Executive Committee

Minutes of Regular Meeting

Date:	**September 13, 2023**
Location:	**In-Person, Public venue** **Islands Trust** **200-1627 Fort Street** **Victoria, BC V8R 1H8**
Members Present:	**Peter Luckham, Chair, Thetis Trustee** **Tobi Elliott, Vice-Chair, Gabriola Trustee** **David Maude, Vice-Chair, Mayne Trustee** **Timothy Peterson, Vice-Chair, Lasqueti Trustee**
Staff Present:	**Russ Hotsenpiller, Chief Administrative Officer (CAO)** **Clare Frater, Director, Trust Area Services** **David Marlor, Director, Legislative Services (DLS)** **Stefan Cermak, Director, Planning Services (DPS)** **Lori Foster, Executive Coordinator/Recorder**

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:17 a.m. and gave a land acknowledgement that the meeting was being held on the Lək̓ʷəŋən (Songhees and Esquimalt) Peoples territory.

Robyn Kefi, who recently joined Islands Trust staff in the role of Senior Indigenous Relations Advisor (SIRA), joined the meeting electronically and introduced herself to Executive Committee.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following items to the agenda at:

8.1.1.1 Union of British Columbia Municipalities (UBCM) Conference Attendance

9.1.3 Standardized agendas across local trust committees

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Attached for information regarding agenda items 9.2.2 and 12.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None

4. ADOPTION OF MINUTES

4.1 August 25, 2023, draft minutes

By general consent, the August 25, 2023, minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow up Action List/Director/CAO Updates

CAO Hotsenpiller and directors spoke to the FUAL items as presented and gave verbal updates.

5.2 Local Trust Committee Chair Updates

Local trust committee chairs spoke to recently attended and upcoming LTC meetings.

5.3 Islands Trust Conservancy (ITC) Liaison Update

The next ITC meeting is being held October 3.

Vice-Chair Elliott spoke to wanting to hold another EC/ITC liaison meeting or meet more frequently as the meeting ran out of time.

5.3.1 ADOPTED July 18, 2023, Islands Trust Conservancy / Executive Committee Liaison meeting minutes

Presented for information.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Gambier Island Freedom of Information (FOI) and Privacy Protection Bylaw No. 157 - RFD

Chair Luckham spoke to the bylaw as presented. The current FOI bylaw, adopted in 1994, required updating to ensure compliance with current legislation.

EC-2023-095
It was Moved and Seconded,
That the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 157, cited as "Gambier Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 157, 2023" in accordance with Section 27 of the *Islands Trust Act.*

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 September Trust Council 3-day schedule

Executive Committee discussed adding the late offer, received via email, of an "off-site" tour arranged for trustees to visit Magic Lake Estates sent by Bob Coulson, President, and Board of Directors of the Magic Lake Property Owners Society (MLPOS).

By general consent, Executive Committee requested the MLPOS tour be added to Wednesday's lunch hour engagement offering trustees a choice of two off-site destinations.

7.1.2 September Trust Council draft agenda

Forward as presented.

7.1.3 June Trust Council draft minutes

Item 14.1 Lisa's last name was missed, amend to read "Lisa Bhopalsingh".

Forward as amended.

7.1.4 Trust Council Follow-up Action List

Forward as presented

7.1.5 Resolution Without Meeting Report

Forward as presented.

7.1.6 Chief Administrative Officer's Report

The meeting recessed for a break at 10:05 a.m., and reconvened at 10:10 a.m.

By general consent, Chief Administrative Officer (CAO) Hotsenpiller will add a summary report for inclusion in the agenda under CAO's Report.

7.1.7 Request for a Provincial Review – Briefing

Forward as presented.

7.1.8 Bylaw Compliance and Enforcement - Office of the Ombudsperson Report – RFD

Forward as presented.

7.1.9 Review of Trust Council Policies – RFD

Forward as presented.

7.1.10 Corporate Planning Framework for the Islands Trust – RFD

Forward as presented.

7.1.11 Development of a Vision for Islands Trust – Briefing

Executive Committee discussed amending the examples of vision statements in the samples to include Cowichan Valley Regional District, Whistler and North Cowichan RD vision statements and remove BBC and Disney examples of vision statements.

As discussed, forward as amended.

7.1.12 Field Trip / Visiting King Fisher Forest - Session Outline

Forward as presented.

7.1.13 Governance Committee Work Program Matrix

Forward as presented.

7.2 Planning Services

7.2.1 Director of Planning Services Report

Executive Committee discussed amending minor grammatical errors in the report and updating the report to include actions recently and currently being undertaken to meet Trust Council's objective to strengthen housing affordability throughout the Islands Trust Area.

Forward as amended.

7.2.2 Bylaw Enforcement Statistical Reports – Briefing

Forward as presented.

7.2.3 Regional Planning Committee Work Program Report

Forward as presented.

7.3 Trust Area Services

7.3.1 Director of Trust Area Services Report

Forward as presented.

7.3.2 Islands Trust Conservancy Report

Forward as presented.

7.3.2.1 Introducing Islands Trust Conservancy Chair - Risa Smith

ITC Chair Smith will attend Trust Council on Wednesday during the Trust Area Services session to introduce herself and give an update on Conservancy work.

7.3.3 March 31, 2023 Audited Financial Statements of the Islands Trust Conservancy – Briefing

Forward as presented.

7.3.4 Larmour NAPTEP Certificate Salt Spring Island – RFD

Forward as presented.

7.3.5 Koontz NAPTEP Certificate Gabriola Island – RFD

Forward as presented.

7.3.6 Snaw-naw-as First Nation Islands Trust Working Group – RFD

EC discussed offering an alternative recommendation in the request for decision (RFD) which would include Denman and/or Gambier trustees.

Forward as amended.

7.3.7 Legislative Monitoring Report, August 2023 – Briefing

EC discussed amending the “dead sentence” on page 203 of the agenda.

Forward as amended.

7.3.8 Draft Revised Policy Statement Amendment Project Charter V6 – RFD

Forward as presented.

7.3.9 Trust Area Services Work Program Report

Forward as presented.

7.4 Administrative Services

Executive Committee forwarded all items – 7.4.1 to 7.4.7 to Trust Council’s agenda as presented.

7.4.1 Director of Administrative Services Report
7.4.2 June 30, 2023 Financial Report - RFD
7.4.3 March 31, 2023 Islands Trust Audited Financial Statements and Audit Report - RFD
7.4.4 Statement of Financial Information (SOFI) – RFD
Additional page added re: vendor surfaces.
7.4.5 March 31, 2023 Allocated Financial Statements - BRF
7.4.6 Draft 2024/25 Budget Assumptions, Principles and Guidelines
7.4.7 Financial Planning Committee Work Program Report

7.5 New Business forward as presented.

Executive Committee forwarded all items – 7.5.1 to 7.53 to Trust Council’s agenda as presented.

7.5.1 Notice of Motion for September Trust Council re: Gabriola LTC request
7.5.2 Trustee Peterson re: Disposition of Delegations - Discussion
7.5.3 Trustee Boland re: Trust Council Meeting Schedule and Agenda - Discussion

7.6 Delegation Requests

Executive Committee advanced delegation requests 7.6.1 to 7.6.4 to September’s Trust Council agenda as presented.

7.6.1 Dave Manning re: Bald Eagles and Trees

7.6.2 Jennifer Margison re: Proactively address recommendations in Governance Committee Report

7.6.3 Peter Pare re: Gulf Islands Sue Big Oil group

7.6.4 Andy Nowak/Pender Forest Stewards re: Freshwater Security for the Islands Trust Area

7.6.5 Julia Nicholls/Pender Forest Stewards re: Concern for the forests

Executive Committee (EC) requested staff seek clarity on this delegation's request, which presented at June Trust Council, whether is was substantially different.

7.6.6 M. Sketch re: Council's adopted Policy Statement

EC declined M. Sketch's request to present as a delegation noting the presentation is not substantially different from previous presentations to Trust Council, and the limited time on the agenda.

7.6.7 Brian Milne re: Bylaw Enforcement

EC declined Brian Milne's request citing defamatory comments contained in the speaking notes.

7.7 Trustee Summary Updates

7.7.1 Trustee Borthwick - Baynes Sound Lambert Channel Ecoforum Report

Forward as presented.

7.7.2 Trustee Maude - BC Ferries Ferry Advisory Committee

Forward as presented.

7.8 TRUST COUNCIL PRIORITIES CHART

Forward as presented.

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

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Union of British Columbia Municipalities (UBCM) Conference Attendance

Discussion ensued regarding Islands Trust hosted breakfast meeting logistics and a "themed" PowerPoint presentation i.e. how to work with Islands Trust, building stronger community relationships, which staff will finalize for the meeting on September 19 in Vancouver.

8.1.2 Trust Area Services

8.1.2.1 Supporting materials for discussion on climate change action – Briefing

Executive Committee discussed that this item be attached as a primer for December's Trust Council (TC)proposed program (added to item 20 of September's TC agenda), for discussion, and be forwarded to Islands Trust Conservancy.

8.1.3 Planning Services

8.1.3.1 Request for Executive Committee Sponsorship of Development Application Fee for GL-DP-2023.2 - RFD

Vice-Chair Peterson spoke to the request for decision (RFD) as presented.

EC-2023-096
It was Moved and Seconded,
THAT the Executive Committee approve financial sponsorship of $1000.00 for Development Permit application GL-DP-2023.2.

CARRIED

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated - None

8.2.1 Executive - None
8.2.2 Trust Area Services - None
8.2.3 Planning Services - None
8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Executive Committee FY 2024/25 Budget Overview – Briefing

CAO Hotsenpiller spoke to the briefing as presented. Executive Committee (EC) will hold a special electronic meeting on October 4 to specifically address EC's budget requests for fiscal year 2023/25.

Received for information.

9.1.2 Trustee Peterson re: Advocacy about the Growing Communities Fund Allocation

Vice-Chair/Trustee Peterson spoke to the email and attachment as presented. At the Southern Gulf Islands Forum the topic was raised as a potential advocacy issue for Trust Council's/Executive Committee's consideration.

Vice-Chair Peterson will continue with this topic and bring back more information.

9.1.3 Standardized agendas across local trust committees (LTC)

Vice-Chair Elliott raised this item to request that First Nations engagement and reconciliation reporting be added as a standing item to LTC agendas and on each LTC webpage.

Vice-Chair Elliott will work with SIRA Kefi on this item.

By general consent, item 13 was addressed next.

At 1:27 p.m., the meeting was closed to the public.

13. CLOSED MEETING

EC-2023-097
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 1:57 p.m., the meeting was reopened to the public.

9.2 Trust Area Services

9.2.1 Islands Trust 50th Anniversary Activities – Briefing

EC discussed the briefing as presented.

By general consent, Executive Committee requested the briefing be forwarded to the September Trust Council agenda for discussion in the Trust Area Services section.

9.2.2 Trustee Training on Building a Culture of Philanthropy

Trust Area Services Director Frater spoke to the item (see agenda context notes in the agenda package).

EC-2023-098
It was Moved and Seconded,
That Executive Committee request staff coordinate an evening webinar with Carla Funk and interested trustees for late October regarding trustee training on building a culture of philanthropy.

CARRIED

9.2.3 LTC Chairs Report on Local Advocacy Topics

Executive Committee noted that the Southern Gulf Islands Forum met September 11 and discussed a regional approach to rural island housing challenges.

9.3 Planning Services - None
9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 M. Taylor email dated August 28, 2023 re: August 25 Bowen Bylaws 608 and 609 decision

Forward to Bowen Municipal Council and Trust Council.

10.2 T. Law letter dated August 29, 2023 re: Islands Trust Website

Forward to Trust Council members as an email attachment.

10.3 T. Hodge email dated September1, 2023 re: Cape Roger Curtis Park

Forward to Bowen Municipal Council and Trust Council.

10.4 D. Hocking email dated September 6, 2023 re: Islands Trust Executive Committee response to proposed Cape Roger Curtis Park

Forward to Bowen Municipal Council and Trust Council.

10.5 The Xwe'etay/Lasqueti Archaeology Project letter dated September 6, 2023

Forward to Trust Council members as an email attachment.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Forward to Trust Council as presented.

12. NEXT MEETING

EC-2023-099
It was Moved and Seconded,
That Executive Committee schedule a Special Electronic Meeting, October 4, 2023, to be held electronically commencing at 12:30 p.m.

CARRIED

14. ADJOURNMENT

By general consent, at 2:25 p.m., the meeting was adjourned.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator