Executive Committee
Minutes of Regular Meeting

Date: **May 24, 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
David Maude, Vice-Chair, Mayne Trustee (Victoria)
Timothy Peterson, Vice-Chair, Lasqueti Trustee

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

Others Present: **None**

The meeting was held electronically. Staff and trustees attended at the Victoria office as shown, where the public could see and hear the meeting.

1. LAND ACKNOWLEDGEMENT / CALL TO ORDER

Chair Luckham gave a First Nations land acknowledgement that the Islands Trust Area is home to Coast Salish Peoples since time immemorial stating gratitude to live and work here.

The meeting was called to order at 9:06 a.m.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following at:

- 8.2.1.1 Chair Training Review

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 <u>Agenda Context Notes</u>

Attached for information.

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

4. ADOPTION OF MINUTES

4.1 May 3, 2023, draft minutes for adoption

By general consent, the May 3, 2023, Executive Committee draft minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

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

CAO Hotsenpiller reviewed his FUAL items as presented and answered questions on the following:

- FUAL #1 request for more funding and the process for scoping this out
- FUAL #9 housing panel for trustee education partially addressed by UBCM Housing Forum attended by Trustees Morrison, Allen, Luckham, Elliott, and Patrick
- Trustee survey re: orientation and training launching next week
- Salt Spring and Northern offices location planning update
- Municipal Insurance Association (MIA) is in actuarial analysis of Islands Trust application, further updates pending

Directors answered questions and offered the following updates:

- DLS Marlor FUAL items 3 & 4 re: public recording of meeting and Code of Conduct policy synergized into a procedure for vice-chairs
- DPS Cermak FUAL items 2 & 3 re: housing education and forum deliverables in progress, not met as requested by Trust Council status in light of UBCM Housing Forum attendance
- Galiano LTC request that Trust Council prioritize a review of Islands Trust bylaw referral process with First Nations
- Verbal update on mapping applications and CityView software launch
- DTAS Frater staffing update, Senior Indigenous Relations Advisor starts mid-July
- Working on Coastal-Douglas fir critiques, planning for 50th anniversary of Islands Trust, Policy Statement Amendment Project timeline delays due to staffing changes.
- Clean up DTAS FUAL items #1, 3, and 4

5.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC's) provided updates on recently attended meetings and applications of note.

The following comments were heard:

- Capital Regional District/Salt Spring Island (SSI) Local Community Commission elections being held May 27th
- SSI LTC held an evening public comments session attended by approximately 20 members of the public offering space for conversation
- Vice-Chair Peterson will be attending the Baynes Sound/Lambert Channel Forum on Friday, May 26th

5.3 Islands Trust Conservancy (ITC) Liaison Update

Vice –Chair Elliott, Executive Committee (EC) Conservancy Liaison, noted the next ITC board meeting is being held May 30.

Discussion ensued on the recent danger tree cutting which took place at the S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island regarding following a management plan, better communications about the work and, the way "ecological zones" are managed.

Vice-Chair Peterson left the meeting at 10:00 a.m. and returned at 10:05 a.m.

6. BYLAWS FOR APPROVAL CONSIDERATION

Director of Legislative Services (DLS) Marlor spoke to the model "Freedom of Information (FOI) and Protection of Privacy bylaw" which Trust Council endorsed at its June 2022 meeting requesting all local trust committees consider adoption of a new FOI bylaw based on the model, which reflects changes in legislation.

6.1 North Pender LTC Bylaw No. 233 FOI (administrative) – RFD

Chair of the North Pender Island Local Trust Committee, Trustee Maude, introduced the following motion:

EC-2023-057
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 233, cited as "North Pender Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 233, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 South Pender LTC Bylaw No. 128 FOI (administrative) – RFD

Chair of the South Pender Island Local Trust Committee, Trustee Elliott, introduced the following motion:

EC-2023-058
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 128, cited as "South Pender Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 128, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 Lasqueti LTC Bylaw No. 101 FOI (administrative) – RFD

EC-2023-059
It was Moved and Seconded
That the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 101, cited as "Lasqueti Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 101, 2023" in accordance with Section 27 of the *Islands Trust Act.*

CARRIED

6.4 North Pender LTC Bylaws No. 223, 224 and 229 (OCP-LUB amendments) - RFD

Chair of the North Pender Island Local Trust Committee (LTC), Trustee Maude and staff introduced the official community plan and land use bylaw amendments as presented.

At 10:12 a.m., Island Planner Stockdill joined the meeting.

Discussion followed regarding concerns from Lyackson First Nation received on page 51 of the agenda package.

EC-2023-060
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 223, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

Discussion ensued on:

- Forwarding the bylaw to the minister with contextual explanation
- Executive Committee referring back to the local trust committee/deferring approval

Chair Luckham called the question.

DEFEATED
Opposed, Trustees Luckham, Elliott and Peterson

By general consent, Executive Committee will defer item 6.4 to after the lunch break.

The meeting recessed for a break at 10:38 a.m. and reconvened at 10:48 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 June Trust Council 3-day draft schedule

Discussion ensued on the following:

- Change start time Wednesday/Thursday morning to 8:30 a.m.
- Move Strat Plan/SWOT Session for first on Wednesday and Administration to afternoon
- Disposition of delegations and informed decision-making processes
- Vice-Chair Elliott to provide a session outline for Wednesday evening session/presentation

By general consent, Vice-Chair Peterson will work with staff to bring back another way of making decisions concerning disposition of delegations.

7.1.2 June Trust Council draft agenda

To be amended as reflected in the schedule (item 7.1.1) and brought back to the next meeting.

