



Executive Committee Minutes of Regular Meeting

Date: November 23, 2022
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair
Tobi Elliott, Vice-Chair
David Maude, Vice-Chair
Tim Peterson, Vice-Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Legislative Services
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:06 a.m. stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

Add to 10.5 correspondence M. Gang re: need for review and restructure email dated November 10, 2022.

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Received for information as presented for the following items: 4., 7.1.12., 8.2.1.1., and 10.4.

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

4. ADOPTION OF MINUTES - None

- 5. **FOLLOW UP ACTION LIST AND UPDATES - None**
 - 5.1 **Follow Up Action List/Director/CAO Updates**
 - 5.2 **Local Trust Committee Chair Updates**
 - 5.3 **Islands Trust Conservancy Liaison Update**

6. **BYLAWS FOR APPROVAL CONSIDERATION - None**

7. **TRUST COUNCIL MEETING PREPARATION**

7.1 **Executive / Trust Area / Finance / Local Planning**

7.1.1 Draft December Trust Council 3-day schedule

Forward as presented.

7.1.2 Draft December Trust Council Agenda

Forward as presented.

7.1.3 Draft September Trust Council Minutes

Forward as presented.

7.1.4 In-person Trust Council meetings in 2023-24 - Trustee Yates – RFD

Forward as presented.

7.1.5 Report on potential new Reconciliation Committee - Trustee Elliott – RFD

Forward as presented.

7.1.6 Proposed Trust Council Schedule 2023 – RFD

Forward as presented.

7.1.7 Council Committee Ratification for 2022-2026 – RFD

Forward as presented.

7.1.8 June Trust Council Provincial Review – Briefing

Change the briefing to one page and hyperlink to the previous request for decision

Forward as amended.

7.1.9 Policy Statement Amendment Project Overview - Session Outline

Forward as presented.

7.1.10 NAPTEP Certificate Completion Extension SSI LTA- RFD

Forward as presented.

7.1.11 Recommended Islands Trust Council Representative and Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee – RFD

Chair Luckham will add a note in his letter out to trustees to if they wish to indicate interest.

Forward as presented.

7.1.12 Budget 2023-2024 - Session Outline

Items will be forwarded to Trust Council pending Financial Planning Committee review.

7.1.13 Standards of Conduct / Conflict of Interest / FOI - Session Outline

Forward as presented.

7.1.14 First Nations Session / Reconciliation Action Plan - Session Outline

Forward as presented.

7.1.15 Strategic Plan Review - Session Outline

Forward as presented.

7.1.16 Planning Services Local Trust Committee Orientation - Session Outline

Forward as presented.

7.1.17 Eli Mina and Roberts Rules - Session Outline with attachment

Forward as presented.

7.1.18 Delegation Requests

7.1.18.1 David Dunnison - A review of carbon storage and carbon storage potential within the Islands Trust Area

Forward as presented.

7.1.18.2 Mielle Chandler - Democracy, peace and the bylaw enforcement system

EC discussed M. Chandler's request if she could provide a recording of her delegation presentation.

EC-2022-151

It was Moved and Seconded,

That Executive Committee request staff communicate to Mielle Chandler that her delegation be made live, in accordance with policy.

CARRIED

7.1.18.3 Mary Beth Rondeau - Reducing our carbon footprint and promoting resilience and adaptability

Forward as presented.

8. EXECUTIVE COMMITTEE PROJECTS

The meeting recessed for a break at 10:20 a.m. and reconvened at 10:33 a.m.

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Local Trust Committee Chair Assignments – Discussion

Chair Luckham circulated a spreadsheet for consideration and discussion with Executive Committee regarding chair assignments. Chair Luckham will work the spreadsheet, recirculate to Vice-Chairs for consideration, and come to a decision by the end of this week.

8.1.1.2 Executive Committee Terms of Reference – Briefing

Received for information.

8.1.1.3 Preparing for December 14, 2022 meeting with Minister Cullen – Briefing

Executive Committee discussed topics and subjects to address at its upcoming meeting with Minister Cullen.

EC-2022-152

It was Moved and Seconded,

That Executive Committee request staff create speaking notes for the minister's meeting around engaging with the ministry on the following topics: governance, housing authority, funding, and reconciliation.

CARRIED

8.1.2 Trust Area Services

8.1.2.1 AVICC/UBCM Resolution Selection Process (Annual Item) - RFD

EC-2022-153

It was Moved and Seconded,

That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2023 AVICC/UBCM conventions.

CARRIED

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Executive Committee 2023 draft meeting schedule - RFD

EC-2022-154

It was Moved and Seconded,

That Executive Committee adopt the 2023 meeting schedule as presented on page 40 of the agenda package with in-person meetings scheduled on February 22, June 14, September 13 and November 22, and the remainder to be conducted electronically with the Victoria office boardroom as the place where the public can attend.

CARRIED

8.2.1.2 Executive Committee 2023/24 Budget Recommendation Changes

CAO Hotsenpiller reviewed the late item circulated during the meeting that those changes have been incorporated into the budget going to Financial Planning Committee

The meeting recessed for a break at 11:40 a.m. and reconvened at 12:11 p.m.

EC continued discussion on the request for decision as presented.

EC-2022-155

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:

1. Reducing Accessibility Committee and plan development request by \$7,500 to \$2,500;
2. Removing \$10,000 for building footprint GIS data layer;
3. Reducing Reconciliation Action Plan funding by \$20,000 to \$30,000;
4. Removing \$96,595 for Bylaw Portal Licensing and Implementation Project;
5. Removing \$15,000 for digitization of paper records.

CARRIED

8.2.2 Trust Area Services - None

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

By general consent, Executive Committee amended the agenda to discuss the election of the Governance Committee at the upcoming December Trust Council agenda.

9.1.1 Governance Committee Elections

EC-2022-156

It was Moved and Seconded,

That Executive Committee amend the December Trust Council schedule to include on the Thursday, elections for the Governance Committee.

CARRIED

EC-2022-157

It was Moved and Seconded,

That Executive Committee ask staff to create a request for decision (RFD) for Trust Council to amend its policy on the election of the Governance Committee so that the chair of the Governance Committee is elected by Trust Council at large followed by the 6 members of the Governance Committee.

CARRIED

- 9.2 **Trust Area Services – None**
 - 9.2.1 LTC Chairs Report on Local Advocacy Topics - None
- 9.3 **Local Planning Services** - None
- 9.4 **Administrative Services** - None

10. **CORRESPONDENCE**

10.1 **S. Yates email dated September 29 re: in-person Trust Council**

Received for information.

10.2 **Trustee Rockafella re: Budgeting for future Trust Council meetings email dated September 23, 2022**

Received for information.

10.3 **Oceans Protection Plan re: National Framework for Assessing the Cumulative Effects of Marine Shipping email dated September 26, 2022**

By general consent, circulate item 10.3 to all trustees by email.

10.4 **Port of Vancouver re: Phase three engagement starts November 1, 2022 - Active Vessel Traffic Management Program letter dated October 28, 2022**

By general consent, circulate item 10.4 to all trustees by email.

10.5 **M. Gang re: need for review and restructure email dated November 10, 2022**

By general consent, forward this correspondence to Trust Council.

11. **WORK PROGRAM**

11.1 **Review and amendment of current work program** - None

12. **NEXT MEETING**

The next Executive Committee is scheduled to be held electronically, December 6, 2022 beginning at 10:00 am.

13. **CLOSED MEETING**

At 12:57 p.m., the meeting was closed to the public.

EC-2022-158

It was Moved and Seconded,

That Executive Committee close this meeting to the public subject to Section 90(1) (i) of the Community Charter in order to consider matters related to receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff be invited to remain in the meeting.

CARRIED

At 1:15 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 1:15 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder