



Executive Committee

Revised Agenda

Date: August 21, 2024

Time: 9:15 am

Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
2.2.1 Agenda Context Notes	
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Chair Luckham to rise and report that Executive Committee reviewed an in-camera agenda for a future Committee of the Whole in-camera meeting, were briefed 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	5 - 15
For review and approval	
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1 Follow Up Action List/Director/CAO Updates	16 - 24
5.2 Local Trust Committee Chair Updates	
5.3 Islands Trust Conservancy Liaison Update	25 - 26
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	27 - 28

7.1.2 September Trust Council 3-Day Schedule - DRAFT 29 - 29

7.1.3 Delegation, Public Comment Period, Presenter Agenda Allocations - Discussion

From July 3, 2024 EC meeting.

7.2 Planning Services

7.3 Administrative Services

7.4 Trust Area Services

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.2 Trust Area Services

8.1.2.1 NAPTEP Tax Shift Evaluation and Advocacy Project Charter - Request For Decision 30 - 33

That Islands Trust Executive Committee endorse NAPTEP Tax Shift Evaluation and Advocacy Project Charter.

8.1.3 Planning Services

8.1.3.1 Navigating Housing Development in the Trust Area - Request For Decision 34 - 37

That the Executive Committee approve the *Navigating Development for Housing* publication.

8.1.4 Administrative Services

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Union of BC Municipalities Strategic Session 38 - 55

45 minute session with invited Trustees Fast, Gedye, Patrick and Stamford.

Reordered to be addressed at 1:00 p.m.

Late Correspondence Items:

1. *2024-08-12 Union of BC Municipalities - 2024 Provincial Cabinet Minister Meeting - Redirect*
2. *2024-08-19 Union of BC Municipalities - 2024 Minister Kang Regret - Letter*
3. *2024-08-20 Union of BC Municipalities - 2024 Provincial Cabinet Minister Meeting - Regret Minister Dix*

8.2.1.2 Code of Conduct Review - Next Steps - Request For Decision 56 - 74

That Trust Council schedule a Committee of the Whole meeting to discuss the draft Code of Conduct.

8.2.2 Trust Area Services

8.2.3 Planning Services

8.2.4 Administrative Services

9. NEW BUSINESS

9.1 Executive/Trust Council

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

9.3 Planning Services

9.4 Administrative Services

9.5 Ministry of Transportation and Infrastructure (MOTI) Agreement - Discussion

Vice-Chair Peterson

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 75 - 75

10.2 2024-08-20 Oceans Protection Plan BC Registration - Invitation to Join the OPP Dialogue Forum's Advisory Panel 76 - 76

11. WORK PROGRAM

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)

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 ... and that staff attend the meeting.

14. ADJOURNMENT



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, July 24, 2024

Location: Electronic Meeting

Members Present:

Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee (In Victoria Boardroom)
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present:

Julia Mobbs, Interim Chief Administrative Officer and Director, Administrative Services
Stefan Cermak, Director, Planning Services
David Marlor, Director, Legislative and Information Services
Jeffrey Lloyd, Manager, Information Services (In Victoria Boardroom)
Jason Youmans, Senior Policy Advisor (In Victoria Boardroom)
Alexandra Trifonidis, Executive Coordinator (In Victoria Boardroom)

Members of the public present: A member of the public was present.

1. CALL TO ORDER

The Chair called the meeting to order at 9:15 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:

- 10.2 Correspondence from Trustee Patrick dated July 22, 2024, re: EC Agenda Item 8.1.2.1

2.2 Approval of Agenda

By general consent the agenda was approved, as amended.

2.2.1 Agenda Context Notes

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham to rise and report that Executive Committee advanced a number of bylaw enforcement activities, and adopted minutes of previous meetings.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Meeting Minutes of July 3, 2024

The following addition to the meeting minutes was requested:

- Add 'Local Trust Committee' to the agenda item title 7.3.1 Chair Role
- By general consent** the Executive Committee Minutes of July 3, 2024, were adopted, as amended.

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 provided an update, noting the Islands Trust Conservancy Board met yesterday for an in-person regular business meeting at the Islands Trust Victoria office.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 652 – Request For Decision

Director Cermak spoke to the request for decision.

EC-2024-085

It was MOVED and SECONDED,

that the Executive Committee advise Bowen Island Municipality that Bylaw No. 652, 2024 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 652, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6.2 Hornby Island Local Trust Committee Bylaw No. 175 – Request For Decision

Director Cermak spoke to the request for decision.

EC-2024-086

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 175, cited as “Hornby Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 150, 2019, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Discussion ensued on enforcement in development permit areas.

Chair Luckham called for the vote:

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Role of the chair at Committee of the Whole meetings - Discussion

The Committee discussed the chairing role for Committee of the Whole meetings. It was clarified that this item is on the agenda as confusion arose from the last Committee of the Whole meeting where two chairs ran different sections of the meeting.

Director Marlor provided the following information:

- The Meeting Procedures Bylaw No. 101 allows Trust Council to establish a Committee of the Whole.
- The Meeting Procedures Bylaw No. 101 allows Trust Council to have somebody else as chair.
- As long as the resolution to schedule a Committee of the Whole meeting contains the meeting date, time, and location and appoints a chair, there is no need for the Chair of Trust Council to open the Committee of the Whole meeting.
- The scheduled Committee of the Whole meeting is a stand-alone meeting, opens, and closes as such.
- When Trust Council is in a Council meeting and resolves to go in to Committee of the Whole, at that point the Chair of Trust Council would chair the meeting unless another chair was appointed at that time.

Chair Luckham and Trustee Bernardo, who is the next trustee to chair the Committee of the Whole meeting, to discuss and create the agenda for the August 22, 2024 Committee of the Whole meeting.

Due to connectivity issues, Vice-Chair Elliott left the meeting at 10:16 am and rejoined at 10:18 a.m.

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

7.4.1 Policy Statement Amendment Project – Committee of the Whole Agenda Setting – Briefing

Senior Policy Advisor Youmans presented the brief, and the Committee discussed soliciting agenda topics for the next meeting from trustees.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Governance Committee Code of Conduct Policy Recommendation – Briefing

Director Marlor presented the item.

Discussion ensued on:

- associated administrative implications of establishing another select committee
- history of the original request: staff brought this item to Executive Committee
- provincial guidelines and reviewing and updating the Code of Conduct on a term basis
- handling of complaints including response and notification of such to all parties involved
- staff concern around behaviour from elected officials

EC-2024-087

It was MOVED and SECONDED,

that Executive Committee request that staff take the draft code of conduct back to Trust Council with a request for decision of the work done to date, and ask Trust Council to provide further direction on the development of a new code of conduct.

CARRIED

The Committee recessed for break at 10:45 a.m. and reconvened at 10:55 a.m.

8.1.2 Trust Area Services

8.1.2.1 Agreement with Quw'utsun (Cowichan) Nation – Request For Decision

Director Cermak presented the request for decision. Chair Luckham acknowledged that Chief William Seymour, past chief of Quw'utsun Nation, passed away recently, and noted he was a significant leader.

Discussion ensued on:

- which body has authority over First Nations protocol agreements; staff advised that Trust Council does under section 9 of the *Islands Trust Act*
- review of Islands Trust policy 2.1.4 Coordination Agreements Process
- management and interface between staff and local trust committees regarding existing protocol agreements
- resources to maintain protocol agreements

EC-2024-088

It was MOVED and SECONDED,

that Executive Committee request staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.

CARRIED

8.1.2.2 Policy Statement Amendment Project (PSAP) – Survey of Local Government Goals and Objectives re. Reconciliation and UNDRIP Implementation – Request For Decision

Jason Youmans presented the request for decision.

EC-2024-089

It was MOVED and SECONDED,

that Executive Committee direct staff to provide a briefing to Committee of the Whole that presents examples from other jurisdictions' (e.g., regional growth strategies) goals, objectives, policies and indicators related to relations with Indigenous Governing Bodies.

CARRIED

8.1.3 Planning Services

8.1.3.1 Referrals to First Nations – Interim Briefing

Director Cermak gave an overview of the interim briefing and thanked staff for their work, noting the complexity and length of time it took to get the work done.

Discussion ensued on the following:

- First Nation referral portals; if available, to be used
- Interagency correspondence regarding applications; to keep local trust committees in the loop on application status

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

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Trust Council Continuous Learning 2022 - 2026 – Discussion

Interim Chief Administrative Officer Mobbs presented the item seeking feedback from the Committee on value of the tool.

Discussion ensued on:

- whether training should be included in Trust Council meetings
- polling trustees for other training ideas
- prioritization of training session options
- value of the tool; Executive Committee sees value
- bringing to a future Executive Committee meeting with training options

8.2.1.2 Bylaw Enforcement Policy Project – Discussion

Interim Chief Administrative Officer Mobbs started the discussion, which was brought forward from an Executive Committee Telecon meeting.

Director Cermak spoke to the project noting work on amending the policy as per the ombudsmen report, Trust Council report, and Regional Planning Committee report is currently underway. The draft policy will be presented to the Regional Planning Committee before being brought to Trust Council in September.

Discussion ensued on:

- which Trust body owns the authority of the project
- the correct course of action to do with the project
- concerns regarding rolling out the policy to local trust committees before Trust Council

The Committee recessed for lunch at 12:03 p.m. and reconvened at 12:43 p.m.

8.2.2 Trust Area Services

8.2.2.1 Indigenous Leader Forum grant to Future Trust Council meeting – Request For Decision

Vice-Chair Elliott presented the request for decision and provided a background on the item.

Discussion ensued on:

- the complexity of dealing with 27 First Nations and the fiscal responsibility associated with such
- broadening the scope to include all First Nations in the Islands Trust Area
- first steps; start with one First Nation and see how things go
- partners, with regards to learning and sharing

- models for future funding, if successful

EC-2024-090

It was MOVED and SECONDED,

that Executive Committee request the Chair to write to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.

CARRIED

EC-2024-091

It was MOVED and SECONDED,

that Executive Committee request staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.

CARRIED

EC-2024-092

It was MOVED and SECONDED,

that Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that staff work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.

CARRIED

Workload and priority were discussed.

8.2.3 Planning Services

8.2.3.1 Local Trust Committee Chair Roles – Briefing

Director Cermak presented the brief.

Committee discussion ensued on:

- the expectation of the local trust committee chair role
- correspondence procedure
- education on effective advocacy letter writing

- working in cooperation with other agencies

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

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Liability Insurance for Islands Trust Minute Takers and Public Notice Providers – Request For Decision

Director Marlor presented the request for decision.

EC-2024-093

It was MOVED and SECONDED,

that the Executive Committee request staff to provide liability insurance for minute takers/public notice providers who form the Islands Trust Minute Takers/Public Notice Providers Group through the Municipal Insurance Association's Associate Member Program; and

that the Executive Committee authorize the Director, Legislative and Information Services to enter into Service Provider Agreements with individual minute takers/public notice providers for the provision of liability insurance through Islands Trust's liability insurance held with the Municipal Insurance Association of British Columbia.

CARRIED

9.1.2 Union of BC Municipalities Attendance and Breakfast – Request For Decision

Interim Chief Administrative Officer Mobbs presented the request for decision.

Committee discussion ensued on:

- the option of partial attendance and not attending delegate lunches and forum dinners to save on costs
- the value to the organization of Islands Trust hosting a breakfast
- support and involvement of other trustees attending
- the benefits of networking and relationship building

It was MOVED and SECONDED,

that Executive Committee approve attendance for Trustees Elliott, Peterson, Luckham, Maude, Chief Administrative Officer Mobbs and Director Frater at the 2024 Union of BC Municipalities Convention; and

that Executive Committee approve Islands Trust hosting a breakfast session at the 2024 Union of BC Municipalities Conference on a topic to be determined.

Further discussion ensued on:

DRAFT

- the topic of the breakfast session
- soliciting other trustees for interest in attending the convention
- all four Executive Committee members attending the convention

EC-2024-094

It was MOVED and SECONDED,
that the original motion be severed at 'and' into two motions.

CARRIED

Chair Luckham called the vote on the first motion:

EC-2024-095

It was MOVED and SECONDED,
that Executive Committee approve attendance for Trustees Elliott, Peterson, Luckham, Maude, Chief Administrative Officer Mobbs and Director Frater at the 2024 Union of BC Municipalities Convention.

CARRIED

EC-2024-096

It was MOVED and SECONDED,
that Executive Committee approve Islands Trust hosting a breakfast session at the 2024 Union of BC Municipalities Conference on a topic to be determined.

Chair Luckham called the vote on the second motion:

DEFEATED

Technical difficulties occurred and the recording and livestreamed stopped at 2:21 p.m.

EC-2024-097

It was MOVED and SECONDED,
that Executive Committee members indicate which days and sessions of Union of BC Municipalities 2024 they will attend and report back to Trust Council on, by next Executive Committee meeting.

CARRIED

9.1.3 Advocacy for provincial assistance re: heritage protection – Briefing

The recording and livestreamed resumed.

Vice-Chair Elliott presented the briefing.

EC-2024-098

It was MOVED and SECONDED,
that Executive Committee authorize Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and

requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.

CARRIED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

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

- Mayne Island Local Trust Committee - To advance a letter to MLA Adam Olsen and MP Elizabeth May, approval from Trust Council or the Executive Committee with regards to the advocacy issue timely removal of abandon and derelict vessels in the Islands Trust Area, is needed.

9.2.2 Climate Preparedness - CONEXT Brochure

EC-2024-099

It was MOVED and SECONDED,

that Executive Committee request staff to poll trustees and staff about their interest in participating in the CONEXT Climate Preparedness Hub and submit an expression of interest by July 31, 2024.

CARRIED

9.2.3 Mayne Island Local Trust Committee Advocacy

EC-2024-100

It was MOVED and SECONDED,

that Executive Committee authorize Trust Area Services staff to work on a letter of advocacy to the Ministers responsible for crown land, requesting that the Federal Government expand the Wrecked, Abandoned or Hazardous Vessels Act program, and make funds available to deal with these wrecks in all the Islands within the Islands Trust Area; and that the period to launch an investigation into reports of derelict and sinking vessels be shortened from 90 to 30 days, and that letter is copied to MLAs and MPs in the Trust Area.

CARRIED

9.3 Planning Services - No items to present under this section.

9.4 Administrative Services - No items to present under this section.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-07-16 Friends of the Gulf Islands Society - Letter regarding delegations

Received for information.

10.2 2024-07-22 Trustee Patrick – Letter regarding Executive Committee Agenda Item 8.1.2.1

The Committee discussed the contents of the letter. Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next regular meeting of the Executive Committee will be held electronically on Wednesday, August 21, 2024, at 9:15 a.m.

13. CLOSED MEETING

EC-2024-101

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 bylaw 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, including communications necessary for that purpose, and that staff be invited to remain in the meeting.

CARRIED

The meeting was closed to the public at 3:05 p.m. and reopened at 3:44 p.m.

The Committee discussed the meeting schedule for the Committee of the Whole.

By general consent staff to conduct a poll before mid August to schedule the next Committee of the whole meeting.

14. ADJOURNMENT

By general consent the meeting adjourned at 3:49 p.m.

Peter Luckham, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Director Legislative Services

Progress	Activity	Responsibility	Dates	Status
50%	1 Staff to forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council. On hold pending work of the Governance committee on the Code of Conduct, also planned for June/July.	David Marlor	Meeting: 24-Apr-2024 Target: 24-Jul-2024	In Progress
0%	2 Re: Delegations: Staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.	David Marlor	Meeting: 15-May-2024 Target: 14-Aug-2024	In Progress
0%	3 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	David Marlor	Meeting: 15-May-2024 Target: 01-Sep-2024	In Progress
76%	4 Staff to respond directly to letter: 2024-05-17 K'ómoks First Nation Addition to Reserve Application Letter by June 10, 2024 As per EC, staff are not to forward the letter to the June Trust Council agenda. *Left a message with KFN informing them we would not meet the deadline but will be providing a response letter.	David Marlor	Meeting: 05-Jun-2024 Target: 10-Jun-2024	Completed
0%	5 Re: Delegations: Staff to investigate other local government practices and policies respecting delegations, public comments and presentations to Council, including the Capital Regional District, Regional District of Nanaimo and Cowichan Valley Regional District, for consideration of Trust Council.	David Marlor	Meeting: 03-Jul-2024 Target: 14-Aug-2024	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to take the draft code of conduct back to Trust Council with a request for decision of the work done to date, and ask Trust Council to provide further direction on the development of a new code of conduct	David Marlor	Meeting: 24-Jul-2024 Target: 11-Sep-2024	In Progress
0%	7 Staff to provide liability insurance for minute takers/public notice providers who form the Islands Trust Minute Takers/Public Notice Providers Group through the Municipal Insurance Association's Associate Member Program; and that the Director, Legislative and Information Services to enter into Service Provider Agreements with individual minute takers/public notice providers for the provision of liability insurance through Islands Trust's liability insurance held with the Municipal Insurance Association of British Columbia.	David Marlor	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
25%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 05-Sep-2024	In Progress
0%	2 Staff to provide to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	In Progress
100%	3 Staff to inform HO LTC that Executive Committee approved the Hornby Island Local Trust Committee Bylaw No. 175, cited as "Hornby Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 150, 2019, Amendment No. 1, 2024" in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 24-Jul-2024 Target: 26-Jul-2024	Completed
100%	4 Staff to inform BIM that Executive Committee advised Bowen Island Municipality that Bylaw No. 652, 2024 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 652, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.	Stefan Cermak	Meeting: 24-Jul-2024 Target: 25-Jul-2024	Completed

Follow Up Action Report

Executive Committee

Director, Administrative Services

Progress	Activity		Responsibility	Dates	Status
0%	1	Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 18-Sep-2024	In Progress
10%	2	Explore future education/workshop sessions on decision-making to benefit trustees.	Julia Mobbs	Meeting: 24-May-2023 Target: 11-Dec-2024	In Progress
0%	3	Staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Julia Mobbs	Meeting: 24-Jul-2024 Target: 04-Sep-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
40%	1 Staff to work with trustees to organize two film screenings of the movie Dust n Bones and reconciliation discussions subject to support of affected local trust committees. (A grant in aid of 4,500 (from History and Heritage Grants in Aid program was provided in 2020 to host screenings on three islands but due to Covid-19 restrictions only one screening occurred.) EC previously indicated interest from Gabriola and Salt Spring Islands. As SSI LTC and Gabriola LTC initially expressed an interest in hosting a screening, Vice Chairs Peterson and Elliott will assess if the interest remains and will be involved in outreach and organizing those screenings. SSI LTC is not interested, per Vice-Chair Peterson.	Clare Frater	Meeting: 26-Feb-2020 Target: 28-Mar-2025	Completed
0%	2 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater	Meeting: 07-Oct-2021 Target: 28-Mar-2025	In Progress
0%	3 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 20-Nov-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
25%	4 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 05-Sep-2024	In Progress
20%	5 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 21-Aug-2024	In Progress
20%	6 Staff to send an invitation to San Juan County to attend Trust Council in June or Sept and indicate their preference.	Clare Frater	Meeting: 31-Jan-2024 Target: 21-Aug-2024	In Progress
10%	7 Prepare a project charter for a project that requests the Province for NAPTEP funding changes. Apply for one-time Grant for Local Governments to Advance Biodiversity Conservation on Private Lands in preparation for request to Province.	Clare Frater	Meeting: 27-Mar-2024 Target: 21-Aug-2024	In Progress
0%	8 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 21-Aug-2024	In Progress
10%	9 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	Clare Frater	Meeting: 05-Jun-2024 Target: 01-Mar-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	10 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Oct-2024	In Progress
0%	11 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
0%	12 Staff to provide a briefing to Committee of the Whole that presents examples from other jurisdictions' (e.g., regional growth strategies) goals, objectives, policies and indicators related to relations with Indigenous Governing Bodies.	Clare Frater Jason Youmans	Meeting: 24-Jul-2024 Target: 15-Aug-2024	In Progress
0%	13 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress
0%	14 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 04-Sep-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	15 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 01-Nov-2024	In Progress
100%	16 Staff to poll trustees and staff about their interest in participating in the CONEXT Climate Preparedness Hub and submit an expression of interest by July 31, 2024.	Clare Frater	Meeting: 24-Jul-2024 Target: 26-Jul-2024	Completed
0%	17 Trust Area Services staff to work on a letter of advocacy to the Ministers responsible for crown land, requesting that the Federal Government expand the Wrecked, Abandoned or Hazardous Vessels Act program, and make funds available to deal with these wrecks in all the Islands within the Islands Trust Area; and that the period to launch an investigation into reports of derelict and sinking vessels be shortened from 90 to 30 days, and that letter is copied to MLAs and MPs in the Trust Area.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress

Grants Manager, A/ Program Coordinator

Progress	Activity	Responsibility	Dates	Status
0%	1 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 04-Sep-2024	In Progress

Follow Up Action Report

Executive Committee

Senior Policy Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to provide a briefing to Committee of the Whole that presents examples from other jurisdictions' (e.g., regional growth strategies) goals, objectives, policies and indicators related to relations with Indigenous Governing Bodies.	Clare Frater Jason Youmans	Meeting: 24-Jul-2024 Target: 15-Aug-2024	In Progress



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY JULY 23rd, 2024 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- Chair Smith spoke to the cancellation of the July 23rd ITC-EC Liaison Meeting stating that since the ITC Board had attended recent Executive Committee meetings, there wasn't a need to meet in July.
- Manager Stewart presented the Islands Trust Conservancy (ITC) Freedom of Information and Protection of Privacy Bylaw No. 4, advising that this bylaw brings the Conservancy in line with the way Freedom of Information and Protection of Privacy is done with other entities of the Islands Trust, and updates the fees.
- Trustee Elliott provided an update to the ITC Board from Executive Committee on ongoing conversations regarding the request to the Province for the review of Islands Trust.
- Trustee Elliott provided an update to the ITC Board from Financial Planning Committee reporting that Trust Council has been asked to decide on budget assumptions, principles, and guidelines to help set the budget. The 2025/26 budget will be discussed at the September Trust Council meeting.
- Chair Smith provided an update to the ITC Board on the ITC presentation delivered at Trust Council.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including further detail about the aspects to be included in a request for a Provincial review, that the request will be worked on by a sub-committee using the original Request for Decision (2022) as a starting point, and noting key items likely to be raised.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board endorsed the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership (CDFCP) revised Terms of Reference and Statement of Cooperation. The Chair of the ITC Board was directed to sign the Statement of Cooperation on behalf of ITC. The ITC Board continues to support the participation of staff on the CDFCP steering committee and/or working groups as authorized by the ITC Manager.
- The ITC Board approved the ITC 2025/26 Budget Submission for inclusion in the Islands Trust 2025/26 budget with the following amendment:
 - Increase the Board training and conference line from \$1,600 to \$4,600.
- The ITC Board discussed the ITC 2024/25 Work Plan provided by Manager Stewart.
- Manager Stewart presented the ITC 5 Year Plan Engagement Plan Outline to provide additional detail about the engagement process for development of the 2026-2030 ITC Plan.
- The ITC Board requested staff to provide a briefing on potential disposition of ITC land to Indigenous Governing Bodies.



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

5. COMMUNICATIONS AND OUTREACH

- The ITC Board approved the 2024-2026 Islands Trust Conservancy Communications and Engagement Strategy, as amended.
- Manager Stewart provided a verbal update to the Board regarding a Referral for GB-TUP-2024.2 Burren's Acres, Gabriola Island.

6. FUNDRAISING AND CONSERVANCY SUPPORT

- The ITC Board approved an Opportunity Fund Grant of \$8,000 for the Bowen Island Conservancy.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



BRIEFING

To:	Executive Committee	For the Meeting of:	August 21, 2024
From:	Executive Office	Date Prepared:	August 14, 2024
SUBJECT:	Proposed Changes to the September Trust Council Agenda Format		

PURPOSE:

To inform Executive Committee (EC) of proposed changes to the Trust Council (TC) meeting agenda format, and seek feedback for consideration.

BACKGROUND:

Over the last year and a half, Trust Council has been advancing more intentional corporate planning processes, in an effort to more transparently and intentionally direct, plan for, advance, and review Trust Council-directed initiatives across the organization. Simultaneously, questions have been raised about how meeting structures and procedures might best support the important business discussions that Trust Council must undertake as the political leaders of the organization. Staff are proposing a number of changes to the September Trust Council meeting agenda format to support alignment with the new corporate planning processes, and to support organized and efficient Trust Council meetings.

Meeting format changes include the following:

1. Grouping Committee Work Plans Under the TC Priorities Chart, at the Start of the Agenda:
Historically, Council Committee work plans have been scattered throughout the agenda, slotted into the section where their related topics are discussed. To better demonstrate the collective work of the organization as a whole, in line with corporate planning processes, staff propose inclusion of all committee work plans at the start of the agenda, in an order which sees the direction-setter priorities at the start (Trust Council), followed by operational/structural/administrative oversight committees (Executive Committee, Governance Committee, Financial Planning Committee), followed by public service deliverers (Trust Programs Committee, Regional Planning Committee, Islands Trust Conservancy Board).

This section may be a good place for committee Chairs to provide updates to Trust Council. Staff understand that EC may wish to see these reports provided in writing rather than provided verbally. Staff seek direction from EC on this, and will follow up accordingly.

2. Removed Governance Committee as a Distinct Section
No other council committee has its own section of the agenda. Rather, the work of a committee is addressed in the business unit section that supports the committee (for example, Financial Planning Committee work lives in the Administrative Services section). In the case of the Governance Committee, the appropriate section would be the Executive section of the agenda. Staff have moved the work of this committee to this section and removed a distinct section for the Governance Committee to provide agenda consistency. The Governance Committee Work program will be included with the rest of the work programs under Trust Council Initiatives (see item 1 above).

3. Section for Legislative & Information Services

Historically, work associated with legislative services has been included in the Executive section of the agenda. As this area of service has grown over the last number of years given TC's priorities, and more work is advancing from this business unit in the Trust (which also now has an overseeing Director as opposed to the former Manager), this has been included in the draft agenda as a separate agenda section. This aligns with the rest of the business units which each have their own agenda section (Trust Area Services, Planning Services, Administrative Services). The Director will also include a Director's report, consistent with the rest of the Director team.

4. Delegations & Correspondence:

Staff propose holding delegations on the first day of the meeting, as members of the public may wish to speak to the key topics on this September agenda in advance of Trust Council's debate on these topics (section 3 Object debate, Policy Statement Amendment project, Request of the Province for a Review of Islands Trust, etc.). Correspondence associated with these topics may also inform discussion, so staff propose moving these to the first day of the agenda as well.

ATTACHMENT(S): None.

FOLLOW-UP: Staff will incorporate changes into the September Trust Council meeting structure as part of advancing the draft Trust Council September meeting agenda to Executive Committee at its September 11, 2024 meeting.

Prepared By: Interim Chief Administrative Officer

Reviewed By/Date:

DRAFT Islands Trust Council Schedule

September 24 - 26, 2024

Tuesday, September 24		Wednesday, September 25		Thursday, September 26	
10:00	Executive Committee Meeting	9:00	Executive Office Consent Agenda Item(s) Decision/Discussion Items Provincial Request Discussion - RFD	9:00	Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report
12:00	Lunch	10:30	Break	10:00	Break
1:00	Land Acknowledgement / Territorial Welcome Call to Order and Approval of Agenda	10:45	Executive Office (Continued) Decision/Discussion Items Section 3: Islands Trust Object Discussion - BRF	10:15	Administrative Services Consent Agenda Item(s) Decision/Discussion Items Budget Guidelines - RFD Special Property Tax Policy Amendment – RFD
1:30	General Business Arising Consent Agenda Item(s) Trust Council Active Projects Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, ITCB)			11:15	New Business Trustee-Initiated Requests for Decision
2:15	Trustee Roundtable Emerging issues and island updates				
3:00	Break	12:00	Lunch	12:00	Disposition of Delegations
3:15	Trustee Roundtable (Continued)	1:00	Trust Area Services Consent Agenda Item(s) Decision/Discussion Items COTW: Policy Statement Amendment Project - BRF	12:15	Trustee Updates - Community Committee Participation December Trust Council Draft Schedule
4:00	Correspondence	3:30	Break	12:30	Adjournment (approx.)
4:15	Delegations / Public Comment	3:15	Legislative Services Consent Agenda Item(s) Decision/Discussion Items Delegations Policy - RFD TC Meetings Procedure Bylaw - RFD LTC Meetings Procedure Bylaw - RFD Code of Conduct - RFD		
5:30	Executive Office Consent Agenda Item(s) Decision/Discussion Items Strategic Plan Approval - RFD	4:45	Planning Services Consent Agenda Item(s) Decision/Discussion Items Bylaw Enforcement Policy Amendment- RFD First Nations Referrals - BRF		
6:00	Adjourn for the Day (approx.)	6:30	Adjourn for the Day (approx.)		
*times are provided for information and may vary					Visit the meeting webpage: https://islandstrust.bc.ca/event/trust-council-quarterly-meeting-2-2/
					~ to view the agenda package
					~ to join the meeting electronically, view livestream or attend by phone-in





REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** August 21, 2024
From: Trust Area Services **Date Prepared:** August 6, 2024
SUBJECT: NAPTEP Tax Shift Evaluation and Advocacy Project Charter

RECOMMENDATION:

That Islands Trust Executive Committee endorse NAPTEP Tax Shift Evaluation and Advocacy Project Charter.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed recommendation fulfils direction from Executive Committee and will advance an action identified in the 2018-2022 Islands Trust Strategic Plan. Of note, this item does not appear in Trust Council's draft strategic plan coming out of the June 2024 Trust Council strategic planning session. The Fraser Basin grant is a one-time grant opportunity specific to this project that cannot be redirected elsewhere should Executive Committee choose not to advance this project.

- 1 PURPOSE:** To seek direction from Executive Committee to proceed with the NAPTEP Tax Shift Evaluation and Advocacy Project, for which grant funding has been secured.
- 2 BACKGROUND:** Since the Natural Area Protection Tax Exemption Program (NAPTEP) program was introduced in the Islands Trust Area in 2002 participating land owners have been eligible for an annual property tax exemption of 65% for the portion of the their land protected by conservation covenant. To date, Islands Trust Conservancy has entered into NAPTEP covenants on 28 properties, representing approximately 1% uptake among eligible properties.

Islands Trust Council's 2018-2026 (extended through 2024/25) includes the Strategy:
"Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area."

On March 27, 2024 the Executive Committee passed the following resolution:

That the Executive Committee direct staff to prepare a project charter for a project to prepare for advocacy to the Province for changes to the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) regulation to increase the incentive available.

At that same meeting Executive Committee also passed the following resolution:

That the Executive Committee direct staff to apply for a one-time Grant for Local Governments to Advance Biodiversity Conservation on Private Lands with the Fraser Basin Council to undertake analysis of tax shift scenarios for the Islands Trust Natural Area

Protection Tax Exemption Program (NAPTEP) and to prepare a request to the Province for changes to the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) regulation.

In May 2024, Islands Trust was approved for a grant of \$8,250 from the Fraser Basin Council (FBC) to undertake this work. In the grant agreement, Islands Trust is required to commit staff time to the project but not to provide matching funds.

Increasing the annual tax exemption requires the Province to amend the [Natural Area Protection Tax Exemption Regulation](#). Provincial staff have previously indicated that a tax shift analysis is required for a business case to the Province of BC regarding Trust Council's desire that legislation be amended to increase the NAPTEP exemption.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Work on this project will be undertaken primarily by the Senior Policy Advisor and will consist mainly of overseeing a consultant hired to undertake the required analysis. There will also be some time required from the other staff to support delivery of the project.

FINANCIAL: None. A grant will cover non-staff costs associated with this project. Islands Trust has received the FBC grant to pay a consultant for the technical component of this work.

Increasing the NAPTEP tax exemption will not change the Islands Trust's annual tax requisition. The resulting report will contain information about the potential tax shifts that may occur resulting from changes to the tax exemption amount.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will engage a qualified person to complete the tax shift analysis, either via a procurement process, or via a temporary assignment. At conclusion of the project staff will provide the consultant's technical report and a draft Request for Decision to Trust Council for Executive Committee review.

No anticipated communications considerations until Trust Council is prepared to approach the minister with a request for amendment to the [NAPTEP regulation](#).

FIRST NATIONS: Engagement with First Nations is not proposed for this initiative as staff understand the Crown's duty to consult is unlikely to be triggered by this change to exemption amount. All NAPTEP applications are referred to First Nations for comment prior to any final approval of a covenant by the Islands Trust Conservancy Board and the Minister of Municipal Affairs is approving all covenants and land acquisitions until a new Conservancy Five Year Plan is approved.

OTHER: None

4 RELEVANT POLICY(S):

[Grants and Donations Administration Policy](#)
[Islands Trust Natural Area Protection Tax Exemption Regulation](#)
[Islands Trust Bylaw No. 86, MOA between EC and ITC Board](#)
[2.1.10 Administration of Natural Area Protection Tax Exemption Program](#)

5 ATTACHMENT(S):

1. NAPTEP Tax Shift Evaluation – Project Charter

RESPONSE OPTIONS

Recommendation: That Islands Trust Executive Committee endorse NAPTEP Tax Shift Evaluation and Advocacy Project Charter.

Alternative:

1. Approve with amendments
2. Do not approve

Prepared By/Date: Senior Policy Advisor/August 14, 2024

Reviewed By/Date: Director, Trust Area Services/August 15, 2024

NAPTEP Tax Shift Evaluation and Advocacy - Charter

Trust Areas Services

Date: August 15, 2024

Purpose The purpose of this project is to prepare advocacy materials for consideration by Trust Council as it considers requesting the Province to increase the property tax exemption permitted under the Islands Trust Natural Area Protection Tax Exemption Program Regulation. The focus of the project is a technical analysis of the impact to taxpayers at the local, regional, and provincial levels if the Natural Area Protection Tax Exemption Program (NAPTEP) tax exemption were to be increased from its current 65% to 75%, 90% and 100% respectively.

Background Since NAPTEP was introduced in the Islands Trust Area in 2002, Trust Council (TC) has issued Natural Area Exemption Certificates for 28 properties, representing about 1% of eligible properties in the islands. Consultation with interested land owners has shown that more land owners would be incentivized to participate in the program in the annual tax exemption for eligible lands in increased. Increasing the annual tax exemption requires the Province to amend the relevant regulation.

Objectives

- Understand the tax shift implications of an increased NAPTEP tax exemption
- Preparation of materials to support a TC decision to advocate for amendment of the NAPTEP regulation

In Scope

- Analyze the tax shift implications of increasing the annual NAPTEP tax exemption to 75%, 90% and 100% respectively on:
 - Provincial taxpayers
 - Regional district taxpayers
 - Islands Trust Area taxpayers
- Prepare background and decision materials for TC re. proposal for legislative/regulatory change to Province

Out of Scope

- Analyze participation implications of increased exemption
- Engage Indigenous Governing Bodies
- Associated communications

Workplan Overview

Deliverable/Milestone	Date
Contract awarded or staff hired	September 30/24
Initial research findings to Project Lead	November 30/24
Draft report on tax shift implications	January 30/25
Draft proposal for advocacy for regulation change	January 30/25
Final report on tax shift implications	February 28/25
Final proposal for advocacy for regulation change	February 28/25
Final report to funder	March 31/25
RFD to Trust Council re. change to NAPTEP regulation	June/25

Project Team

Director, Trust Area Services	Project Manager
Senior Policy Advisory	Project Lead
Contractor/temporary staff	Project Analyst
Grants Administrator	Grant Administration
Manager, Trust Area Services	Project Support

Budget

Budget Source: Fraser Basin Council grant; in-kind staff time

Item	Cost
Contractor/temporary staff	\$8,250
Total	\$8,250

Approved by:

Clare Frater

Date: August 15, 2024

Endorsement:

Resolution #:

Date: XXXXX



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** August 21, 2024
From: Trust Area Services **Date Prepared:** August 15, 2024
SUBJECT: Navigating Development for Housing Communications product

RECOMMENDATION: That the Executive Committee approve the *Navigating Development for Housing* publication.

1. **PURPOSE:** To seek endorsement from Executive Committee for communicating the [Navigating Development for Housing](#) with residents in the Islands Trust Area.
2. **BACKGROUND:** The Executive Committee's Terms of Reference include approval of corporate communications, including any new communications products such as the Navigating Development for Housing.

The Navigating Development for Housing publication was created as part of the Islands Trust Housing Strategic Action Plan. The Islands Trust Housing Strategic Action Plan directs Islands Trust staff to "Identify and Communicate Housing Need and Activities".

An action associated with this objective is action 4 – "communicate to property owners what housing actions can be taken under existing bylaws and constraints that are beyond an LTC's authority to address".

To address action 4, staff developed the Navigating Development for Housing publication. The communications product was provided to the Regional Planning Committee on May 24, 2024 for comment.

This communications product is an important tool to inform property owners about housing development on properties in the Islands Trust Area.

This communications product can be found on the Islands Trust website, will be featured in upcoming subscriber notice(s), in a printed version in Islands Trust offices, and through social media. Pending approval from Executive Committee, staff will provide Trust Programs Committee with the option of including the new publication in future Living in the Trust Area mailings.

3. IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This publication supports current strategic priorities. Communication efforts about the new publication will be undertaken as part of routine communications activities.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: TAS staff will proceed with communicating about this publication with the public and will advise Trust Programs Committee of Executive Committee's decision.

FIRST NATIONS: None.

OTHER: None.

4. RELEVANT POLICY(S): [Communications Policy](#)

5. ATTACHMENT(S): Navigating Development for Housing publication

RESPONSE OPTIONS

Recommended: That the Executive Committee approve the Navigating Development for Housing publication.

Alternative:

- 1) That the Executive Committee request that staff work with the Regional Planning Committee to revise the communications product, and advise Trust Programs Committee.
- 2) Request no further action.

Prepared By: A/ Communications Specialist, August 15, 2024

Reviewed By/Date: Director, Trust Area Services, August 15, 2024

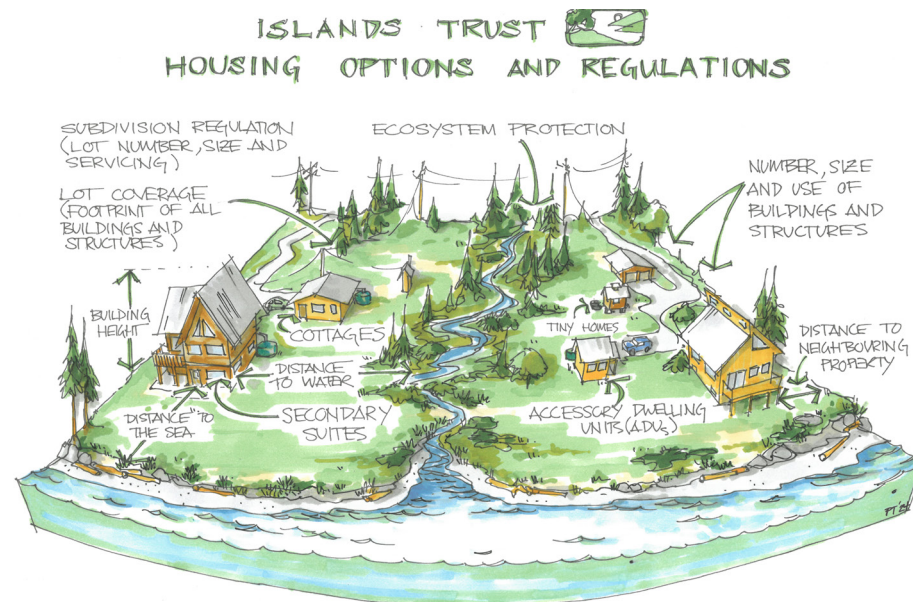
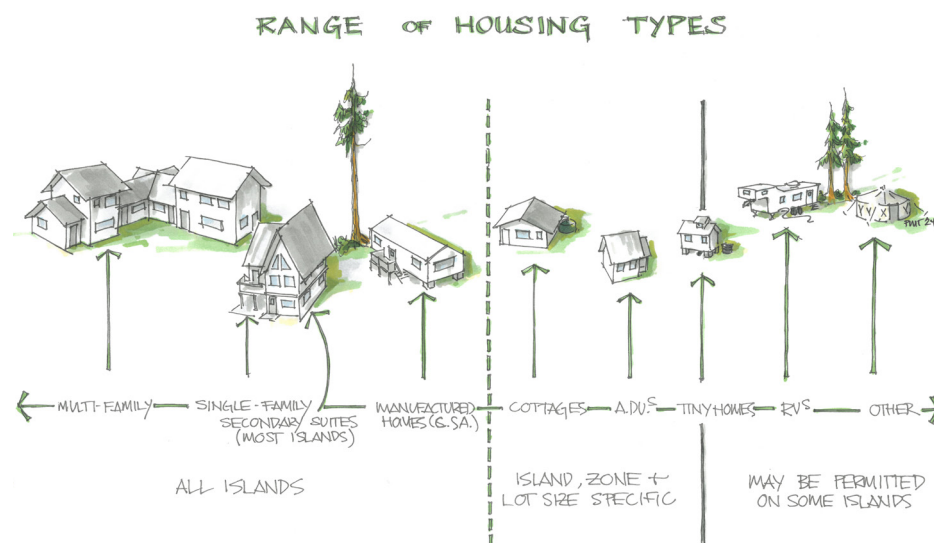
Navigating Development for Housing

Your Land and Government Authority

In December 2023, the Islands Trust Council endorsed the "[Islands Trust Housing Strategic Action Plan](#)," which includes a list of 31 actions. Action #4 is to communicate to property owners what housing actions, such as secondary suites, can be taken under existing bylaws and constraints that are beyond a Local Trust Committee's authority to address.

Each Local Trust Area's (LTA) bylaws may permit a number of housing options beyond a detached house, including secondary suites, cottages, accessory dwelling units, and flexible housing options. The options vary depending on the island, different zones, and lot size. Developing land with housing within the Islands Trust Area involves navigating the regulatory process and requires careful planning, collaboration with professionals, agencies, and if applicable, First Nations, and an understanding of both the general and site specific regulatory framework to ensure successful project outcomes.

When owners are considering developing on their lot, owners should consider what typical and alternative housing options are available in their the Local Trust Area and what each agency regulates. Property owners are encouraged by Islands Trust to consult with professionals and relevant agencies early in the planning process to ensure compliance with regulations and requirements and to foster respectful and inclusive development practices.



REGIONAL DISTRICTS AND OTHER AGENCIES

REGIONAL DISTRICTS

- HOUSING SERVICES
- BUILDING + PLUMBING INSPECTION
- UTILITIES (WATER + SEWER DISTRICTS)
- PARKS

PROVINCIAL AGENCIES

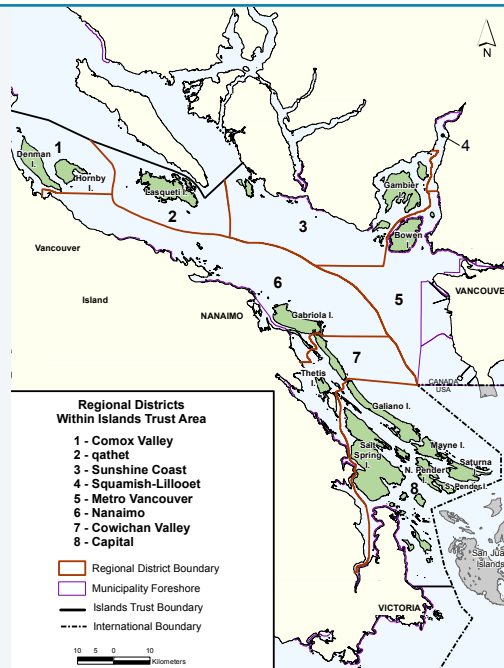
- ROADS + ACCESS
- SUBDIVISION
- GROUNDWATER LICENSING
- RIPARIAN AREAS REGULATION
- CROWN LAND + WATER (DOCK PERMISSIONS)
- ARCHAEOLOGY
- AGRICULTURAL LAND

island health REGULATES SEPTIC DISPOSAL



Regional Districts in the Trust Area

- 1 [Comox Valley Regional District](#)
- 2 [qathet Regional District](#)
- 3 [Sunshine Coast Regional District](#)
- 4 [Squamish-Lillooet Regional District](#)
- 5 [Metro Vancouver](#)
- 6 [Nanaimo Regional District](#)
- 7 [Cowichan Valley Regional District](#)
- 8 [Capital Regional District](#)



[View larger map](#)

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Islands Trust
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BRIEFING

To:	Executive Committee	For the Meeting of:	August 21, 2024
From:	Trust Area Services	Date Prepared:	August 15, 2024
SUBJECT:	Preparation for UBCM Convention		

PURPOSE:

To support Executive Committee discussion about activities and advocacy at the 2024 UBCM Convention.

BACKGROUND:

The UBCM convention is Monday, September 16 – Friday, September 20 at the Vancouver Convention Centre East, Fairmont Waterfront Hotel, and Pan Pacific Hotel. Hotel rooms for Executive Committee members who require them have been booked at Pacific Rim Hotel Vancouver, an approximate 12 minute walk from the convention center. Information about the convention is available at:

<https://www.ubcm.ca/convention-resolutions/2024-convention>

At its June 5, 2024 and August 15, 2024 meetings, Executive Committee made the following resolutions:

That Executive Committee request staff prepare minister meeting requests for submission by June 21, 2024, to meet with the following minister(s) at the 2024 Union of British Columbia Municipalities Conference in order of top 3 preferences:

- (a) Premier Eby concerning the 50th anniversary and future of Islands Trust governance*
- (b) Minister of Municipal Affairs concerning Indigenous relations*
- (c) Minister of Health concerning gray water and composting toilet guidelines.*

That Executive Committee approve attendance for Trustees Elliott, Peterson, Luckham, Maude, Chief Administrative Officer Mobbs and Director Frater at the 2024 Union of BC Municipalities Convention.

That Executive Committee members indicate which days and sessions of Union of BC Municipalities 2024 they will attend and report back to Trust Council on, by next Executive Committee meeting.

Executive Committee has decided to not host the annual Islands Trust breakfast event.

In addition to the attendees noted by EC in their resolution, Trustees Gedye and Fast will attend on behalf of Bowen Island Municipal Council, Trustee Stamford will attend on behalf of the Sunshine Coast Regional District, and Trustee Patrick will attend on behalf the Salt Spring Island Local Trust Committee. This brings the attendance total for Islands Trust to ten people.

Staff have submitted Minister meeting requests as requested.

In preparation for UBCM Executive Committee may wish to discuss:

- Attendees and key messages for meetings with Ministers (see attachment 1).
- Attendance by Islands Trust trustees in the UBCM convention sessions
- Which trustee will speak to the Islands Trust resolution in the resolutions session
- What questions Trust representatives should ask at Cabinet Town Halls
- Additional requests for meetings with Provincial staff or local governments
- Coordination with Bowen Island Municipality – their advocacy requests and a social meeting
- Development of a report out from trustees attending the convention

[Trust Council policy 6.12.2 UBCM/AVICC Membership and Resolutions](#) states that:

“Each year, staff will place the annual AVICC or UBCM’s resolution publications on the next Executive Committee agenda. The resolutions book is not yet available. All Islands Trust elected officials and staff that speak or vote at a convention in regards to AVICC and UBCM resolutions must ensure that their positions and statements are consistent with the position and jurisdiction of the body that they represent at the convention, with the Islands Trust Policy Statement, and with the jurisdiction of the Islands Trust.”

“Islands Trust elected officials attending the UBCM or AVICC conventions are encouraged to coordinate, in advance of the convention, planned public statements during the resolutions sessions, and to ensure that statements made comply with the policies in the External Communications section of the Islands Trust Council Communications Policy and the Islands Trust Council Standards of Conduct Policy.”

ATTACHMENT(S):

1. Draft potential key messages for requested Minister meetings
2. UBCM Program At a Glance - Sessions (will live edit in the meeting to note who will attend which sessions)
3. UBCM Program At a Glance - Full

FOLLOW-UP: Staff will follow-up as directed. Consistent with previous years, staff will prepare an information kit for attending trustees.

Prepared By: Director, Trust Area Services

Reviewed By/Date: Chief Administrative Officer/August 15, 2024

2024 UBCM Minister Meeting Requests

Black font below displays meeting requests submitted.

Blue font below provides potential key messages for discussion.

Premier's Office: David Eby (request re-directed by Provincial staff for consideration by Minister of Municipal Affairs)

Topic:

Islands Trust 50th Anniversary and the Future of Islands Trust Governance

Background:

Islands Trust recently marked its 50th anniversary, celebrating its creation by the Province as a special-purpose government with a mandate to preserve and protect the Islands Trust Area.

Much has changed. The Trust today is challenged to fulfill its Object while responding to important priorities such as Reconciliation with Indigenous People, the impacts of climate change, and needs for diverse housing options.

As we look to the future, we reflect that the Islands Trust would benefit from a renewed Provincial vision for the future of the Trust Area, including reconsideration of Islands Trust decision-making processes and structures as part of the implementation of the UN Declaration Act.

Request:

That the Provincial Government review the Islands Trust's mandate, governance structure and opportunities to align decision-making processes and structures with the UN Declaration Act.

Potential key messages for discussion:

1. Appreciated Minister Cullen's Sept 2022 reply to our July 2022 letter requesting provincial review.
2. Next week Trust Council will consider reaffirming the request for a provincial review of the Islands Trust's mandate, governance and structure.
3. Islands Trust would benefit from a renewed Provincial vision for the future of the Trust Area and consideration of changes as part of future implementation of the UN Declaration Act.

Ministry: Anne Kang – Minister of Municipal Affairs

Topic:

Islands Trust Engagement with First Nations

Background:

With the Minister’s decision to not approve the Conservancy Plan, and to request that the Conservancy Board better align the plan with UNDRIP, there is uncertainty within Islands Trust about Provincial expectations for the outcomes of our engagement activities on bylaws and other plans. Islands Trust staff are hearing from First Nations that the Province’s UN Declaration Act means that Islands Trust must obtain free, prior and informed consent on land use decisions that impact their territories. Trust Council remains grateful for the \$150,000 grant provided by the Ministry of Municipal Affairs, but would appreciate additional ongoing support and guidance.

Request:

More guidance and support for First Nations engagement from the Ministry throughout the bylaw and Conservancy plan development process, and future consideration of Islands Trust decision-making processes and structures as part of future implementation of the UN Declaration Act.

Potential key messages for discussion:

1. Appreciated the five-year grant in 2023 to support First Nations engagement work.
 2. There is a desire for a closer working relationship with Ministry staff to achieve more guidance and support for First Nations engagement throughout the bylaw and Conservancy plan development process
 3. Interest in understanding how there might be future consideration of Islands Trust decision-making processes and structures as part of the UN Declaration Act implementation.
-

Ministry: Adrian Dix - Minister of Health

Topic: Composting Toilets and Greywater Practices

Background:

Many residents in rural areas are not serviced by community sewage systems. These property owners are responsible for disposal of liquid waste on their lot(s). In such areas, installation and use of approved alternative sewage disposal systems are needed to support new housing builds and retrofits to houses that currently use disposal means that are not supported under the Sewerage System Regulation. A barrier to this are prescriptive requirements for onsite application criteria for residuals in the Manual of Composting Toilet and Greywater Practice, which emerging information suggests are overly conservative based on scientific knowledge regarding pathogen decay and phytotoxin control.

Request:

Review the Manual of Composting Toilet and Greywater Practice to update the onsite application criteria for residuals based on current scientific knowledge; and provide funding for demonstration projects and for practitioners' professional development on composting toilets and greywater practices.

Potential key messages for discussion:

1. The prescriptive requirements in the current Manual of Composting Toilet and Greywater Practice are hindering new housing builds and retrofits in the islands
2. Request review and update of the onsite application criteria for residuals based on current scientific knowledge
3. Request funding for demonstration projects
4. Request funding for practitioners' professional development on composting toilets and greywater practices.

UBCM 2024 At a Glance – Sessions (DRAFT)



NOTE: Final version will include sessions Executive Committee members have registered for and locations of sessions

NOTE: will be updated when Minister meeting requests are confirmed

September 16, 2024

Monday

Province-wide Community to Community Forum (separate registration required)

Fairmont Waterfront Hotel

7:45 AM- 8:30 AM

Breakfast

8:30 AM- 4:30 PM

Draft program: https://www.ubcm.ca/sites/default/files/2024-08/PC2C_Agenda_Aug8.pdf

OR

9:30 AM - 11:30 AM

Study Session: What's Next for Housing

OR

9:30 AM - 11:30 AM

Study Session: EDMA in Action

2:00 PM – 4:00 PM

Study Session: Communities in Transition: Responding to Changes in BC's Resource Sector

OR

2:00 PM – 4:00 PM

Study Session: Toxic Drugs, Public Use and Safe Consumption in BC Communities

OR

2:00 PM – 4:00 PM

Study Session: Changing Climate, Rising Costs

UBCM 2024 At a Glance – Sessions (DRAFT)



NOTE: Final version will include sessions Executive Committee members have registered for and locations of sessions

NOTE: will be updated when Minister meeting requests are confirmed

September 17, 2024 Tuesday

7:30 AM – 8:30 AM	Clinics (5 concurrent – topics TBA)
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9:00 AM - 12:00 PM	Mid-Sized Communities Forum
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OR

9:00 AM - 12:00 PM	Small Talk Forum
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1:45 PM – 2:45 PM	Plenary Session
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3:00 PM – 3:30 PM	Municipal Insurance Association – Voting Member Orientation
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3:15 PM – 4:45 PM	Workshops (5 concurrent – topics TBA)
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3:30 PM – 4:30 PM	Municipal Insurance Association – AGM
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6:30 PM - 8:30 PM	Welcome Reception
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UBCM 2024 At a Glance – Sessions (DRAFT)



NOTE: Final version will include sessions Executive Committee members have registered for and locations of sessions

NOTE: will be updated when Minister meeting requests are confirmed

September 18, 2024 Wednesday

7:30 AM – 8:15 AM

Clinics (5 concurrent – topics TBA)

10:30 AM - 11:45 AM

Principle Policy Session: Resolutions

12:00 PM - 1:30 PM

AVICC Lunch

3:00 PM - 4:15 PM

Cabinet Town Halls (3 concurrent – topics TBA)

UBCM 2024 At a Glance – Sessions (DRAFT)



NOTE: Final version will include sessions Executive Committee members have registered for and locations of sessions

NOTE: will be updated when Minister meeting requests are confirmed

September 19, 2024
Thursday

7:00 AM– 7:45 AM

Clinics (3-5 concurrent - topics TBA)

8:35 AM - 11:15 AM

Principle Policy Session: Resolutions - continued

12:30 PM – 2:00 PM

Delegates' Lunch

2:30 PM - 4:30 PM

Workshops (5 concurrent - topics TBA)

6:30 PM - 11:00 PM

UBCM Annual Banquet

UBCM 2024 At a Glance – Sessions (DRAFT)



NOTE: Final version will include sessions Executive Committee members have registered for and locations of sessions

NOTE: will be updated when Minister meeting requests are confirmed

September 20, 2024
Friday

8:00 AM– 9:00 AM

Resolutions Session continued

10:00 AM– 11:15 AM

Resolutions Session continued

Event Agenda

2024 UBCM Convention

Mon, Sep 16, 2024

8:00 AM - 4:00 PM	Registration
9:30 AM - 11:30 AM	Study Sessions What's Next for Housing 9:30 AM - 11:30 AM EDMA in Action 9:30 AM - 11:30 AM
2:00 PM - 4:00 PM	Study Sessions Communities in Transition: Responding to Changes in BC's Resource Sector 2:00 PM - 4:00 PM Toxic Drugs, Public Use and Safe Consumption in BC Communities 2:00 PM - 4:00 PM Changing Climate, Rising Costs 2:00 PM - 4:00 PM
6:30 PM - 8:30 PM	BCLC / BCGIA Reception Location: The Victor at Parq Casino
7:00 PM - 8:00 PM	Electoral Area Directors' Meet & Greet
7:30 PM - 10:00 PM	The BC Professional Fire Fighters' Association Reception

Tue, Sep 17, 2024

7:00 AM - 8:30 AM	Clinics Continental Breakfast
7:00 AM - 5:00 PM	Registration
7:30 AM - 8:30 AM	Clinics (5 concurrent)
9:00 AM - 12:00 PM	Electoral Area Directors' Forum
9:00 AM - 12:00 PM	Small Talk Forum
9:00 AM - 12:00 PM	Mid-Sized Communities Forum
9:00 AM - 12:00 PM	Large Urban Communities Forum
12:00 PM - 1:30 PM	Forum Lunches
1:45 PM - 2:45 PM	Plenary Session
3:00 PM - 3:30 PM	Municipal Insurance Association - Voting Member Orientation
3:15 PM - 4:45 PM	Workshops (5 concurrent)
3:30 PM - 4:30 PM	Municipal Insurance Association AGM

4:30 PM - 5:30 PM	Municipal Finance Authority Semi - Annual Meeting
5:30 PM - 6:30 PM	UBCM Community Excellence Awards Ceremony & Reception
6:30 PM - 8:30 PM	Welcome Reception

Wed, Sep 18, 2024

7:00 AM - 4:00 PM	Registration
7:00 AM - 8:30 AM	Delegates' Continental Breakfast
7:30 AM - 8:15 AM	Clinics (5 concurrent)
8:30 AM - 9:00 AM	Convention Opening Session
8:30 AM - 4:30 PM	Online Voting Help Desk Hours Location: Main Lobby, Vancouver Convention Centre East
9:00 AM - 9:20 AM	Annual Meeting
9:20 AM - 9:25 AM	First Report of the Nominating Committee for the Positions of Table Officers
9:25 AM - 10:25 AM	Keynote Address
10:25 AM - 10:30 AM	Nominations from the floor for Table Officer positions
10:30 AM - 11:45 AM	Principal Policy Session: Resolutions
10:30 AM - 5:00 PM	UBCM Trade Show
12:00 PM - 1:30 PM	Area Association Lunches
2:00 PM - 2:15 PM	Candidate Speeches (as necessary)
2:15 PM - 2:45 PM	Address by the Minister of Municipal Affairs
2:30 PM - 11:59 PM	Election of Table Officers (open as necessary)
3:00 PM - 4:15 PM	Cabinet Town Halls (3 concurrent)
4:00 PM - 5:00 PM	Trade Show Reception
4:15 PM - 5:00 PM	Presentation of the 2024 Climate & Energy Action Awards
5:00 PM - 6:00 PM	BC Government Reception
8:00 PM - 11:49 PM	CUPE BC Reception

Thu, Sep 19, 2024

12:01 AM - 9:00 AM	Election of Table Officers (open as necessary)
6:30 AM - 8:30 AM	Delegates' Continental Breakfast

7:00 AM - 7:45 AM	Clinics (3-5 concurrent)
8:00 AM - 4:00 PM	Registration
8:30 AM - 8:35 AM	Second Report of the Nominating Committee for Executive positions
8:30 AM - 4:30 PM	Online Voting Help Desk Hours Location: Main Lobby, Vancouver Convention Centre East
8:35 AM - 11:15 AM	Resolutions Session Continues
10:00 AM - 3:00 PM	UBCM Trade Show
11:15 AM - 12:00 PM	Address by the Premier
12:00 PM - 12:05 PM	Nominations from the Floor for Executive Positions
12:05 PM - 12:30 PM	Candidates' Speeches
12:30 PM - 2:00 PM	Delegates' Lunch
2:00 PM - 11:59 PM	Election of Remaining Executive Positions (as necessary)
2:30 PM - 4:30 PM	Workshops (5 concurrent)
6:30 PM - 11:00 PM	Annual Banquet

Fri, Sep 20, 2024

12:01 AM - 8:30 AM	Election for Executive Positions Continues (as necessary)
7:00 AM - 8:30 AM	Delegates' Continental Breakfast
7:30 AM - 12:00 PM	Online Voting Help Desk Hours Location: Main Lobby, Vancouver Convention Centre East
8:00 AM - 9:00 AM	Report on Resolutions Received After the Deadline
8:00 AM - 9:00 AM	Resolutions Session Continues
9:00 AM - 9:30 AM	Address by the Leader of the Conservative Party
9:30 AM - 10:00 AM	Address by the Leader of the Green Party
10:00 AM - 11:15 AM	Resolutions Session Continues
11:15 AM - 11:45 AM	Address by the Leader of the Opposition
11:45 AM - 11:50 AM	Port of Vancouver Prize Draw
11:50 AM - 12:00 PM	Installation of President Elect
12:00 PM - 12:00 PM	Adjourn

Clare Frater

From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: Monday, August 12, 2024 10:29 AM
To: Lori Foster; Clare Frater
Subject: Provincial Cabinet Minister Meeting - Redirect



2024 UBCM Convention

DATE: August 12, 2024
TO: Lori Foster
Islands Trust
FROM: UBCM Meeting Request Coordinator
RE: **Provincial Cabinet Minister Meeting - Redirect**

Upon review of your proposed topics, your meeting request has been redirected to another Cabinet Minister. See Important Message for more detail.

Important Message:

Please note this meeting has been redirected to the Minister of Municipal Affairs, as the topic is under their portfolio. If you have any questions, please contact the UBCM Ministers Meetings Coordinator at UBCM.Meetings@gov.bc.ca or 250-213-3856.

Contact Information:

Meeting ID: 661
Municipality/Regional District: Islands Trust
Contact: Lori Foster, Executive Assistant
Phone: 250-405-5161
Email: lfoster@islandstrust.bc.ca
Secondary Email: cfrater@islandstrust.bc.ca

Cabinet Minister:

Premier

Council Attendees:

Clare Frater, Director; David Maude, Vice-Chair; Julia Mobbs, Interim CAO; Peter Luckham, Chair; Timothy Peterson, Vice-Chair; Tobi Elliott, Vice-Chair

Topic #1:

Islands Trust 50th Anniversary and the Future of Islands Trust Governance

Background:

Islands Trust recently marked its 50th anniversary, celebrating its creation by the Province as a special-purpose government with a mandate to preserve and protect the Islands Trust Area. Much has changed. The Trust today is challenged to fulfill its Object while responding to important priorities such as Reconciliation with Indigenous People, the impacts of climate change, and needs for diverse housing options. As we look to the future, we reflect that the Islands Trust would benefit from a renewed Provincial vision for the future of the Trust Area, including reconsideration of Islands Trust decision-making processes and structures as part of the implementation of UNDRIP.

Request:

That the Provincial Government review the Islands Trust's mandate, governance structure, and opportunities to align decision-making processes and structures with the United Nations Declaration on the Rights of Indigenous Peoples Act (UNDRIP).

For questions regarding meeting requests or UBCM inquiries please email:

UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.



August 19, 2024

Thank you for your request to meet with Honourable Anne Kang during the 2024 Union of British Columbia Municipalities (UBCM) Convention.

Minister Kang received a great number of meeting requests for this year's Convention and regretfully she cannot accept them all. I am sorry to advise that she is unable to accommodate your request to meet during UBCM Convention this year.

Although Minister Kang is not available during the UBCM Convention, you may still make a request to meet with provincial ministries, agencies, commissions, and corporations (MACC) staff during UBCM Convention – including staff from the Ministry of Municipal Affairs. To do this, please complete the online request form at [MACC Staff Meeting](#) and submit it to the Ministry of Municipal Affairs by **August 21, 2024**. Staff will be available to meet with you from **Monday, September 16 to Thursday, September 19, 2024**.

Thank you.

Sincerely,

Katie Carrothers

Katie Carrothers
MUNI-UBCM Minister's Meeting Coordinator
Phone: 236 478-0537
Email: MUNI.UBCM.MeetingRequests@gov.bc.ca

cc: Sarah Staszkiel, MACC Staff Meeting Coordinator, Provincial Appointment Desk

Clare Frater

From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: Tuesday, August 20, 2024 11:44 AM
To: Lori Foster; Clare Frater
Subject: Provincial Cabinet Minister Meeting - Regret



2024 UBCM Convention

DATE: August 20, 2024
TO: Lori Foster
Islands Trust
FROM: UBCM Meeting Request Coordinator
RE: **Provincial Cabinet Minister Meeting - Regret**

We regret that, due to time and space constraints, we are not able to accommodate your meeting request with the Minister of:

Health

Important Message:

Thank you for your meeting request. Due to a large volume of requests received, we are not able to accommodate your request at this time.

If you would like to meet with staff on this topic, please submit a request via <https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff> by August 21, 2024 (4:00PM).

If you have any questions, please contact the UBCM Ministers Meetings Coordinator at UBCM.Meetings@gov.bc.ca or 250-213-3856.

Contact Information:

Meeting ID: 665
Municipality/Regional District: Islands Trust
Contact: Lori Foster, Executive Assistant
Phone: 250-405-5161
Email: lfoster@islandstrust.bc.ca
Secondary Email: cfrater@islandstrust.bc.ca

Cabinet Minister:

Health

Council Attendees:

Clare Frater, Director; David Maude, Vice-Chair; Julia Mobbs, Interim CAO; Peter Luckham, Chair; Timothy Peterson, Vice-Chair; Tobi Elliott, Vice-Chair

Topic #1:**Composting Toilets and Greywater Practices****Background:**

Many residents in rural areas are not serviced by community sewage systems. These property owners are responsible for disposal of liquid waste on their lot(s). In such areas, installation and use of approved alternative sewage disposal systems are needed to support new housing builds and retrofits to houses that currently use disposal means that are not supported under the Sewerage System Regulation. A barrier to this is prescriptive requirements for onsite application criteria for residuals in the Manual of Composting Toilet and Greywater Practice, which emerging information suggests are overly conservative based on scientific knowledge regarding pathogen decay and phytotoxin control.

Request:

Review the Manual of Composting Toilet and Greywater Practice to update the onsite application criteria for residuals based on current scientific knowledge; and provide funding for demonstration projects and for practitioners' professional development on composting toilets and greywater practices.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 24, 2024

From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** August 14, 2024

SUBJECT: Code of Conduct Review – Next Steps

RECOMMENDATION:

That Trust Council schedule a Committee of the Whole meeting to discuss the draft Code of Conduct.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendation is consistent with Executive Committee’s previously directed process to advance an Islands Trust draft Code of Conduct to align with Provincial guidance. This approach encourages Trust Council’s full engagement in the development of the new Code of Conduct, which is key for the success of the initiative.

1 PURPOSE: To provide recommendations on next steps in developing a new Code of Conduct for Trust Council.

2 BACKGROUND:

At its regular meeting on April 24, 2024 the Executive Committee resolved that:

Staff to forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council.

At the request of the former CAO, the Code of Conduct was instead forwarded to the Governance Committee, as the Code of Conduct is a governance-related matter.

At its regular meeting on June 24, 2024, the Governance Committee reviewed the draft Code of Conduct. While the Committee discussed aspects of the Code of Conduct, and individual members provided specific comments, the Committee did not make any substantive recommendations and instead, recommended creation of a select committee to review the Code of Conduct. It resolved that:

Governance Committee recommend to the Executive Committee that the Executive Committee refer the development of an updated Code of Conduct to a Select Committee of Trust Council.

As other significant priorities of Trust Council have taken priority at Committee of the Whole meetings since June, this work has not advanced to that body as originally requested by Executive Committee. Timing was also impacted waiting for Governance Committee feedback.

At its regular meeting on July 24, 2024, the Executive Committee resolved:

Staff to take the draft code of conduct back to Trust Council with a request for decision of the work done to date, and ask Trust Council to provide further direction on the development of a new code of conduct.

To date, staff has reviewed the existing Trust Council Standards of Conduct policy against the Provincial guidelines released in 2022 for development of a Code of Conduct. Staff drafted a revised Code of Conduct for the Islands Trust Council, its committees and local trust committees largely based on the Provincial guidelines. Staff presented a Request for Decision dated April 24, 2024 to the Executive Committee; this document provide an overview of the major changes to the existing Standards of Conduct policy (see Attachment 1).

A Code of Conduct is intended to be a guide to good governance for trustees, and provide the expectations on respect and etiquette to be applied in all dealings with other trustees and staff. As such, the document must be owned, monitored, and enforced by Trust Council, and therefore, it is important that all trustees are involved in the development of the Code of Conduct. For this reason, staff continue to recommend that the document go to a Committee of the Whole so that Trust Council members can have a more free-form discussion on the substance of the draft policy, and to make recommendations for changes (additions/deletions/rewording) to the draft policy.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There are no organizational implications.

FINANCIAL:

There are no financial implications beyond cost of holding an electronic Committee of the Whole meeting.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Committee of the Whole meeting would be established and advertised as per meeting procedures bylaw and policy.

FIRST NATIONS RELATIONS:

There are no First Nations Relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

Trust Council Policy 2.1.2 Standards of Conduct

5 ATTACHMENT(S):

1. April 24, 2024 Request for Decision to Executive Committee
2. Draft Code of Conduct

RESPONSE OPTIONS

Recommendation: That Trust Council schedule a Committee of the Whole meeting to discuss the draft Code of Conduct.

Alternative:

1. That Trust Council establish a Select Committee to undertake work on a Code of Conduct and report back to Trust Council.
This option would require election of a Select Committee, establishment of a terms of reference for the Select Committee, and assignment of staff to administer the Select Committee meetings, and to provide subject matter advice. Given the number of committees currently operating for Trust Council, adding more could be a resourcing challenge.
2. That Trust Council assign the Code of Conduct to an existing Standing Committee for its review and recommendations.
The most obvious standing committee is the Governance Committee and it has already considered the Code of Conduct and has recommended the creation of a Select committee to undertake further work.
3. That Trust Council not proceed with updating its Standards of Conduct policy with a new Code of Conduct consistent with Provincial guidelines.
Council already has a Standards of Conduct policy. It is lacking in various areas, such as social media and enforcement to name a few. Trust Council could decide to not amend it and leave it to the next Trust Council to consider beginning in late 2026.

Prepared By:	David Marlor, Director, Legislation and Information Services
Reviewed By/Date:	Interim Chief Administrative Officer/Aug 15, 2024 Executive Committee/Aug 21, 2024

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Policy:	2.1.2
Approved By:	Trust Council
Approval Date:	1992-09-12
Amendment Date(s):	1997-12-06 2000-06-17 2003-12-05 2010-12-08 2017-12-06 2021-11-30 2024-__-__
Policy Holder:	Chief Administrative Officer

CODE OF CONDUCT

A. Purpose:

Elected trustees, and Islands Trust Conservancy Board appointees, by their declaration, are obliged to execute the duties of their office. The purpose of this policy is to set minimum standards of conduct to guide elected officials and appointed board members in carrying out their duties to ensure: impartial and equal service to all, faithful discharge of their duties without fear or favour, and democratic processes which are duly responsible to the public and which foster public confidence in the Islands Trust's integrity. These standards are in addition to those established in provincial law.

B. Definitions:

Confidential Information includes information that could reasonably harm the interests of individuals or organizations, including the Islands Trust, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the *Community Charter* applies.

Member means a trustee and a person appointed to the Islands Trust Conservancy Board by the Provincial Government.

Officer means a member of staff designated as an officer under s.17 of the *Islands Trust Act*, and includes deputy officers.

Personal Information has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.

Staff means an employee or contract employee of the Islands Trust, and includes staff that supports advisory bodies.

Trust Body means any one or more of Trust Council, Executive Committee, local trust committees, and the Islands Trust Conservancy Board, all as defined in the *Islands Trust Act*.

Trustee means local trustees and municipal trustees as defined in the *Islands Trust Act*.

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C. Introduction:

- C.1. We recognize that responsible conduct is essential to providing good governance for the Islands Trust.
- C.2. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.
- C.3. In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

D. Scope:

- D.1. This code of conduct applies to the members of Trust Council, local trust committees, and Islands Trust Conservancy Board. It is each member's individual responsibility to uphold both the letter and the spirit of this code of conduct in their dealings with other members, staff, and the public.
- D.2. Members must conduct themselves in accordance with the law. This code of conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the Trust Bodies, the common law and any other legal obligations which apply to members individually or as a collective council, committee or board.

E. Foundational Principles of Responsible Conduct:

- E.1. **Integrity** – means conducting oneself honestly and ethically.
- E.2. **Respect** – means valuing the perspectives, wishes, and rights of others.
- E.3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one's actions.
- E.4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

F. Standards of Conduct:

- F.1. **Integrity:** Integrity is demonstrated by the following conduct:
 - F.1.1. Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.

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- F.1.2. Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- F.1.3. Members will act in the best interest of the public and community.
- F.1.4. Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- F.1.5. Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- F.1.6. Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

F.2. **Respect:** Respect is demonstrated through the following conduct:

- F.2.1. Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- F.2.2. Members will acknowledge that people's beliefs, values, ideas, and contributions add diverse perspectives.
- F.2.3. Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- F.2.4. Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- F.2.5. Members will honour the offices of local government and fulfill the obligations of Chair and trustees dutifully.
- F.2.6. Members will recognize and value the distinct roles and responsibilities of local government staff.
- F.2.7. Members will call for and expect respect from the community towards elected officials and staff.
- F.2.8. Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

F.3. **Accountability:** Accountability is demonstrated through the following conduct:

- F.3.1. Members will be transparent about how they carry out their duties and how council, committees and the Islands Trust Conservancy Board conducts business.

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- F.3.2. Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- F.3.3. Members will correct any mistakes or errors in a timely and transparent manner.
- F.3.4. Members will accept and uphold that the council, committees and the Islands Trust Conservancy Board are collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- F.3.5. Members will listen to and consider the opinions and needs of the community in all decision making and allow for public discourse and feedback.
- F.3.6. Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.
- F.4. **Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:
 - F.4.1. Members will demonstrate behaviour that builds public confidence and trust in the Islands Trust.
 - F.4.2. Members will provide considered direction on Islands Trust policies and support colleagues and staff to do the same.
 - F.4.3. Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary.
 - F.4.4. Members will create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
 - F.4.5. Members will advocate for shared decision-making and actively work with other members, staff, the public, and other stakeholders to achieve common goals.
 - F.4.6. Members will foster positive working relationships between members, staff, and the public.
 - F.4.7. Members will commit to building mutually beneficial working relationships with First Nations with interest in the Islands Trust Area to further advance reconciliation efforts.
 - F.4.8. Members will positively influence others to adhere to the foundational principles of responsible conduct in all Islands Trust dealings.
- F.5. **Conduct Related to Personal Interests:**

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- F.5.1. Members will avoid lobbying activities toward any Trust body for personal interests or profit and/or for any other person.
- F.5.2. Members will declare to the relevant chair and/or Chief Administrative Officer their direct or indirect interest or the known interests of any close relatives in any enterprise that proposes to transact business with the Islands Trust.
- F.5.3. Members will declare their interest, direct or indirect, or the known interests of any close relatives in any property that is subject to an application to the Islands Trust, to the Executive Committee.
- F.5.4. Members will avoid situations, related to their duties, which could result in securing special privileges, favours or exemptions for themselves, or any other person.
- F.5.5. Members will not commit organizational resources of any kind for activities that are not directly related to the official business of the Islands Trust.
- F.5.6. Members will not undertake election campaign related activities on Islands Trust property unless specifically organized by the Islands Trust (i.e. candidate procedures, all candidate orientation, etc.).
- F.5.7. Members will not request or use any Islands Trust resources or property for election campaign work including staff time, equipment such as photocopiers and computers, supplies, facilities or email lists, etc.
- F.6. **Conduct in Meetings:**
 - F.6.1. Members must prepare for and regularly attend meetings of trust bodies to which they have been elected or appointed. Members have an obligation to attend meetings and the expectation is that members will attend meetings for the duration of the meeting, unless they notify the chair of the trust body that they are ill or have compelling reasons which prevent them from attending. Section 125(5) of the Community Charter [unexcused absence from council meetings] applies to members.
 - F.6.2. Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
 - F.6.3. During meetings, members shall listen courteously and attentively to all discussions before the body, and focus on the issues and facts.

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- F.6.4. The diverse perspectives of each member, as they reflect the interest of their own communities, will be respected.
- F.6.5. When making decisions, members must consider all relevant facts, opinions, debate and analyses of which they should be reasonably aware.
- F.6.6. Disagreements will be seen as a natural part of Council, committee and board work. Such disagreements will not be taken personally, nor made personal.
- F.6.7. Members can expect courteous behaviour from each other. Members shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the trust body.
- F.6.8. When speaking publicly and at trust body meetings, members shall avoid inflammatory language. They are expected to speak in an objective manner.

F.7. Conduct in Collection and Handling of Information:

- F.7.1. Members must collect and use personal information in accordance with *Freedom of Information and Protection of Privacy Act* legislation and policies and guidelines regarding protection of privacy as established by the Islands Trust Council.
- F.7.2. Members must protect information that is specifically marked confidential, that is personal information and other material identified or understood to be confidential in nature.
- F.7.3. Members must refrain from discussing or disclosing any confidential information with persons outside the organization except as authorized.
- F.7.4. Members must refrain from discussing or disclosing any personal information with or to other members, officials, Staff, or with persons outside the organization except in a manner consistent with the duty to protect personal information under the *Freedom of Information and Protection of Privacy Act*.
- F.7.5. Members must take reasonable care to prevent the examination of confidential material or access to personal information by unauthorized individuals.
- F.7.6. Members must not use confidential information except for the purpose for which it is intended to be used.

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- F.7.7. Members must only release information in accordance with established Islands Trust policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia).
- F.7.8. Members must not disclose decisions, resolutions or report contents forming part of the agenda for or from an in-camera meeting until a corporate decision has been made for the information to become public.
- F.7.9. No members shall disclose or release to the public, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the relevant Trust Body to do so.
- F.7.10. No members shall disclose the substance of deliberations of an in-camera meeting or details of in-camera deliberations or specific details on whether individual members voted for or against an issue, until the relevant Trust Body discusses the information at a meeting that is open to the public or releases the information to the public.
- F.7.11. When dealing with personal information, members must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information includes information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

F.8. Conduct in Interactions with Staff and Advisory Bodies:

- F.8.1. Members are to contact staff according to the procedures authorized by Trust Council and/or the Chief Administrative Officer regarding the interaction of trustees, board members and staff.
- F.8.2. Members are to direct enquiries regarding Trust Council or Trust-wide issues or questions to the Chief Administrative Officer or the Director of the appropriate department and refrain from contacting other staff without first discussing the issue with the relevant Director.
- F.8.3. Members are to direct enquiries regarding local trust committee business or issues to the Director, Planning Services, to the appropriate Regional Planning Manager, or to the designated Island Planner, and must refrain from contacting other staff without first discussing the issue with the Director, Regional Planning Manager or Island Planner.

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- F.8.4. Members are not to issue instructions to any of the Islands Trust's contractors, tenderers, consultants or other service providers.
- F.8.5. Members must not make public statements attacking or disparaging staff or advisory body members and shall show respect for the professional capacities of staff. Members must not involve staff in matters for political purposes.
- F.8.6. Members must not publish or report information or make statements attacking or reflecting negatively on staff or advisory body members except to the Chief Administrative Officer as appropriate to bring a complaint to the attention of the Chief Administrative Officer for follow up.
- F.8.7. Significant information provided to any member of a Trust Body, which is likely to be used in a meeting or in political debate, should also be provided to all other members of the relevant Trust Body, and to the Chief Administrative Officer.
- F.8.8. Members must treat the public, other members, advisory body members and staff appropriately, and without bullying, abuse or intimidation in order to preserve a workplace free from harassment.

F.9. Conduct in Use of Social Media:

- F.9.1. It is not the role of members to report directly on Islands Trust related business. Members will use caution in reporting decision-making by way of their social media profiles and websites ensuring that any material they publish is accurate, precise and communicates the intent of the relevant Trust Body.
- F.9.2. Members will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow-up posts to the Islands Trust social media postings and when creating original posts pertaining to Islands Trust related business. (Sample Disclaimer – "Opinions expressed are my own and do not reflect the view or opinions of the [Islands Trust Council] [Islands Trust Conservancy Board] [____ Island Local Trust Committee]").
- F.9.3. Members will refrain from using or permitting use of their social media accounts for purposes that include generating or recirculating:
- defamatory remarks, obscenities, profane language or sexual content;
 - negative statements disparaging other members of a Trust Body;
 - negative statements disparaging staff or calling into question the professional capabilities of staff;

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- content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
- statements that indicate an actual attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
- promotion of illegal activity; and
- information that may compromise the safety or security of the public or public systems.

F.9.4. Members must regularly monitor their social media accounts and immediately take measures to remove messages or postings by others that violate this Code of Conduct.

F.10. Interactions with the Public and the Media:

- F.10.1. Members will accurately communicate the decisions of the relevant Trust Body, even if they disagree with the majority decision, and by so doing affirm the respect for and integrity in the decision-making processes of Council.
- F.10.2. When discussing the fact that they did not support a decision, or voted against the decision, or that another member did not support a decision or voted against a decision, a member will refrain from making disparaging comments about other members or about the relevant Trust Body's processes and decisions.

G. Enforcement Process:

This section is for internal use only. Members and staff within the Islands Trust can use this section to lodge a complaint against a member in relation to their own interactions with that member.

- G.1. Council officials are to abide by the requirements of the *Community Charter* and this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.
- G.2. Alleged breaches of this Code of Conduct by members shall be submitted in a written complaint addressed to the Trust Council Chair and the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Chair is the subject of, is in a conflict of interest related to the complaint or is implicated in the complaint, the complaint shall be addressed to the a Vice-Chair unless that individual is the subject of, or implicated in the complaint. In the event that the Chief Administrative Officer is the

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subject of, is in a conflict of interest related to the complaint or is implicated in the complaint, the complaint shall be addressed to the Director, Legislative Services unless that individual is the subject of or implicated in the complaint.

- G.3. Upon receipt of a complaint under section G.2 the Chair or designated Vice-Chair, and the Chief Administrative Officer or designate (Director, Legislative Services) shall review the Policy and the details of the alleged breach. The role of the Chair and Chief Administrative Officer (or designates) is to be the keeper of the process, not to adjudicate the complaint. Their role is to facilitate and seek a mutually beneficial resolution between the parties. Information from both parties should be obtained, reviewed and options for resolution canvassed. There is no ability for the Chair / Chief Administrative Officer or designates to give advice about the processing or quality of resolution of the complaint.
- G.4. The parties may come to an informal agreement on a resolution, which may include:
- dismissal of the complaint; or
 - public censure of the member for misbehaviour or a breach of this Code of Conduct;
 - a recommendation that a member apologize to any person adversely affected by a breach of this Code of Conduct;
 - counselling of a member; and/or
 - such other recommendations as are deemed appropriate by the parties.
- G.5. If the situation is not able to be resolved through the informal process within thirty (30) days, the Chair and the Chief Administrative Officer or designates will work to appoint an independent third party. Numerous third party investigators will be identified. The Complainant(s) and Respondent(s) will be provided with the resumes of the identified parties. The Complainant(s) and Respondent(s) have the ability to agree or disagree that the proposed parties have the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator"). The Complainant(s) and Respondent(s) will notify the Chair and Chief Administrative Officer or designate if they have a conflict of interest with any of the proposed Third Party Investigators. The Third Party Investigators will then be contacted and the individual with the next available opening in their schedule will be appointed to the matter.
- G.6. If the parties cannot agree on the choice of investigator, a nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator.
- G.7. If the Complainant(s) or Respondent(s) refuse to participate in a formal investigation, the investigation may continue without that individuals' participation. The Third Party Investigator will make their determination based on the information they are provided.

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Not participating in the processes as outlined in sections G.4G.5 and G.6 may also be considered grounds for a complaint under the policy.

G.8. Throughout both the informal or formal investigation, either party can have legal counsel present to assist them. This legal counsel will be required to follow any rules of in-camera or procedural bylaw process that are applicable.

G.9. As confidentiality is key, information provided to the Respondent(s) will be limited to the written complaint completed by the Complainant.

G.10. The Third Party Investigator:

G.10.1. May conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed; if the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

G.10.1.1. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice.

G.10.1.2. Provide an investigation update, within ninety (90) days of his or her appointment, to the Chair and the Chief Administrative Officer or designates, as applicable, and to the Complainant and the Respondent.

G.10.1.3. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Chair and the Chief Administrative Officer or designates, as applicable.

G.10.1.4. Provide recommendations regarding if a copy of or selected sections of the final Report should be provided to the Complainant and the Respondent.

G.10.1.5. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:

- dismissal of the complaint; or
- public censure of the member for misbehaviour or a breach of this Code of Conduct;

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- a recommendation that a member apologize to any person adversely affected by a breach of this Code of Conduct;
- counselling of a member; and/or
- such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.

G.11. The Chair and the Chief Administrative Officer or designates shall consider whether the Report or an executive summary of the Report should be presented to Trust Council.

G.12. The Director, Legislative Services will receive and retain all reports prepared related to the complaint.

G.13. At the conclusion of the process the Third Party Investigator will destroy all notes that were taken or documents that were provided throughout the process of the investigation.

G.14. Where a member alleges a breach of this Code of Conduct by a fellow member, all members shall refrain from commenting on such allegations at open meetings pending the conclusion of the Report and any decision of Trust Council on the Report.

G.15. Members who retain legal counsel to represent them in proceedings under this section may request in writing that the Islands Trust Council indemnify them for their reasonable costs of representation, subject to limitations in Trust Council Bylaw 145.

G.16. Staff who retain legal counsel to represent themselves in proceedings under this section may request, in writing, reimbursement of reasonable costs from the Islands Trust subject to limitations in Trust Council Bylaw 145.

H. Legislated References:

H.1. Policy and Procedures Manual:

- Statutory Rules of Conduct (2.1.1)
- Governance Principles (2.1.3)

H.2. Local Trust Committee Procedural Bylaw

H.3. Trust Council Procedural Bylaw

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: April 24, 2024

From: David Marlor, Director,
Legislative Services

Date Prepared: April 17, 2024

SUBJECT: Code of Conduct

RECOMMENDATION:

THAT the Executive Committee forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Trust Council's Standards of Conduct policy has been amended but is not consistent with updated (2022) guidelines provided by the Province. This recommendation establishes a robust code of conduct to facilitate the efficient operation of Islands Trust decision making bodies.

1 PURPOSE:

To provide the Executive Committee with an overview of the Islands Trust Code of Conduct and how it compares to guidelines provided by the Provincial Government.

2 BACKGROUND:

At its regular meeting on April 12, 2023, the Executive Committee requested Staff to provide a briefing with respect to options for better understanding of the policy regarding Code of Conduct for vice-chairs, trustees and the public. The Executive Committee amended this in November 2023 to ask Staff to review against Provincial guidelines and provide recommendation for any amendments.

Islands Trust Code of Conduct

Islands Trust Policy 2.1.2 Standards of Conduct was adopted in December 1997, and was updated June 2000, December 2003, December 2010, December 2017 and November 2021. The policy establishes that ethical principles shall govern conduct of elected trustees and groups them into four categories: Performance of Duties, Organisational Responsibility, Personal Interests, and Meetings. The policy establishes an internal review process.

Provincial Government Guidelines on Code of Conduct

In October 2022, the Working Group on Responsible Conduct, put together jointly by the Local Government Management Association (LGMA), Union of British Columbia Municipalities (UBCM)

and the Province of British Columbia, released a model code of conduct entitled “Getting Started on a Code of Conduct for your Council/Board (the Guide)”.

What is a code of conduct? The guide states that “a code of conduct is a written document that sets shared expectations for conduct or behaviour”, and that “responsible conduct of elected official is not optional; it is essential to good governance”.

The model code of conduct reflect foundational principles of integrity, respect, accountability and leadership and collaboration. For each, it provides model conduct that reflects the foundational principle. The Guide also indicates that local governments may: add examples of specific behaviour to further elaborate the standards of conduct; add additional standards that address specific topics important to the local government; and include provisions to support compliance, such as a complaint and resolution process.

Staff has review the existing Standards of Conduct against the model code of conduct and has concluded that the current standards of conduct could do with an update to bring them in line with the recommended model code of conduct.

Attached is a revised draft code of conduct for consideration by the Executive Committee and Trust Council. This code of conduct applies to all elected trustees and appointed members of the Islands Trust Conservancy Board. Staff has added in the foundational principles and conduct that exemplifies that behaviour at the start, followed by specific codes of conduct covering personal interests, conduct in meetings, collection and handling of information, interactions with staff and advisory bodies, use of social media, and interactions with public and media.

Staff has revised the enforcement process to make it clear that the Chair and CAO are not adjudicating the dispute, but are only there to ensure a process is followed. Complaints under this policy, as per the model, are only permitted from staff, trustees or Islands Trust Conservancy Board appointees.

There is no mechanism for public complaints under this policy. Public complaints regarding trustees are dealt with under the Trust Council’s Handling of Administrative Fairness Complaints Policy.

The Guide recommends that Council owns the code of conduct, as it is essential for the success of adhering to the code. This may be obtained by allowing Trust Council initially time to review and comment on the code of conduct, discuss the code of conduct in a Committee of the Whole meeting, before finally adopting it as policy. Beyond that, the policy’s foundational principles, and the behaviours should be front and centre on every agenda or meeting. Inclusion of a session on the code of conduct during new term orientation, and a commitment by Trust Council to hold learning sessions on good conduct behaviours throughout the term is another means to ensure ownership and understanding of the code of conduct.

The draft has the following changes:

- **Policy Name** - changed from “Standards of Conduct” to “Code of Conduct”
- **Section A** – from existing policy with minor edits
- **Section B** - definitions added for “Confidential Information”, “Member”, “Officer”, “Personal Information”, “Staff”, and “Trust Body”.
- **Section C Introduction** – NEW – adapted from the Guide
- **Section D Scope** – NEW – adapted from the Guide
- **Section E Foundational Principles of Responsible Conduct** – NEW – adapted from the Guide
- **Sections F.1 Integrity, F.2 Respect, F.3 Accountability and F.4 Leadership and Collaboration** – NEW – adapted from the Guide.
- **Section F.5 Personal Interest** – from existing policy with some edits
- **Section F.6 Meetings** – from existing policy with some edits

- **Sections F.7 Collection and Handling of Information, and F.8 Staff and Advisory Bodies** – an amalgamation of some existing policies with mostly new language adapted from District of Saanich and other municipalities’ codes of conduct.
- **Section F.9 Social Media** – NEW – adapted from other local municipalities codes of conduct.
- **Section F.10 Public and Media** – NEW – adapted from District of Saanich code of conduct.
- **Section G Enforcement** – NEW – adapted from District of Saanich code of conduct.

Recommended Process:

- **April 2024** – review by Executive Committee and forward to Trust Council Committee of the Whole.
- **June 2024** – Trust Council Committee of the Whole reviews and makes recommendations to Trust Council. Staff to revise policy based on Committee of the Whole discussion.
- **September 2024**– Trust Council to consider adoption of amended Code of Conduct Policy.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organizational implications

FINANCIAL:

No financial implications

POLICY:

Revised Code of Conduct policy.

IMPLEMENTATION/COMMUNICATIONS:

Placed on next Trust Council Committee of the Whole agenda. No other communications required at this stage.

FIRST NATIONS:

No First Nations implications.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

Trust Council Policy 2.1.2 Standards of Conduct

5 ATTACHMENT(S):

Draft revised Trust Council Policy 2.1.2 Code of Conduct

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council.

Alternative:

The Executive Committee may request Staff to edit the draft Code of Conduct before sending to Trust Council Committee of the Whole for discussion.

Prepared By: **David Marlor, Director, Legislative Services**

Reviewed By/Date:

From: Mairead Boland
Sent: Saturday, July 20, 2024 8:15 PM
To: EC
Cc: Governance Committee; Saturna Island Local Trust Committee
Subject: WEb page for the Request to the Province "project"

To: EC
cc'd: GC, Saturna LTC

Hello EC,

At the Saturna LTC we had a very good wide ranging discussion on a variety of Trust significant activities.

The recent discussions on "the meaning of Section 3" and the draft Trust Policy Statement were all under the microscope.

There was a strongly supported request from an attendee, that the so-called "Request to the Province" be given a web page - similar to other Trust efforts.

As you know there has been a significant amount of information created over the past 2 years and its difficult to find.

I think that it would benefit residents and trustees and I urge you to request this if staff.

Thank you and regards,
Mairead

From: Oceans Protection Plan BC Registration / Plan de Protection des Océans
CB Enregistrement (TC) <TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca>
Sent: Tuesday, August 20, 2024 9:00 AM
Cc: Lampa, Maja (she/her | elle,la) (TC/TC)
Subject: Invitation to Join the OPP Dialogue Forum's Advisory Panel

Follow Up Flag: Follow up
Flag Status: Completed

Hello,

Transport Canada is pleased to share that the next annual **Oceans Protection Plan (OPP) Dialogue Forum** will be held through several virtual and in-person sessions between October 2024 and February 2025. We are establishing an advisory panel to help develop the event agendas. We hope that you, or a member of your team, will consider joining.

If you are interested in joining the OPP Dialogue Forum Advisory Panel, please contact Maja Lampa at maja.lampa@tc.gc.ca by August 30, 2024.

The Dialogue Forum is a platform for Indigenous organizations, coastal communities, all levels of government, non-governmental organizations, academia, and industry to engage in dialogue on oceans protection in the Pacific region. The advisory panel will:

- Guide the Forum agenda development for the various events;
- Include Indigenous, community, and industry representation;
- Meet online two or three times before the events (tentatively in September and late November).
- Meetings will be held online and last about 45 minutes.

Your advice and input will help structure the events to ensure they are impactful and engaging for all participants.

Thank you,

Amandeep Sangha
(she/her/elle)

Regional Director, Pacific Region | Directrice régionale, Région du Pacifique
Oceans Protection Plan Engagement | Engagement du plan de protection des océans
Transport Canada | Transports Canada
Amandeep.Sangha@tc.gc.ca | Cell: (236) 339-0673

*I acknowledge the shared, ancestral and unceded territories of the xʷməθkʷə́y̓əm (Musqueam),
Skwxwú7mesh (Squamish), salilwatał (Tsleil-Waututh) and kʷikʷə́łəm (Kwkwetlem) Nations
within which I work and live.*

Active Projects Report

Executive Committee

1. Update Islands Trust Policy Statement

Activity:

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process.
Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater
Julia Mobbs

Dates

Rec'd: 26-Feb-2020
Target: 26-Sep-2023

2. First Nations Reconciliation

Activity:

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

3. Provincial Funding Strategy

Activity:

Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.

Responsible

Julia Mobbs

Dates

Rec'd: 07-Mar-2023
Target: 31-Mar-2025

Active Projects Report

Executive Committee

3. Request for Provincial Review

Activity:

Per Trust Council request respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure and provide the minister with an update.

Responsible

Julia Mobbs

Dates

Rec'd: 08-Mar-2023
Target: 06-Dec-2023

4. Strategic Planning

Activity:

Guide the development and implementation of the Islands Trust Strategic Plan.

Responsible

Julia Mobbs

Dates

Rec'd: 03-May-2023
Target: 31-Dec-2024

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Advance the preservation and protection of marine ecosystems.

Responsible

Clare Frater

Date Received

03-May-2023

2. *MOTI MOU's*

To engage with the Ministry of Transportation on a updated Memorandum of Understanding.

Responsible

Stefan Cermak

Date Received

03-May-2023

3. *Climate Change Emergency*

Programming associated with the Climate Change declaration of the Islands Trust.

Responsible

Clare Frater

Date Received

03-May-2023

4. *Request to Minister for Review of Islands Trust*

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

Responsible

Julia Mobbs

Date Received

01-Nov-2023

5. *Summary of requests by Trust Council to approach the Province to provide ongoing funding to the Islands Trust*

This work item is the combination of a number of requests by Trust Council (March 2023), (July 2023) and previous terms to develop a strategy to request further funding from the Province.

Responsible

Julia Mobbs

Date Received