Trust Council
Minutes of Quarterly Meeting

Date of Meeting:	**December 5 to December 7, 2023**
Location:	**Coast Victoria Hotel** **146 Kingston Street, Victoria, BC**

Executive Present:

1. **Peter Luckham, Chair, Thetis Trustee**
2. **Tobi Elliott, Vice-Chair, Gabriola Trustee**
3. **David Maude, Vice-Chair, Mayne Trustee**
4. **Timothy Peterson, Vice-Chair, Lasqueti Trustee**

Trustees Present:

5. **Sue Ellen Fast, Bowen Island Municipal Trustee**
6. **Judith Gedye, Bowen Island Municipal Trustee**
7. **Sam Borthwick, Denman Trustee**
8. **David Graham, Denman Trustee**
9. **Susan Yates, Gabriola Trustee**
10. **Lisa Gauvreau, Galiano Trustee**
11. **Ben Mabberley, Galiano Trustee**
12. **Joe Bernardo, Gambier Trustee**
13. **Kate-Louise Stamford, Gambier Island Trustee** (regrets)
14. **Alex Allen, Hornby Island Trustee**
15. **Grant Scott, Hornby Trustee** (absent)
16. **Mikaila Lironi, Lasqueti Trustee**
17. **Jeanine Dodds, Mayne Trustee**
18. **Aaron Campbell, North Pender Trustee**
19. **Deb Morrison, North Pender Trustee**
20. **Jamie Harris, Salt Spring Trustee**
21. **Laura Patrick, Salt Spring Trustee**
22. **Mairead Boland, Saturna Trustee**
23. **Lee Middleton, Saturna Island Trustee**
24. **Kristina Evans, South Pender Trustee**
25. **Dag Falck, South Pender Trustee**
26. **Ken Hunter, Thetis Trustee**

Staff Present:

Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLPS)/Recorder
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)
Emily Bryant, Administrative Assistant

Tuesday, December 5, 2023

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham called the meeting to order at 1:01 p.m.

Chair Luckham did a territorial acknowledgement. Trustees introduced themselves.

2. APPROVAL OF AGENDA

2.1 Review of Agenda

TC-2023-080
It was MOVED and SECONDED by a 2/3 vote,
that Trust Council add to new business to review and discuss the Chief Administrative Officer Liaison duties described in Section 9 of Policy 2.4.1- Executive Committee Terms of Reference.

CARRIED

2.2 Approval of Agenda

By general consent Trust Council approved the agenda as amended.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

By general consent Trust Council received the recommendation as presented in item 3.1.1, 3.1.2, and 3.1.3.

3.1.1 September Trust Council Draft Minutes

That Trust Council adopt the minutes as presented.

3.1.2 Trust Council Resolutions Without Meeting

None

3.1.3 Trust Council Follow-Up Action List (FUAL)

This item was moved to 4.2.4 for discussion.

3.2 Discussion/Decision Items

3.2.1 Trustee Roundtable

Trustees shared information about their communities and what was happening in their communities.

Common themes were heard on the following:

- First Nations reconciliation
- Connected Coast
- Housing

Trustee Middleton entered the meeting at 1:33 p.m.

Trustee Dodds entered the meeting at 2:17 p.m.

4. EXECUTIVE SERVICES

4.1 Consent Agenda Items

4.1.1 Chief Administrative Officer – Report

By general consent Trust Council received item 4.1.1 for information.

4.1.2 Executive Committee Work Program

Item was deferred to after the break on Wednesday, December 5 due to it not being included in the agenda package at time of issuing, being received as a late item, and to allow trustees time to review the material.

4.2 Discussion/Decision Items

4.2.1 Governance Committee Work Program

The Chair of the Governance Committee reported on the work and priorities of the Committee.

Discussion ensued around the response to the Governance Report, and time frame since receipt of the report.

The meeting recessed at 3:01 p.m. and reconvened at 3:19 p.m.

4.2.2 2024 Meeting Schedule

4.2.2.1 Draft Trust Council Meeting Schedule for 2024 – Request for Decision

The CAO presented the draft meeting schedule and locations for 2024.

Discussion ensued on the cost of Trust Council meetings, including consideration of having two of the meetings as electronic to reduce costs.

TC-2023-081
It was MOVED by Trustee Fast and SECONDED by Trustee Yates,
that Trust Council adopt a 2024 schedule that includes quarterly meetings on:

1. March 12-14
2. June 18-20
3. September 24-26, and
4. December 3-5

CARRIED

TC-2023-082
It was MOVED by Trustee Morrison and SECONDED by Trustee Evans,
that Trust Council adopt the following locations for its 2024 meetings:
1. March 12-14, Nanaimo
2. June 18-20, Salt Spring
3. September 24-26, on an island to be determined
4. December 3-5, Victoria.

CARRIED

4.2.2.2 Trust Council Meeting Costs – Brief

Trustees spoke to this item in item 4.2.2.1.

4.2.3 Meeting and Development Application Procedures and Public Notice Requirements – Request for Decision

The Director, Legislative Services presented the report and recommendations.

Discussion ensued.

TC-2023-083
It was MOVED by Trustee Gedye and SECONDED by Trustee Borthwick,
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.

And further move, 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.

And further move, that Trust Council request Staff to prepare a draft Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw.

CARRIED

4.2.4 Trust Council FUAL Review – Discussion

The Chief Administrative Officer presented the Follow-up Action List review for discussion. Discussion ensued around the list of work items from Trust Council presented.

TC-2023-084
It was MOVED by Trustee Peterson and SECONDED by Trustee Yates,
that Trust Council request items on Follow-up Action List listed as "should be consolidated", be consolidated and that staff be requested to prepare a request for decision for further work on the Trust Council Follow-up Action List.

CARRIED

TC-2023-085
It was MOVED by Trustee Harris and SECONDED by Trustee Hunter,
that Trust Council remove item 4 from the Trust Council Follow-up Action List.

DEFEATED

5. TRUST AREA SERVICES

5.1 Consent Agenda Items

By general consent Trust Council received items 5.1.2 and 5.1.3 as presented.

5.1.1 Director of Trust Area Services Report

Clarification requested on communications contractor mentioned in the report.

By general consent Trust Council received the report as presented.

5.1.2 Policy Statement Amendment Project Update – Briefing

5.1.3 Reconciliation Learning Group program – Briefing

5.1.4 Legislative Monitoring Report, November 2023 – Briefing

TC-2023-086
It was MOVED by Trustee Patrick and SECONDED by Trustee Borthwick,
that Trust Council request the Regional Planning Committee to evaluate the *Short Term Rental Accommodation Act* to identify opportunities and challenges for implementation of the act on the management of short term rentals in the Trust Area.

CARRIED

By general consent Trust Council received the report.

5.1.5 Islands Trust 50th Anniversary Activities – Briefing

Trustees asked questions around some aspects of the activities.

By general consent Trust Council received the report.

5.2 Decision/Discussion Items

5.2.1 Trust Programs Committee Work Program

The Chair of Trust Programs Committee presented the Trust Programs Committee work program and provided an update on the work of the committee.

By general consent Trust Council received the report.

5.2.2 Vancouver Island and Coastal Communities Climate Leadership Steering Committee appointee and funding request – Request For Decision

TC-2023-087
It was MOVED by Trustee Elliott and SECONDED by Trustee Peterson,
that Trust Council appoint Trustee Morrison as Trust Council's representative to the Vancouver Island and Coastal Communities Climate Leadership Steering Committee.

CARRIED

TC-2023-088
It was MOVED by Trustee Fast and SECONDED by Trustee Yates,
that Trust Council allocate $250 from the Secretariat Services budget to support the Vancouver Island and Coastal Communities Climate Leadership Steering Committee.

CARRIED

TC-2023-089
It was MOVED by Trustee Peterson and SECONDED by Trustee Elliott,
that Trust Council request staff to amend its agenda template to add a standing report from Trust Council's representative to the Vancouver Island and Coastal Communities Climate Leadership Steering Committee in Trustee Summary Updates section.

CARRIED

5.2.3 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of the Islands Trust – Briefing

Trustees discussed the response options.

TC-2023-090
It was MOVED by Trustee Gedye and SECONDED by Trustee Elliott,

that Trust Council refer the possible actions outlined in this report back to Trust Programs Committee and Regional Planning Committee for inclusion in Trust Council's strategic planning process.

CARRIED

5.2.4 Wildfire Prevention Resources – Briefing

By general consent Trust Council received the briefing for information.

5.2.5 Islands Trust Conservancy (ITC) Report

ITC Chair Risa Smith presented the report and provided an update on the work of the Islands Trust Conservancy.

By general consent Trust Council received the report.

Trust Council recessed for the day at 5:31 p.m.

The Chair reconvened the meeting at 8:34 a.m., Wednesday, December 6, 2023. Trustees Scott, Stamford, Gedye were not in attendance.

Wednesday, December 6, 2023

6. VISIONING DISCUSSION

Trustee Yates joined the meeting at 8:40 a.m.

6.1 Vision Statement – Briefing

The CAO introduced the briefing. The Chair opened the discussion to the floor. Discussion ensued regarding the various options provided in the briefing.

Trustee Gedye joined the meeting at 8:55 a.m.

TC-2023-091
It was MOVED by Trustee Evans and SECONDED by Trustee Allen,
that Trust Council adopt as its vision option number 4 (While on a journey of Reconciliation, Islands Trust Council envisions a vibrant tapestry of caring, diverse, and rural communities within the Salish Sea that flourish in harmony with nature) and forward to First Nations currently reviewing the policy statement as part of their Trust Policy work.

Discussion ensued.

TC-2023-092
It was MOVED by Trustee Evans and SECONDED by Trustee Fast,

that the word DRAFT be added to the motion.

CARRIED

Trust Council Chair called a vote on the original motion as amended.

CARRIED

Trustee Morrison requested the vote count be record for motion TC-2023-91, and that her vote against be recorded.

(16 in favour, 8 opposed)

Trustee Morrison Opposed

The meeting recessed at 10:09 a.m. and reconvened at 10:25 a.m.

4.1.2 Executive Committee Work Program

This item was deferred from yesterday.

By general consent Trust Council received item 4.1.2 as recommended.

4.2.1 Governance Committee Work Program

Trustee Morrison brought this item back to Trust Council.

TC-2023-093
It was MOVED by Trustee Morrison and SECONDED by Trustee Borthwick,
that Trust Council direct the Governance Committee to shift "*Representational differences"*, from the "*NOT IMMEDIATE but IMPORTANT*" category and move it to the *"URGENT and HIGH PRIORITY".*

CARRIED

TC-2023-094
It was MOVED by Trustee Borthwick and SECONDED by Trustee Morrison,
that Trust Council direct the Governance Committee to shift "*compensation"*, from the "*NOT IMMEDIATE and LOWER PRIORITY"* category and move it to the *"NOT IMMEDIATE but IMPORTANT".*

CARRIED

7. ADMINISTRATIVE SERVICES/FINANCE

7.1 Consent Agenda Items

7.1.1 Director of Administrative Services Report

7.1.2 Q2 Financial Report – Request For Decision

7.1.3 Q2 Financial Forecast - Briefing

By general consent Trust Council received items 7.1.1 and 7.1.3, and approved item 7.1.2 as presented.

7.2 Discussion / Decision Items

The Chair of the Financial Planning Committee introduced the draft 2024/25 budget for discussion, and for the information of Trust Council.

Discussion on allocation of general surplus and consideration of allocating to a budget item that would benefit Bowen. Suggestion that Financial Planning Committee consider policy amendment to consider this.

Discussion on three freshwater initiatives that do not have any budgeting in 2024/25.

7.2.1 Financial Planning Committee Work Program

By general consent Trust Council approve the Financial Planning Committee Work Program as presented.

7.2.2 Draft Budget for FY2024/25

Director Mobbs presented the draft budget for FY 2024/25.

7.2.2.1 Draft Budget Overview – Briefing

7.2.2.2 Summary Data For Budget Discussion – Briefing

7.2.2.3 Business Case Summaries

7.2.2.4 Strategic and Programming Initiatives

7.2.2.4.1 EC: Programming Funding – Briefing

7.2.2.4.2 EC: Policy Statement Amendment Project – Briefing

7.2.2.4.3 TPC: Stewardship Education Program – Briefing

7.2.2.4.4 TPC: Secretariat Services – Business Case

7.2.2.4.5 RPC: Housing Needs Assessment: North/South Gulf Islands – Business Case

TC-2023-095
It was MOVED by Trustee Patrick and SECONDED by Trustee Mabberley,
that Trust Council request staff to seek written confirmation that the province will fund the initiatives to prepare new housing needs reports or to amend housing needs reports to meet the new legislative requirements for Interim Report on Housing Needs.

CARRIED

7.2.2.4.6 RPC: Housing Strategy and Housing Options Toolkit – Business Case

7.2.2.5 Operational Initiatives and Staffing

7.2.2.5.1 Building Footprint GIS Data Layer Update – Business Case

7.2.2.5.2 Bylaw Portal Licensing and Implementation – Business Case

7.2.2.5.3 SSI Office Relocation – BRF and Business Case

7.2.2.5.4 MS 365 Upgrade – Briefing

7.2.2.5.5 GIS Coordinator – Business Case

7.2.2.6 Local Trust Committee Projects

7.2.2.6.1 LTC Projects – List

7.2.2.6.2 Planning Services – Project Feasibility Assessment – Briefing

7.2.2.6.3 Denman – OCP and LUB Housing Policy Review

7.2.2.6.4 Gabriola – OCP and LUB Comprehensive Review

7.2.2.6.5 Mayne – Housing Options

7.2.2.6.6 North Pender – Housing Access and Affordability

7.2.2.6.7 Hornby – Relationship Building Actions with K'omoks First Nation

7.2.2.6.8 Salt Spring – OCP and LUB Review

7.2.2.6.9 Salt Spring – Ganges (Shlya'hwt/SYOWT) Village Area Plan

7.2.2.7 Islands Trust Conservancy Board Requests

7.2.2.7.1 Draft Budget 2024/25, Review of ITC Funding Requests – Briefing

7.2.2.7.2 Update on ITC business case for property management funds – Briefing

7.2.2.8 Unfunded Requests

7.2.2.8.1 Eelgrass Mapping – Phase 2 – Business Case

The meeting recessed for lunch at 12:00 p.m. and was called back to order at 1:02 p.m.

8. ENGAGEMENT/COLLABORATION

8.1 Delegations

8.1.1 Deb Ferens – Gulf Island Alliance – Sensitive Ecosystem Mapping

Delegation withdrawn.

8.2 Public Comment

The Chair invited members of the public to speak to council.

- Maxine Leichter – spoke regarding the Governance Review and the recommendations.
- Galiano Island - spoke regarding the Islands Trust funding capacity analysis for local trust committee.
- Kees Langereis – spoke regarding delay in posting videos to the website and agenda and minutes posting to the website.
- Jennifer Margison – spoke regarding the in-camera meeting regarding s.3 interpretation.
- Michael Sketch – spoke regarding Part 3 of the Islands Trust Act.

9. SAN JUAN COUNTY – ISLANDS TRUST – JOINT SESSION

Jane Fuller, Chair, San Juan County and Cindy Wolf, San Juan County joined Trust Council for a discussion on issues of trans-border interest. Discussion items included oil spill prevention, emergency tow vessel, Bill C-33 Strengthening Port System and Railway, and housing.

The Chair recessed the meeting at 3:05 p.m. and reconvened the meeting at 3:20 p.m.

Suggestion for discussion at a future meeting is the ferries.

10. NEW BUSINESS

10.1 Trustee Peterson re: Disposition of Delegations – Discussion

Vice-Chair Trustee Peterson introduced the topic and purpose to generate discussion and thought, and consideration of policy around disposition of delegations.

Discussion ensued on this topic, themes included being strategic in responding, being responsive to delegations.

10.2 Trustee Boland re: Trust Council Meeting Schedule and Agenda – Discussion

Trustee Boland introduced this item. Discussion ensued. Suggestions include:

- Having monthly on-line meetings to deal only with briefings and consent items, to free time at Trust Council for discussion and decision items
- Potential to use on-line for special meetings on specific items
- Desire for in-between trust council discussion spaces, committee of the whole style, to pilot this in 2024
- Spring and fall extend council by one day in-person, and then other two on-line meetings
- Two meetings together, earlier, to deal with budget - re: RDN

TC-2023-096
It was MOVED by Trustee Boland and SECONDED by Trustee Evans,
that Trust Council request Staff to draft an amendment to the Trust Council meeting procedures bylaw to include the Committee of the Whole as a meeting type, and bring that draft to March Trust Council.

CARRIED

The meeting was recessed at 5:42 p.m.

The meeting reconvened at 8:32 a.m. on Thursday, December 7, 2023. Trustees Scott, Stamford, Allen, Middleton not in attendance at meeting start.

Thursday, December 7, 2023

10.3 Review and Discussion of the Chief Administrative Officer Liaison duties described in Section 9 of Policy 2.4.1- Executive Committee Terms of Reference.

Trustee Patrick introduced this item. Discussion ensued. Concur was raised around the dates, and reference to four committees as the number of committees may change.

Trustee Middleton joined the meeting at 9:06 a.m.

Discussion ensued around discussed merits of hiring a consultant, process, funding and timing.

TC-2023-097
It was MOVED by Trustee Gedye and SECONDED By Trustee Yates,
that Trust Council postpone this item to March 2024.

DEFEATED

Trust Council recessed at 10:07 a.m. and resumed at 10:22 a.m.

TC-2023-098
It was MOVED by Trustee Graham and SECONDED by Trustee Peterson
that Trust Council hire a consultant to work with the elected officials of Trust Council in the drafting of a Chief Administrative Officer Performance Evaluation Policy using current policies and materials provided by Trustee Patrick and Trustee Falck to Trust Council Dec 7, 2023 reporting back by March 2024.

TC-2023-099
It was MOVED by Trustee Bernardo and SECONDED by Trustee Evans,
that the word “consultant” be replaced by “qualified independent consultancy firm”.

CARRIED

Trust Council Chair called for a vote on the motion as amended:

CARRIED

11. PLANNING SERVICES

11.1 Consent Agenda Items

11.1.1 Director Report

The Director report was pulled for discussion. Trustees asked questions about housing toolkit as reported in the report.

By general consent Trust Council received the report.

11.2 Discussion/Decision Items

11.2.1 Regional Planning Committee Work Program

By general consent Trust Council approved the Regional Planning Committee Work Plan.

11.2.2 Environmental and Climate Change Canada funding for a biologist to support planning services

The Director of Planning Services introduced the item, and provided a summary of the rationale and funding opportunity. He noted that this is a temporary position.

TC-2023-100
It was MOVED by Trustee Fast and SECONDED by Trustee Yates,
that Islands Trust Council request staff to apply for funding from Environment and Climate Change Canada's Priority Places funding program for 2024/25 and 2025/26 to fund a temporary biologist position within Planning Services.

CARRIED

11.2.3 Draft TC Housing Strategic Action Plan – RFD

TC-2023-101
It was MOVED by Trustee Mabberley and SECONDED by Trustee Gauvreau,
that Trust Council approve the Draft Trust Council Housing Strategic Action Plan including proposed priority actions.

CARRIED

11.2.4 Housing Statute Changes to BC Legislation – BRF

By general consent Trust Council received the brief.

11.2.5 Housing Options Toolkit

The Chair of Regional Planning Committee explained that this is intended as an internal tool kit.

Question was raised about a news release going out about the toolkit. The Director of Planning Services indicated that a news release will be sent out.

By general consent Trust Council received the item.

Trustee Dodds left the meeting at 11:15 a.m.

12. SUMMARY/UPDATES/CORRESPONDENCE

12.1 Trustee Updates

12.1.1 <u>BC Ferries (Ferry Advisory Committee Chairs)</u>

No updates

12.1.2 <u>First Nations</u>

No updates

12.1.3 <u>Gulf Islands National Park Reserve Advisory Committee</u>

No updates

12.1.4 <u>Salt Spring Island Watershed Protection Alliance (SSIWPA)</u>

No updates

12.1.5 <u>Atl'ka7tsem/Howe Sound Community Forum</u>

No updates

12.1.6 <u>Southern Gulf Islands Forum</u>

No updates

12.1.7 <u>Baynes Sound Forum</u>

No updates

12.1.8 <u>Freighter Anchorages update</u>

No updates

12.1.9 <u>Shellfish Aquaculture Management Advisory Committee (SF AMAC) – Trustee Lironi</u>

No updates

Trustee Morrison left the meeting at 11:29 a.m.

12.2 Priorities Chart

Trust Council discussed the priorities chart.

By general consent Trust Council received the priorities chart.

12.3 Disposition of Delegations and Town Hall Requests

None

12.4 Correspondence

12.4.1 Protocol Agreement between Islands Trust Council and Snaw-naw-as Nation

12.4.2 Jennifer Margison, Friends of the Gulf Islands Society – Trust Mandate – Oct 31, 2023

12.4.3 Jennifer Margison, Friends of the Gulf Islands Society – Trust Object – Nov 1, 2023

12.4.4 Michael Sketch – Letter to Minister respecting Islands Trust – Nov 9, 2023

12.4.5 Peter Johnston – Xwe'etay/Lasqueti Archeology Project report – Nov 14, 2023

By general consent Trust Council received items 12.4.1 to 12.4.5 for information.

13. NEXT MEETING

The next meeting is March 12-14, 2024 in Nanaimo.

14. CLOSED MEETING

TC-2023-102
It was MOVED and **SECONDED,**
that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.90, (c) labour relations or other employee relations; and (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act;* and that the recorder and staff attend the meeting.

CARRIED

15. RISE AND REPORT

The Chair reported that the in-camera minutes from September 2023 were adopted, and that Trust Council passed the following resolution "That Islands Trust Council authorizes Islands Trust to enter into the Reciprocal Insurance Exchange Agreement with the Municipal Insurance Association of British Columbia (MIABC) for the purposes of providing liability, property and other insurance coverage as needed."

16. ADJOURNMENT

By general consent the meeting was adjourned at 12:35 p.m.

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Peter Luckham, Chair

Certified Correct:

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David Marlor, Director, Legislative Services