ADOPTED

Executive Committee
Minutes of Regular Meeting

Date:	**October 11, 2023**
Location:	**Electronic meeting, 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) David Marlor, Director, Legislative Services (DLS) Clare Frater, Director, Trust Area Services (DTAS) Stefan Cermak, Director, Planning Services (DPS) Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m. Chair Luckham expressed recognition and appreciation of the long history of the Coast Salish People who have lived and who continue to live in the Trust Area, and stated gratitude to live and work on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- 9.5 Rainwater catchment for multi-family dwellings

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Executive Committee draft September 26, 2023, Regular Meeting minutes

By general consent the Committee approved the minutes as presented.

4.2 Executive Committee draft October 4, 2023, Special Meeting minutes

By general consent the Committee approved the minutes as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

It was noted that the list is extensive and would benefit from a detailed review which followed. CAO Hotsenpiller spoke to the status of items on the FUAL that he is responsible for and recommended removing or combining some items.

EC-2023-101
It was MOVED and SECONDED,
That Executive Committee request staff to update the FUAL by removal of the completed items and that #2, #7 and #8 be consolidated and put on the Executive Committee Work Plan.

CARRIED

CAO Hotsenpiller continued by providing an update on other work being conducted including the budget process, corporate planning and the visioning process.

DLS Marlor spoke to the items on the FUAL that he is responsible for and recommended removing an item and noted that the Executive Committee Sponsorship policy requires clarity around the process, including eligibility. There was discussion about providing more clarity in the FUAL regarding some items.

EC-2023-102
It was MOVED and SECONDED,
that item #2 of the FUAL, in the Director, Legislative Services section, be amended to produce a short summary of the process to request Executive Committee sponsorship.

CARRIED

EC-2023-103
It was MOVED and SECONDED,
that Executive Committee request staff to amend item #4 of the FUAL, in the Director, Legislative Services section, to read: “review Code of Conduct for vice chairs, trustees and the public in relation to provincial guidelines and report back”.

CARRIED

DPS Cermak spoke to the items on the FUAL that he is responsible for and recommended removing a completed action.

EC-2023-104

It was MOVED and SECONDED,
that Executive Committee request staff to amend item #1 and #2 of the FUAL, in the Director, Planning Services section, to be referred to Regional Planning Committee for recommendations.

CARRIED

The Committee recessed at 10:50 a.m. and returned at 11:01 a.m.

DAS Mobbs was not available to speak to her items on the FUAL. CAO Hotsenpiller addressed item #2, stating that Islands Trust has received a response from the Municipal Insurance Association of British Columbia indicating that Islands Trust is a potential candidate for their organization and have requested further information that staff is providing to them.

DTAS Frater spoke to the items on the FUAL that she is responsible for, noting that staff vacancies and full work programs are hampering progress on some items. She recommended removal of some items. Discussion ensued with a general consensus to remove items #1 and #4.

Vice Chairs Elliott and Peterson agreed to assess the interest in Gabriola and Salt Spring communities for a potential screenings of Dust n' Bones and committed to being involved in outreach and organizing of screenings.

Chair Luckham agreed to communicate to Trustees Fast and Gedye that the Executive Committee had removed the action relating to advocacy opposing recreational motorized vehicles on Mount Gardner.

DTAS Frater continued by providing an update on staff changes and leaves in Trust Area Services and on hiring processes. She highlighted that priority work in the unit includes working with various First Nations to seek their input to the Policy Statement Amendment project, distribution of the Annual Report, and development of a communications strategy.

Discussion ensued about a lack of budget for backfilling positions when staff are away for a temporary period of time, the fact that the Policy Statement Amendment project was not expected to require as much time and resources as it has, and that staff will arrange an invitation for Chair Luckham to be present at the Provincial tabling of the Annual Report.

DPS Cermak then provided an update on other work being conducted including the hiring process for the Meeting Administrator, and local trust committee and Regional Planning Committee input to the budget process. He highlighted that the CityView implementation and the Salt Spring Island office relocation projects are requiring substantial amount of staff time.

5.2 Local Trust Committee Chair Updates

Vice Chair Maude reported that Denman Island LTC is dealing with the issue of vehicle traffic across the island, particularly vehicles travelling to and from Hornby Island.

Vice Chair Peterson reported that Galiano Island LTC has resolved to add 'First Nations Report' as a new standing item on their agendas.

Vice Chair Elliott reported that Mayne Island LTC received a delegation on the Capital Regional District's archaeological policy and practices; that they have made an application to the federal Housing Accelerator Fund; and that they continue to work on land use bylaw amendments.

5.3 Islands Trust Conservancy Liaison Update

Vice Chair Elliott reported that the Islands Trust Conservancy Board expressed a desire to have quarterly liaison meetings with the Executive Committee with a targeted agenda:

- Reconciliation and engagement with First Nations to discuss the framework and direction for working with First Nations referral process overlaps;
- mapping and technical issues;
- professional Biologist needs for ITC, local trust committees and Trust Council;
- Provincial funding request for ITC work; and,
- climate change, including but not limited to FireSmart and fire risk management.

EC-2023-105
It was MOVED and SECONDED,
that Executive Committee request staff to organize four quarterly meetings with the Islands Trust Conservancy Board and the Executive Committee.

CARRIED

6. BYLAWS FOR APPROVAL CONSIDERATION

None.

7. TRUST COUNCIL MEETING REVIEW

7.1 Executive

7.1.1 Roundtable Review of September Trust Council

Committee discussion included:

- small island locations for the meeting are problematic as the lack of large venues with accommodations means a logistical challenge to find suitable accommodation
- the change of microphone arrangements was confusing (use of red and green lights in a way that didn't reflect the normal understanding of red and green lights) and didn't support the need to manage the order of speakers

- training may be required in regards to meeting procedures, particularly points of order
- using a different set of rules of order for discussion topics such as the vision statement
- need to hear diversity of voices at the table
- concern about new items being bumped off the agenda
- trustee roundtable could be scheduled earlier in the agenda
- agenda was ambitious and perhaps too much so
- Vice Chairs might be able to support facilitation of the meeting
- Executive Committee could discuss if any topic should be discussed more fully at a special meeting devoted to that topic rather on the regular meeting agenda
- Executive Committee needs to discuss and understand what is needed to run a successful meeting, particularly the appropriate use of technology
- management of motions could be improved
- the food was good; accommodation was varied in quality
- rules of the meeting need to be described and agreed to at start of meeting
- other trustees talking while a trustee is speaking to the Council is an issue
- motions made "on the fly" are problematic
- the Chairs of all committees should report on their activities rather than staff
- this was the first time that the new Chair of the Islands Trust Conservancy Board was present which was seen as positive
- consent items could be presented at the end of the meeting
- more staff resources are needed to support Trust Council meetings
- a conundrum is that Council wishes to allow trustees to speak when and as much as they want to but there is a limit to the amount of time available to do so
- New Business could be on Wednesday rather than Thursday

7.1.1.1 Trustee Lironi re: engage a facilitator to chair future Trust Council meetings

Committee discussed the financial implications of using a facilitator for Trust Council meetings.

EC-2023-106
It was MOVED and SECONDED,
that Executive Committee request staff to provide time on the next Executive Committee agenda to plan the next Trust Council meeting.

CARRIED

Executive Committee recessed at 12:45 p.m. and returned at 1:16 p.m.

7.1.2 Trust Council Follow-up Action List

The Committee expressed a desire to bring this agenda item forward to the next scheduled Executive Committee meeting to discuss priorities and currency of the items on the list and how Trust Council might engage with the list including discussion of available resources to accomplish the tasks.

7.1.3 DRAFT- September Trust Council Business Decision Highlights

The Committee discussed the draft, noting that the word "why" should be "while". Vice Chair Elliott provided an edited version of the text and the Chair suggested that the Highlights be circulated as amended by that edited version.

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 - None

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 meeting with Bowen Island Municipal Council regarding proposed Bylaws No. 608 and No. 609 – Briefing

DLS Marlor presented the briefing, indicating that the purpose of the meeting would be to gain understanding of the perspectives and reasoning of the two bodies and it is not to obtain agreement or consensus or any commitment. Chair Luckham requested Vice Chair Maude to speak to the ten points discussed by Executive Committee and presented in Table 1 in the briefing. The Committee requested staff to set up a teleconference call on October 16 for Executive Committee prior to the meeting with Bowen Island Municipal Council.

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 - None

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Chair Luckham indicated that Telus will be doing a public community presentation to Thetis Island LTC next week in regards to their plans for the island.

Vice Chair Peterson indicated that Salt Spring Island LTC has requested advocacy to the Agricultural Land Commission and that he will be asking staff for support in navigating the process.

9.3 Planning Services - None

9.4 Administrative Services - None

9.5 Rainwater catchment for multi-family dwellings

Vice Chair Peterson indicated that he had been informed that the Province had created new guidelines on water catchment for multi-family dwellings.

EC-2023-107
It was MOVED and SECONDED,
that Executive Committee request staff to investigate new Provincial guidelines on rainwater catchment for multi-family dwellings, and report back at a future meeting.

CARRIED

10. CORRESPONDENCE

10.1 Invitation to Register for the Fall 2023 Oceans Protection Plan (OPP) Dialogue Forum email dated October 5, 2023

EC-2023-108
It was MOVED and SECONDED,
that Executive Committee request staff to circulate the invitation to the Fall 2023 Oceans Protection Plan Dialogue Forum to all trustees.

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program

As discussed at agenda item 5.1, three items on the FUAL will be added to the Work Program.

There was discussion about developing a report about the September 2023 Union of BC Municipalities conference. Chair Luckham suggested that Executive Committee members forward their notes to him and that he would compile them in a report.

12. NEXT MEETING

The next Executive Committee meeting will be held electronically, on November 1, 2023, beginning at 9:15 a.m.

13. CLOSED MEETING

The Committee did not close the meeting.

14. ADJOURNMENT

The Committee adjourned at 1:57 p.m.

____

Peter Luckham, Chair

Certified Correct:

____

Robert Barlow/Legislative Services Clerk