7.1.3 Executive Committee Work Plan Updates – Briefing

By general consent, forward to Trust Council as presented.

7.1.4 Election of a Financial Planning Committee – Briefing

Amend the document to add language that notes appointments for members at large are made by expressions of interest.

By general consent, forward to Trust Council as amended.

7.1.5 SWOT and Strategic Planning Session – Outline

Discussion ensued regarding breakout room deliverables and collating the information after the session.

By general consent, return this item to the next Executive Committee meeting for review and forwarding to Trust Council.

7.1.6 Overview of Strategic and Corporate Planning Projects – Briefing

By general consent, forward to Trust Council as presented.

7.1.7 Accessibility Committee Membership Recommendation for Trust Council – Briefing

With the exception of Chair Luckham, there has been no response from trustees with interest in joining this committee, which is required to be in place by September.

DLS Marlor circulated a list of the six trustees who are currently not on a committee.

By general consent, forward to Trust Council as presented.

7.2 Planning Services - None
7.3 Administrative Services - None
7.4 Trust Area Services - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive – None

8.1.2 Trust Area Services

8.1.2.1 2022/23 Annual Report Approval of Annual Report Sections – RFD

DTAS Frater spoke to Executive Committee's sections for approval; that the complete draft (including all "sections") will be presented to Trust Council for approval at the June meeting.

EC-2023-061
It was Moved and Seconded,
That the Executive Committee approves the attached text for inclusion in the 2022/23 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.1.2.2 Education Session for Trustees on Forests – RFD

DTAS Frater spoke to the request for decision as presented.

EC discussed polling trustees for a day that would work to hold the education session.

EC-2023-062
It was Moved and Seconded,
That Executive Committee request staff to organize an education session for trustees by qualified former provincial forest ecologists, and provincial forest ecologists if available, to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area.

CARRIED

8.1.2.3 Website Database Improvements – Briefing

DTAS Frater spoke to the briefing as presented.

Comments followed that there continue to be lingering concerns around the speed of document retrieval from the website; however, this should be addressed with improvements to the search engine, planned for the fall.

8.1.2.4 Census Infographics – Briefing

DTAS Frater spoke to briefing as presented and, procurement of datasets that are unique to Islands Trust Area, that there is trustee interest in having infographics developed.

8.1.2.5 Additional Webpage to Address Inaccuracies and Provide Clarification – Briefing

DTAS Frater spoke to the briefing as presented.

Executive Committee expressed interest in the addition webpage to address inaccuracies that are printed by newspapers and social media posts.

DTAS Frater will bring back further information on the integration of such a webpage.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

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 Chair Training Review

Executive Committee discussed the chair training session held May 19th with Lisa Zwarn.

Discussion followed regarding participatory decision-making and the functioning of committees as the "work horses" of Trust Council.

EC-2023-063
It was Moved and Seconded,
That Executive Committee request staff explore future education/workshop sessions on decision-making for the benefit of trustees.

CARRIED

8.2.2 Trust Area Services - None
8.2.3 Planning Services - None
8.2.4 Administrative Services – None

9. NEW BUSINESS - None

9.1 Executive/Trust Council - None

9.2 Trust Area Services - None

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

Local advocacy topics were reported out verbally in agenda item 5.2 Local Trust Committee Chair (LTC) updates.

9.3 Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 2030 Biodiversity Strategy News Release dated May 15, 2023

It was noted the survey is open until July 14th.

By general consent, forward to trustees recommending they fill out the survey.

10.2 Comments due June 26, 2023 for BCEAO Condition 39 Existing Shorelines Conditions Report

DTAS Frater spoke to options for responding to the request for comments re: British Columbia Environmental Assessment Office (BCEAO) Existing Shorelines Condition Report.

EC-2023-064
It was Moved and Seconded,
That Executive Committee ask staff to respond to item 10.2 using existing information and reach out to Bowen Island Municipality regarding a joint letter with chair's signature.

CARRIED

10.3 Cryptocurrency Mining engagement letter dated May 17, 2023

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Executive Committee amended its work program on May 10th. The updated work program report was attached to item 7.1.3 of this agenda package.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held in-person on June 14th at the Victoria office boardroom, 1627 Fort Street, Victoria BC.

CAO Hotsenpiller and DTAS Frater will be attending the Local Government Management Association Forum being held in Nanaimo and will attend the June 14th EC meeting electronically.

EC-2023-065
It was Moved and Seconded,
That Executive Committee change its June 14th business meeting from being held in-person to being held electronically.

CARRIED

By general consent, Executive Committee reconsidered agenda item 6.4.

6.4 North Pender LTC Bylaws No. 223, 224 and 229 (OCP-LUB amendments) - RFD

During the lunch break, Island Planner Stockdill circulated a letter to Executive Committee indicating comments received from Lyackson First Nation regarding North Pender Island Local Trust Committee proposed Bylaws No. 223, 224 and 229.

Vice-Chair Peterson commented the letter was not very specific.

EC-2023-066
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 223, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.

Opposed, Vice-Chair Peterson
CARRIED

EC-2023-067
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 224, cited as “North Pender Island Land Use Bylaw No. 224, 2022” in accordance with Section 27 of the *Islands Trust Act*.

Opposed, Vice-Chair Peterson
CARRIED

EC-2023-068
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 229, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2022” in accordance with Section 27 of the *Islands Trust Act*.

Opposed, Vice-Chair Peterson
CARRIED

13. CLOSED MEETING (scheduled)

At 1:10 p.m., the meeting was closed to the public.

EC-2023-069
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 1:35 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 1:35 p.m.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator