

Executive Committee

Revised Agenda

Date: Wednesday, July 2, 2025

Time: 9:15 a.m.

Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES	
5.1 Draft Executive Committee Meeting Minutes of June 17, 2025	5 - 9
For review and adoption.	
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	10 - 17
6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics	
6.3 Islands Trust Conservancy Liaison Update	
7. BYLAWS FOR APPROVAL CONSIDERATION	
7.1 Galiano Island Local Trust Committee - Bylaw No. 291 - Request For Decision	18 - 40
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 291, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023" in accordance with Section 27 of the <i>Islands Trust Act</i> .	

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of June 17-19 Trust Council Meeting - Discussion

8.2 Executive

8.2.1 June Trust Council Highlights

41 - 41

For review and approval to circulate to subscribers and post to the website.

8.2.2 Trust Council Follow Up Action List

42 - 49

Items added from June Trust Council meeting.

8.3 Trust Area Services

8.3.1 Schedule Special Meeting of the Executive Committee to Review and Approve July 29 Trust Council Special Meeting Agenda - Discussion

THAT Executive Committee request staff schedule a special meeting to be held electronically on Thursday, July 17, 2025 at 10:00 a.m. for the purpose of approving Bylaw 183 in consideration of First Reading.

8.4 Planning Services

8.5 Financial and Employee Services

8.6 Legislative and Information Services

9. COMMITTEE OF THE WHOLE MEETING PREPARATION

9.1 Executive

9.2 Trust Area Services

9.2.1 Draft July 9, 2025 Islands Trust Council Committee of the Whole Special Meeting Agenda

See Appendix A

9.3 Planning Services

9.4 Financial and Employee Services

9.5 Legislative and Information Services

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive

10.1.2 Trust Area Services

10.1.3 Planning Services

10.1.4	Financial and Employee Services	
10.1.5	Legislative and Information Services	
10.2	Executive Committee Initiated	
10.2.1	Executive	
10.2.1.1	2025 Union of BC Municipalities (UBCM) Convention	
10.2.1.1.1	2025 UBCM Registration - Request For Decision	50 - 52
	THAT Executive Committee approve attendance for Trustees [insert trustee name(s)], Chief Administrative Officer Bronee and [insert Islands Trust staff name(s)] at the 2025 Union of BC Municipalities Convention.	
10.2.1.1.2	Preparation for UBCM Convention - Briefing	53 - 57
10.2.1.1.3	UBCM Session Proposal - Discussion	58 - 60
	Vice-Chair Elliott	
10.2.2	Trust Area Services	
10.2.3	Planning Services	
10.2.4	Financial and Employee Services	
10.2.5	Legislative and Information Services	
11.	NEW BUSINESS	
11.1	Executive/Trust Council	
11.2	Trust Area Services	
11.3	Planning Services	
11.4	Financial and Employee Services	
11.5	Legislative and Information Services	
11.6	<i>Email Communication with Trustees - Discussion</i>	
11.7	<i>Salt Spring Island Advocacy Letter Writing - Discussion</i>	
12.	CORRESPONDENCE (for information unless raised for action)	
12.1	2025-06-19 Saanich Inlet Protection Society (SIPS) - Saanich Inlet Roundtable	61 - 62
12.2	2025-06-24 T Peterson - Closed Meetings Webinar	63 - 108
13.	WORK PROGRAM	
13.1	Review and amendment of current work program	109 - 113

14. NEXT MEETING

The next Executive Committee meeting is to take place electronically on July 23, 2025 at 9:15 a.m.

15. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(f) and (i) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

16. ADJOURNMENT



Executive Committee

Minutes of a Regular Meeting

Date: Tuesday, June 17, 2025
Location: Harbour House Hotel – Crofton Room
121 Upper Ganges Road, Salt Spring Island, BC

Members Present: Laura Patrick, Chair, Salt Spring Island Local Trust Area
Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area
David Maude, Vice-Chair, Mayne Island Local Trust Area
Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area

Staff Present: Rueben Bronee, Chief Administrative Officer
Robert Kojima, Regional Planning Manager
David Marlor, Director, Legislative and Information Services
Julia Mobbs, Director, Financial and Employee Services (remote attendance)
Jason Youmans, Senior Policy Advisor (remote attendance)
Alexandra Trifonidis, Executive Coordinator

Members of the public present: One member of the public was present electronically.

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in the unceded and treaty territories of many Coast Salish First Nations.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

- 10.1.1 Union of British Columbia Municipalities (UBCM) Minister Meeting Requests
- 10.1.2 Updating Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS
- 11.4 Correspondence dated June 11, 2025 from Trustees Boland & Bernardo
- 11.5 Correspondence dated June 14, 2025 from K Langereis
- 11.6 Correspondence dated June 16, 2025 from A Forest

DRAFT

- 8.1.2 Approval of Revised Delegation Presentation Material from Friends of The Gulf Islands Society

3.2 Approval of Agenda

By general consent the agenda and addendum were approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Patrick rose and report that the Executive Committee adopted the Executive Committee in-camera meeting minutes of April 23 and May 14, and forwarded in-camera meeting materials to the June Trust Council in-camera agenda.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of June 4, 2025

By general consent the Executive Committee minutes of June 4, 2025 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list.

6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics

The Chair and Vice-chairs provided an update on activities on local trust committees since the last meeting.

6.3 Islands Trust Conservancy Liaison Update

Vice-chair Elliott indicated there are no updates from Islands Trust Conservancy. Vice-chair Peterson indicated Islands Trust Conservancy Chair Gauvreau has been invited to speak at an upcoming Salt Spring Local Trust Committee meeting.

6.3.1 2025-06-05 Islands Trust Conservancy - Highlights of the May 27 Board Meeting

Received for information.

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Updated Trust Council Resolution Without Meeting Report

By general consent item 8.1.1 was forwarded to Trust Council.

8.1.2 Approval of Revised Delegation Presentation Material from Friends of the Gulf Islands Society

By general consent item 8.1.2 was forwarded to Trust Council.

8.2 Planning Services - None

8.3 Financial and Employee Services - None

8.4 Trust Area Services

8.4.1 Policy Statement Amendment Project (PSAP) Meeting Schedule - Request For Decision

Discussion ensued regarding the compensation information in the Financial section of the Request For Decision.

By general consent item 8.4.1 was forwarded to Trust Council with a request to amend the financial paragraph under section 3.

8.5 Legislative and Information Services - None

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated - None

9.2 Executive Committee Initiated - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.1.1 Union of British Columbia Municipalities (UBCM) Minister Meeting Requests

The Executive Committee discussed the merits of speaking with ministers at UBCM, as opposed to requesting meetings with them throughout the year.

- Minister Farnworth, Transportation and Transit, on rural roads on the islands and how they different to highways on other Islands. Ask: Refocus on the task force in the agreement that we have and make it a reality.
- Minister Boyle, Indigenous Relations and Reconciliation, remind them of the number of First Nations that we have to work with and engage, and bring Minister up to speed on reality of situation in the Trust Area. Ask at UBCM: For follow-up meeting to meet in Victoria Office to brainstorm longer term solutions re: Islands Trust needs additional support for First Nations engagement.
- Minister Parmar, Forests, on Crown leases and agreements – is there a shift in the province, and what does this look like in the Trust Area, and how it aligns with the Islands Trust mandate.
- Minister Kahlon, Housing and Municipal Affairs

DRAFT

EC-2025-076

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

that the Executive Committee request staff to prepare materials to ask for meetings at Union of British Columbia Municipalities with the Minister of Transportation and Transit, Minister of Indigenous Relations and Reconciliation, Minister of Forests, and Minister of Housing and Municipal Affairs.

CARRIED

10.2 Trust Area Services - None

10.3 Planning Services - None

10.4 Financial and Employee Services - None

10.5 Legislative and Information Services - None

11. CORRESPONDENCE (for information unless raised for action)

By general consent items 11.1 through 11.6 were forwarded to Trust Council.

11.1 2025-06-04 MP Jeff Kibble - A Stronger Future Through Partnership

11.2 2025-06-09 Sunshine Coast Regional District - Coastal Flood Mapping Project Update

11.3 2025-06-10 Gabriola Ferry Working Group - Communication with BC Ferries

11.4 2025-06-11 Trustees Boland & Bernardo - Personal Commentary on Letters to the Minister

11.5 2025-06-14 K Langereis - Draft Bylaw 197

11.6 2025-06-16 A Forest - Trust Council re Mandate

Member of the Public Jennifer Margison, requested to speak.

By general consent the Executive Committee permitted the request.

Ms. Margison wanted to know if there were any further questions regarding concerns about potential hate speech on the website.

The Executive Committee returned to address New Business item 10.1.2.

10.1.2 Updating Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS

Vice-chair Peterson addressed the item, noting that the policy contains some ambiguity.

EC-2025-077

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

that Executive Committee request staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS.

CARRIED

DRAFT

12. NEXT MEETING

The next scheduled Executive Committee meeting will take place electronically on Wednesday, July 2, 2025 at 9:15 a.m.

13. CLOSED MEETING - None

14. ADJOURNMENT

By general consent the meeting adjourned at 10:41 a.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

David Marlor, Director of Legislative and Information Services and Recorder

The minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
75%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 16-Sep-2025	In Progress
100%	2 Staff to add a discussion on UBCM registration on the July 2, 2025 Executive Committee meeting agenda and be prepared to converse on the item. (added to the July 2nd agenda)	Rueben Bronee	Meeting: 26-Mar-2025 Target: 16-Sep-2025	Completed

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 01-Oct-2025	In Progress
0%	2 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 03-Sep-2025	In Progress
50%	3 Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	David Marlor	Meeting: 15-Jan-2025 Target: 16-Sep-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
75%	4 Staff to provide a strategy for providing training to trustees and chairs on respectful meetings, conduct and effective governance communications that includes: - two half-day on-line training sessions for Executive Committee, Islands Trust Conservancy Board chairs and council committee chairs to occur before September Trust Council 2025 (IN PLANNING PHASE) - one half day in-person training session for Trust Council or at June Trust Council meeting quarterly (COMPLETED JUNE 2025) - a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints (PENDING).	David Marlor	Meeting: 05-Feb-2025 Target: 16-Sep-2025	In Progress
0%	5 Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. Expect to send to Governance Committee for consideration in policy amendments and staff will draft operational procedures for Executive Committee to consider.	David Marlor	Meeting: 17-Jun-2025 Target: 23-Sep-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	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: 30-Sep-2025	In Progress
0%	2 Staff to convey to the Ministry of Housing and Municipal Affairs that the provincially mandated formula for the housing needs assessments was inadequate to capture the true housing need in rural island communities, and request the ministry revise its methodology to reflect an approach more suited to rural areas.	Clare Frater Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Sep-2025	In Progress
0%	3 Staff to amend the bylaw referral response form for LTC-to-LTC referrals, by adding a suggested Resolution.	Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Jul-2025	In Progress

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Review Islands Trust Policy 6.5.2 Budget Control and Adjustment 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: 03-Sep-2025	In Progress
51%	2 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 31-Jul-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 01-Oct-2025	In Progress
0%	2 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: 31-Mar-2026	In Progress
49%	3 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: 30-Sep-2025	In Progress
51%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 31-Jul-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	5 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 03-Sep-2025	In Progress
15%	6 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration. ON HOLD at request of Snuneymuxw First Nation.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Mar-2026	In Progress
25%	7 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Jul-2025	In Progress
10%	8 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-Mar-2026	In Progress
0%	9 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: 31-Mar-2026	In Progress
0%	10 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 23-Jul-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
49%	11 Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a \$20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 31-Mar-2026	In Progress
0%	12 Staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.	Clare Frater	Meeting: 26-Feb-2025 Target: 04-Jul-2025	In Progress
0%	13 Staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.	Clare Frater	Meeting: 23-Apr-2025 Target: 23-Jul-2025	In Progress
25%	14 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
5%	15 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	16 Staff to organize a Feast with SᑭÁUTW_ (Tsawout) First Nation	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	Completed
80%	17 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
0%	18 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
0%	19 Staff to convey to the Ministry of Housing and Municipal Affairs that the provincially mandated formula for the housing needs assessments was inadequate to capture the true housing need in rural island communities, and request the ministry revise its methodology to reflect an approach more suited to rural areas.	Clare Frater Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Sep-2025	In Progress
0%	20 Staff to prepare materials to ask for meetings at Union of British Columbia Municipalities with the Minister of Transportation and Transit, Minister of Indigenous Relations and Reconciliation, Minister of Forests, and Minister of Housing and Municipal Affairs.	Clare Frater	Meeting: 17-Jun-2025 Target: 02-Jul-2025	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 23-Jul-2025	In Progress
25%	2 Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
5%	3 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
100%	4 Staff to organize a Feast with S?ÁUTW_ (Tsawout) First Nation	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	Completed
80%	5 Staff to apply for, and, if successful, manage a \$20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
0%	6 Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-04
GL-RZ-2023.1 (Rockafella)

DATE OF MEETING: July 2, 2025
TO: Islands Trust Executive Committee
FROM: Kim Stockdill, Island Planner
SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 291

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Galiano Island Local Trust Committee has referred Bylaw No. 291 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None.

Financial

None.

Policy

None.

Implementation/Communications

Communication to **Galiano Island Local Trust Committee** regarding the Executive Committee decision by **July 4, 2025**.

Other

None

PURPOSE

Galiano Island Local Trust Committee Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” (Attachment 6) will, if adopted, amend the Galiano Island Land Use Bylaw No. 127 (LUB) to

Z:\10 Leg & Reg\3900 Bylaws\04 LTC OCP & LUB - Proposed (P)\04 GL\BL 291 - LUB - AMD - GL-RZ-2023.1 (Rockafella)\EC Submission\EC_2025-07-02_GL-BL-291_GL-RZ-2023.1_Submission_RFD.docx

re-zone the 85 hectare subject property (District Lot 14, Galiano Island) from **Forest 1 (F1)** to two split-zones: 82.5 hectare to be a site-specific **Forest 3 a (F3(a)) zone** and 2.7 hectares to a site-specific **Forest Industrial b (FI(b)) zone**. The F3(a) zone will legalize the siting of four existing dwellings. The FI(b) zone will permit all uses in the Forest Industrial zone, but would not permit an accessory dwelling unit. As a condition prior to the Local Trust Committee's consideration of bylaw adoption, the applicant must register on property title a sustainable forestry management covenant and a s.219 covenant that restricts subdivision into lots less than 20 hectares, identifies developable areas, and requires a secondary groundwater assessment.

BACKGROUND

Galiano Island Local Trust Committee Bylaw No. 291

At the June 20, 2023, regular meeting, the LTC directed staff to proceed with the application and to prepare draft bylaws.

The LTC was not required to hold a public hearing, as stated in Section 464(2) of the Local Government Act, but gave notice of First Reading in compliance with Section 467 of the Local Government Act. A Community Information Meeting was held on June 3, 2025. Following the completion of the meeting, the LTC gave proposed Bylaw No. 291 first, second, and third readings.

On June 3, 2025, the LTC considered and determined that proposed Bylaw No. 291 is not contrary to or at variance with the Islands Trust Policy Statement (Attachment 4).

Issues Relating To Provincial Interest

No issues related to provincial interest.

Issues Relating To First Nation Interest

The proposed bylaw was referred to Cowichan Tribes, Halalt First Nation, Ts'uubaa-asatx Nation (Lake Cowichan), Lyackson First Nation, Pauquachin First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz'uminus First Nation, Tsartlip First Nation, Tsawout First Nation, Tsawwassen First Nation, Tseycum First Nation and WSANEC Leadership Council for comment.

The following is a summary of responses received:

- Ts'uubaa-asatx Nation - defers to any Nation(s) whose title and governing authorities are directly affected
- Tsawout Nation - Due to the nature and location of your project we will defer our comments to the local Nation, Penelekut Tribe
- Pauquachin First Nation - defers to the First Nation(s) whose traditional territory this project lies within or is affected by the project
- Tsawwassen First Nation (TFN) - has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project

Issues Relating To Resources and Enforcement

No issues anticipated.

Public Comments

No public comments to the Executive Committee on this bylaw have been received.

Staff Comments

The Executive Committee is being asked to approve Galiano Island Local Trust Committee Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- The proposed bylaw is consistent with the ITPS;
- First Nation referrals were completed and no concerns were raised;
- Agency referrals were completed and no concerns were raised;
- Statutory processes have been completed including the statutory notification and notice of First Reading.

RELEVANT POLICY

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

1. Determine that the bylaw is contrary to the Islands Trust Policy Statement:

THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 291, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Kim Stockdill, Island Planner	June 19, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	June 19, 2025

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 291
7. First Nations follow-up Tracking



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-291

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 03-Jun-2025

- ☒ Bylaw Submission Checklist attached
- ☒ Policy Statement Checklist attached*
* not required for administrative bylaws
- ☒ Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

Deadline for Executive Committee decision (one month after receipt by Secretary as determined pursuant to the Interpretation Act*): _____

Date bylaw will appear on Executive Committee agenda: _____

- *a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day"*
- *In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months, or years, the first and last*

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Bylaw: GL-291

Trust Area: Galiano Island Local Trust Committee
Type: Land Use Bylaw
Bylaw No.: GL-291
Application No.: GL-RZ-2023.1
Trust Initiated: No

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 03-Jun-2025

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 11-Feb-2025

Resolutions:

Resolution Waiving Public Hearing: Yes
Resolution Authorizing Public Hearing: No
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: Chonk, Jas

Date:

File complete and ready for Public review: No

Public Hearings:

Location: Notice of First Reading
Proofread By: Chonk, Jas

Legal Paper: Gulf Island Driftwood
First Publish Date: 21-May-2025

Second Publish Date: 28-May-2025

Alternate Paper: Gulf Island Driftwood
First Publish Date:

Second Publish Date:

Mailout Date: 07-May-2025
Second Reading Date: 03-Jun-2025

Delivery Notices: 07-May-2025
Date Public Hearing Held:
Third Reading Date: 03-Jun-2025

Referrals: Bylaw GL-291

Agency	Sent	Received
BC Archaeological Branch <i>Comment:</i> Thank you for referring the Galiano Island Local Trust Committee Draft Bylaw No. 291 to the Ministry of Forests, Archaeology Branch. Our interests are not affected by the bylaw.	08-Apr-2025	07-May-2025
BC Hydro & Power Authority 333 Dunsmuir Street, Floor 12: Properties Help Desk <i>Comment:</i> Thank you for your email. BC Hydro has no objection in principle to the proposed rezoning application. However, regarding requesting permanent access for a possible future emergency road through BC Hydro's land and substation - someone within our department will be in touch with you to discuss this matter further. The following comments are for the applicant's information: 1. As you know, BC Hydro has a registered right of way on the property. Please be guided by the terms of the right of way agreement. 2. Obtain separate written approval from this office for any intended use or development on the right of way before construction takes place. Submit applications to this office. 3. No building encroachment is permitted within the right of way unless authorized by BC Hydro. 4. Please conduct a BC1Call prior to doing any work on the property.	08-Apr-2025	14-Apr-2025
Capital Regional District - All Referrals Aggie Chan and Jessica Arnet 625 Fisgard Street: Aggie Chan <i>Comment:</i> Apologies for the delayed reply, but the Galiano Fire department has indicated that they would like to proceed with this opportunity to recommend that the Galiano LTC require a SRoW for emergency access through District Lot 14 as a condition for considering adoption of the bylaw. The routes shown in figure 2 of the attached document, indicates both the possible routes the FD has been considering.	08-Apr-2025	16-May-2025
Coast Salish Peoples Society Coast Salish Peoples Society: Carole Livingston <i>Comment:</i>	07-Apr-2025	
Cowichan Tribes 5760 Allenby Rd: Tracey Flemming <i>Comment:</i> No Comment Received	07-Apr-2025	
Galiano Conservancy Association 2540 Sturdies Bay Road: Ken Millard <i>Comment:</i>	08-Apr-2025	
Galiano Island Fire Department RR #2, Site 46 Comp 23: Karen Harris <i>Comment:</i>	08-Apr-2025	
Halalt First Nation 7973 Chemainus Rd: Raven August <i>Comment:</i> No Comment Received	07-Apr-2025	

Referrals: Bylaw GL-291

Agency	Sent	Received
Island Health 3rd Floor, 6475 Metral Drive: Referrals Referrals <i>Comment:</i>	08-Apr-2025	
Islands Trust Conservancy Islands Trust Conservancy: K E <i>Comment:</i> Interests unaffected by bylaw.	08-Apr-2025	27-May-2025
Lake Cowichan First Nation 313B Deer Road: Carole Livingstone <i>Comment:</i> The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuuchahnulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuuchahnulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	07-Apr-2025	08-Apr-2025
Lyackson First Nation 8017 Chemainus Road: Linda Aidnell <i>Comment:</i> No Comment Received	07-Apr-2025	
Managed Forest Council 305 - 1627 Fort St.: Phil O'Connor <i>Comment:</i>	08-Apr-2025	
Mayne Island Local Trust Committee Islands Trust: Jas Chonk <i>Comment:</i> Interests unaffected by bylaw.	08-Apr-2025	28-Apr-2025
Ministry of Forests, Lands and Natural Resource Operations - Water Protection # 142 - 2080A Labieux Road: Referrals Coordinator <i>Comment:</i> There does not appear to be any provincial Crown forest associated with this proposed bylaw amendment so the interests of our office are unaffected.	08-Apr-2025	09-Apr-2025
Ministry of Municipal Affairs and Housing Planning and Land Use Management: All referrals to this email cc to Kris Nichols; Nikysha Chow, Alicia Smith	08-Apr-2025	17-Apr-2025

Referrals: Bylaw GL-291

Agency	Sent	Received
<i>Comment:</i> Thank you for referring proposed Bylaw No. 291 to the Ministry of Housing and Municipal Affairs for review. I am pleased to provide feedback. I note that the proposal and draft Bylaw No. 291 are compliant with the Galiano Island Official Community Plan (OCP) Bylaw No. 108. If Bylaw No. 291 does not necessitate any change to Galiano Island's OCP Bylaw, the Ministry's interests are unaffected.		
Ministry of Transportation and Infrastructure <i>Ministry of Transportation and Infrastructure: Owen Page</i> <i>Comment:</i> The Ministry of Transportation and Transit (MoTT) has received and reviewed your referral dated April 8, 2025 for Bylaw 291 to amend the Galiano Island Land Use Bylaw to re-zone the 85-hectare subject property (District Lot 14, Galiano Island) from Forest 1 (F1) to two split-zones: 82.5 hectare to be a site specific Forest 3 a (F3(a)) zone and 2.7 hectares to a site-specific Forest Industrial b (FI(b)) zone. The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Transit formal approval. The Ministry has no objections to the proposed Zoning Bylaw.	08-Apr-2025	09-Apr-2025
Pauquachin First Nation <i>9010 West Saanich Road: Darlene Henry</i> <i>Comment:</i> This area appears to be on/in an area that Pauquachin First Nation would recognize as being outside our title and governance areas. As such, I would categorize this as a Level 1 rights area for Pauquachin First Nation. Level 1 identifies that the project appears to be wholly within another First Nations title and Governance area. Our interests in this area would be limited to Trade, First Nations Government-to-Government and inter-community relationships, but not necessarily Title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. Given this assessment we would defer to the First Nation(s) whose traditional territory this project lies within or is affected by the project. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	07-Apr-2025	14-May-2025
Penelakut Tribe <i>Box 360: Denise James</i> <i>Comment:</i> No Comment Received	07-Apr-2025	
Salt Spring Island Local Trust Committee <i>1 - 500 Lower Ganges Road: Claire Olivier</i> <i>Comment:</i> Interests unaffected by bylaw.	08-Apr-2025	08-May-2025
Semiahmoo First Nation <i>16049 Beach Rd: Chief & Council</i> <i>Comment:</i> No Comment Received	07-Apr-2025	
Snuneymuxw First Nation <i>668 Centre Street: Desiree Thomas</i> <i>Comment:</i>	07-Apr-2025	
Stz'uminus First Nation	07-Apr-2025	

Referrals: Bylaw GL-291

Agency	Sent	Received
12611A Trans Canada Hwy: Chenoa Akey <i>Comment:</i>		
Thetis Island Local Trust Committee Northern Office: Laura Patrick <i>Comment:</i> Interests unaffected by bylaw.	08-Apr-2025	03-Jun-2025
Tsartlip First Nation PO Box 70: Karen Harry <i>Comment:</i> No Comment Received	07-Apr-2025	
Tsawout First Nation Box 121: Cathy Webster <i>Comment:</i> Thank you for your referral to Tsawout First Nation regarding your amendment to bylaw No. 291. Due to the nature and location of your project we will defer our comments to the local Nation, Penelekut Tribe. If the scope of your project changes, please contact us so we can ensure that our Nation's best interests continue to be protected.	07-Apr-2025	02-May-2025
Tsawwassen First Nation 1926 Tsawwassen Drive: Victoria Williams <i>Comment:</i> Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	07-Apr-2025	06-May-2025
Tseycum First Nation 1210 Totem Lane: Chief Tanya Jimmy <i>Comment:</i> No Comment Received	07-Apr-2025	



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

Bylaw No.: 291

File Name: GL-RZ-2023.1

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
✓	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.2	Forests
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
✓	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
✓	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
✓	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

Executive Committee

Policy Checklist

Checklist Key:

Consistent	The bylaw is consistent with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Contrary	The bylaw is inconsistent (contrary or at variance) with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv
Not-Applicable	The policy is not applicable with the Islands Trust Policy Manual Chapter 2, Section 4, Subsection iv .

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 03-Jun-2025

Reading:

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 291

A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

The Galiano Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Galiano Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2023”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1 By adding the following new Subsection under Section 7.3 ‘Forest 3 Zone’:

“Site-Specific Regulations

7.3.8 The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Table 7.3			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	F3(a)	A Portion of District Lot 14, Galiano Island, Cowichan District	1) Despite Subsection 7.3.2, one single non-residential building or structure for timber production and harvesting uses with a floor area not exceeding 93 square metres is permitted per dwelling, and every such buildings or structure must be screened by a landscape screen not less than 9 metres in height and complying with Subsection 15.1.1 of this bylaw. 2) Despite Subsection 7.3.3, four dwellings accessory to timber production and harvesting uses with a maximum floor area of 93 square metres per dwelling.

”

2.2 By adding the following new Section 9.6(C):

“9.6(C) Forest Industrial Zone B – FI(B)

The intent of the FI(B) zone is to permit limited industrial uses within a prescribed area of a forest lot.

Permitted Uses

- 9.6(C).1 In the Forest Industrial FI(B) zone the following uses are permitted, subject to the regulations set out in this section and the general regulations set out in Parts 2 and 3, and all other uses are prohibited.
- 9.6(C).1.1 timber production and harvesting
 - 9.6(C).1.2 aggregate processing and storage
 - 9.6(C).1.3 storage and repair of forestry equipment and vehicles
 - 9.6(C).1.4 accessory sawmilling and planing of timber and the growing of seedlings in nurseries
 - 9.6(C).1.5 accessory contractors' workshops and yards
 - 9.6(C).1.6 accessory sale of building materials and supplies manufactured on the lot

Permitted Density

- 9.6(C).2 Lot coverage must not exceed 20% of any lot.

Permitted Height

- 9.6(C).3 No building or structure for a use permitted by this section may exceed 9 metres in height. Accessory buildings and structures must not exceed one storey and a height of 5 metres.

Minimum Setbacks

- 9.6(C).4 Buildings and structures must be sited
- 9.6(C).4.1 at least 7.5 metres from a front or rear lot line;
 - 9.6(C).4.2 at least 6 metres from each interior side lot line, except where the lot line is common to a lot in a commercial or industrial zone, in which case the required distance is 3 metres; and
 - 9.6(C).4.3 at least 4.5 metres from any exterior side lot line.

Minimum Lot Size

- 9.6(C).5 No lot having an area less than 2.7 hectares may be created by subdivision.

Screening

9.6(C).6 Lots on which light industrial uses are carried on must be screened by a landscape screen not less than 2 metres in height and complying with the requirements of Part 15 of this bylaw.”

2.3 Schedule “B” – Zoning Map, is amended by changing the zoning classification of a portion of District Lot 14, Galiano Island, Cowichan District from Forest 1 to Forest 3(a) and from Forest 1 to Forest Industrial (B), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” to Bylaw No. 127 as are required to effect this change.

2.4 Schedule “D” is amended by inserting ‘Plan No. 2’ attached to and forming part of this bylaw as Schedule D as a new “Plan 6”.

3. SEVERABILITY

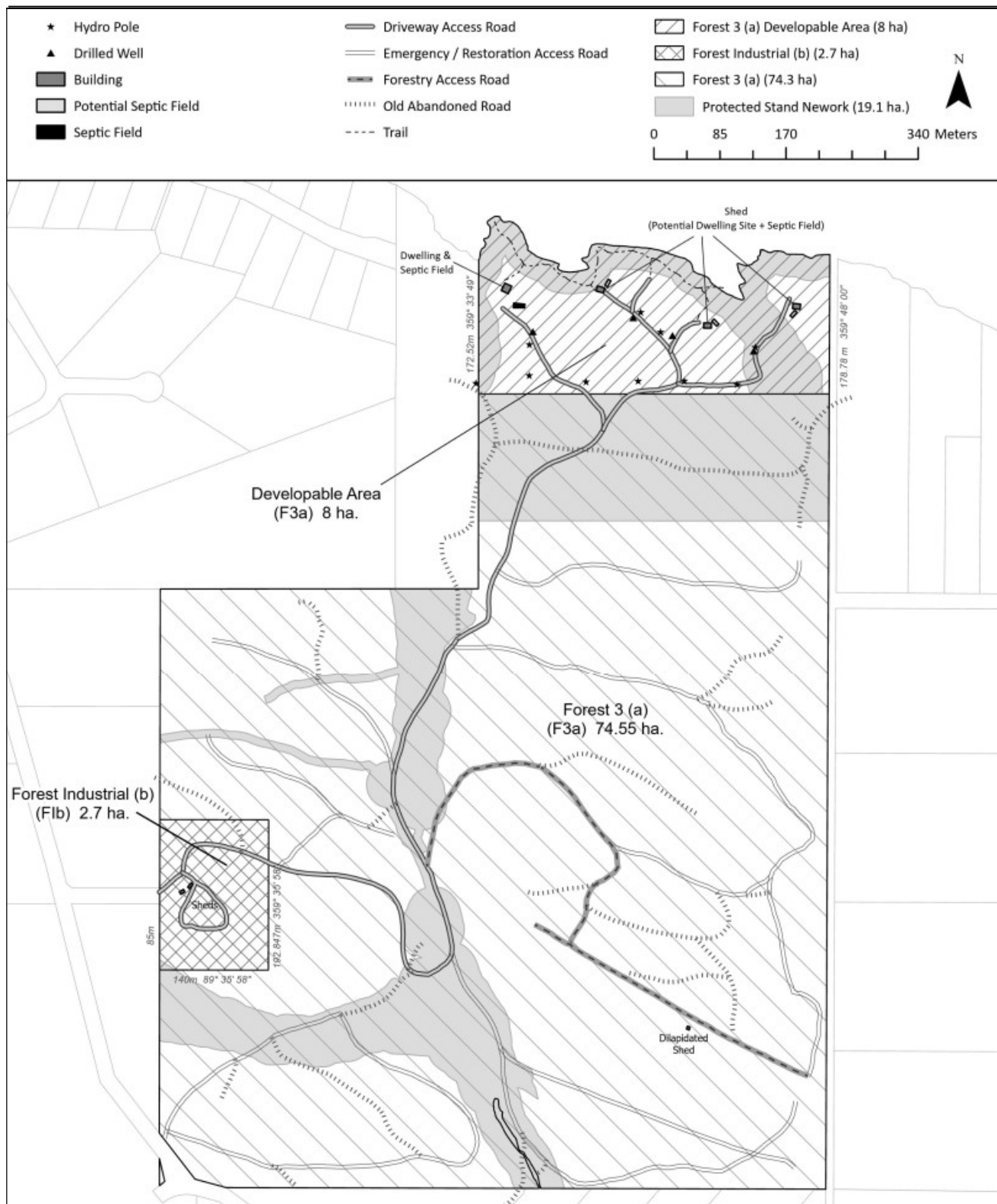
If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS	3 RD	DAY OF	JUNE	2025.
READ A SECOND TIME THIS	3 RD	DAY OF	JUNE	2025.
READ A THIRD TIME THIS	3 RD	DAY OF	JUNE	2025.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	_____	DAY OF	_____	20_____
ADOPTED THIS	_____	DAY OF	_____	20_____

CHAIR

SECRETARY

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 291
Plan No. 2



First Nation Engagement

Referral of: Galiano Bylaw No. 291 (LUB Amendments)
Re: GL-RZ-2023.1 (Rockafella)

First Nation: Coast Salish Peoples Society

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Halalt

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Lyackson

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Pauquachin First Nation

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC
May 14, 2025	This area appears to be on/in an area that Pauquachin First Nation would recognize as being outside our title and governance areas. As such, I would categorize this as a Level 1 rights area for Pauquachin First Nation. Level 1 identifies that the project appears to be wholly within another First Nations title and Governance area. Our interests in this area would be limited to Trade, First Nations Government-to-Government and inter-community relationships, but not necessarily Title and governing authorities, which would be Pauquachin First Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. Given this assessment we would defer to the First Nation(s) whose traditional territory this project lies within or is affected by the project. Should Pauquachin First Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	JC

First Nation: Penelakut Tribe

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Semiahmoo

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Snuneymuxw

Date	Comment/Action	Initial
Feb 2, 2022	Sent Referral	JC
May 8, 2025	Sent Follow-up Email.	JC

First Nation: Stz'uminus

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Ts'uubaa-asatx (Lake Cowichan)

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
April 8, 2025	The project area appears to fall within the Hul'q'umi'num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts'uubaa-asatx Nation's core title area. Ts'uubaa-asatx Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts'uubaa-asatx Nation. Level 3 identifies that Ts'uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts'uubaa-asatx Nation's highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul'q'umi'num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts'uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected.	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsartlip First Nation

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawout First Nation

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 2, 2025	Thank you for your referral to S ÁUT First Nation regarding your amendment to 7 W bylaw No. 291. Due to the nature and location of your project we will defer our comments to the local Nation, Penelekut Tribe. If the scope of your project changes, please contact us so we can ensure that our Nation's best interests continue to be protected.	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawwassen First Nation

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC
June 6, 2025	Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	JC

First Nation: Tseycum First Nation

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: WSANEC Leadership Council

Date	Comment/Action	Initial
April 7, 2025	Sent Referral	JC
May 8, 2025	Sent Follow-up Email in regards to Public Hearing.	JC



Islands Trust Council Highlights June 17-19, 2025

The elected 26-member Islands Trust Council governs the Islands Trust. Trust Council comprises two local trustees from each of the 12 local trust areas and two municipal trustees from Bowen Island. Trust Council meets quarterly to discuss and act on matters that affect the entire Islands Trust Area, including setting the annual budget; creating and monitoring a strategic plan; adopting the Policy Statement; and creating general policies.

The following is a list of highlights of Trust Council's activities and decisions from its June 17-19, 2025 quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its September 16-18, 2025 meeting being held in-person on Gabriola, B.C.

Policy Statement Amendment Project

It was decided that Trust Council will review the draft new Policy Statement at a special electronic Committee of the Whole meeting on July 9th. Following the completion of the review, a special electronic meeting of Trust Council is scheduled for July 29th to consider first reading.

Trust Council Bylaw 197

Trust Council adopted Bylaw 197, Local Trust Committee Meetings Procedures Bylaw, 2024, to bring efficiency to administrative procedures associated with local trust committee meetings by setting a consistent corporate standard.

Jared "Qwustenuxun" Williams Presentation

Indigenous Foods Educator Jared "Qwustenuxun" Williams delivered a compelling presentation, sharing oral traditions and exploring traditional concepts of land ownership, including rights to harvesting areas and the use of shared spaces. He emphasized the critical need to create opportunities for revitalizing traditional food systems and reconnecting with the land through culturally grounded practices.

MLA Rob Botterell Presentation

Rob Botterell, MLA for Saanich North and the Islands, addressed Trust Council to discuss key issues affecting the Trust Area. His presentation included recommendations on enhancing engagement with First Nations and future requests to Minister of Housing and Municipal Affairs Ravi Kahlon, among other topics. The session concluded with a question-and-answer period with trustees.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
51%	1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 18-Sep-2025	In Progress
50%	2 Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 17-Sep-2025	In Progress
86%	3 Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.	Rueben Bronee	Meeting: 03-Dec-2024 Target: 18-Sep-2025	In Progress
80%	4 Staff to set one of the upcoming bi-weekly Committee of the Whole meetings solely to discuss the draft Code of Conduct.	Rueben Bronee	Meeting: 05-Dec-2024 Target: 24-Jul-2025	In Progress
0%	5 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	Completed
100%	6 Staff to cancel the Committee of the Whole meeting scheduled for June 30, 2025.	Rueben Bronee	Meeting: 17-Jun-2025 Target: 23-Jun-2025	Completed
100%	7 Staff to schedule a special electronic Committee of the Whole meeting on July 9, 2025 to review the draft new Islands Trust Policy Statement.	Rueben Bronee	Meeting: 17-Jun-2025 Target: 04-Jul-2025	Completed

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
100%	8 Staff to schedule a special electronic Trust Council meeting on the afternoon and evening of July 29, 2025 to consider First Reading of the draft new Policy Statement.	Rueben Bronee	Meeting: 17-Jun-2025 Target: 04-Jul-2025	Completed
100%	9 Staff to amend the 2025-2028 Strategic Plan to include key initiative 1.1.2, colour coded to indicate that the initiation timeline is to be determined, as "Work with Indigenous Governing Bodies to co-design and implement future Policy Statement amendment review processes that ensure ongoing and more regular review and amendment of the Policy Statement".	Rueben Bronee	Meeting: 17-Jun-2025 Target: 31-Jul-2025	Completed
100%	10 Staff to remove Item 3 "staff to schedule a Committee of the Whole meeting for Trust Council to discuss the September Meeting Conduct" from the Chief Executive Officer Follow Up Action List on page 318 of the June Trust Council agenda.	Rueben Bronee	Meeting: 19-Jun-2025 Target: 23-Jun-2025	Completed

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with recommend - transfer to Governance Committee as the GC has this as a priority for 2025/26.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2025	In Progress
75%	2 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. (COMPLETED) THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. (PENDING) THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw (READY FOR ADOPTION)	David Marlor	Meeting: 07-Dec-2023 Target: 16-Sep-2025	In Progress
50%	3 Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. pending updates to ITApps, then code modification	David Marlor	Meeting: 24-Sep-2024 Target: 31-Dec-2025	In Progress
50%	4 Staff to inform the Accessibility Committee that Trust Council recommend that local trust committees consider how to respond to concerns raised about accessibility of meetings by members of the public, especially in terms of time of day, and day of the week, of meetings and other engagement opportunities.	David Marlor	Meeting: 13-Mar-2025 Target: 16-Sep-2025	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
100%	5 Staff to forward draft Policy 4.1.16 Model Public Notice Bylaw to the local trust committees for their consideration in the adoption of a public notice bylaw. REPORT DRAFTED AND WITH CLERKS FOR PLACING ON NEXT AGENDA OF LTC	David Marlor	Meeting: 18-Jun-2025 Target: 31-Jul-2025	Completed
100%	6 Staff to replace the words in section 5.9 that read "Where written application has not been received, or a petition or delegation has been refused, as prescribed in section 5.8," with "To appeal the decision by the Secretary and/or Executive Committee where a petition or delegation has been refused, as prescribed in Section 5.8, or where written application has not been received,"	David Marlor	Meeting: 19-Jun-2025 Target: 31-Jul-2025	Completed
100%	7 Staff to amend Trust Council Meeting Procedure Bylaw 101 section 5.8 (g) by replacing the word "may" to the word "must".	David Marlor	Meeting: 19-Jun-2025 Target: 31-Jul-2025	Completed
0%	8 Staff to update Bylaw 199 to reflect three readings and bring to Trust Council for adoption by RWM.	David Marlor	Meeting: 19-Jun-2025 Target: 31-Jul-2025	In Progress
0%	9 Staff to update Islands Trust website by adding new updated Islands Trust policies 2.5.1, 2.3.1 and 2.4.1.	David Marlor	Meeting: 19-Jun-2025 Target: 31-Jul-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	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.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
49%	2 Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 30-Sep-2025	In Progress
25%	3 Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 30-Sep-2025	In Progress
79%	4 Staff to implement the Islands Trust Housing Action Plan into the 2025-2028 Strategic Plan, and prioritize implementation of Actions 23, 24 and 26, with a focus on enabling Tiny Homes On Wheels in the Trust Area. (RPC resolution 2024-020)	Stefan Cermak	Meeting: 26-Sep-2024 Target: 19-Feb-2025	In Progress
0%	5 Staff to clarify Trust Council's jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.	Stefan Cermak	Meeting: 11-Mar-2025 Target: 18-Aug-2025	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to advise Trust Council regarding a memorandum of understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.	Stefan Cermak	Meeting: 13-Mar-2025 Target: 01-Aug-2025	In Progress

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to forward the approved Islands Trust audited financial statements for the year ended March 31, 2025 to the Minister of Housing and Municipal Affairs.	Julia Mobbs	Meeting: 17-Jun-2025 Target: 31-Jul-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
64%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 31-Mar-2026	In Progress
51%	3 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 18-Sep-2025	In Progress
0%	4 Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 23-Sep-2025	In Progress
0%	5 Staff to schedule an electronic Special Meeting of Trust Council for May to enable Trust Council to review the recommendations in preparation for potential First Reading at June Trust Council.	Clare Frater Rueben Bronee	Meeting: 12-Mar-2025 Target: 31-May-2025	Completed
0%	6 Staff to report the number of attendees at each of the stewardship educational webinar since February, 2025 when the report was written.	Clare Frater	Meeting: 13-Mar-2025 Target: 17-Jun-2025	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	7 Staff to assist the Chair to write a letter on behalf of Trust Council in support of the request by North Salt Spring Water District's letter to the province dated May 16, 2025.	Clare Frater	Meeting: 17-Jun-2025 Target: 31-Jul-2025	In Progress
0%	8 Staff to assist Trust Council in replying to the letter, from Bowen Island Municipality dated May 30, 2025, under the signature of the Chair supportive of BC Ferry issues and the process but we are concerned about our capacity.	Clare Frater	Meeting: 17-Jun-2025 Target: 31-Jul-2025	In Progress
0%	9 Staff to submit the approved Islands Trust 2024/25 Annual Report to the Minister of Housing and Municipal Affairs.	Clare Frater	Meeting: 17-Jun-2025 Target: 31-Jul-2025	In Progress
0%	10 Staff to draft a letter from the Chair expressing Trust Council's support for official recognition of the Smí7mant Áyalh?w and X_éla7an placenames for beaches on Bowen Island.	Clare Frater	Meeting: 17-Jun-2025 Target: 13-Jul-2025	In Progress
16%	11 Staff to write thank you letters to the two delegates from the June Trust Council meeting.	Clare Frater	Meeting: 19-Jun-2025 Target: 04-Jul-2025	In Progress

REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: July 2, 2025

From: Executive Office

Date Prepared: June 24, 2025

SUBJECT: 2025 UBCM Registration

RECOMMENDATION:

THAT Executive Committee approve attendance for Trustees [insert trustee name(s)], Chief Administrative Officer Bronee and [insert Islands Trust staff name(s)] at the 2025 Union of BC Municipalities Convention.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council approves an annual budget allocation to fund Executive Committee registration and travel expenses to attend the Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) annual conventions. For the 2025/26 fiscal year, that amount was significantly reduced and there is insufficient budget available for all four members of Executive Committee to attend UBCM in 2025.

1 PURPOSE:

To seek Executive Committee's direction on trustee and staff attendance at the 2025 UBCM convention September 22-26 in Victoria.

2 BACKGROUND:

Trust Council [Policy 6.12.2](#) provides the following guidance on attendance at the UBCM convention:

2.1 Members of the Executive Committee and senior staff will represent the Islands Trust Council at the annual AVICC and UBCM conventions, subject to Trust Council approval of the expenditure during the annual budget process.

For fiscal 2025-26, Trust Council approved a budget of \$10,600 for Executive Committee registration and travel for the 2025 AVICC and UBCM conventions. Expense claims submitted for the 2025 AVICC convention totaled \$3,020, leaving \$7,580 available for UBCM.

The registration fee for UBCM has not yet been publicly announced. Based on 2024 rates, registration is expected to be approximately \$800 for trustees and \$400 for staff. The trustee cost assumes a \$600 early-bird registration fee plus an allowance for extra sessions outside the main agenda.

Accommodation is tentatively booked for three trustees at a cost of costs of approximately \$335 per night, and for one trustee at a cost of approximately \$205 per night. Estimated travel costs total \$1,100.

Based on these estimates, overall costs for UBCM 2025 for all four members of Executive Committee to attend with two senior staff would be \$9,940.

UBCM Estimated Costs for Full Attendance

Expense Type	# of Attendees	# of Hotel Nights	Cost Per Unit	Total
Accommodation	4	4	\$335/\$205	\$4,840
Registration - Trustees	4		\$800	\$3,200
Registration - Staff	2		\$400	\$800
Travel Costs				\$1,100
Total				\$9,940

The above assumes full accommodation for all four members for the full four nights of the convention (arriving September 22 and departing September 26). It is therefore not possible for all four members of Executive Committee to attend UBCM within the available budget.

If only three Executive Committee members attend UBCM, that would reduce the cost to approximately \$7,550 (assuming one trustee uses the \$205 room rate). This is just within the available budget, assuming travel costs do not exceed what is forecast. If there is a desire to allow for some additional flexibility, further modest reductions could be achieved by:

- Trustees not registering for any additional sessions outside the main agenda, which may result in registration savings – subject to confirmation of the registration fees by UBCM.
- Only one member of staff attends UBCM for 2025. Typically, the CAO and Director of Trust Area Services attend to support trustees. Because the convention is in Victoria, there will be no costs associated with their attendance other than registration fees.

In producing its recommendations to Trust Council for fiscal 2025/26, Financial Planning Committee recommended that “...the UBCM/AVICC budget be adjusted to reduce the Executive Committee members to two and reduce the amount by \$9,000” (FPC-2025-009). Only having two trustees attend would be consistent with this recommendation and have a total estimated cost of \$5,150, resulting in a modest underspend in Executive Committee’s budget for UBCM/AVICC.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff will work to appropriately support attending trustees so they can maximize the value of UBCM. But the volume of work is essentially the same regardless of the number of attendees.

FINANCIAL: Attendance at UBCM is a budgeted item per policy, but the available budget cannot be exceeded.

POLICY: N/A .

IMPLEMENTATION/COMMUNICATIONS: N/A

FIRST NATIONS: N/A.

OTHER: N/A.

4 **RELEVANT POLICY(S):** [Trust Council Policy 6.12.2](#) UBCM/AVICC Membership and Resolutions

5 **ATTACHMENT(S):** N/A

RESPONSE OPTIONS

Recommendation:

THAT Executive Committee approve attendance for Trustees [insert trustee name(s)], Chief Administrative Officer Bronee and [insert Islands Trust staff name(s)] at the 2025 Union of BC Municipalities Convention.

Alternative:

1. Executive Committee could opt not to send any representatives to UBCM.

Prepared By: Rueben Bronee, CAO, June 26, 2025

BRIEFING

To:	Executive Committee	For the Meeting of:	July 2, 2025
From:	Trust Area Services	Date Prepared:	June 26, 2025
SUBJECT:	Preparation for UBCM Convention		

PURPOSE:

To support Executive Committee discussion about activities and advocacy at the 2025 UBCM Convention.

BACKGROUND:

The UBCM convention is Monday, September 22 – Friday, September 26, 2025 at the Victoria Convention Centre. Information about the convention is available at: <https://www.ubcm.ca/convention-resolutions/2025-convention> The program is available at: <https://www.ubcm.ca/convention-resolutions/2025-convention/program>. Specific session details will not be available until closer to the time of the convention.

There is a separate Request for Decision for consideration of which members of Executive Committee will attend UBCM given available budget. Trustees Gedye and Fast may also attend on behalf of Bowen Island Municipal Council, and Trustee Stamford may attend on behalf of the Sunshine Coast Regional District. In previous years, Executive Committee hosted an Islands Trust breakfast event. No budget was approved for a breakfast this year.

Minister Meeting Requests

At its June 17, 2025 meetings, Executive Committee made the following resolution:

that the Executive Committee request staff to prepare materials to ask for meetings at Union of British Columbia Municipalities with the Minister of Transportation and Transit, Minister of Indigenous Relations and Reconciliation, Minister of Forests, and Minister of Housing and Municipal Affairs.

Draft submission language for UBCM Minister meeting requests is attached. On further consideration, staff do not recommend seeking a meeting with the Minister of Transportation and Transit to request the ministry refocus on the task force in the agreement. Ministry staff have previously committed to participate in meetings initiated and organized by Islands Trust. But these have not occurred most recently due to lack of staff capacity in Trust Area Services. With the anticipated hiring of temporary second Senior Policy Advisor in the near future, it may be possible to re-engage with the ministry.

The Province has advised that meeting regrets will be communicated in late August and confirmation of accepted meeting requests will be sent in early September.

UBCM Resolutions

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

- 3.1 *Members of the Executive Committee will represent the Islands Trust Council when resolutions are put to a vote at AVICC or UBCM conventions.*
- 3.2 *Each year, staff will place the annual AVICC or UBCM's resolution publications on the next Executive Committee agenda. The Executive Committee may seek staff advice for Executive Committee members who will attend the relevant convention about whether specific resolutions are consistent with past or current Trust Council positions, and/or relevant to the jurisdiction and Object of the Islands Trust. (Note: Staff have not added to EC agendas in recent years to due timing issues or lack of staff capacity).*
- 3.3 *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.*
- 3.4 *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 6.10.2 and the Islands Trust Council Standards of Conduct Policy 2.1.2.*

The timeline for the release of the resolutions for the 2025 convention is not known. Subject to timing and available staff capacity, once the resolutions are published staff will work to provide advice to Executive Committee per section 3.2 of the policy as stated above.

The CAO is also working with staff to prepare new guidelines for Executive Committee on how to interpret and apply the voting provisions of the policy consistently for UBCM.

Additional Considerations

In preparation for the UBCM Convention, Executive Committee may also wish to discuss:

- Attendees for meetings with Ministers, should they be approved (see attachment 1).
- Attendance by Islands Trust trustees in the UBCM convention sessions.
- What questions Trust representatives should ask at Cabinet Town Halls.
- Additional requests for meetings with provincial staff or local governments. The deadline for meetings with provincial staff is August 20, 2025.
- Coordination with Bowen Island Municipality regarding their advocacy requests and a social meeting.
- Development of a report out from trustees attending the convention (see the new draft template in attachment 2).

ATTACHMENT(S):

1. Draft UBCM Minister Meeting Requests

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

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, Chief Administrative Officer/June 26, 2025

DRAFT 2025 UBCM Minister Meeting Requests

Annually, the Province invites local governments and Islands Trust to request meetings with ministers at the UBCM Conference via a prescribed form. Submission explanations are limited because of the number of characters the form will permit.

Topic	100 characters
Background	700 characters
Request	300 characters

Ministry: Christine Boyle – Minister of Indigenous Relations and Reconciliation

Topic: Islands Trust Engagement with First Nations

Background:

Islands Trust is a special purpose government body created by the Province and responsible for land use planning with a mandate to preserve and protect over 450 Islands in the Salish Sea. In upholding that mandate, the Trust has an obligation to engage with 31 First Nations with historic and continued interests in the Trust Area. Islands Trust Council is interested in exploring co-governance options. The Minister of Housing and Municipal Affairs has recently advised that he is not in a position to consider a review of the Islands Trust Act prior to the next general local elections. There is continued interest from Islands Trust Council is exploring interim and longer-term options.

Request:

The Ministry consider whether there might be opportunities to assist Islands Trust Council to establish meaningful collaboration with Indigenous Governing Bodies in Trust Area governance, and, if this might be a good initiative for inclusion in the next Declaration Act Action Plan.

Ministry: Ravi Parmar – Minister of Forests

Topic: Review of Crown Land Agreements between Province and Islands Trust

Background:

For about a decade, Islands Trust has tried to work with Ministry staff to update and consolidate a set of provincial agreements guiding Crown referrals to the Islands Trust. This is an important step towards improving cooperation with Provincial agencies and building relationships and trust with First Nations in the Islands Trust Area. The Ministry staff person previously assigned has retired. Islands Trust Council is seeking a renewed Ministry commitment to this initiative, and to joint efforts to ensure that Ministry staff have a good understanding of the Islands Trust's mandate, responsibilities and operations.

Request:

Islands Trust seeks the Minister's support for staff to be assigned to work with Islands Trust staff to update Crown land-related agreements on promoting better mutual understanding among staff of both parties about each other's mandates and operations.

Ministry: Ravi Kahlon – Minister of Housing and Municipal Affairs

Topic: Islands Trust Policy Statement Amendments

Background:

The Islands Trust Council has been working since 2019 to update the Islands Trust Policy Statement bylaw, which requires ministerial approval. It is currently expected the draft bylaw will receive third reading and be referred for approval in June 2026 with the goal of ministerial approval by October 2026, such that it can be adopted prior to the next local general elections. The Minister recently advised that Trust Council is to undertake public and First Nations engagement on bylaws in a manner that demonstrates mutual respect and builds towards consensus.

Request:

That the Minister provide clarity, or a process for seeking clarity, about whether the Trust's engagement efforts will be satisfactory, such that deficiencies that might hamper Ministerial approval can be proactively prevented through clear expectations and mutual staff-to-staff cooperation.

2025 UBCM Session Proposal

There are two opportunities for session participation at the 2025 Convention: workshops and clinics. Please refer to the [Session Proposal Process](#) section on the UBCM website prior to submitting a proposal.

Please note that a confirmation and copy of your submission will be provided by email once this form is submitted.

Name of Organization

Capital Regional District;
Islands Trust
Regional District of Nanaimo;
Regional District of Okanagan-Similkameen
(in partnership)

Contact Person

First Name

Vanessa

Last Name

Craig

Position / Title

EA Director for Gabriola, Mudge, and DeCourcy Islands

Primary Phone

250-741-4589

Secondary Phone

Email Address

Vanessa.craig@rdn.bc.ca

Proposed Session Title (6 words maximum)

Tiny Homes for Rural Housing

* Subject Matter & Relevance to Convention Theme: Charting the Course (30 words maximum)

Diverse housing creates attainable housing options. Tiny homes have faced barriers to their use. Session reviews outcomes of a project that explored options to enable tiny homes as legal dwellings. [30 words]

What is your preferred session type?

- ☐ Clinic (45 minutes - approx. 15 held during Convention)
- ☐ Workshop (2 hours - 4 concurrent workshops held during Convention)
- ☐ Flexible - this session may be presented as a clinic or workshop

Session Description

Please write a session description (in 125 words or less) that UBCM delegates would read in the Convention Program when determining which sessions to attend.

Many local governments are interested in learning how to safely regulate tiny homes on wheels (THOWs) as legal dwellings in their communities. As an accessory dwelling unit or primary dwelling, THOWs are challenging to regulate because they are designed to be both moveable and a dwelling for full time living. There has been a lack of consensus on which building/manufacturing standard is appropriate.

In September 2024, Islands Trust convened a technical working group of planners, building experts and tiny home industry representatives to develop options for a regulatory framework that could enable THOWs through appropriate certification, zoning, tenure, and servicing. Panel members present their initial findings, barriers, potential models, and recommendations for next steps in this discussion. [117 words]

Please list the presenters who will speak as part of the proposed session.

List up to 6 individuals. Please provide the following details for each proposed presenter below:

Presenter #1

Adrienne Fedrigo, Electoral Area Director for Naramata; Regional District of Okanagan-Similkameen

Presenter #2

Lisa Grant, General Manager, Development and Emergency Services; Regional District of Nanaimo

Presenter #3

Lexie Boekenkruger, Manager of Building Inspection Services; Regional District of Nanaimo

Presenter #4

Pam Robertson; Sunshine Tiny Homes

Presenter #5

Paul Brent, Electoral Area Director for the Southern Gulf Islands; Capital Regional District

Presenter #6

Tobi Elliott; Islands Trust Trustee for Gabriola, Mudge, and DeCourcy Islands

I agree to the following deadlines:

Successful applicants must confirm their session description, session title, and list of presenters with UBCM by August 8, 2025, for inclusion in the Convention Program.

Should proponents fail to meet the above deadline, the Convention Committee may substitute with another proposal.

Presenters must agree to submit all PowerPoint and multimedia files for their presentation to the Convention Presentation Management upload site no later than September 11, 2025.

Due to the high volume of presentations we cannot guarantee that presentation files submitted after

this deadline will be properly formatted and uploaded to the Presentation Management System.

☒ I agree to the deadlines outlined above:*

From: Ian Cameron <[REDACTED]>

Sent: Thursday, June 19, 2025 11:16 AM

To: [REDACTED] Ann

Gower <[REDACTED]>

Andrea Pickard <[REDACTED]>

Anne-Marie Daniel <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED] brudolph <[REDACTED]>

[REDACTED]

[REDACTED] Clare Frater

<[REDACTED] Chris Harrison <[REDACTED]>; Chris

Hutton <[REDACTED] Chrissy Chen

<[REDACTED]>; Christine Culham <[REDACTED]>;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Dion Joseph <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Gillian Nicol

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[REDACTED]

[REDACTED] Ian Cameron <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Ken

Josephson <[REDACTED]>; Kathryn Martell <[REDACTED]>

[REDACTED] Lori Foster

<[REDACTED] Laura Patrick

<[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Mizushima, Sunny (DFO/MPO) <[REDACTED]>

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[REDACTED]

[REDACTED] Roberta Hamme
<[REDACTED]>
[REDACTED]
[REDACTED] SSInfo <[REDACTED]>
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] soniafurstenaus
<[REDACTED]>
[REDACTED]
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[REDACTED]

Subject: Sannich Inlet Roundtable

Good day

You are receiving this because your email address is on the Saanich Inlet Roundtable mailing list.

Three times a year the Saanich Inlet Protection Society (SIPS) organizes a roundtable discussion on an issue that has an impact on the well-being of the Inlet, hosted by one of the municipalities that border the Inlet.

The next Roundtable will be held at the Willis Point Community Centre on September 11, 2025. Dates are chosen so as not to coincide with times when Parliament is sitting. Federal MP's (usually including Elizabeth May), Provincial MLA's, CRD representatives, technical experts and anyone interested in the Inlet attend a professionally moderated session lasting 90 minutes to 2 hours.

The topic for this Roundtable will be **clean water**, and will examine the state of water in the Inlet and the various sources of water entering it.

You are receiving this so you can put it on your calendar. Unless you ask to be removed from the list, a more formal invitation, with an agenda, will be sent to you in August.

If your name is on the list because of your occupation and you no longer hold a position that deals with the Inlet, perhaps you could let me know, and pass this on to your successor.

If you wish to respond to this message please use [REDACTED]

Yours truly
Ian Cameron - President, SIPS

From: Timothy Peterson
Sent: Friday, June 27, 2025 2:45 PM
To: Alexandra Trifonidis
Subject: Fw: CLOSED MEETINGS WEBINAR
Attachments: LG Closed Meetings_PPT - UBCM Webinar.pdf; Special-Report-No-34-Open-Meetings-Best-Practices-Guide-for-Local-Governments.pdf

From: Timothy Peterson
Sent: June 24, 2025 10:15 AM
To: Trustees
Cc: Rueben Bronee; David Marlor; Clare Frater; Joe Elliott; Stefan Cermak
Subject: CLOSED MEETINGS WEBINAR

Hi all,

I attended the June 12 webinar, administered by UBCM and hosted by the Ministry of Housing and Municipal Affairs, on proposed changes to the closed meeting rules.

<https://www.ubcm.ca/about-ubcm/latest-news/input-requested-proposed-changes-closed-council-and-board-meetings>

The proposed changes are as follows:

-Proposed Legislative Amendments to Support Local Government-First Nation Relations: To provide information on potential amendments to expand the reasons for closed council and regional district board meetings to include circumstances relevant to First Nation-Local Government relations.

-Local governments and First Nations have requested that the legislated circumstances for closed meetings be expanded to specifically include circumstances relevant to First Nation-Local Government relations.— Supported by UBCM Resolutions in 2017 & 2023.

Fw: CLOSED MEETINGS WEBINAR

-Expand reasons for closed council meetings while balancing the importance of public council meetings to be open and transparent.

-Support local governments in building relationships with First Nations.

-Support fostering government-to-government relationships and advancing reconciliation.

Section 18.1 FOIPPA -Potential amendment to s.90(1) of the Community Charter:

1.Allow a council meeting to be closed when the subject matter being considered relates to information that would be prohibited from written disclosure under section 18.1 (Disclosure harmful to interests of an Indigenous people) of the Freedom of Information and Protection of Privacy Act (FOIPPA).

FOIPPA (Current) 18.1 (1) The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following with respect to the Indigenous people:

(a) cultural heritage;

(b) traditional knowledge;

(c) traditional cultural expressions;

(d) manifestations of sciences, technologies or cultures.

(2) Subsection (1) does not apply if the Indigenous people has consented in writing to the disclosure

Negotiations between a local government and a First Nation-Potential amendment to s.90(2)(b) of the Community Charter:

2. Require that a council meeting be closed if it relates to the consideration of information received and held in confidence relating to negotiations between a local government and a First Nation.

Community Charter (Current): 90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

Q: Regarding the proposed changes to the section on negotiations between a local Government and a First Nation: Is there consideration of creating clear guidelines for what may and may not be considered a negation?

A: It is expected that the usual definition of negation would be sufficient. See also Ombudsperson's Report-

<https://bcombudsperson.ca/assets/media/Special-Report-No-34-Open-Meetings-Best-Practices-Guide-for-Local-Governments.pdf>

FOIPPA Policy & Procedures Manual provides interpretation notes on examples of **cultural heritage** and **manifestation of sciences, technologies, and cultures**.

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual>

Attached to this email are the slide deck from the webinar and the Ombudsperson's report.

Currently, the next step proposed after the conclusion of this summer's engagement with local governments and First Nations, is to seek provincial government approval to prepare legislative amendments, which is projected to begin in fall 2025.

Regards,

Tim

Tim Peterson

xʷεʔəɬay/Lasqueti Island Local Trustee,
Vice-chair Trust Council
Islands Trust

T 250.607.7094 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəxʷ, Scia'new, səlilwəḡəɬ, SEMYOME, shíshálh, Skw̓xwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SḶÁUTW, Stz'uminus, ɬəḡəmen, toq qaymıxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̓JOŁŁP, W̓SIKEM, Xeláltxw, Xwémalhkwx/ḡop qaymıxʷ, and xʷməḡkʷəḡəm.

Proposed Legislative Amendments to Support Local Government-First Nation Relations

UBCM Webinar
June 12, 2025



BRITISH
COLUMBIA

Ministry of
Housing and
Municipal Affairs



Webinar Purpose

- To provide information on potential amendments to expand the reasons for closed council and regional district board meetings to include circumstances relevant to First Nation-Local Government relations.
- To discuss and seek comments, feedback and questions about the proposed amendments.



Background

- By default, local government council meetings must be open to the public to ensure transparency and accountability.
- Section 90 of the *Community Charter* **allows for, or requires**, council meetings to be closed to the public for specific reasons **related to the information to be discussed**.
- Local governments and First Nations have requested that the legislated circumstances for closed meetings be expanded to specifically include circumstances relevant to First Nation-Local Government relations.
 - Supported by UBCM Resolutions in 2017 & 2023.



Questions for Consideration

- What are your overall thoughts on the proposed changes to the closed meeting provisions?
- Do you have any specific concerns with this proposal or foresee local governments having any concerns?
- What additional considerations would you like to bring to our attention?
- You may provide written feedback to LG.PRL@gov.bc.ca – we greatly appreciate your comments



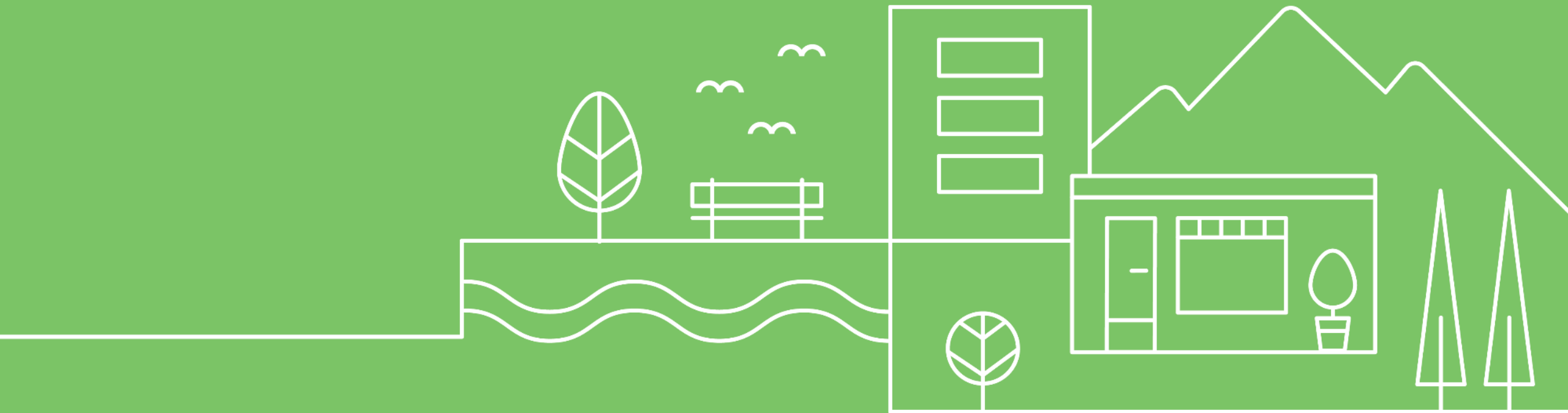
Objectives

Proposed legislative amendments are intended to:

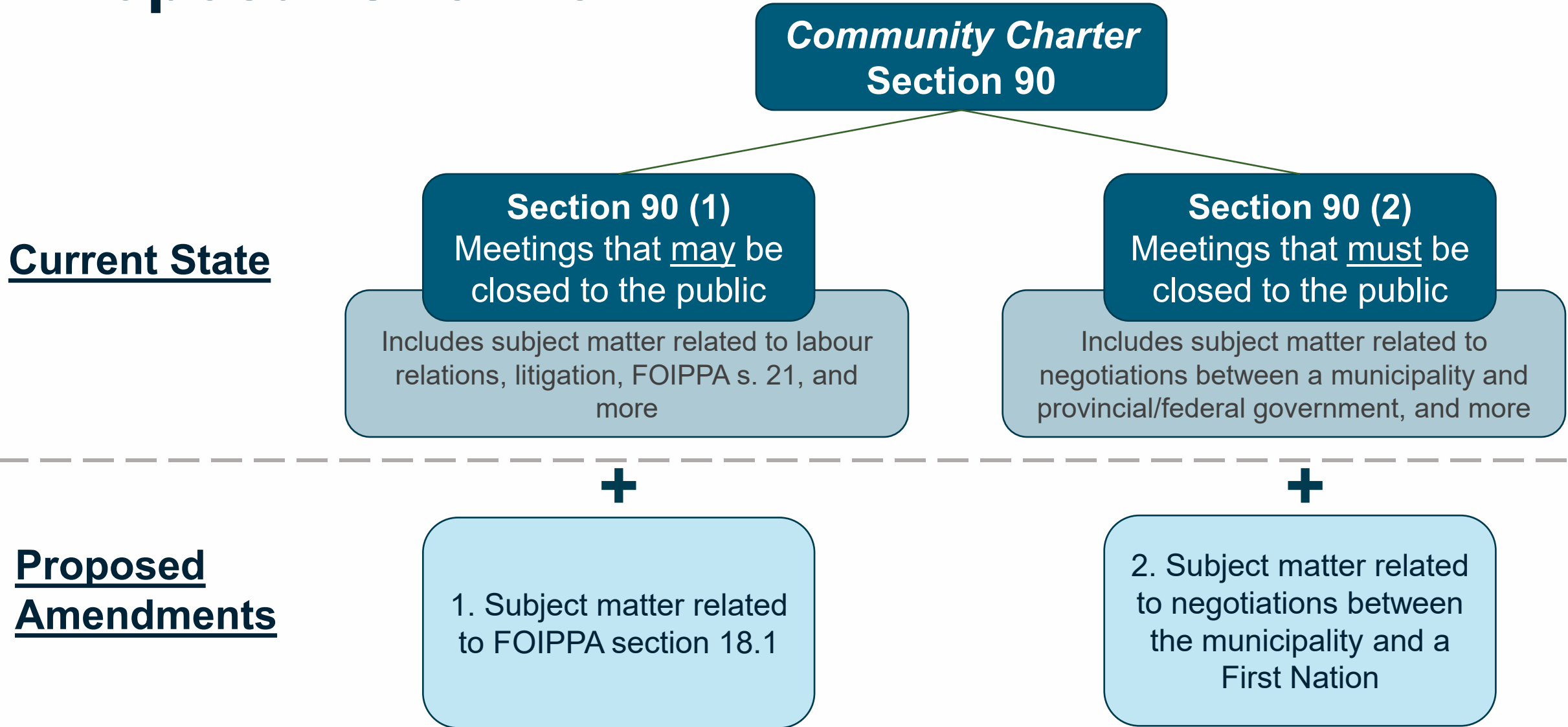
- Directly respond to requests for amendments from local governments and First Nations.
- Expand reasons for closed council meetings while balancing the importance of public council meetings to be open and transparent.
- Support local governments in building relationships with First Nations.
- Support fostering government-to-government relationships and advancing reconciliation.



Proposal Overview



Proposal Overview



Section 18.1 FOIPPA

Potential amendment to s.90(1) of the *Community Charter*:

1. **Allow** a council meeting to be closed when the subject matter being considered relates to information that would be prohibited from written disclosure under **section 18.1** (Disclosure harmful to interests of an Indigenous people) of the *Freedom of Information and Protection of Privacy Act* (**FOIPPA**).



Section 18.1 FOIPPA cont'd

FOIPPA (Current)

18.1 (1) The head of a public body must refuse to disclose information if the disclosure could reasonably be expected to harm the rights of an Indigenous people to maintain, control, protect or develop any of the following with respect to the Indigenous people:

- (a) cultural heritage;
- (b) traditional knowledge;
- (c) traditional cultural expressions;
- (d) manifestations of sciences, technologies or cultures.

(2) Subsection (1) does not apply if the Indigenous people has consented in writing to the disclosure.



Section 18.1 FOIPPA cont'd

FOIPPA Policy & Procedures Manual provides interpretations notes.

- Examples of **cultural heritage** can include ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity.
- Examples of **manifestations of sciences, technologies or cultures** can include human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts.



Negotiations between a local government and a First Nation

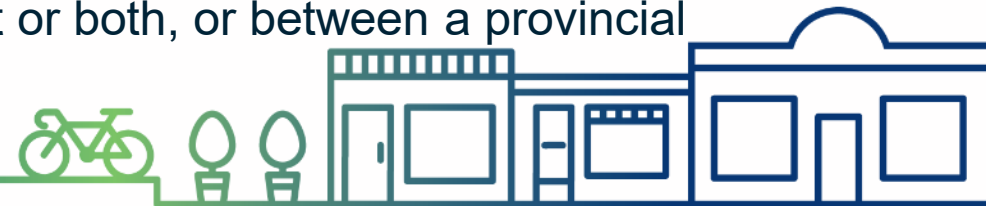
Potential amendment to s.90(2)(b) of the *Community Charter*:

2. **Require** that a council meeting be closed if it relates to the consideration of information received and held in confidence **relating to negotiations** between a local government and a First Nation.

Community Charter (Current)

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

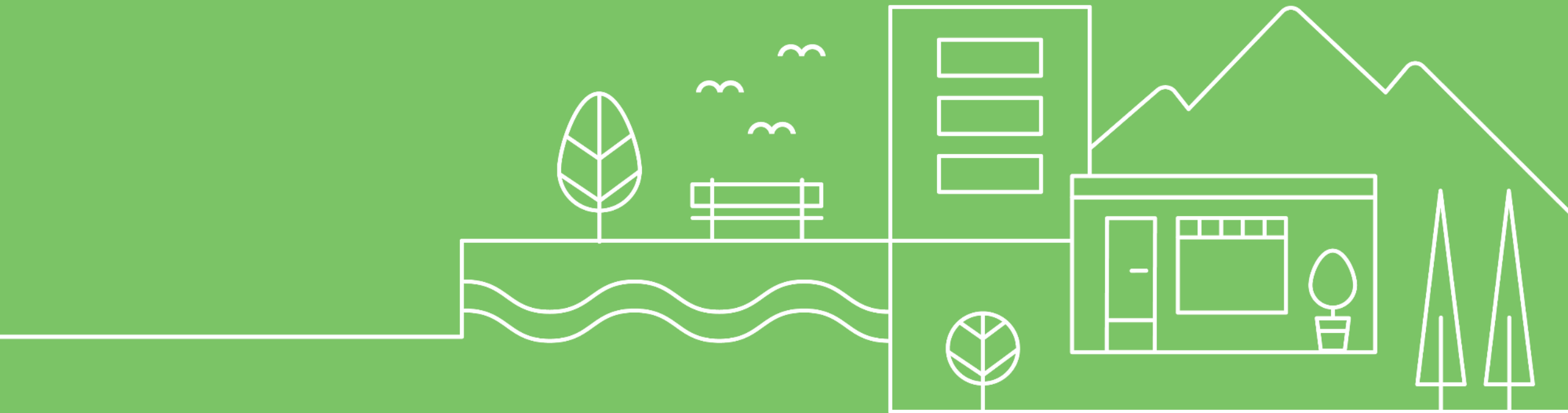


What's Not Included

- No changes to the closed meetings process requirements are currently proposed.
- No changes to s. 91 of the *Community Charter* are currently proposed; it will remain at the discretion of Council to allow individuals or groups to attend closed council meetings.
- No changes to what constitutes a meeting for the purpose of closed meeting rules are currently proposed.



Next Steps



Engagement and Timeline

- Spring 2025: Engagement with First Nations; notification letters have been sent to all First Nations in British Columbia
- Spring/Summer 2025: Engagement with local governments; notification letters have been sent to all local governments in British Columbia
- Fall 2025 (tentative): Seek government approval to prepare legislative amendments.



THANK YOU



Questions for Consideration

- What are your overall thoughts on the proposed changes to the closed meeting provisions?
- Do you have any specific concerns with this proposal or foresee local governments having any concerns?
- What additional considerations would you like to bring to our attention?
- You may provide written feedback to LG.PRL@gov.bc.ca – we greatly appreciate your comments



OPEN MEETINGS:

BEST PRACTICES GUIDE FOR LOCAL GOVERNMENTS



OPEN MEETINGS:

BEST PRACTICES GUIDE FOR
LOCAL GOVERNMENTS



ombudsperson

B.C.'s Independent Voice For Fairness

Special Report No. 34 | SEPTEMBER 2012
to the Legislative Assembly of British Columbia

Library and Archives Canada Cataloguing in Publication

Open meetings : best practices guide for local governments.

ISBN 978-0-7726-6606-2

1. Public meetings — British Columbia. 2. Local government — British Columbia.
3. Executive departments — Public meetings — British Columbia.
- I. British Columbia. Office of the Ombudsperson.

JF1525 P8 O54 2012

352.1409711

C2012-980153-4

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Thank You

Our office would like to thank the regional districts, cities, towns and villages who spoke to us about open and closed meetings; staff in the local government section of the Ministry of Community, Sport and Cultural Development who shared their experience; and the Union of British Columbia Municipalities which provided us an opportunity to discuss this project at its annual convention. You have all made valuable contributions to this guide.

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FROM THE OMBUDSPERSON

Municipal law was changed to require that municipal governments hold meetings that are open to the public, in order to imbue municipal governments with a robust democratic legitimacy. The democratic legitimacy of municipal decisions does not spring solely from periodic elections, but also from a decision-making process that is transparent, accessible to the public, and mandated by law.

The Supreme Court of Canada in *London (City) v. RSJ Holdings Inc.*¹

One of the cornerstones of open and transparent government in British Columbia is the requirement for local governments to conduct meetings that are open and accessible to the public. Providing citizens with the opportunity to observe and engage their elected representatives fosters trust and confidence in decision-making processes and allows for meaningful participation and contribution from informed citizens. Open meetings act as venues for education and enable both elected officials and members of the public to make more fully informed decisions.

In the course of investigating and evaluating complaints concerning the implementation of open meeting provisions in the *Community Charter* and receiving information from local governments, we became aware of some common challenges as well as effective ways of addressing them.²

This guide grew out of an interest in sharing some of that information in order to help local governments comply with statutory requirements, to improve consistency in practice as well as to showcase the best practices for local governments to follow when fulfilling their open meeting requirements. At the heart of these best practices are the same values that the Office of the Ombudsperson strives to uphold: openness, transparency, and accountability. We promote and uphold these values because they are essential to ensuring that citizens are treated fairly and reasonably by public authorities.

This guide:

1. Outlines the history of local government open meeting laws and includes comments on the law in force today;
2. Clarifies what constitutes a “meeting” in order to assist local governments to identify the circumstances in which the open meeting laws apply;
3. Outlines best practices implemented by local governments to ensure accountability and transparency; and
4. Contains a checklist based on best practices to assist local governments in fulfilling their open meeting obligations.

I hope that the guide will help to address uncertainties surrounding the open meeting requirements in British Columbia and that it will assist local governments in following both the letter and spirit of the open meeting laws.



Kim Carter
Ombudsperson
Province of British Columbia

FROM THE OMBUDSPERSON



This guide grew out of an interest in sharing information to help local governments comply with statutory requirements and to showcase best practices to follow in fulfilling open meeting requirements.

¹ *London (City) v. RSJ Holdings Inc.*, 2007 S.C.C. 29 at para 38, [2007] 2 SCR 588.

² *Community Charter*, S.B.C. 2003, c. 26 (*Community Charter*).



...statutory provisions are in place that limit the circumstances under which local governments can hold closed meetings and ensure appropriate procedures are followed prior to the closure of a meeting.

THE LEGAL FRAMEWORK FOR OPEN AND CLOSED MEETINGS

There is a presumption under the *Community Charter* that meetings of local government boards and councils will be open to the public. Sometimes, in order to preserve confidentiality in respect of private matters, meetings may be closed. However, as this runs contrary to the principles of openness, transparency and accountability, statutory provisions are in place that limit the circumstances under which local governments can hold closed meetings and ensure appropriate procedures are followed prior to the closure of a meeting. This part of the guide outlines the legislative history and current laws pertaining to open and closed meetings in B.C.

Municipalities, regional districts,³ the Islands Trust⁴ and other bodies identified in section 93 of the *Community Charter* are subject to the open meeting provisions contained in Division 3 of Part 4.⁵ Throughout this guide, these entities are referred to collectively as “local governments”.

Improvement districts, which include irrigation, waterworks, fire protection and dyking districts, are not subject to the open meeting provisions contained in Division 3 of Part 4 of the *Community Charter*. However this does not mean that improvement districts are under no obligation to meet openly, and at the end of this report we discuss separately the law with respect to improvement districts.

Legislative History

While historically there was no clear common law obligation for local governments to hold open meetings, for more than 130 years there have been statutory legal requirements in B.C. that local government meetings be open to the public.

The first open meeting requirement in British Columbia was introduced in the *Municipalities Act* of 1881,⁶ which was later renamed the *Municipality Act*, the *Municipal Act*, and finally the *Local Government Act* in 2000.⁷ While the wording varied slightly over time, the original open meeting requirements remained largely unchanged until 1999. They stated that:

- regular meetings must be open to the public;
- special meetings could be closed by resolution when the council determines that was in the public interest; and
- individuals could be excluded for improper conduct.

³ Division 3 of Part 4 of the *Community Charter* applies to regional districts through s 793(7) of the *Local Government Act*, R.S.B.C. 1996, c. 323.

⁴ Division 3 of Part 4 of the *Community Charter* applies to the Islands Trust Council, the executive committee, local trust committees and the trust fund board through s 11 of the *Islands Trust Regulation*, B.C. Reg. 469/2003.

⁵ The City of Vancouver is subject to a statute entitled the *Vancouver Charter* that contains open meeting requirements almost identical to those in the *Community Charter*. Accordingly, the material covered in this guide is applicable to the City of Vancouver, *Vancouver Charter*, S.B.C. 1953, c 55 (“*Vancouver Charter*”).

⁶ *Municipalities Act*, S.B.C. 1881, c 16.

⁷ *Local Government Act*, R.S.B.C. 1996, c 323.

Bill 88, the *Local Government Statutes Amendment Act*, was passed in 1999.⁸ It set out ten circumstances where a meeting could be closed to the public⁹ and stated that a meeting must be closed where the subject matter relates to:

- a request under the *Freedom of Information and Protection of Privacy Act* if the council is designated as head of the local public body for the purposes of that Act in relation to the matter; or
- a matter that, under another enactment, is such that the public must be excluded from the meeting.¹⁰

In 2003, the *Community Charter* was passed. It repealed and replaced some sections of the *Local Government Act*, including the provisions regarding open and closed meetings. However, the content of the *Community Charter* provisions respecting open and closed meetings borrowed heavily from the *Local Government Act*. The open meeting provisions enacted in 2003 remain in force today.

Current Open Meeting Requirements for Local Governments

Subsection 89(1) of the *Community Charter* sets the general rule for local government meetings in B.C. which is that: meetings must be open to the public unless expressly authorized to be closed by the legislation. The bodies to which this rule applies are set out in section 93 and include elected councils, advisory bodies and boards of variance.

Local governments ensure the openness and accessibility of meetings in various ways. Often meetings are held at a regular time and place, in a readily accessible location such as a council chamber or other room in a public building. For interested members of the public who are unable to attend in person, local government meetings may be broadcast on local cable television, or more recently, may be streamed over the internet to allow access to proceedings from individual computers.

When any of the bodies listed in section 93 of the *Community Charter* decide to close a meeting to the public, they can only do so in accordance with section 92. Section 92 requires local governments to pass a resolution containing two things:

1. The resolution must state that a meeting or part of a meeting is to be closed; and
2. The resolution must state the reason for closing the meeting.

The circumstances under which a meeting may or must be closed are found in section 90 of the *Community Charter*. Subsection 90(1) lists 15 circumstances when a meeting may be closed, while subsection 90(2) lists five circumstances when a meeting must be closed. Only the subjects identified in section 90 may be discussed in a closed meeting, as all other topics are governed by the open meeting requirement in subsection 89(1).

While some topics may or must be discussed in a closed meeting, the actions local governments can take on the topics are limited. Specifically, subsection 89(2) prohibits voting on the reading or adoption of a bylaw during a closed meeting.

Many of these legislative requirements are straightforward and applied consistently across the province. However, some areas have resulted in inconsistent practices and could benefit from clarification.

When local governments decide to close a meeting to the public, they must do so in accordance with section 92. Section 92 requires local governments to pass a resolution containing two things:

1. *The resolution must state that a meeting or part of a meeting is to be closed; and*
2. *The resolution must state the reason for closing the meeting.*

⁸ *Local Government Statutes Amendment Act*, S.B.C. 1999, c 37.

⁹ *Municipal Act*, R.S.B.C. 1996, c 323 s 242.2(1) [Municipal Act].

¹⁰ *Municipal Act*, s 242.2(2).



WHAT IS A MEETING?

In order to comply fully with the open meeting legislation and follow best practices, it is important to know when they apply. The *Community Charter* does not define the word “meeting” for the purposes of the open meeting requirements, so local governments are sometimes unsure about when an informal gathering is in fact a meeting subject to the open meeting requirements.

Dictionary and other definitions, while helpful, cannot always account for the context or nuances that exist within local government gatherings. In contacts with local governments, one of the most frequent challenges identified was determining the point at which a gathering becomes a meeting.

There are several factors that should be considered by local governments when they are determining whether their gathering is indeed a meeting and is subject to the open meeting requirements. The Ministry of Community, Sport and Cultural Development provides useful information on this topic on its website. It states that some courts have determined “a council meeting is any gathering to which all members of council have been invited; and that is a material part of council’s decision-making process.”¹¹ Accordingly, “[c]ouncil gatherings where all council members could be seen to be making decisions, or moving towards making decisions, would meet this two-part definition.”¹²

The Nature of the Group

The composition of any gathering is one of the two key factors in determining whether the gathering is a meeting. The presence of a quorum or the full membership of a council or other body is more likely to constitute a meeting, while a gathering of smaller groups will be less likely to constitute a meeting. Recognized groups, such as committees, are more likely to have their gatherings regarded as meetings than random congregations of elected officials. Similarly, groups that exercise a decision-making authority are more likely to have their gatherings considered meetings than groups who study issues or recommend action.

The Nature of the Discussion

The other key factor in determining whether a gathering constitutes a meeting, and is therefore subject to the open meeting requirements, is the nature of the discussion. This depends on whether a gathering involves discussing matters within a local government’s jurisdiction¹³ in a capacity that deprives the public of “the opportunity to observe a material part of the decision-making process.”¹⁴ Any real progress in the decision-making process of a matter within the local government’s jurisdiction strongly indicates that a gathering is a meeting. This does

¹¹ Ministry of Community, Sport and Cultural Development. *Community Charter-Open Meetings* online: Ministry of Community, Sport and Cultural Development http://www.cscd.gov.bc.ca/lgd/gov-structure/community_charter/governance/open_meetings.htm.

¹² Ministry of Community, Sport and Cultural Development. *Community Charter-Open Meetings* online: Ministry of Community, Sport and Cultural Development http://www.cscd.gov.bc.ca/lgd/gov-structure/community_charter/governance/open_meetings.htm.

¹³ *Southam Inc v. Hamilton-Wentworth (Regional Municipality) Economic Development Committee* (1988), 66 OR (2d) 213, 54 DLR (4th) 131 (CA) at para 135 [*Hamilton-Wentworth* cited to DLR].

¹⁴ *Southam Inc., Eade and Aubry v. Council of the Corp. of the City of Ottawa et al.*, [1991] OJ No. 3659 (QL) at para 12 (Ont Div Ct) [*Southam Inc. v. Ottawa Council*]

not necessarily mean however that if progress towards a decision is not made that the gathering is not a meeting. It may still be one if the meeting was for that purpose even though the desired progress or result was not achieved.¹⁵

The Nature of the Gathering

Where and how a meeting is conducted are less significant but relevant factors in determining whether a gathering is a meeting. Generally speaking, if a gathering shares some of the common features of a regular meeting, this may indicate that the gathering is in fact a meeting.¹⁶ For example, gatherings that occur regularly are more likely to be seen as meetings, as are gatherings that are planned in advance.

Procedural matters can also strongly indicate whether a gathering is a meeting. Gatherings that follow an order of proceeding, obey rules of order, have an agenda, or record minutes are more likely to be meetings, and the presence of a chair or corporate administrator is also indicative of a meeting.¹⁷

Gatherings that are held at a local government body's normal meeting place are more likely to be seen as meetings. However, even if the meeting location is irregular, gatherings in areas completely under the control of the group — such as a private meeting room — will be more likely seen to be meetings than those held in open, public settings.

A vote of any sort indicates that a gathering is in fact a meeting.¹⁸ The “heart of the matter” cannot be seen to have been decided at a gathering, shielded from the view of the public.¹⁹ Instead, local governments should allow for public discussion and consideration of the matter before holding any final vote.²⁰

“Workshops” and “Shirt Sleeve Sessions” Can Be Meetings

Some councils gather outside of scheduled meetings for training, planning, briefings or other purposes. These events can be referred to as workshops, shirt sleeve sessions, retreats, or by other terms. There can be uncertainty about whether these informal gatherings are in fact meetings that should be held in public.

It is not possible to exhaustively define workshops, shirt sleeve sessions and the other terms commonly attached to less formal gatherings or to make generalizations about whether open meeting requirements apply to them. A gathering, whether called a workshop, a shirt sleeve session or something else, can be a meeting.

¹⁵ André Marin, “Don’t Let the Sun Go Down on Me: Opening the Door on the Elton John Ticket Scandal”: Investigation into the City of Greater Sudbury Council Closed Meeting of February 20, 2008”, (ON: 2008) online: Ombudsman Ontario http://www.ombudsman.on.ca/Files/sitemedia/Documents?Newsroom?Press%20Releases/dont_let_the_sun_sudbury_04252008.pdf.

¹⁶ See, for examples, *City of Yellowknife Property Owners Assn. v. Yellowknife (City)*, [1998] NWTJ No. 74 at para 12 (NWTSC) [*City of Yellowknife*]; *Hamilton-Wentworth*, *supra* note 13 at 136.

¹⁷ See, for example, *City of Yellowknife*, *Ibid.*

¹⁸ *City of Yellowknife*, *supra* note 16 at paras 17 and 19.

¹⁹ *3714683 Canada Inc. v. Parry Sound (Town)*, [2004] OJ No. 5061 at para 66 (Ont SCJ).

²⁰ *London (City) v. RSJ Holdings Inc.*, 2007 S.C.C. 29, [2007] 2 SCR 588.

WHAT IS A MEETING?

A gathering is more likely a meeting if the attendees are discussing matters that would normally form the basis of the council's business and dealing with the matters in a way that moves them toward the possible application of the council's authority.

A gathering is less likely a meeting if:

- there is no quorum of board, council or committee members present
- the gathering takes place in a location not under the control of the council or board members
- it is not a regularly scheduled event
- it does not follow formal procedures
- no voting occurs and/or
- those in attendance are gathered strictly to receive information or to receive or provide training

A gathering is more likely a meeting if:

- a quorum of council, board or committee members are present
- it takes place at the council or board's normal meeting place or in an area completely under the control of the council or board
- it is a regularly scheduled event
- formal procedures are followed
- the attendees hold a vote and/or
- the attendees are discussing matters that would normally form the basis of the council's business and dealing with the matters in a way that moves them toward the possible application of the council's authority





Electronic communication has allowed local governments an unprecedented level of flexibility and connection. Communication without the need to meet in person is now a more accessible alternative than ever before, and many local governments have embraced this accessibility to foster a stronger dialogue with their citizens. However, electronic communication also presents specific challenges to transparency and accountability, and local governments must be aware of how electronic communication relates to the open meeting requirements in the *Community Charter*.

Recognizing Electronic Meetings

The most important thing for local governments to recognize is that the same key factors determining whether an informal gathering is a meeting also apply to electronic communications. If members of a local government are, through electronic communications, advancing matters within their jurisdiction, all of the rules about open meetings apply. For example, the content of instant messaging and group emails between local government members, whether the emails are sent from or to public or private accounts, may unwittingly transition from topics that do not need to be discussed in an open meeting to matters that must be discussed in an open meeting. Local governments need to be conscious that all meetings of council members, not simply those that take place in an official setting, are subject to the open meeting requirements.

Holding Electronic Meetings

Section 128 of the *Community Charter* which governs electronic meetings applies only to municipal councils and council committees; however, similar provisions also exist for Regional Districts²¹ and the Islands Trust.²² Section 128 states that a procedure bylaw may authorize a local government to participate in electronic meetings in two ways. First, a local government may hold a special meeting electronically. Second, a member of council or a council committee that is unable to attend a council or committee meeting may participate in the meeting electronically.

The authority to hold electronic meetings is subject to several limitations. Electronic meetings are permitted only if:

- authorized by and conducted in accordance with the applicable procedure bylaw
- facilities enable the meeting's participants to hear, or watch and hear each other
- facilities enable the public to hear, or watch and hear, the meeting and the participation of any members joining an in-person meeting by electronic means, and
- notice of a special meeting conducted by electronic means includes a description of the way in which the meeting will be conducted, as well as the place where the public may attend to hear the parts of the meeting that are open to the public

²¹ *Regional Districts Electronic Meetings Regulation*, B.C. Reg. 271/2005.

²² *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009.

... it is useful for local governments to clearly outline under what circumstances and how electronic meetings will be conducted. Some local governments have decided to develop a specific bylaw to address electronic meetings, while many others have included briefer electronic meetings sections in their general procedure bylaw.

It is best practice for electronic meetings to occur only when meeting in person is impossible or impractical. For example, special meetings may need to be held with only the requisite 24 hours advance notice, and electronic communication can provide a relatively quick way to connect participants, especially in geographically larger jurisdictions where travel to a central meeting location might be difficult for some. Similarly, if a councillor, trustee or director is unable to be physically present with the group, electronic communication can allow her or him to participate in a meeting that would otherwise be missed.

Given the flexibility inherent in the general provisions outlined in section 128, it is useful for local governments to clearly outline under what circumstances and how electronic meetings will be conducted. Some local governments have decided to develop a specific bylaw to address electronic meetings,²³ while many others have included briefer electronic meetings sections in their general procedure bylaw.²⁴ The Ministry of Community, Sport and Cultural Development has provided a checklist of considerations that local governments should address when drafting their electronic meeting procedures.²⁵



²³ See, for example, City of Fort St. John, Council Policy No. 96/03, *Electronic Meetings and Participation by Members*, online: City of Fort St. John http://www.civicinfo.bc.ca/Library/Policies_and_Procedures/Elected_Officials_and_Council_Meetings/Electronic_Meetings_and_Participation_by_Members_Policy--Fort_St._John--January_2004.pdf.

²⁴ See, for example, City of Pitt Meadows, Procedure Bylaw No. 2456, 2010, *A Bylaw of the City of Pitt Meadows to set Council Procedure*, online: City of Pitt Meadows http://www.pittmeadows.bc.ca/assets/Bylaws/2456__2010_-_Procedure_Bylaw.pdf.

²⁵ Ministry of Community, Sport and Cultural Development, *Community Charter-Electronic Meetings*, online: Ministry of Community, Sport and Cultural Development http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/governance/open_meetings.htm.

COMPLYING WITH THE OPEN MEETING RULES – BEST PRACTICES

As set out previously, the best way to ensure compliance with the open meeting rule is to regularly hold open, accessible public meetings. There are however situations where local governments must or may hold a closed meeting. In these situations, which are exceptions to the open meetings rule authorized by statute, the best way to continue to comply with both the letter and intent of that rule is to carefully consider whether a meeting needs to be closed and carefully follow all procedural rules if that is the case.

Public Notice of Meetings

Providing clear, conspicuous and adequately detailed advance public notice of meetings is an important first step in ensuring openness and transparency. While the same statutory notice requirements do not apply to all local governments, the underlying principles and best practices discussed here do.

Section 127 of the *Community Charter* sets minimum requirements with respect to notice of meetings. Section 127 applies to municipalities, and key parts of the section also apply to the Islands Trust.²⁶

Local government bodies, including regional district boards, municipal councils and the Islands Trust Council²⁷ are required under section 124 of the *Community Charter* or section 794 of the *Local Government Act* to adopt procedures bylaws that must provide for advance public notice of the time, date and place of council, board or committee meetings. In some cases procedures bylaws must, and in other cases should, identify the places where public notices of meetings are to be posted.

Under section 127 of the *Community Charter*, municipal councils must at least once each year make available to the public a schedule of the date, time and place of regular council meetings. With one exception discussed below, section 127 requires municipal councils and the Islands Trust Council to provide at least 24 hours advance public notice of the date, time and place of special meetings. Section 127 requires that notice of special meetings be posted at the regular meeting place as well as at the public notice posting places established by bylaw. Some procedures bylaws include the local government's website as a public notice posting place. As people turn to the internet more frequently for information, it is useful for local governments to post meeting notices and agendas on their websites, regardless of whether this is required by their procedures bylaws. Some local governments have gone further by enabling members of the public to subscribe to an e-mail service through which they will receive automatic notification of all council meetings.

It should be emphasized that section 127 of the *Community Charter* also specifically requires that notice of special meetings, including those that may be closed to the public, provide a description in general terms of the meeting's purpose. Some regional districts have incorporated similar requirements into their procedures bylaws. A requirement to provide some degree of disclosure, even in instances where a meeting will be closed to the public, reflects the overarching objective of ensuring as much openness and accountability as possible in all cases.

²⁶ Section 127 (2) and (3) other than subsection 2(b) of the *Community Charter* apply to the Islands Trust under section 11(2) of the *Islands Trust Regulation*.

²⁷ Section 794 of the *Local Government Act* applies to the Islands Trust under section 11(3) of the *Islands Trust Regulation*.



In general, the spirit of the open meeting provisions will be satisfied most effectively if local governments avoid regularly scheduled closed meetings. Instead, it is preferable to close part of a regular council meeting if the subject matter being considered is or relates to one of the specific exemptions in s. 90, and there are compelling reasons to close the meeting.

As people turn to the internet more frequently for information, it is useful for local governments to post meeting notices and agendas on their websites, regardless of whether this is required by their procedures bylaws. Some local governments have gone further by enabling members of the public to subscribe to an e-mail service through which they will receive automatic notification of all council meetings.

Some local governments have demonstrated their commitment to openness in special meeting notices by providing clear and adequately detailed information about the matters to be discussed, rather than simply including a reference to the paragraph in section 90 that authorizes the closure of a meeting.

Municipal councils will sometimes hold a closed meeting immediately in advance of a regular meeting. If a council chooses to do so, a separate meeting notice in accordance with the requirements of subsection 127(2) of the *Community Charter* must be provided in the same way as for any other special council meeting. If part of a regular council meeting is closed to the public, or the closed portion of a council meeting occurs at the end of a meeting, a separate notice is not required. However, it is best practice to specify on the meeting agenda if a part of the meeting is expected to be closed to the public.

There are other considerations that should also inform a local government's decision about when to schedule a closed meeting. Section 92 of the *Community Charter* requires that before holding a closed meeting, councils and boards must pass a resolution to that effect in a public meeting. While there may be practical advantages to scheduling a closed session in advance of a regular meeting, this can be done only if the resolution to close the meeting is carried out in an open meeting. The *Community Charter* does not require the authorizing resolution to be passed immediately before the closed meeting; however, it must be done in public in advance of the meeting.

Best Practices for Providing Public Notice

Best practices with respect to notice of meetings include:

- posting meeting notices with sufficient and specific information to enable an understanding of the purpose of the meeting and the matter(s) to be discussed
- posting notices of meetings and agendas on websites in advance of meetings
- providing the option for members of the public to subscribe to an e-mail service and receive automatic notice of all meetings
- providing more than the minimum 24 hours advance notice of special meetings
- using the special authority to waive notice only when the urgency of the matter or other circumstances clearly require that action, and documenting the reasons

In general, the spirit of the open meeting provisions will be satisfied most effectively if local governments avoid regularly scheduled closed meetings. Instead, it is preferable to close part of a regular council meeting if the subject matter being considered is or relates to one of the specific exemptions in s. 90, and there is a clear rationale to close the meeting.

Subsection 127(4) allows for the waiver of notice of a special meeting by unanimous vote of all council members.²⁸ The vote to waive notice must be carried out in advance of the meeting, as waiver of the notice cannot be done retroactively. The authority to waive notice is usually used where there is an emergency and a meeting must be held without delay. However, it has also been used to discuss annual budgets and other topics, where the need to waive notice is not as clear.

²⁸ Section 11(2) of the *Islands Trust Regulation* does not extend this authority to the Islands Trust Council.

Although section 127 does not set limits on the grounds upon which notice may be waived, municipal councils should be careful to use this authority sparingly. If notice is waived, it is best practice to document the reasons for the waiver so the public is assured that notice was reasonably waived.

Closing a Meeting

The decision to close a meeting to the public should not be made hastily or without careful consideration of the principles and values that underlie the open meeting provisions in the *Community Charter*.

In many cases, there may be some uncertainty or disagreement as to whether it is appropriate or necessary to close a meeting to the public. Paragraph 90(1)(n) of the *Community Charter* authorizes the closure of a meeting to determine whether it is necessary to discuss a particular matter in a closed meeting. Use of this provision to allow discussion and debate is an effective way of ensuring that meetings are not improperly closed to the public.

Resolutions to Close a Meeting

Once a local government has decided that a subject should be discussed in a closed meeting, the procedural requirements in section 92 of the *Community Charter* must be followed. Section 92 states that a local government must pass a resolution in an open meeting before closing a meeting or part of a meeting.

This resolution must include two things and should include a third. It must state:

1. That a meeting or part of a meeting is to be closed, and
2. The reason for the decision to close the meeting.

It should also reference the specific paragraph of section 90 that authorizes the closure.

In practice, while resolutions consistently state that a meeting or part of it is to be closed with reference to the authorizing paragraph of section 90, the basis for the decision is not always specifically stated. Local governments should provide as much detail as possible about the basis for closing the meeting without undermining the reason for closing the meeting in the first place. This will help to limit speculation, increase public trust and enhance the credibility of the local government.

While the *Community Charter* does not stipulate that each reason for closing a meeting to the public must be included in the resolution, or even that the primary reason must be the one that is included, the courts have said it is “disingenuous” to pass a resolution to close a meeting for one stated purpose and then discuss unrelated matters in the same closed meeting.²⁹

Two positive practices should be considered when a meeting is being closed. First, it is helpful when local governments read the resolution to close the meeting aloud. This ensures that those in attendance at the open meeting are informed of the basis and the authority for the resolution.

In addition, it is useful for local governments to inform those in attendance whether council intends to reconvene in an open meeting following the conclusion of the closed meeting. If there are plans to reconvene, informing attendees of the expected

Once a local government has decided that a subject should be discussed in a closed meeting, the procedural requirements in section 92 of the Community Charter must be followed.

²⁹ *Barnett v. Cariboo (Regional District)* 2009 BCSC 471 at para 31.

duration of the closed session is also a good idea. This allows members of the public to make informed choices about whether they wish to stay and participate in the subsequent open portion of the meeting.

Best Practices (Closing a Meeting)

Best practices with respect to closing a meeting include:

- using paragraph 90(1)(n) if there is reason to question whether it is necessary to close a meeting
- providing as much detail as possible about the basis for closing the meeting without undermining the reason for closing the meeting
- including in the resolution to close a meeting a description of each distinct matter to be discussed and the authorizing provision
- reading the resolution to close a meeting aloud
- stating whether council will reconvene in an open meeting at the end of the closed session

Section 90 of the Community Charter

Most of the open meeting exceptions in section 90 are straightforward. However, some can benefit from clarification.

Subsection 90(1) lists 15 circumstances in which a council may exercise its discretion to close a meeting. The fact that those provisions are discretionary means it is not sufficient that a matter to be discussed is covered by one of the paragraphs of subsection 90(1). That is only the starting point of the decision making process. Once satisfied that the requirements of one or more of the paragraphs in subsection 90(1) are met and a closed meeting may be held, councils must then consider whether the meeting should be closed.

Generally, it will be appropriate to close a meeting where discussion of a subject in an open meeting raises a reasonable and identifiable possibility of damage to the interests of the local government, the public, or a third party.

This approach is consistent not only with legislation but the underlying principles of openness and transparency of the legislation which is that wherever possible, meetings should be open and accessible to the public.

Paragraphs 90(1)(e), (f), and (k)

These paragraphs provide conditional authority for closed meeting discussion concerning law enforcement, the provision of municipal services and land acquisition, disposition or expropriation. However, this authority may be exercised only if it is determined that discussion of the matter could reasonably be expected to harm either the conduct of the investigation, the enforcement of an enactment or the interests of the municipality. In *Local Government under the Community Charter* 4th ed., William Buholzer proposes that use of these provisions requires local governments to “first make an express determination (by resolution) that such discussion would be harmful, and then adopt a resolution to deal with the matter in the absence of the public”. The Ministry of Community, Sport and Cultural Development takes a consistent approach.

Paragraph 90(1)(g)

Paragraph 90(1)(g) authorizes the closure of a meeting to discuss subject matter that is or relates to litigation or potential litigation affecting the local government. One of the challenges is to not interpret “relates to” and “potential litigation” so broadly that it includes almost any controversial issue, as that would not advance the principles of openness and transparency.

Factors that might indicate appropriate use of this paragraph include:

- a specific threat of litigation, or
- advice from legal counsel that indicates there is a likelihood of litigation and that the local government’s interests may be prejudiced by public discussion

On the other hand, where potential for litigation appears to be remote or speculative, use of this paragraph is unlikely to be appropriate.

Paragraph 90(1)(j)

Paragraph 90(1)(j) provides the authority to close a meeting for discussion of information that would be protected in document form under section 21 of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and there is a strong presumption that any information protected under FIPPA should be discussed in a closed meeting. Paragraph 90(1)(j) is an unusual provision in that it requires local governments to review whether information, if in record form, could be disclosed under section 21 of FIPPA. If the information would be protected, they must then determine whether consent has been given for the release of the information.

Section 21 of FIPPA prohibits the disclosure of information gathered for the purpose of determining tax liability or collecting a tax, as well as information that would or could reasonably be expected to harm the business or financial interests of a third party. Examples include information that would reveal trade secrets, harm the competitive position of a third party or result in any undue financial loss to any person. The prohibition on discussion does not apply however if the affected third party has consented to the disclosure.

Paragraph 90(1)(l)

Paragraph 90(1)(l) states that a meeting may be closed for discussions related to “municipal objectives, measures and progress reports”, but only if those discussions are for “the purposes of preparing an annual report under section 98”. Because authority under this paragraph is limited to discussion for the purpose of preparing an annual report, the inference is that other meetings with municipal officers and employees for discussing municipal objectives, measures and progress reports will be done openly.

Paragraph 90(1)(m)

Paragraph 90(1)(m) provides authority to close a meeting if the closure is authorized by another enactment. It was established with a view to future enactments. Currently there does not seem to be any enactment that would justify its use.³⁰

³⁰ Discussion with Ministry of Community, Sport and Cultural Development staff, 2011.

During a closed meeting, local governments should be careful to discuss only subjects authorized by the resolution to close the meeting, the prohibition against voting on the reading or adoption of bylaws and the importance of keeping detailed minutes.

Paragraph 90(1)(n)

This paragraph is used to discuss whether a meeting should be closed under another subsection of section 90. Its use is limited to that discussion and no details of specific subject matter should be debated. Once a decision has been made that a specific subject matter should appropriately be discussed in a closed meeting, councils and boards must return to an open meeting to pass a resolution to do so. It is best practice for this subsection to be the primary way that local governments debate whether it is necessary to close a meeting to discuss a specific subject matter.

Subsection 90(2)

Subsection 90(2) requires councils to discuss certain subjects in closed meetings. Those provisions are straightforward for the most part and appear to be used relatively infrequently.

Paragraph 90(2)(b)

This paragraph authorizes a closed meeting for the express purpose of “the consideration of information received and held in confidence relating to negotiations” between the various levels of government and possible third parties. Accordingly, it is necessarily used in order for legitimate and specific negotiations to be discussed. It does not appear that this provision can be used as a means of holding a private meeting with visiting provincial or federal government officials in the absence of information related to a specific negotiation.

Conducting a Closed Meeting

During a closed meeting, local governments should be careful to discuss only subjects authorized by the resolution to close the meeting, the prohibition against voting on the reading or adoption of bylaws and the importance of keeping detailed minutes.

Straying from Authorized Topics

During closed meetings, local governments should only be discussing subjects that were authorized by the resolution to close the meeting. The default presumption in subsection 89(1) is that all meetings are open to the public; the only authority to close a meeting is found in the specific paragraph(s) in section 90 identified in the resolution to close the meeting. If the conversation strays from the topic covered by the paragraph referenced in the resolution, the closed meeting may no longer be authorized. If a subject for discussion arises that is not covered by the resolution authorizing the closed meeting, local governments should table the item and discuss it when they return to an open meeting. If the subject is one requiring a confidential discussion, a new authorizing resolution may be passed in an open meeting.

Voting

Subsection 89(2) states that a local government “must not vote on the reading or adoption of a bylaw when its meeting is closed to the public”. Contraventions of this subsection are uncommon. Local governments may however vote or pass resolutions on other matters in closed meetings. These resolutions may then be

revealed during an open meeting without a discussion of the factors, considerations, or reasons behind them. In other cases the resolutions to vote on other matters may not be made public for a prolonged period of time.

Sometimes the level of confidentiality afforded by closed meetings is necessary to pass resolutions that ensure the orderly functioning of the local government. Some matters must be discussed entirely in confidence. Passing resolutions in closed meetings however, can never be used to conceal the decision-making process from the legitimate gaze of the public. Indeed, local governments should always try to provide as much information as possible about any resolutions passed during closed meetings, including when possible, the considerations on which they were based.

This may result in a spectrum of disclosure that varies from decision to decision, this is perfectly acceptable. For example, the decision-making process for some resolutions may only require the withholding of a few specific details while the general factors, considerations, and reasons could still be disclosed. On the other hand, some resolutions may require the decision-making process to be completely withheld from the public. A determination of how much to disclose should be made on a case-by-case basis keeping in mind the importance of transparency.

Minutes

Local governments should record minutes for closed meetings in at least as much detail as open meetings and may wish to keep an electronic record as well. Minutes should include a detailed description of the discussion, any specific documents considered, any motions, resolutions or votes, and any directions issued. This will not only provide a reference for attendees, but, when the minutes are eventually released, will inform members of the public and reassure them that the matter was properly discussed in a closed meeting and that procedural requirements were satisfied. Under subsection 91(3), the minutes of a meeting or part of a meeting closed to the public must record the names of all persons in attendance.

Local governments should record minutes for closed meetings in at least as much detail as open meetings.

Best Practices (Conducting a Closed Meeting)

Best practices with respect to conducting a closed meeting include:

- restricting discussion to subjects that were authorized by the resolution to close the meeting
- whenever possible, avoiding passing resolutions in closed meetings
- keeping a detailed record of closed meetings

After a Closed Meeting

Following the conclusion of a closed meeting, careful consideration should be given to the release of minutes and other records that may have been generated during the closed meeting. As much information as possible should be released in order to achieve the goal of openness, transparency and accountability without compromising the interests of the local government, the public or a third party.

Release of Minutes and Other Records

Many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time. Consequently, it is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable.

Some local governments have acted proactively in this regard. They have assigned responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information that no longer requires confidentiality. It is not only large and well-resourced local governments that have adopted this approach; smaller local governments have done so as well.

If it is not appropriate to release all information related to a closed meeting, it may be preferable to release incomplete information rather than to wait for a time when it will eventually be proper to release all the information. Local governments should strive to release as much information as possible as often as possible, in order to demonstrate their commitment to the principles of transparency and accountability and to receive the benefit of a more informed, engaged and trusting public.

Section 12 of FIPPA³¹

Closed meeting minutes may be excluded from disclosure under section 12 of the *Freedom of Information and Protection of Privacy Act* (FIPPA).³² Section 12 allows a local government to refuse to disclose information that would reveal the substance of deliberations of a closed meeting. It should be noted that if the information in question has also been discussed at an open meeting or is at least fifteen years old, the information is not protected from disclosure under FIPPA.

The test for invoking section 12 has three parts and places the onus of proof on the public body seeking to withhold the information. First, it must be shown that a meeting was held. Second, the public body must prove that the meeting was authorized to be closed. And third, the public body must establish that the disclosure would “reveal the substance of deliberations at that meeting.”³³

Information in minutes may be withheld under section 12 if it would reveal the substance of deliberations in a closed meeting, either directly or by enabling accurate inferences to be drawn. However, local governments must still retain information that cannot be disclosed and release the remainder of the record in accordance with subsection 4(2) of FIPPA. Normally the dates, times, locations, and names of attendees will not be protected by section 12, nor will the general subjects addressed in a closed meeting. Only information that, whether by itself or when combined with other publicly available information, reveals “the substance of deliberations” will be protected.^{34 35}

³¹ For complete information on the provisions of FIPPA, please go to the Office of the Information and Privacy Commissioners’ website at <http://www.oipc.bc.ca/>.

³² *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c 165.

³³ *City of Coquitlam* (14 May 2002), Order 02-19, online: Office of the Information and Privacy Commissioner <http://www.oipc.bc.ca/orders/2002/Order02-19.pdf>.

³⁴ *Inquiry Regarding Vancouver Police Board In Camera Meeting Minutes*, Order 00-14, online: Office of the Information and Privacy Commissioner <http://www.oipc.bc.ca/orders/2000/order00-14.html>.

³⁵ The Information and Privacy Commissioner is the final authority over matters under FIPPA.

Duty to Respect Confidentiality

Section 117 of the *Community Charter* imposes an obligation on councillors to maintain confidentiality in respect of information considered in a closed meeting.³⁶ Specifically, it requires that a council member or former council member must, unless specifically authorized by council, keep in confidence information considered in a lawfully closed meeting until that information has been discussed at an open meeting or otherwise released to the public.

The obligation under section 117 must be respected regardless of any individual opinion as to whether or not a matter should have been discussed in a closed meeting. It is also important to remember that any statements in this guide that encourage the release of information generated or discussed in a closed meeting applies to local governments as a whole and not to individual council members or other elected officials.

Best Practices (After a Closed Meeting)

Best practices with respect to actions after a closed meeting include:

- complying with the provisions of FIPPA
- establishing a process and assigning responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information no longer requiring confidentiality
- releasing as much information as possible as often as possible once confidentiality is no longer required



³⁶ Section 117 of the *Community Charter* applies to Regional Districts under section 787.1 of the *Local Government Act*.



CURRENT OPEN MEETING REQUIREMENTS FOR IMPROVEMENT DISTRICTS

Improvement districts are not subject to the open meeting provisions contained in Division 3 of Part 4 of the *Community Charter*. In 2007, the *Local Government Act* was amended to provide the Minister with the explicit power to make those provisions apply to improvement district boards.³⁷ Although that authority has not been used to date, this does not mean that there are no legal or other obligations on improvement districts to meet openly in some circumstances.

Section 741 of the *Local Government Act* applies to improvement districts. That section requires that all annual general meetings of an improvement district be open to the public. The Act provides no discretion to close to the public all or a part of that meeting.

Section 739 of the *Local Government Act* requires the board of trustees of an improvement district to establish, by bylaw, procedures for calling and conducting meetings. The Ministry of Community, Sport and Cultural Development provides guidance to improvement districts about governance and standards, and it provides sample bylaws. A guide for improvement districts released in 2006 states:

All board meetings should be open to the public and no person should be excluded except for improper conduct. Persons other than members and officers may be excluded from a special meeting if, in the opinion of the board, the public interest so requires it. These meetings are known as “in camera” meetings and should only be used when discussing legal matters, property acquisition, or personnel matters.³⁸

Although the open meeting provisions in the *Community Charter* do not apply to improvement districts, they provide a useful guide for improvement districts to consider when developing bylaws. Establishing appropriate meeting procedures demonstrates an improvement district’s commitment to openness, transparency and accountability.



³⁷ *Local Government Act*, *supra* Note 7, s 739.1.

³⁸ *Ministry of Community Services, Improvement District Manual* (BC: 2006), online: Ministry of Community, Sport and Social Development http://www.cscd.gov.bc.ca/lgd/gov_structure/library/improvement_district_manual.pdf.

CONCLUSION

Local governments across Canada are moving towards more open and transparent decision-making. The open meeting provisions in the *Community Charter* support open government by guaranteeing, with specified exceptions, that the public can attend meetings of local governments. Open meetings advance the democratic process by providing the public with an understanding of the considerations underlying local government actions and by allowing members of the public to observe the performance of their elected officials. They facilitate citizen participation in the policy development and decision-making processes and serve to build public trust and confidence in local government.

To assist local governments to follow appropriate practices in those specific and limited circumstances when they believe it is necessary to close a meeting, included on the following page is a CHECKLIST of what needs to be taken into account.



CONCLUSION





CHECKLIST

Before Closing Meetings

Yes No

- | | | |
|--|--------------------------|--------------------------|
| 1. Has notice of this meeting been posted in advance on your website and other public locations? | ☐ | ☐ |
| 2. Was the meeting agenda posted in advance with sufficient detail to enable members of the public to determine the matters to be discussed? | ☐ | ☐ |
| 3. If this is a special meeting, did the notice include general information about matters to be discussed? | ☐ | ☐ |
| 4. Is closure of this meeting necessary? [Use <i>Community Charter</i> paragraph 90(1)(n) to address any doubt.] | ☐ | ☐ |
| 5. Is closure of this meeting authorized under section 90? | ☐ | ☐ |
| 6. Does the resolution to close the meeting include: | | |
| • a statement to the effect that the meeting will be closed? | ☐ | ☐ |
| • a description of the basis for closing the meeting including a description of each distinct matter to be discussed? | ☐ | ☐ |
| • the paragraph(s) under section 90 authorizing or requiring the closure of the meeting? | ☐ | ☐ |
| 7. Was the resolution to close the meeting read aloud? | ☐ | ☐ |

During Closed Meetings

Yes No

- | | | |
|--|--------------------------|--------------------------|
| 8. Was discussion in closed meetings limited to the topics stated in the authorizing resolution? | ☐ | ☐ |
| 9. Were no votes held on the reading or adoption of bylaws during a closed meeting? | ☐ | ☐ |
| 10. Were minutes of the closed meeting recorded and retained? | ☐ | ☐ |

After Closed Meetings

Yes No

- | | | |
|---|--------------------------|--------------------------|
| 11. Will minutes and other records be reviewed and released once confidentiality is no longer required? | ☐ | ☐ |
|---|--------------------------|--------------------------|



MAILING ADDRESS: Office of the Ombudsperson | PO Box 9039 Stn Prov Govt | Victoria BC V8W 9A5

TELEPHONE: General Inquiries Victoria: 250 387-5855 | Toll Free: 1 800 567-3247

FAX: 250 387-0198 | **OR VISIT OUR WEBSITE AT:** <http://www.bcombudsperson.ca>

Active Projects Report

Executive Committee

1. *Requests to Minister for review of Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1)*

Activity:

Advance the following requests to the Province and develop advocacy and education strategies to support these:

- a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and\n
- b) request for increased Provincial funding.

(Minister denied the request for a review for review for the balance of this Council term in his April 28, 2025 letter.)

Responsible

Rueben Bronee

Dates

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*

Activity:

Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

3. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*

Activity:

Initiation timeline: Updating to begin in Summer 2025

Responsible

Clare Frater

Dates

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

Active Projects Report

Executive Committee

4. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*

Activity:

Implementation underway.

Responsible

Rueben Bronee

Dates

Rec'd: 03-May-2023

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Pay Transparency Report Submission & Posting*

The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website.

Responsible

Date Received

Julia Mobbs

11-May-2023

2. *Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) (joint with RPC)*

Initiation timeline: Dependent on Ombudsperson Office review timeline.

Responsible

Date Received

Stefan Cermak

12-Mar-2025

3. *Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)*

Initiation timeline TBD

Responsible

Date Received

Clare Frater

12-Mar-2025

4. *Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6)*

Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)

Responsible

Date Received

Clare Frater

12-Mar-2025

Rueben Bronee

5. *Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)*

Initiation timeline: Priority for this Council term

Responsible

Date Received

Clare Frater

12-Mar-2025

Future Projects Report

Executive Committee

6. <i>Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
7. <i>Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2)</i>	Responsible	Date Received
Initiation timeline: TBD	Clare Frater	12-Mar-2025
8. <i>Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
9. <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025
10. <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i>	Responsible	Date Received
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025
11. <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

12. <i>Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</i>	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Rueben Bronee	12-Mar-2025
13. <i>Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</i>	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.	Clare Frater	12-May-2025