



Executive Committee Minutes of Regular Meeting

- Date:** February 13, 2023
- Location:** Electronic meeting, Public venue
Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC
- Members Present:** Peter Luckham, Chair, Thetis Island Trustee
Tobi Elliott, Vice-Chair, Gabriola Island Trustee
David Maude, Vice-Chair, Mayne Island Trustee
Timothy Peterson, Vice-Chair, Lasqueti Island Trustee
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO) (boardroom)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)
Warren Dingman, Manager, Bylaw Compliance and Enforcement (BCEM)
Dilani Hippola, Senior Policy Advisor
Lori Foster, Executive Coordinator/Recorder (boardroom)
- Members of the Public Present:** 2 members of the public joined the meeting electronically.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 a.m.

Each Executive Committee (EC) member acknowledged that the meeting was being held on the traditional and treaty territories of many Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items – None

2.2 Approval of Agenda

By general consent, the agenda was approved as presented.

2.2.1 Agenda Context Notes

For information as noted at for item 11.1 re: BC Coastal Maine Strategy Policy Forum.

3. CLOSED MEETING

At 9:04 a.m. the meeting was closed to the public.

EC-2023-011

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 9:50 a.m. the meeting reopened to the public.

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham reported from the closed meeting that the following correspondence be added to the agenda:

- 11.4 J. Robertson re: Application of Islands Trust Policy, Standards of Conduct email dated January 24, 2023
- 11.5 B. Lockett re: GLTC Trustee Mabberley letter dated January 17, 2023

5. ADOPTION OF MINUTES

5.1 January 11, 2023 draft minutes

By general consent, the minutes were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller and directors gave status updates on FUAL items and spoke to:

- challenges booking Gabriola and/or Salt Spring in June for Trust Council,
- most of the trustee training online webinars have been delivered to trustees; a survey will follow looking for feedback and further direction,
- an update on the Governance Committee's work items, and referral to Financial Planning Committee regarding corporate planning,
- staffing retirements in the Northern office and transitioning with new hires,
- rekindling the San Juan County Council relationship.

6.2 Local Trust Committee Chair Updates

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

6.3 Islands Trust Conservancy (ITC) Liaison Update

Vice-Chair Elliott reported the following ITC board members new roles via acclamation - Chair, Linda Adams; Vice-Chair, Risa Smith and ITC rep to Financial Planning Committee, Susan Yates.

8. TRUST COUNCIL MEETING PREPARATION

All item 8. reports, request for decisions (RFD) and briefings were reviewed by Executive Committee for forwarding to the March 7-9th Trust Council agenda with changes discussed.

8.1 Executive

8.1.1 March Trust Council DRAFT schedule

- Trustee Roundtable session not shown, add back to Tuesday afternoon,
- Allow time for budget discussion and possible amendments on Wednesday,
- Add director reports as consent agenda items,
- Trustee Summary/Updates on Thursday, in future change to consent agenda format for receipt, March Trust Council to be offered as the last verbal reporting out format.

The March Trust Council draft schedule will be brought back to EC's February 22nd meeting for further review as needed.

8.1.2 Reconciliation Learning Group – RFD

Forward as presented.

8.1.3 Revision of Sunshine Coast Regional District Funding Support Letter – RFD

Forward as presented.

8.1.4 Council Committee System Policy Update and Consolidation – RFD

Forward as presented.

8.1.5 Establishment of an Accessibility Committee – RFD

Forward as presented.

8.2 Local Planning Services

8.2.1 Bylaw Enforcement Policies and Practices Overview – Briefing

Amendments to briefing were discussed as follows:

- Fix noted typographical errors,

- Present statistical information regarding file status in table format.

Forward to Trust Council as amended.

8.3 Administrative Services – None

8.4 Trust Area Services – None

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive – None

9.1.2 Trust Area Services

9.1.2.1 Draft Revised Policy Statement Amendment Project Charter V6 – RFD

Senior Policy Advisor Hippola spoke to the request for decision and next steps regarding the review and engagement of the Policy Statement Amendment Project referencing draft option one on page 78 and draft option 2 on page 80 of this agenda package.

Executive Committee discussed the following:

- engagement and communications budget/plan relative to local trust committees,
- not changing the project charter; however, add more analysis to the request for decision,
- reporting on “lessons learning” from the last Policy Statement engagement process.
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The draft revised Policy Statement Project Charter V6 will be brought back to EC’s February 22nd meeting for further review as needed.

EC-2023-012

It was Moved and Seconded,

That Executive Committee recommend further analysis and implications regarding Policy Statement Amendment Project Charter v6, as presented in the February 7th request for decision, be provided in terms of the relevant benefits of option 1 and option 2.

CARRIED

The meeting recessed for lunch at 12:00 p.m. and reconvened at 12:30 p.m.

9.1.3 Local Planning Services - None

9.1.4 Administrative Services – None

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.1.1 Request for Executive Committee Sponsorship of TUP and DVP Application Fee – RFD

Executive discussed the request for decision as presented and discussed consideration of increasing the sponsorship budget with the increase in application fees for most local trust committees.

EC-2023-013

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$4050 for Temporary Use Permit application GL-TUP-2023.1 (Parfit) & Development Variance Permit application GL-DVP-2023.1 (Parfit) application which would temporarily permit the community arts facility use, legalize existing buildings and structures, and permit parking areas within a setback.

CARRIED

9.2.1.2 Update on request to the Province for a tree cutting authority – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

Comments that the Coastal Douglas-fir data is being clarified were heard.

Received for information.

9.2.1.3 Draft Budget 2023/24 Review of Funding Requests - Briefing

Staff spoke to Financial Planning Committee's request that all standing committees review and reduce funding requests.

9.2.1.4 Draft Budget 2023/24 Review of Funding Requests – Briefing

Executive Committee discussed their funding requests as presented in the briefing for consideration of possible reductions.

EC-2023-014

It was Moved and Seconded,

That Executive Committee advise Financial Planning Committee that budget reductions were considered however there were none recommended.

CARRIED

9.2.1.5 Revised Policy Statement Amendment Project Business Case FY 2023-24 – RFD

Executive Committee discussed the request for decision as presented.

EC-2023-015

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:

- Reducing Policy Statement Amendment Project funding to \$50,000, and forwarding the amended Policy Statement Amendment Project 2023/24 business case to the Financial Planning Committee.

CARRIED

9.2.2 Trust Area Services

9.2.2.1 Agreement with Snaw-Naw-As First Nation - RFD

DTAS Frater spoke to the request for decision (RFD) as presented.

At 1:17 p.m., Chair Luckham's electronic connection was dropped.

EC-2023-016

It was Moved and Seconded,

That Executive Committee request staff to cooperate with Snaw-Naw-As First Nation to develop a protocol agreement for Trust Council's consideration.

CARRIED

At 1:18 p.m., Chair Luckham reconnected electronically to the meeting.

9.2.3 Local Planning Services – None

9.2.4 Administrative Services

9.2.4.1 Actual and Forecasted Over Expenditures – Briefing

DAS Mobbs spoke to the briefing as presented.

Discussion following on the reporting out of overspending.

Received for information.

10. NEW BUSINESS - None

10.1 Executive/Trust Council - None

10.2 Trust Area Services - None

10.2.1 LTC Chairs Report on Local Advocacy Topics - None

10.3 Local Planning Services - None

10.4 Administrative Services – None

11. CORRESPONDENCE (for information unless raised for action)

11.1 Invitation to register for the BC Coastal Marine Strategy Policy Forum email dated January 16, 2023

See item 2.2.1 Agenda Context Notes for optional dates as the forum conflicts with Trust Council.

EC-2023-017

It was Moved and Seconded,

That Executive Committee request staff to poll trustees for participation in a webinar presentation re: BC Coastal Marine strategy policy by provincial staff using the dates provided.

CARRIED

11.2 Representation requested re: Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) email dated January 20, 2023

Vice-Chair Elliott expressed interest in being a representative on this committee noting that her committee participation and workload is expanding.

EC-2023-018

It was Moved and Seconded,

That Executive Committee appoint Vice-Chair Elliott to the Vancouver Island and Coastal Communities Climate Leadership Plan committee (VICC-CLP).

CARRIED

11.3 Saanich Inlet Protection Society re: next roundtable February 23, 2023

Received for information.

11.4 J. Robertson re: Application of Islands Trust Policy, Standards of Conduct email dated January 24, 2023

See resolution EC-2023-019.

11.5 B. Lockett re: GLTC Trustee Mabberley letter dated January 17, 2023

EC-2023-019

It was Moved and Seconded,

That Executive Committee request staff to respond to correspondence items 11.4 and 11.5.

CARRIED

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

13. NEXT MEETING

The next Executive Committee meeting is scheduled to be held in person at the Islands Trust Victoria Office boardroom on February 22, 2023, beginning at 9:00 a.m.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 1:40 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator