



Executive Committee Minutes of Regular Meeting

Date: November 2, 2022
Location: In-person meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair, Thetis Island Trustee
Dan Rogers, Vice-Chair, Gambier/Keats Island Trustee
Laura Patrick, Vice-Chair, Salt Spring Island Trustee
Sue Ellen Fast, Vice-Chair, Bowen Island Municipal Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)
Clare Frater, Director, Trust Area Services (DTAS)
Stefan Cermak, Director, Planning Services (DPS)
Lori Foster, Executive Coordinator/Recorder

Others Present: None

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:07 a.m. and humbly acknowledged the rich history and culture of the Coast Salish People whose lands we all live and work.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add to the agenda:

1. Items circulated November 1, 2022 via email from EC Coordinator to Executive Committee:
 - Draft December Trust Council Schedule – (create new item 7.4 and add as an attachment to 8.1.1.1)
 - Responsibilities of the Islands Trust Council Chair, Vice-Chairs and Executive Committee - (create new item 8.1.1.2)
 - Email from Minister Cullen requesting a meeting – (create new item 10.2 correspondence)
 - 7.1.10.4. Priorities Chart (Trust Council) pending late item
2. Schedule a Closed Meeting session at item 13.

Vice-Chair Patrick noted that the Salt Spring Local Trust Committee resolution re: That the Salt Spring Island Local Trust Committee request the Executive Committee follow up with the Minister of Municipal Affairs on his expressed interests for the Ganges (Shiya'hwt/SYOW_ T) Village Area Plan as a pilot for cooperative planning with First Nations has not appeared on an EC agenda and to note this for follow-up.

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended

2.2.1 Agenda Context Notes

As attached for information regarding items 8.2.2.2 and 11.1.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 October 5, 2022 draft minutes

Director Mobbs was not present at the October 5th meeting; remove from “Staff Present”.

By general consent, the October 5, 2022 draft minutes were adopted as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

5.1.1 Review and Consideration of Executive Committee FUAL and Priority Items – Briefing

CAO Hotsenpiller discussed with Executive Committee the briefing and follow-up action list (FUAL) items as presented.

EC-2022-137

It was Moved and Seconded,

That Executive Committee request staff amend the briefing (report) “Review and consideration of Executive Committee FUAL and Priority items” prepared October 27th for the meeting of November 2, 2022 to amalgamate item 10 page 4 (FUAL Future Projects) of the briefing (report) with other direction regarding the Ministry of Transportation and Infrastructure (MOTI) agreement.

CARRIED

EC-2022-138

It was Moved and Seconded,

That Executive Committee request staff amend item 9 of the Future Projects list to remove the words “recommend removal as complete”.

(See page 16 of the agenda package/page 4 of the briefing “Review and consideration of Executive Committee FUAL and Priority items” under Staff Comments column.)

CARRIED

EC-2022-139

It was Moved and Seconded,

That the recommended actions on the follow-up action (FUAL) items Future and Active Projects chart be endorsed by Executive Committee as amended.

CARRIED

CAO Hotsenpiller and directors gave verbal updates on the status of items regarding the onboarding of new term trustees at November Trust Council and answered questions regarding staffing updates.

5.2 Local Trust Committee Chair Updates

Chairs spoke to their upcoming and recently attended local trust committee (LTC) meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice-Chair Fast informed Executive Committee that the Conservancy Board will be meeting to consider Provincial appointments to the Conservancy Board sometime in November.

The meeting recessed for a break at 10:00 a.m. and reconvened at 10:10 a.m.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Galiano Island LTC Bylaw No. 286 (DP Delegation Bylaw) – RFD

Vice-Chair Rogers spoke to the request for decision as presented regarding the Delegation Permit Delegation Bylaw.

EC-2022-140

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 286, cited as Galiano Island Local Trust Committee Delegation Bylaw No. 286, 2022, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Mayne Island LTC Proposed Bylaw No. 185 (Fees Bylaw) - RFD

Vice-Chair Rogers spoke to the request for decision as presented.

EC-2022-141

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 185, cited as “Mayne Island Local Trust Committee Fees Bylaw, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive / Trust Area / Planning / Administration

Executive and staff discussed items as presented for Trust Council meeting preparation and the onboarding and orientation of the 2022-26 new term trustee.

7.1.1 Council Roundtable Priorities and Perspectives - Session Outline

Forward as presented.

