



## Trust Council Minutes of a Regular Meeting

**Date:** September 24 to September 26, 2024  
**Location:** Vancouver Island Conference Centre – Dodd Narrows Rooms A/B  
101 Gordon Street, Nanaimo BC

**Executive Members Present:**

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

**Members Present:**

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

**Members Regrets:** 26. Deb Morrison, North Pender Trustee

**Staff Present:**

Julia Mobbs, Interim Chief Administrative Officer  
David Marlor, Director, Legislative and Information Services  
Clare Frater, Director, Trust Area Services  
Stefan Cermak, Director, Planning Services  
Warren Dingman, Bylaw Compliance & Enforcement Manager  
Jeffery Lloyd, Senior Technical Analyst  
Daphne Shaed, Computer Application Support Technician  
Lori Foster, Executive Administrative Assistant  
Lisa Millard, Meeting Administrator/Recorder

**Members of the public present:** There were 14 members of the public in attendance.

**Tuesday, September 24, 2024**

The in-person meeting was recorded, livestreamed, and made available for electronic attendance.

**1. CALL TO ORDER / LAND ACKNOWLEDGEMENT**

Chair Luckham called the meeting to order at 12:30 p.m. He acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

Chair Luckham introduced Snuneymuxw First Nation Elder Lolly Good who initiated a protocol blessing and led attendees in joining a circle to sing “It’s a really good day”.

Trustee Middleton joined the meeting at 12:43 p.m.

**2. APPROVAL OF AGENDA**

**2.1 Review of the Agenda**

There were no additions or amendments to the agenda.

**2.2 Approval of the Agenda**

**By general consent** the agenda was adopted as presented.

Trustee Stamford joined the meeting at 1:05 p.m.

**3. GENERAL BUSINESS ARISING**

**3.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopted the recommendations as presented in items 3.1.1, 3.1.2, and 3.1.4.

3.1.1 Draft May 30, 2024 Trust Council Special Meeting Minutes

That Islands Trust Council adopt the minutes as presented.

3.1.2 Draft June 2024 Trust Council Quarterly Meeting Minutes

That Islands Trust Council adopt the minutes as presented.

3.1.3 Trust Council Follow-Up Action List

It was noted that several items on the follow up action list incorrectly showed progress status at 0% and staff provided a progress update where applicable.

**By general consent** Islands Trust Council adopted the recommendations as presented in item 3.1.3.

3.1.4 Resolution without Meeting Report

Received for information.

3.1.5 Islands Trust Active Priorities Chart

3.1.5.1 Executive Committee Work Program Report

Committee Chair provided a verbal update on the work of the Executive Committee.

Staff noted “Islands Trust Council Goals” listed at the top of the Islands Trust Active Projects Priorities Chart can be renamed “Islands Trust Council Strategic Plan Goals”.

**By general consent** Trust Council approved the Executive Committee Work Program Report as presented.

#### 3.1.5.2 Governance Committee Work Program Report

Committee Chair provided a verbal report on the recent work of the Governance Committee and indicated that consideration of hiring a secretariat will be presented as a budget request.

**By general consent** Trust Council approved the Governance Committee Work Program Report as presented.

#### 3.1.5.3 Financial Planning Committee Work Program Report

Committee Chair provided a verbal report on the recent work of the committee in preparation for future Trust Council budget deliberations.

**By general consent** Trust Council approved the Financial Planning Committee Work Program Report as presented.

#### 3.1.5.4 Regional Planning Committee Work Program Report

Committee Chair provided a verbal update on current work of the committee.

**By general consent** Trust Council approved the Regional Planning Committee Work Program Report as presented.

#### 3.1.5.5 Trust Programs Committee Work Program Report

Committee Chair provided a verbal report and noted that the Trust Programs Committee continues to support the delivery of a secretariat services program.

A Vice-Chair suggested that the Trust Programs Committee Future Projects List Item 1. Update Crown Land Agreements should be moved to the strategic plan so that it can be actioned.

**By general consent** Trust Council approved the Trust Programs Committee Work Program Report as presented.

#### 3.1.5.6 Islands Trust Conservancy Report

Islands Trust Conservancy Chair provided a verbal update.

Received for information.

### 3.2 Discussion / Decision Items

### 3.2.1 Trustee Roundtable

Trustees provided updates on the work of their local trust committees and common topics included Official Community Plan and Land Use Bylaw reviews and amendments, housing needs assessment work, general and workforce housing issues, and community and First Nations engagement.

Trustee Middleton left the meeting at 2:13 p.m.

Trustee Bernardo left the meeting at 2:25 p.m. and returned at 2:28 p.m.

## 4. **CORRESPONDENCE**

### 4.1 **2024-07-09 S Brands - Section 3 Wording**

Received for information.

### 4.2 **2024-07-20 Trustee Boland - Web Page for the Request to the Province Project**

Trustee Boland asked how the request could be advanced. Staff indicated that changes to the website related to the strategic plan were forthcoming and that while webpages were generally created around lasting programs a new page could be added at Trust Council's request. The Chair stated that if a motion associated with the correspondence were to be put forward it could be revisited after the break; however, Trustee Boland indicated she would bring the request forward during discussion on the provincial review communications plan.

Due to the scheduled time for the delegation Item 6.1 Consent Agenda Items were heard after Item 4.

## 6. **EXECUTIVE**

### 6.1 **Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in items 6.1.1 and 6.1.2.

Trustee Falck left the meeting at 2:41 p.m. and returned at 2:43 p.m.

Trustee Allen left the meeting at 2:42 p.m. and returned at 2:44 p.m.

Trustee Middleton returned to the meeting at 2:44 p.m.

#### 6.1.1 Interim Chief Administrative Officer's Report

Interim Chief Administrative Officer thanked colleagues for their support during her interim term and opened the floor to questions.

Clarification was provided regarding the process of the Committee of the Whole advancing recommendations through Executive Committee to Trust Council for further consideration and action versus circumstances in which resolutions without meetings could be sent to Trust Council or Executive Committee after each Committee of the Whole meeting to formalize recommendations into directions.

Received for information.

### 6.1.2 Strategic Plan Quarterly Report

Received for information.

The meeting was recessed for a break at 2:57 p.m. and reconvened at 3:30 p.m.

Trustee Dodds left the meeting at 3:00 p.m.

## 5. **ENGAGEMENT / COLLABORATION**

### 5.1 **Delegations**

#### 5.1.1 Elsie Born, Salt Spring Island Poultry Club - Protecting Agricultural Land and Supporting Local Farmers

The delegate spoke to the need to safeguard agriculture on land located outside of the Agricultural Land Reserve (ALR) but located within a Local Trust Area that is zoned for farming and agricultural purposes. They requested Islands Trust engage in consultation with stakeholders, develop guidelines for non ALR land, establish standards to support sustainable farming practices on rural-zoned land, form an Agricultural Advisory Committee, and review and revise policies.

### 5.2 **Public Comments**

A representative of Friends of the Gulf Island Society spoke to the inability of Local Trust Areas to accommodate build out if every lot were to be developed and requested all Trustees consider obtaining build out and development potential maps to determine what might be supportable.

Several Mudge Island residents spoke to community concerns related to bylaw complaints and investigations and the following comments were noted:

- High number of complaints submitted by small number of individuals and freedom of information requests show complaints are vexatious, targeted, defamatory, and are negatively affecting community cohesiveness;
- Current practice of investigating all complaints does not provide bylaw compliance and enforcement staff discretionary leeway;
- Ongoing discussion with the Bylaw Compliance and Enforcement Manager about policy use of term “may” being considered as meaning “must”;
- Visits by bylaw compliance and enforcement staff can be seen as intrusive and residents can feel intimidated;
- Lack of guidance forces homeowners to navigate complex rules;
- Complaint files are not closed after evidence has been provided;
- Mudge Island Community Association aware of ombudspersons report and recommendations which are not being considered; and
- Request Trust Council grant local trust committees authority to determine when complaints are not investigated and to establish a code of conduct for bylaw enforcement staff.

A member of the public requested the current definition of environment in the Islands Trust Draft Policy Statement, and specifically the inclusion of the phrase “all organic and

inorganic matter”, not be adopted as an openly generalist definition will not prioritise policies when they come into conflict with one another.

Trustee Dodds returned to the meeting at 3:55 p.m.

A member of the public spoke to Trust Council’s opportunity to restructure the Islands Trust Policy Statement and noted that the Act directs that the Policy Statement implement the object of the Trust. They stated the current Trust Policy Statement relies on supplemental information which creates potential for less effective implementation.

Trustee Campbell joined the meeting at 4:10 p.m.

## **6. EXECUTIVE**

### **6.1 Consent Agenda Items**

Items 6.1.1 and 6.1.2 were re-ordered and addressed following Item 4.

### **6.2 Discussion / Decision Items**

#### **6.2.1 Provincial Review of Islands Trust - Request For Decision**

A Vice-Chair referenced a meeting with ministry staff who advised the timing of sending the request letter during the election period was discouraged, the Province would likely not amend the *Local Government Act* until there is readiness at the community level, and the path to a review should be strategized in conversation with First Nations and local communities.

Interim Chief Administrative Officer attended the meeting with ministry staff and concurred with the Vice-Chair’s comments. They further noted that ministry staff said the letter does not make clear what is wanted and would more likely achieve success if it was clear about what problem Islands Trust is requesting the Province assist with. She further noted it was necessary to consider protocol agreements before submitting a request letter.

Discussion ensued and Trustees debated the structure and content of the request letter as well as the timing of sending it during an election period.

Trustee Scott left the meeting at 5:20 p.m.

The meeting was recessed at 5:47 p.m.

## **Wednesday, September 25, 2024**

Chair Luckham reconvened the meeting at 8:33 a.m.

Discussion on item 6.2.1 continued.

Trustee Stamford joined the meeting at 8:38 a.m.

Trustee Stamford left the meeting at 9:16 a.m. and returned at 9:19 a.m.

**TC-2024-066**

**It was MOVED by Trustee Patrick, and SECONDED by Trustee Yates,**

that Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.

**CARRIED**

**(22 in favour, 3 opposed)**

**TC-2024-067**

**It was MOVED by Trustee Middleton, and SECONDED by Trustee Yates,** that Trust Council make the request by submitting the letter attached as Appendix 1 to the Lieutenant Governor under Section 8(2)(e) of the *Islands Trust Act* outlining the potential scope of a review, including, but not limited to:

- a. An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area;
- b. The object of the *Islands Trust Act* and clarification of the mandate of the organization;
- c. The governance structure of the organization;
- d. The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act;
- e. The geographic scope of the organization and in particular authority over marine areas; and
- f. The funding mechanisms provided to the organization in light of a clarified mandate.

**CARRIED**

**(14 in favour, 10 opposed)**

**Trustees Elliott, Evans, Gedye, and Hunter Opposed**

It was noted that in the last sentence of the second paragraph of the letter to "Request a Provincial Review of Islands Trust" the word (unanimously) should be deleted.

Discussion ensued regarding Section 7 of the *Declaration on the Rights of Indigenous Peoples Act* which allows a Minister to enter into agreements with First Nations on behalf of other decision maker.

**TC-2024-068**

**It was MOVED by Trustee Mabblerley, and SECONDED by Trustee Harris,**

to ask staff to engage with the Province to analyze 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.

**CARRIED**

The meeting was recessed for break 10:01 a.m. and reconvened at 10:15 a.m.

**TC-2024-069**

**It was MOVED by Trustee Mabberley, and SECONDED by Trustee Boland,**

that the Executive Committee of Trust Council in conjunction with Staff develop a communications strategy that informs the public of Trust Council's request for a comprehensive review of the *Islands Trust Act* and the reasons for it in advance of the next provincial election.

**TC-2024-070**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Gauvreau,** to amend the motion to remove "in advance of the next provincial election".

**CARRIED**

It was determined that the word "comprehensive" be removed from the motion.

The question on the following motion, as amended, was then called

that the Executive Committee of Trust Council in conjunction with Staff develop a communications strategy that informs the public of Trust Council's request for a review of the *Islands Trust Act* and the reasons for it.

**CARRIED**

**TC-2024-071**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Allen,** that the topic of a communications strategy regarding the reason for a request for the Provincial review of Islands Trust be referred to the Committee of the Whole.

**DEFEATED**

Trustee Stamford left the meeting at 10:54 a.m.

6.2.2 Chief Administrative Officer Performance Evaluation Policy - Request for Decision

Legislative and Information Services Director reviewed the request for decision.

**TC-2024-072**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Boland,** that Trust Council establish a Chief Administrative Officer Performance Evaluation Policy Select Committee consisting of the members of the Executive Committee and the chairs of all four standing committees.

**CARRIED**

**TC-2024-073**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Boland,**

that Trust Council establish the terms of reference for the Chief Administrative Officer Performance Evaluation Policy Select Committee as follows:

- a) Review material provided by Trustee Falck and Trustee Patrick to Trust Council on December 7, 2023 regarding evaluation of Chief Administrative Officers;
- b) Engage a consultant to work with the Chief Administrative Officer Performance Evaluation Policy Select Committee, to develop a policy for the performance evaluation of the Islands Trust Chief Administrative Officer; and
- c) Make recommendations to Trust Council on adoption of a Chief Administrative Officer Performance Evaluation Policy.

**CARRIED**

**TC-2024-074**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Mabberley,**

that Trust Council approve spending of up to \$15,000 from the unspent funds approved for recruiting a new Chief Administrative Officer to engage a consultant to develop a Chief Administrative Officer performance evaluation policy.

**CARRIED**

6.2.3 Interpretation of Islands Trust Act Section 3: Islands Trust Object - Briefing

Received for information.

6.2.3.1 6.2.3 Supporting Materials

Received for information.

6.2.4 Approval of the Draft Islands Trust 2025-2028 Strategic Plan Elements - Request For Decision

Interim Chief Administrative Officer stated that Trust Council directed that the topic of the discussion of Section 3 of the *Islands Trust Act* (object clause) be brought forward for discussion in an open meeting.

Discussion ensued regarding the possibility of releasing information received during in-camera sessions to the public.

Trustee Dodds left the meeting at 11:05 a.m. and returned at 11:10 a.m.

Trustee Middleton left the meeting at 11:11 a.m. and returned at 11:17 a.m.

**It was MOVED BY Trustee Evans, and SECONDED by Trustee Boland,**  
that Trust Council request Executive Committee to release a public facing version of the legal opinion that was central to the September, 2023 Trust Council interpretation on the Section 3 mandate.

**TC-2024-075**

It was **MOVED** by Trustee Bernardo, and **SECONDED** by Trustee Boland,  
to defer the motion to the in-camera session.

**CARRIED**

**7. TRUST AREA SERVICES**

**7.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in items 7.1.1 and 7.1.2.

7.1.1 Director of Trust Area Services Report

Receive for information.

7.1.2 Legislative Monitoring Report - Briefing

Receive for information.

**7.2 Discussion / Decision Items**

7.2.1 Policy Statement Amendment Project (PSAP) - Draft Revisions to Address Jurisdiction, Clarity, Accuracy and Islets - Request For Decision

Director of Trust Area Services summarized the request for decision.

**TC-2024-076**

**It was MOVED by Trustee Bernardo, and SECONDED by Trustee Elliott,** that Trust Council approve the proposed revisions to the draft Islands Trust Policy Statement in Appendix 1.

**CARRIED**

Trustee Mabblerley requested his vote in opposition be recorded.

7.2.2 Policy Statement Amendment Project (PSAP) - Project Charter and Project Charter Implementation Plan - Request for Decision

Director of Trust Area Services summarized the request for decision.

Trustee Patrick left the meeting at 11:32 a.m. and returned at 11:34 a.m.

Trustee Allen left the meeting at 11:33 a.m. and returned at 11:36 a.m.

**TC-2024-077**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Yates,** that Trust Council endorse Policy Statement Amendment Project Charter V9 as amended.

**CARRIED**

Trustee Mabblerley requested his vote in opposition be recorded.

**TC-2024-078**

It was **MOVED** by Trustee Evans, and **SECONDED** by Trustee Peterson, that Trust Council approve additional spending of up \$40,000 in the 2024/25 budget to support the work of Trust Area Services and advancement of the Policy Statement project.

**CARRIED**

**8. COMMITTEE OF THE WHOLE MEETING**

**TC-2024-079**

It was **MOVED** by Chair Luckham, and **SECONDED** by Trustee Bernardo, that Trust Council will resolve itself as a Committee of the Whole.

**CARRIED**

The meeting recessed at 11:37 a.m. for a scheduled Committee of the Whole meeting and reconvened at 3:50 p.m.

**9. PLANNING SERVICES**

**9.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in items 9.1.1 and 9.1.2.

9.1.1 Director of Planning Services Report

Receive for information.

9.1.2 Bylaw Enforcement Statistical Reports - Briefing

Receive for information.

Trustee Maberley left the meeting at 3:50 p.m.

**9.2 Discussion / Decision Items**

9.2.1 Bylaw Compliance and Enforcement Policy Review Updates - Request for Decision

Director of Planning Services summarized the Bylaw Compliance and Enforcement Policy Review updates.

Discussion ensued and the following comments were noted:

- Ombudsperson's staff will review the policy to ensure best practices;
- Local Trust Committees have ability to generate policy for bylaw enforcement and can change notification period to enter property; and
- Require a process where bylaw officers are given direction and guidance about how to exercise discretion.

Trustee Scott left the meeting at 4:30 p.m.

Bylaw Compliance and Enforcement Manager made the following comments:

- Policies currently dictate how complaints are received and handled;

- Complaints are reviewed and a determination made if the complaint is a contravention;
- Notice is given to the property owner that a file has been open;
- Once file is opened and investigation begins the local trust committee determines what happens next;
- Each local trust committee can change their policy document; and
- Trust Council and local trust committees can adopt vexatious complaint policies.

Trustee Dodds left the meeting at 4:43 p.m.

Trustee Falck left the meeting at 4:53 p.m.

Trustee Dodds returned to the meeting at 5:06 p.m.

**TC-2024-080**

**It was MOVED by Trustee Bernardo, and SECONDED by Trustee Campbell,**

that Trust Council request staff to hire a qualified legal consultant to develop an enforcement policy and design a management structure for the Islands Trust’s bylaw enforcement capability.

**TC-2024-081**

**It was MOVED by Trustee Patrick, and SECONDED by Trustee Gauvreau,**

that the motion be postponed until a permanent Chief Administrative Officer has advised Trust Council on the bylaw enforcement review project.

**CARRIED**

**TC-2024-082**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Elliott,**

that Trust Council approves the amended Bylaw Compliance and Enforcement Policy Review Updates Project Charter to include a Local Trust Committee Bylaw Compliance and Enforcement Policy Template.

**CARRIED**

Trustee Bernardo left the meeting at 5:15 p.m. and returned at 5:17 p.m.

Trustee Lironi left the meeting at 5:18 p.m.

It was noted that a Trustee provided document edits to the Director of Planning Services based on the ombudsperson’s report and the Interim Chief Administrative Officer stated staff will work on edits and provide a new draft for Trust Council’s review.

**TC-2024-083**

**It was MOVED by Trustee Evans, and SECONDED by Trustee Yates,**

that Trust Council endorse the continuation of drafting amendments to Trust Council Bylaw Compliance and Enforcement Policy (Policy 5.5.1)

and provide Regional Planning Committee direction to create a plain language version of the Bylaw Compliance and Enforcement Best Practices manual.

**CARRIED**

The meeting was recessed at 5:26 p.m.

**Thursday, September 26, 2024**

The meeting was reconvened at 8:35 a.m.

It was determined that Items 9.2.2 to 10.2.4 would be addressed following Items 11 and 12.

**11. CLOSED MEETING**

**TC-2024-084**

**It was MOVED by Trustee Patrick, and SECONDED by Trustee Peterson,** that the Islands Trust Council close this meeting to the public subject to Part 4, Division 3, Section 90(1) (a),(c),(g), and (i) of the *Community Charter*:

- (a) in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that the Interim Chief Administrative Officer and staff be invited to attend the closed session.

**CARRIED**

The regular meeting was closed to the public at 8:40 a.m. and reconvened at 11:15 a.m.

Trustees Campbell and Middleton left the meeting at 11:15 a.m.

**12. RISE AND REPORT**

Chair Luckham reported that Theresa Burley, Marjorie Gang, Stephen MacLean, Lisa Nissinen, and Sidra Treal and Trustee Gauvreau have been appointed to the Islands Trust Accessibility Committee September 2024 to December 2026.

9.2.2 Planning Staff Time Tracking - Development Application Processing and Cost Recovery – Briefing

Received for information.

9.2.3 Referrals to First Nations - Request For Decision

Planning Services Director noted that conversations and relationship building continued with several First Nations and a work program will need to be developed to prioritize and advance the work.

**TC-2024-085**

**It was MOVED by Trustee Gauvreau, and SECONDED by Trustee Yates,** that Trust Council direct 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 Request for Decision; and
3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.

**CARRIED**

**10. LEGISLATIVE & INFORMATION SERVICES**

**10.1 Consent Agenda Items**

**By general consent** Islands Trust Council adopt the recommendation as presented in item 10.1.1.

10.1.1 Director of Legislative & Information Services Report

Receive for information.

**10.2 Discussion / Decision Items**

10.2.1 Trust Council Meeting Procedure Bylaw - Scheduling Amendment - Request For Decision

Director of Legislative and Information Services summarized the request for decision.

**TC-2024-086**

**It was MOVED by Trustee FAST, and SECONDED by Trustee Gedye,** that Trust Council give Bylaw 198, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 2, 2024" First Reading.

**CARRIED**

**TC-2024-087**

**It was MOVED by Trustee Gedye, and SECONDED by Trustee Yates,** that Trust Council give Bylaw 198, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 2, 2024", Second Reading.

**CARRIED**

**TC-2024-088**

**It was MOVED by Trustee Gedye, and SECONDED by Trustee Gauvreau,** that Trust Council give Bylaw 198, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 2, 2024", Third Reading.

**CARRIED**

10.2.2 Trust Council Bylaw 197 - Local Trust Committee Meeting Procedures Bylaw - Request For Decision

Deferred to December, 2024 Trust Council meeting.

10.2.3 Amendment to Policy and Procedures Regarding Delegations to Trust Council - Request For Decision

Deferred to December, 2024 Trust Council meeting.

10.2.4 Code of Conduct Review - Next Steps - Request For Decision

Deferred to December, 2024 Trust Council meeting.

Chair Luckham re-ordered Item 13 to be discussed after Item 14.2.

**14. NEW BUSINESS**

**14.1 Dark Sky Principles Adoption Advocacy - Request For Decision**

Deferred to December, 2024 Trust Council meeting.

**14.2 Update on Work to Date on Action 26 (Advocate to Province for changes at the Provincial and regional level to support tiny homes on wheels) of the Islands Trust Housing Strategic Action Plan - Request for Decision**

Trustee Boland, Campbell and Elliott formed a working group to look at barriers to allowing tiny homes on wheels. Trustee Elliott provided an update of the work and research done to date.

Discussion ensued.

**TC-2024-089**

**It was MOVED by Trustee Yates, and SECONDED by Trustee Scott,** that implementation of the Islands Trust Housing Action Plan be included in the 2025-2028 Strategic Plan, and that Trust Council 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)

**CARRIED**

**TC-2024-090**

**It was MOVED by Trustee Boland, and SECONDED by Trustee Yates,** that Trust Council allocate \$20,000 (of the \$30,000 budgeted in fiscal 2024-2025 to advance the Housing Strategy and Housing Options Toolkit) to support coordination of roundtables and technical workshops with a focus on enabling Tiny Homes in the Trust Area. (RPC Resolution 2024-021)

**CARRIED**

Trustees Allen, Borthwick, and Yates left the meeting at 12:00 p.m.

The meeting was recessed for a break at 12:00 p.m. and reconvened at 12:05 p.m.

### 13. ADMINISTRATIVE SERVICES / FINANCE

Trustee Borthwick returned to the meeting 12:12 p.m.

#### 13.1 Consent Agenda Items

**By general consent** Islands Trust Council adopt the recommendation as presented in items 13.1.1, 13.1.2, and 13.1.3.

##### 13.1.1 Director of Administrative Services Report

Receive for information.

##### 13.1.2 June 30, 2024 Financial Report - Request For Decision

That Trust Council approve the June 30, 2024 Financial Report.

##### 13.1.3 2023/24 Statement of Financial Information (SOFI) - Request For Decision

That Trust Council approve the 2023/24 Statement of Financial Information.

#### 13.2 Discussion / Decision Items

##### 13.2.1 Draft 2025/26 Budget Assumptions, Principles, and Guidelines - Request For Decision

Interim Chief Administrative Officer indicated that historically focus has been placed on budget assumptions and principles and provided a summary of guideline recommendations proposed by the Financial Planning Committee.

Trust Council members had no question or comments.

##### **TC-2024-091**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Gedye,** that Trust Council approve Financial Planning Committee's recommended draft 2025/26 Budget Assumptions, Principles, and Guidelines as presented.

**CARRIED**

##### 13.2.2 Amendments to Policy 6.3.2 Special Property Tax Requisition - Request For Decision

Interim Chief Administrative Officer noted a current lack of clarity in policy about what happens with special requisition funds allocated to a Local Trust Area if unspent at end of a fiscal year.

##### **TC-2024-092**

**It was MOVED by Trustee Peterson, and SECONDED by Trustee Gauvreau,** that Trust Council approve the amendments to Policy 6.3.2 Special Property Tax Requisition as presented.

**CARRIED**

**15. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT & CORRESPONDENCE**

Chair Luckham asked if Trust Council had any action to take in regards to the delegation or public comments and no actions were identified.

**16. TRUSTEE UPDATES - Community Committee Participation**

Written updates received for information only.

**16.1 Atl'ka7tsem/Howe Sound Biosphere Region**

None provided.

**16.2 Baynes Sound/Lambert Channel Ecosystem Forum**

None provided.

**16.3 BC Ferries Advisory Committees**

None provided.

**16.4 First Nations Relations**

None provided.

**16.5 Freighter Anchorages/Oceans Protection Plan (OPP)**

None provided.

**16.6 Shellfish Aquaculture Management Advisory Committee (SF AMAC)**

Received for information.

**16.7 Southern Gulf Islands Forum**

None provided.

**17. NEXT MEETING**

The next Islands Trust Council Quarterly meeting is scheduled to be held in-person in Victoria December 3 - 5, 2024.

**17.1 Proposed December Trust Council 3-day Program**

Received for information.

**18. ADJOURNMENT**

**By general consent** the meeting was recessed at 12:30 p.m.

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Peter Luckham, Chair

Certified Correct:

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Lisa Millard, Meeting Administrator/Recorder