Executive Committee
Minutes of Regular Meeting

Date:	**November 1, 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) Julia Mobbs, Director, Administrative Services (DAS) 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 acknowledged being on Coast Salish territory, living on Thetis Island and expressed gratitude for all that he has learned from the Lyackson and Penelakut people that have lived in the area since time immemorial.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The Committee identified a need for a closed meeting.

2.2 Approval of Agenda

By general consent the Committee approved the agenda.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Minutes of October 11, 2023

By general consent the Committee approved the minutes as presented.

5. FOLLOW-UP ACTION LIST AND UPDATES

5.1 Follow-Up Action List/Director/Chief Administrative Officer Updates

Staff spoke to the status of items on the Follow-up Action List (FUAL), providing updates to the items in progress.

5.2 Local Trust Committee Chair Updates

Local trust committee chairs spoke to recently attended and upcoming Local Trust Committee (LTC) meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice Chair Elliott indicated that there was nothing new to report.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Saturna Island LTC Bylaw 139 – Request For Decision

It was noted that Saturna Island Local Trust Committee is the last local trust committee to adopt such a Freedom of Information and Protection of Privacy bylaw.

EC-2023-109
It was MOVED and SECONDED,
that Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 139, cited as " Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 139, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

Executive Committee recessed at 10:03 a.m. and returned at 10:15 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Review of Trust Council Meeting Procedures and Processes – Briefing

Chief Administrative Officer Hotsenpiller presented the briefing that provided a review of some challenges and concerns experienced at previous Trust Council meetings and also identified some potential options or changes to Trust Council meetings and procedures. The Committee discussed the challenges and identified other concerns and potential changes as well including:

- meetings on small islands are often problematic given the lack of appropriate meeting space, catering and accommodation
- setting dates two or three years in advance may allow for negotiations with hotels to provide their services at a reduced rate
- separating the roles of chairing the meeting, managing resolutions and managing the speaker's list may be helpful as the Chair is currently required to do too many tasks during the meeting
- the use of a Committee of the Whole may be of value as it could provide an opportunity to discuss topics without making decisions
- the decision making process could be tailored to specific needs so that simple topics would be separated from complex topics
- repetitive speakers on a motion could be limited or managed
- the Chair could actively seek input from trustees who may not be comfortable speaking up to avoid only a few trustees dominating a conversation
- in-person meetings may better support discussions and debate at the meeting which will lead to good decisions but costs much more than electronic virtual meetings
- some Trust Council business could be conducted outside of quarterly meetings; special meetings could focus on a single topic or on non-controversial business items
- use of such special meetings could result in lighter agendas for the quarterly meetings
- verbal thinking needs to be managed as it can take up valuable time on the agenda as trustees verbalize their thoughts
- concerns and issues could be organized into different areas:
  - meeting procedures
  - chairing and other roles of the meeting
  - scheduling and location of meetings
  - staffing and resourcing of meetings
- the staff review of meeting procedures policy could include addressing these concerns about Trust Council meetings
- with some topics, the public may need or want to understand the discussion; with other topics, the public may only need or want to understand the decision
- creating a Committee of the Whole might require changes to meeting procedures bylaws or policy
- a Committee of the Whole could be on a trial basis
- the Governance report indicated that committee work needs to be reported on by trustees rather than by staff
- recommendations from committees could be emphasized more than current practice
- committee chairs could be empowered to represent the committee at Trust Council

- the possibility of establishing a Committee of the Whole needs a discussion at the Governance Committee and at Trust Council

EC-2023-110
It was MOVED and SECONDED,
that Executive Committee request staff to explore options for Committee of the Whole-type meetings and report back on options.

