**CARRIED**

**EC-2024-140**

**It was MOVED and SECONDED,**

that Executive Committee requests staff continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.

**CARRIED**

**9.3 Planning Services - None**

**9.4 Administrative Services - None**

**9.5 Legislative and Information Services - None**

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

**10.1 2024-10-09 Transport Canada - Discussion paper on potential regulations to increase access to marine emergency services and to improve response to pollution incidents**

**By general consent** Executive Committee received item 10.1 for information.

**10.2 2024-10-21 Association of Vancouver Island and Coastal Communities (AVICC) - 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information**

Vice-Chair Peterson gave notice of his intention to bring forward two proposals on the following items:

1. Union of BC Municipality and Local Government Municipality Association Code of Conduct Discussion Paper
2. Mental health supports for local elected leaders

Vice-Chair Elliot gave notice of her intention to bring forward one session proposal on the following topic:

1. Tiny homes panel

**By general consent** Executive Committee requests staff forward 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information to trustees by email.

**10.3 2024-10-24 Trustee Yates - Increased Tanker Traffic in Trust and San Juan Area**

**By general consent** Executive Committee received item 10.3 for information.

**10.4 2024-10-25 S Brands - Ambiguous and Inaccurate Executive Wording**

**By general consent** Executive Committee requests staff work with the Chair to respond to Mr. Brands.

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program**

Received for information.

**12. NEXT MEETING**

The next regularly scheduled Executive Committee meeting will take place in-person at the Islands Trust office in Victoria on Wednesday, November 20 at 9:15 a.m.

**14. ADJOURNMENT**

**By general consent** the meeting adjourned at 3:21 p.m.

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**Peter Luckham, Chair**

**CERTIFIED CORRECT:**

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**Alexandra Trifonidis, Executive Coordinator and Recorder**