Islands Trust

Executive Committee

Minutes of a Regular Meeting

Date: **Wednesday, December 18, 2024**
Location: **Electronic 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: Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative Services
Julia Mobbs, Director, Administrative Services
Jason Youmans, Senior Policy Advisor
Alexandra Trifonidis, Executive Coordinator

Members of the public present: No members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:16 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

The Chair requested a separate section on the agenda for Committee of the Whole meeting preparation, matching the format of the Trust Council Meeting Preparation section.

3.1 Introduction of New Items

The following addition to the agenda were presented for consideration:

- 10.6 Electronic Meeting Participation for Trustees in Local Trust Committees

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of December 3, 2024

By general consent the Executive Committee meeting minutes of December 3, 2024 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and Directors provided their area reports.

By general consent Executive Committee requested consolidation of items 5, 10, 11, and 12 of the Director, Trust Area Services Follow Up Action List.

6.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

6.3 Islands Trust Conservancy Liaison Update

Nothing to report.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 671 and Land Use Bylaw Amendment 672 - Request for Decision

The Senior Policy Advisor presented the request for decision.

Discussion ensued on administration of conservation covenants and costs associated with management of conservation covenants. Clarification was provided that the Islands Trust Conservancy Board has not yet seen these Bylaws.

EC-2024-156
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024" is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.

CARRIED

EC-2024-157
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024" is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.

CARRIED

7.2 Gambier Island Local Trust Committee - Bylaw Nos. 153 and 154 - Request for Decision

The Chair presented the request for decision noting it has been a seven-year conversation with significant participation from the Keats Island community.

EC-2024-158
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 153, cited as "Keats Island Official Community Plan, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

The Committee discussed the waterfront zone setback area being 7.5 meters.

The Committee pointed out on page 69 in paragraph 3, the words "First Nations" be included after "municipalities".

CARRIED

EC-2024-159
It was MOVED and SECONDED,
that Executive Committee request staff advise Gambier Local Trust Committee that the Object of the Islands Trust should be updated in the Justification section of the bylaw No. 153 to reflect the current wording.

CARRIED

EC-2024-160
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 154, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The Committee recessed for break at 10:30 a.m. and reconvened at 10:40 a.m.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of December 3 - 5 Trust Council Meeting – Discussion

The Committee and staff conducted a roundtable review of the December Trust Council meeting.

8.2 Executive

8.2.1 <u>December Trust Council Business Decision Highlights</u>

The Committee reviewed the decisions highlights document requesting the following amendments:

1. Add the words "concerning marine safety" in the San Juan County Joint Session paragraph.
2. Add the words "opportunities for" in the Tiny Homes section.

3. Add a “t” on to the end of Vice-Chair Elliott’s name in the last paragraph.

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

8.2.2 Trust Council Follow Up Action List

The Committee reviewed the Trust Council Follow Up Action List.

By general consent the Trust Council Follow Up Action List was received for information, as presented.

8.3 Planning Services - None
8.4 Administrative Services - None
8.5 Trust Area Services - None
8.6 Legislative and Information Services - None

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive

9.1.1.1 Continuous Learning Plan – Briefing

Director, Administrative Services spoke to the item and walked the Committee through the Potential Future Learning Topics lists.

The Committee discussed how to move forward and next steps, with one idea being to poll trustees.

It was noted that the first priorities are on the Follow Up Action List.

Two new ideas were presented for consideration:

1. Cityview training
2. Learning resources and materials available for trustees

EC-2024-161
It was MOVED and SECONDED,
that Executive Committee request staff to review the Continuous Learning Plan and bring back recommendations for prioritizing, and a trustee survey.

CARRIED

9.1.2 Trust Area Services

9.1.2.1 Association of Vancouver Island and Coastal Communities/Union of BC Municipalities Resolution Selection (Annual Item) - Request for Decision

Director, Trust Area Services presented the item noting timing and capacity are a challenge with the holidays approaching and meeting scheduling.

Staff shared that no items to two items could be moved forward from a local government.

Vice-Chair Peterson spoke to the two resolution topic suggestions he brought forward, requesting the mental health topic to move forward if one is to be chosen.

The Committee reviewed and discussed the three resolution topic suggestions.

Discussion ensued around work and deliverables.

EC-2024-162
It was MOVED and SECONDED,
that the Executive Committee direct staff to draft a resolution and backgrounder on mental health supports for locally elected leaders for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.

CARRIED

The Committee recessed for break from 12:01 p.m. and reconvened at 12:39 p.m.

9.1.2.2 Draft Committee of the Whole January 8, 2025 Meeting Agenda

Staff noted the agenda content is a continuation of the December 12, 2024 Committee of the Whole meeting agenda, as the quick turnaround between meetings did not leave enough time to produce a new agenda and because the Committee did not have enough time to address all of the items on the previous agenda.

The Committee reviewed the draft Committee of the Whole agenda of January 8, 2025 and discussed meeting logistics.

A suggestion was made to add a motion template for wording policy amendment changes to guide the Committee when making motions.

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

9.1.3 Planning Services - None
9.1.4 Administrative Services - None
9.1.5 Legislative and Information Services - None

9.2 Executive Committee Initiated - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.2 Trust Area Services

10.2.1 <u>LTC Chairs Report on Local Advocacy Topics</u>

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

- The Lasqueti Local Trust Committee passed a motion requesting the Chair to send a letter to Fisheries and Oceans Canada regarding an ageing dock that needs to be upgraded on Lasqueti Island.

10.3 Planning Services - None
10.4 Administrative Services - None
10.5 Legislative and Information Services - None

10.6 Electronic Meeting Participation for Trustees in Local Trust Committees – Discussion

Concern was raised around an emerging issue at local trust committee meetings regarding trustees' electronic participation.

The Committee discussed how to address this situation.

Staff shared information on legalities, referencing the Islands Trust Meeting Procedure Bylaw No. 101.

Discussion ensued on the following:

- the burden put on the in-person trustee at the meeting;
- concerns on a Trust wide area policy;
- keeping up with the times, and the change in how meetings are conducted now;
- focus on serving the public;
- how presence at in-person public meetings is important; and
- a process clearly laid out for trustees.

11. CORRESPONDENCE (for information unless raised for action)

11.1 2024-12-11 J Fuller - San Juan County Follow-up from Joint Meeting

Staff and Committee members have responded to the writer.

By general consent Executive Committee directs staff to work with the Chair to write a thank you letter to San Juan County Council.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent the Work Program was received for information.

13. NEXT MEETING

The next Executive Committee meeting is scheduled to take place electronically on January 15, 2025 at 9:15 a.m.

14. CLOSED MEETING

EC-2024-163
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust; and 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 1:19 p.m. and reopened at 1:48 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 1:49 p.m.

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Peter Luckham, Chair

CERTIFIED CORRECT:

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Alexandra Trifonidis, Executive Coordinator and Recorder