CARRIED

- it may be more valuable to focus on process rather than time management in regards to creating the agenda for a Trust Council meeting
- an informal discussion at a Committee of the Whole meeting might minimize discussion at a Trust Council meeting
- a responsibility of the Chair is to manage the order of speakers so that task may not be able to be delegated
- trustee comments about "trustee x wanted to speak before me" is an attempt to support the Chair but doesn't actually support the Chair
- a script for the Chair could be helpful
- the electronic microphone queue used at the September Trust Council doesn't work well
- a short training session for trustees at the start of a meeting may be of benefit as it could clarify expectations of trustee behaviour
- the Chair needs to "read the room" in order to make beneficial agenda management choices
- agenda management can be a shared role with Vice Chairs
- seating arrangements need to allow the Chair ready access to key staff such as the CAO and the Director of Legislative Services
- Vice-Chairs sitting together near the Chair may be beneficial to support simple administrative tasks but might also lead some to believe that Vice Chair opinions are given more "weight" in deliberations
- elected officials sometimes have insight into administrative processes and staff sometimes have insight to political process
- currently providing one screen to serve three purposes can be problematic (show motions being created on the fly: present the agenda and materials; show virtual attendees)
- a roundtable is an important icebreaker and is most effective at the start of the meeting
- new business is not being addressed well as it is often at or near the end of the meeting
- discussing administrative reports can be time consuming with little benefit, particularly since most reports are written and provided before the meeting
- critical information within reports that may result in a need for discussion could be identified and presented separately
- a consent agenda could be more fully utilized
- possibility of scheduling agenda items on the Wednesday evening

- New Business should be limited to a new emerging topic that arrived after the agenda is published
- use of Notices of Motion could be used as a new tool that relates to New Business
- Executive Committee meeting on the Tuesday afternoon needs to be able to immediately report to Trust Council their resolutions

Committee recessed at 12:03 p.m. and returned at 12:33 p.m.

7.1.2 Trust Council FUAL Review – Briefing

CAO Hotsenpiller indicated that the text in All Caps on the Trust Council Follow-up Action List are staff comments and potential recommendations in regards to the items. Committee discussion included optional methods for trustees to review the list.

EC-2023-111
It was MOVED and SECONDED,
that Executive Committee request staff to bring back the Follow-up Action List for Trust Council for review and consolidation.

CARRIED

7.1.3 December Trust Council Meeting Planning – Discussion

Discussion ensued.

7.2 Planning Services
None.

7.3 Administrative Services
None.

7.4 Trust Area Service
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

8.1.4.1 Forecasted Areas of Overspending – Briefing

Director Mobbs presented the brief that indicated that the second quarter forecast identifies a number of general ledger lines where there may be overspending, provides an analysis, and suggestions to provide mitigating strategies. Committee discussion included the impact of tight budgets, variable legal expenses and other factors.

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Draft Executive Committee and Trust Council schedules for 2024 – Request for Decision

Committee discussion included:
- amending the Executive Committee meeting schedule to start at 9:15 a.m. to accommodate ferry schedules
- Trust Council to consider their meetings (electronic or in-person, location of in-person meetings, frequency, duration, business topics)
- in-person locations to be considered are Nanaimo, Salt Spring Island, Duncan and Victoria
- average meeting expense cost for an in-person Trust Council meeting is $31,000
- ITCB proposed schedule includes January 31, April 24 and October 9 of 2024

EC-2023-112
It was MOVED and SECONDED,
that Executive Committee approve the 2024 meeting schedule as amended.

CARRIED

EC-2023-113
It was MOVED and SECONDED,
that Executive Committee request staff to prepare a Request for Decision for Trust Council to approve their 2024 meeting schedule in person and consider locations including Nanaimo, Salt Spring Island, Duncan and Victoria.

CARRIED

8.2.1.2 Legal Opinion Distribution - Discussion

Discussion ensued.

EC-2023-114
It was MOVED and SECONDED,
that Executive Committee request that as legal opinions are received, staff distribute them to the Executive Committee.

CARRIED

8.2.2 Trust Area Services

None.

8.2.3 Planning Services

8.2.3.1 Request for Executive Committee Sponsorship of Rezoning Application Fee for NP-RZ-2023.1 - RFD

Committee discussion included that sponsorship will enable the North Pender local housing society to apply for BC Housing funding and has broad community support.