7.1.2 Overview of Islands Trust - Session Outline

Forward as presented.

7.1.3 Islands Trust Conservancy - Session Outline

Forward as presented.

7.1.4 Governance - Session Outline

Forward as presented.

7.1.5 Notice of Election - Session Outline

Ensure outline indicates that a biography submission is not required to indicate interest during when the session is addressed during Trust Council.

Forward as amended.

7.1.6 Candidate Presentations

Forward items 7.1.6.1 to 7.1.6.8 as presented.

7.1.6.1 Dag Falck - Chair

7.1.6.2 Peter Luckham - Chair

7.1.6.3 Deb Morrison - Chair

- 7.1.6.4 David Maude - Vice-Chair
- 7.1.6.5 Sue-Ellen Fast - Vice-Chair
- 7.1.6.6 Tim Peterson - Vice-Chair
- 7.1.6.7 Susan Yates - Islands Trust Conservancy
- 7.1.6.8 Tobi Elliott

7.1.7 Planning Services - Session Outline

Forward as presented.

7.1.8 Finance and Budgeting - Session Outline

Forward as presented.

7.1.9 Elections for Executive Committee and Islands Trust Conservancy - Session Outline

Forward as presented.

7.1.10 Business and Decision Items

7.1.10.1 Trust Council Resolutions without Meeting Report

Forward as presented.

7.1.10.2 September Trust Council Minutes

Pending late item.

7.1.10.3 Follow-up Action List

Forward as presented.

7.1.10.4 Priorities Chart

Forward as presented.

7.2 November Trust Council Agenda Cover

Forward as presented.

7.3 November Trust Council 3-day Schedule

Forward as presented.

7.4 December TC Draft Schedule

Forward as presented.

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By general consent, Executive Committee endorsed Section 7 as discussed.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Trust Council Orientation 2022-2026 – Briefing

8.1.1.2 Responsibilities of the Islands Trust Council Chair, Vice-Chairs and Executive Committee

Executive Committee discussed the document as presented.

8.1.2 Trust Area Services - None

8.1.3 Local Planning Services - None

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Request for Executive Committee Sponsorship of Development Application Fee – RFD

Director Cermak spoke to the sponsorship request for decision as presented.

EC-2022-142

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$1900 for development variance permit application SS-DVP-2022.19 (Fulford Community Hall Association).

CARRIED

8.2.2 Trust Area Services

8.2.2.1 Executive Committee 2023/24 budget recommendation changes - RFD

Director Frater spoke to the request for decision as presented.

EC-2022-143

It was Moved and Seconded,

That Executive Committee amend its budget recommendation to the Financial Planning Committee, for the Fiscal Year 2023/24 Budget by removing the request for \$20,000 for Contact Relationship Management Database Project– software and implementation/training.

CARRIED

EC-2022-144

It was Moved and Seconded,

That Executive Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget materials, the business case for \$105,500 for the Policy Statement Amendment Project.

CARRIED

8.2.2.2 First Nations Engagement and Suggestions - Discussion

Executive Committee (EC) and staff discussed Director Frater’s spreadsheet regarding reconciliation next steps and the scope of work for consideration which she circulated to EC during the meeting.

The meeting recessed for lunch at 12:02 p.m. and reconvened at 12:34 p.m.

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust committee chairs reported on advocacy topics.

9.3 Local Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 Report on Trans Mountain Fate and Behaviour Bitumen Research email dated October 17, 2022

EC-2022-145

It was Moved and Seconded,

That Executive Committee request the Chair to write back to Trans Mountain to extend this consultation until January 30th 2023.

CARRIED

EC-2022-146

It was Moved and Seconded,

That Executive Committee request staff to forward the correspondence and report at 10.1 to all subscribers and trustees to encourage them to write to the Trans Mountain referral.

CARRIED

10.2 Email from Minister Cullen requesting a meeting

EC discussed the email as presented, that the minister meeting would be considered by the new Executive Committee.

By general consent, the correspondence was received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held on November 19, 2022, following the November Trust Council adjournment.

13. CLOSED MEETING (if applicable)

At 1:00 p.m., the meeting was closed to the public.

EC-2022-147

It was Moved and Seconded,

That the Executive Committee close the meeting subject to S.90(1)(c) of the Community Charter in order to consider matters related to labour relations or other employee relations, and that the CAO be invited to attend the meeting.

CARRIED

At 1:18 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, at 1:18 p.m. the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator