Executive Committee
Minutes of Regular Meeting

Date:	**February 22, 2023**
Location:	**Islands Trust Victoria Boardroom** **200-1627 Fort Street, Victoria, BC**
Members Present:	**Peter Luckham, Chair, Thetis Trustee** **Tobi Elliott, Vice-Chair, Gabriola Trustee** electronic **David Maude, Vice-Chair, Mayne Trustee** **Timothy Peterson, Vice-Chair, Lasqueti Trustee** electronic
Staff Present:	**Acting CAO Clare Frater, Director, Trust Area Services (DTAS)** **David Marlor, Director, Legislative Services (DLS)** electronic **Warren, Director, Administrative Services (DAS)** **Stefan Cermak, Director, Planning Services (DPS)** **Lori Foster, Executive Coordinator/Recorder**
Public Present:	**There were between 2-3 members of the public present electronically as attendees**

1. CALL TO ORDER

Originally scheduled to start in-person at 9:00 am, due to ferry cancellations and bad weather, the meeting began one hour later.

Chair Luckham called the meeting to order at 10:00 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

EC-2023-020
It was Moved and Seconded,
That Executive Committee approve the electronic attendance of Vice-Chairs Elliott and Peterson to the in-person meeting.

CARRIED

For consideration to add the following items at:

- 9.5 Delegates to the April 5-7, 2023 Union of British Columbia Municipalities (UBCM) Housing Forum
- 7.2.5 Address Vice-Chair Peterson's notice of motion re: Policy Statement which was circulated via email to EC Monday, February 20th

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes – None

By general consent, Executive Committee addressed item 13. Closed Meeting next.

13. CLOSED MEETING

At 10:09 a.m., the meeting was closed to the public.

EC-2023-021
It was Moved and Seconded,
That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

At 10:49 a.m., the meeting was reopened to the public.

3. RISE AND REPORT DECISIONS FROM CLOSED MEETING

Chair Luckham reported that the Trust Council in-camera agenda was forwarded to the March 9th meeting.

4. ADOPTION OF MINUTES

The February 13th Executive Committee (EC) minutes are a pending late items and will come to the March 7th EC business meeting.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List (FUAL)/Director/CAO Updates

Acting Chief Administrative Officer (A/CAO), Frater spoke to the FUAL items list. Discussion ensued on the following:

- Prioritizing funding request from the province,
- Salt Spring Island's Capital Regional District (CRD) Local Community Commission,
- San Juan County Council reconnection,
- Snaw-Naw-As Protocol agreement,
- Freedom of Information and Privacy Protection Act now requires all local governments to have a program head, briefing and schedule updates for LTC's to be prepared.

5.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC) provided updates to recently attended and upcoming LTC meetings.

5.3 Islands Trust Conservancy (ITC) Liaison Update

Vice-Chair Elliott reported that the Conservancy Board is following the BC Marine Strategy Policy Forum and the Oceans Protection Plan Forum.

6. BYLAWS FOR APPROVAL CONSIDERATION – None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 March Trust Council DRAFT Schedule

- Move Disposition of Delegations and Correspondence to 10:30 on Thursday.
- Trustee Updates could be consent items, received for information.
- Remove the word Chair from BC Ferries update item.
- Remove Gulf Island National Park Reserve.
- Update forum names.
- First Nations Relations, move to top.
- On Island meetings briefings. Pending late item.
- Provide opportunities for full discussion and debate on items.

Forward as amended.

7.1.2 March Trust Council DRAFT Agenda

Forward as amended.

7.1.3 November Trust Council draft minutes

Forward as presented.

7.1.4 December Trust Council draft minutes

Forward as presented.

7.1.5 Trust Council Follow-up Action List

- Discussion to prioritize funding request to the Province shown as CAO FUAL item 1, Vice-Chair Elliott to bring as business to upcoming EC meetings.
- Tree-cutting item note “on hold” in comments.

Forward as amended.

7.1.6 Chief Administrative Officer's Report

Forward as presented.

7.1.7 Trust Council 2023 On Island Meetings – Briefing

Pending late item, will be on the March 7th Executive Committee meeting.

7.1.8 Financial Planning Committee Membership – RFD

Forward as presented.

7.1.9 Provincial Review Report - Briefing

Forward as presented.

7.1.10 Governance Committee Chair Report

Forward as presented.

7.2 Trust Area Services

7.2.1 Trust Area Services Director's Report

Forward as presented.

7.2.2 Trust Programs Committee Work Program Report

Forward as presented.

7.2.3 Islands Trust Conservancy Report

Forward as presented.

7.2.4 Legislative Monitoring Briefing

Forward as presented.

7.2.5 Draft Revised Policy Statement Amendment Project Charter v6 - RFD

Executive Committee discussed using easily understood language, more clarity at staff level, Trust Programs Committee recommendations, sufficient information, hybrid recommendation for a shorter program, communications support for public consultation at with LTC's.

EC-2023-022
It was Moved and Seconded,
That Executive Committee request staff amend Option 2 – Draft Revised Policy Statement Project Charter v6 as discussed and forward to Trust Council for decision.

CARRIED

7.4 Local Planning Services

By general consent, forward items 7.4.1 to 7.4.4 to Trust Council as presented.

7.4.1 Regional Planning Committee Work Program Report
7.4.2 Planning Services Director's Report
7.4.3 Bylaw Enforcement Statistical - Briefing
7.4.4 Bylaw Enforcement Policies and Practices Overview - Session Outline

7.3 Administrative Services

By general consent, forward items 7.3.1 to 7.3.18 to Trust Council as presented.

7.3.1 Administrative Services Director's Report
7.3.2 Financial Planning Committee Work Program
7.3.3 Q3 Financial Report - RFD
7.3.4 Q3 Financial Forecast - BRF
7.3.5 Draft Budget Session Outline
7.3.6 Draft Budget Assumptions and Principles - BRF
7.3.7 Draft Budget 2023/24 Overview - BRF
7.3.8 FPC Budget Changes - BRF
7.3.9 Budget Numeric Detail
7.3.10 Surplus Funds Allocation
7.3.11 Business Case Summaries
7.3.12 Strategic Plan Projects - Budget Requests
7.3.13 LTC Projects - Budget Requests and Feasibility
7.3.14 Operational Projects and Staffing - Budget Requests
7.3.15 ITC Board Budget Request
7.3.16 Business Cases Not Advanced
7.3.17 Financial Plan Bylaw - RFD
7.3.18 Revenue Anticipation Borrowing Bylaw - RFD

7.5 Delegation Requests

Executive Committee discussed factual versus opinion based presentation of information in requests received and inaccuracies contained in presentations.

By general consent, delegation requests, items 7.5.1 to 7.5.5 be forwarded to Trust Council as presented.

Delegation requests 7.5.6 and 7.5.7 were noted to have inaccuracies.

By general consent, Executive Committee requested that items 7.5.6 and 7.5.7 be returned to the delegation applicants for factual corrections and that staff facilitate this.

By general consent, each delegation will be given 10 minutes for each presentation.

7.6 Correspondence for Trust Council Consideration

By general consent, forward items 7.6.1 and 7.6.2 to Trust Council as presented.

7.6.1 Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023

7.6.2 Mielle Chandler letter to Trust Council dated February 14, 2023

7.7 Trust Council Priorities Chart

Forward as presented.

8. EXECUTIVE COMMITTEE PROJECTS - None

8.1 Trust Council Initiated - None

8.1.1 Executive - None
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 - None

8.2.2 Trust Area Services

8.2.2.1 2022/23 Annual Report Format

By general consent, Executive Committee requested The Islands Trust Conservancy be moved toward the top of the table of contents in the ordering of the Annual Report.

8.2.2.2 Consultation – Changes to flight paths in Greater Vancouver Region and Southern Vancouver Island

Chair Luckham will reach out to regionally elected officials regarding the lack of consultation to the proposed flight path changes affecting islands in the Trust-Area.

8.2.3 Local Planning Services - None
8.2.4 Administrative Services – None

9. NEW BUSINESS

The next meeting of the Executive Committee will March 7th at 10:00 a.m. held at the Coast Bastion Hotel in Nanaimo.

9.1 Executive/Trust Council - None

9.2 Trust Area Services – None

9.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Maude note the ongoing fallow deer issue on Mayne.

9.3 Local Planning Services - None

9.4 Administrative Services - None

9.5 UBCM Housing Forum Funding Trustees

EC-2023-023
It was Moved and Seconded,
That Executive Committee seek expressions of interest from trustees to attend the Union of British Columbia Municipalities (UBCM) Housing Forum and that staff make reservations for five attendees to be funded by the Trust Council training budget.

CARRIED

9.6 Minister/Provincial Funding

Item 9.6 was added after reviewing the Trust Council follow-up action list.

Trustee Elliott requested this item be added to the next agenda and that staff write a report seeking regarding seeking ministry funding.

By general consent, add item 9.6 to the March 22nd Executive Committee business meeting.

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

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 in-person at the Coast Bastion Hotel, Quadra Room, 11 Bastion Street, Nanaimo.

13. CLOSED MEETING

This item was addressed after item 2.2. at the beginning of in the agenda.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 1:55 p.m.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator/Recorder