



Executive Committee Special Electronic Meeting Agenda

Date: Wednesday, April 17, 2024
Time: 9:00 am
Location: Electronic meeting
Public venue to watch the livestream:
Islands Trust's Victoria Office
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

2.2 Approval of Agenda

3. EXECUTIVE COMMITTEE PROJECTS

3.1 Trust Council Initiated

3.1.1 Executive - None

3.1.2 Trust Area Services

3.1.2.1 Deliberation on new draft of Policy Statement via Committee of the Whole meetings - RFD

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That Executive Committee direct staff to arrange three Trust Council Committee of the Whole meetings in May 2024 for consideration of the new draft of the Policy Statement and provision of recommendations to Trust Council.

3.1.3 Planning Services - None

3.1.4 Administrative Services - None

4. NEW BUSINESS

5. CORRESPONDENCE (for information unless raised for action) - None

6. NEXT MEETING

The next Executive Committee meeting will be held electronically on April 24, 2024 at 9:15 a.m.

7. CLOSED MEETING (if applicable)
8. ADJOURNMENT

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** April 17, 2024
From: Trust Areas Services **Date Prepared:** April 2, 2024
SUBJECT: Deliberation on new draft of Policy Statement via Committee of the Whole meetings

RECOMMENDATION: That Executive Committee direct staff to arrange three Trust Council Committee of the Whole meetings in May 2024 for consideration of the new draft of the Policy Statement and provision of recommendations to Trust Council.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendation supports utilization of a series of Committee of the Whole meetings to provide Trust Council with opportunity to discuss the new draft of the Policy Statement prior to contemplating giving it approval-in-principle or providing alternate direction at a meeting of Trust Council. The proposed approach would have Trust Council considering recommendations from the Committee of Whole in June. However, should more Committee of the Whole meetings be needed, Trust Council could schedule a special meeting to consider recommendations.

1 **PURPOSE:** To seek endorsement from the Executive Committee on a process for supporting Trust Council's deliberations on an updated draft Policy Statement.

2 **BACKGROUND:**

Project History

In 2019, Islands Trust launched the Policy Statement Amendment Project (Islands 2050) to update the Islands Trust Policy Statement to adapt to current and future challenges and opportunities, and to reflect its commitments related to Reconciliation, climate change, and affordable housing. To date, the Policy Statement Amendment Project has involved three rounds of public engagement, three rounds of First Nations engagement, as well as engagement with other partner agencies.

Updated Draft Policy Statement

At its March 2024 meeting, Trust Council directed staff to bring the current draft Policy Statement directly to Trust Council for review, rather than have Trust Programs Committee and Executive Committee develop recommendations first. The updated draft of the Policy Statement incorporates revisions requested by the Islands Trust Council through 32 resolutions passed at the June and September 2022 Trust Council meetings. The resolutions were in response to the feedback received from First Nations, referral agencies, and the public. Since then, staff have been engaging with the First Nations, Bowen Island Municipality and Agricultural Land Commission to receive additional input on the updated draft for Trustee consideration.

Proposed Next Steps for Trust Council Deliberation on the Updated Draft

Committee of the Whole Meetings

To support Trust Council in their review of the updated draft Policy Statement, Staff propose that Trust Council hold three virtual Committee of the Whole meetings in May 2024. Each meeting would be separated by approximately one week. In April staff would poll trustees for availability. In May, prior to the first, and again prior to the second meeting, Staff will poll trustees for suggested areas of focus for discussion so staff can focus presentations on trustee areas of interest as well as organize any external guidance (such as legal advice) if necessary.

Staff propose that the first two meetings focus on specific sections of the draft document. The intention of the first two Committee of the Whole meetings would be to support Trustee questions and dialogue. The third session would provide an opportunity for trustees to reflect on the discussion of the prior two meetings and, if trustees feel prepared, to debate recommendations related to the document for consideration at the June meeting of Trust Council.

Communication Support

To support trustees outside of the formal meeting process, Staff will provide a weekly information bulletin to trustees. These information bulletins will:

- include information on the near-term draft Policy Statement amendment deliberation process,
- answer emergent questions, and
- ensure Trustees have complete and accurate information.

Prior to the updated draft Policy Statement being published on a public agenda, Staff will offer an information webinar for to trustees and select staff on the public roll-out and Committee of the Whole process.

Staff are working with a communications contractor to develop communications materials to support Trustees and the public when the document is made public. Materials that are already substantially drafted include a Frequently Asked Questions document, social media posts, and a news release. Throughout May, staff will be available to respond to any public communication or trustee information needs.

First Nations engagement

At its December 2024 meeting, Executive Committee was informed that staff had been engaging with First Nations to receive input on the revised draft Policy Statement, and were advised of delays to receiving input. Since that time, additional meetings have been held and more scheduled resulting in additional time being needed to conclude this current round of engagement with First Nations. If any additional comments are received during the suggested Committee of the Whole process in May, Staff will compile the feedback as supplementary information and provide it to the Committee of the Whole. Feedback provided by First Nations after May will be provided to Committee of the Whole/Trust Council as appropriate.

Further Engagement Prior to Bylaw Consideration

If Trust Council provides approval-in-principle for a draft Policy Statement in June/July, staff would refer the draft to local trust committees and Bowen Island Municipality for six months for comment, with LTC/BIM referral responses to be informed by local public engagement processes. Trust Area Services staff will support local trust committees and Bowen Island Municipality in organizing desired public engagement events. Trust Area Services Staff will also organize a Trust-Area wide survey and Trust Area-wide virtual community workshop. The referral responses and Trust-Area wide public engagement

processes will be provided to Trust Council to inform any further requested changes to the draft, and possible, subsequent First Reading.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This policy amendment project requires a significant investment of organizational resources. In FY 2024-25, the project will occupy the majority of the Senior Policy Advisor's time and will require support from other staff across the organization. During critical periods, a certain amount of overtime is expected to fulfill project needs.

FINANCIAL: None.

POLICY: The Policy Statement Amendment Project aims to strengthen Trust Council's ability to adapt to current and future challenges facing the Islands Trust Area and to develop policy guidance in areas that were previously not contemplated in the Policy Statement, including reconciliation, climate change, and affordable housing.

IMPLEMENTATION/COMMUNICATIONS: As stated above Staff will provide a weekly information bulletin to trustees, will update the website with information on the project and the new draft Policy Statement, and will offer an information webinar to trustees and select staff.

The [Islands 2050 webpage](#) has been the primary web portal for Policy Statement Amendment Project communications since 2019 and continues to be the main source of accurate project information. Project correspondence is channelled to a dedicated islands2050@islandstrust.bc.ca email account and posted to the Islands 2050 webpage at regular intervals. News updates have been and will continue to be distributed via Islands Trust news releases, social media posts, print advertisements, flyers and mail outs, and an Islands 2050 email subscriber list. Staff have engaged a communications consultant to assist with timely communications materials and will implement the communication strategy with the help of the contracted communications specialist and internal communication resources.

FIRST NATIONS: None, although proactive, timely communications benefit all parties involved in the project. Input and feedback from First Nations is welcomed through the entirety of the amendment project.

OTHER: N/A

4 **RELEVANT POLICY:** [Trust Council Policy Statement Amendment Policy](#)

5 **ATTACHMENT:**

1) Islands Trust Policy Statement Public Roll-Out and Trustee Deliberation Schedule

RESPONSE OPTIONS

Recommendation: That Executive Committee direct staff to arrange three Trust Council Committee of the Whole meetings in May 2024 for consideration of the new draft of the Policy Statement and provision of recommendations to Trust Council.

Alternative:

That the Executive Committee provide alternate direction.

Prepared By: Tyler Brown, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director Trust Area Services/April 3, 2024
Russ Hotsenpiller, CAO/April 8, 2024