EC-2023-115
It was MOVED and SECONDED,
that Executive Committee approve financial sponsorship of $4,400.00 for Rezoning application NP-RZ-2023.1.

CARRIED

8.2.4 Administrative Services

8.2.4.1 Financial Costs of UBCM attendance - Briefing

Committee discussion included:

- the costs and benefits of Union of British Columbia Municipalities (UBCM) attendance for trustees and for staff
- how many Executive Committee members might attend
- possible savings by making early decisions about attending
- potential meeting with Bowen Island Municipal Council at same time
- attendees reporting to Trust Council
- staff have put a block of six rooms on hold for the next convention
- Committee will revisit the topic closer to the date of the next convention

8.2.4.2 Financial Costs of Chair Assignments - Discussion

Committee discussion included:

- possibility of minimizing costs
- Financial Planning Committee has also requested additional analysis on this topic and will discuss at their meeting on November 8
- there has been an increase in costs for many reasons
- chairing a local trust committee meeting remotely is challenging
- electronic meetings saves time and money
- the public wants to attend in-person meetings on the individual islands
- there is no issue with using hotels that offer a cheaper rate than the provincial government rate
- sometimes a more expensive hotel is more readily accessible and doesn't require using a vehicle which can create savings

9. NEW BUSINESS

9.1 Executive/Trust Council

None.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Discussion included:

- Gabriola local trust committee is seeking support from federal and provincial agencies with respect to protection of Indigenous cultural heritage
- Salt Spring local trust committee has written a letter to Minister Conroy (Finance)
- Salt Spring local trust committee is doing some advocacy with the Agricultural Land Commission and will connect with staff

9.3 Planning Services

None.

9.4 Administrative Services

None.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024 Association of Vancouver Island and Coastal Communities AGM & Convention

1st Call for Resolutions and Convention Information

Staff indicated that a brief will be provided to the Executive Committee at the next scheduled meeting.

10.2 Trustee Lironi - Shellfish Aquaculture Management Advisory Committee - 2023-10-26

Trustee Lironi requested to be included in correspondence and meetings involving shellfish farming issues in the Trust Area. The Committee suggested to add this topic to the Trust Council agenda at the Trustee reporting section.

10.3 Alix Deggan - Amenities - 2023-10-26

Received for information

10.4 Sharon Small - Appeal for Islands Trust to opt into Provincial Legislation on Short-Term Rentals - 2023-10-25

Received for information

10.5 Salish Sea Symposium - Call for Session Proposals - 2023-10-24

Received for information

10.6 Steve Wright - Amenities - 2023-10-20

Received for information

10.7 BC Geographical Names office - rescind name on Tumbo Island - 2023-10-17

EC-2023-116
It was MOVED and SECONDED,
that Executive Committee request staff to respond to the BC Geographical Names office regarding rescinding the name on Tumbo Island to advise them that Islands Trust has no concerns; and to circulate the material and Executive Committee response to the Saturna Island Local Trust Committee.

CARRIED

10.8 Mark Edmonds - Comment on Policy Checklist for Metro Vancouver campground proposal on Bowen Island - 2023-10-13

Received for information

10.9 Kim DeSante - Bowen Island and Metro Vancouver Parks - 2023-10-13

Received for information

10.10 Julie Vik - Bowen Island Petition re: Camping at Cape Roger Curtis - 2023-10-10

Received for information

11. WORK PROGRAM

11.1 Review and amendment of current work program

Committee reviewed the work program, noting that staff will be presenting a revised schedule of the Policy Statement Amendment project to the Trust Programs Committee on November 6, 2023.

12. NEXT MEETING

Wednesday, November 22, 2023 at 9:15 a.m. in person in Victoria.

13. CLOSED MEETING

EC-2023-117
It was MOVED and SECONDED,
That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (1)(c) labour relations or other employee relations; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting to the public at 1:52 p.m. and reopened the meeting at 2:10 p.m. without Rise and Report

14. ADJOURNMENT

By general consent, the meeting adjourned at 2:10 p.m.

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Peter Luckham, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder