



Executive Committee Minutes of Regular Meeting

Date: November 22, 2023
Location: Islands Trust Boardroom
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 (electronically)

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) (electronically)
Stefan Cermak, Director, Planning Services (DPS) (electronically)
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m. Chair Luckham provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following was presented for consideration as an expected late item:

- 8.2.4.1 Financial Costs of LTC Chair Assignments – Briefing

The following was presented for consideration as a new item:

- 7.5.3 Trust Council scheduling – Trustee Boland

The following was presented for consideration as a comment on an item:

- 7.2.4 Complete Communities Grant RFD content – Trustee Patrick (Regional Planning Committee Chair)

Executive Committee did not add this item to the agenda and suggested that Trustee Patrick could:

- work with staff before the December 5th Executive Committee meeting to discuss the RFD
- provide amendments as a late item to the Trust Council agenda at that time
- provide her comments directly to trustees

2.2 Approval of Agenda

ADOPTED

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 Draft Executive Committee Minutes of November 1, 2023

By general consent the Committee adopted the minutes as presented.

5. FOLLOW-UP ACTION LIST AND UPDATES

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

The Committee reviewed the Follow-up Action List (FUAL).

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 provided an update, noting that Trustee Gauvreau has been appointed as Islands Trust Conservancy Board ex officio member on Governance Committee.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Lasqueti Island LTC Bylaw 102 – Request For Decision

EC-2023-118

It was MOVED and SECONDED,

that Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 102, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive Services

7.1.1 December Trust Council 3-day Schedule

ADOPTED

CAO Hotsenpiller described some alterations to the usual Trust Council schedule, including moving New Business to Wednesday, identifying all items suitable for the Consent Agenda, and provided the regular departmental updates at a later time. Committee discussion included:

- planning San Juan County involvement
- the continuous learning program can be deleted
- the Executive Committee work program can be moved to the consent agenda
- Chairs of each Council Committee to speak to their work program
- Director's reports can be a question and answer session rather than describing the contents of written materials
- the in camera portion of the Trust Council meeting can be moved to 10:45 Thursday morning
- snacks will not be provided during the TC meetings
- Chair Luckham will communicate the alterations from usual practice to all trustees prior to the Trust Council meeting
- six trustees are expecting to participate electronically

By general consent the Committee forwarded the item as amended to Trust Council.

7.1.2 December Trust Council Draft Agenda

Committee requested staff to adjust the agenda to match the 3-day schedule.

By general consent the Committee forwarded the item as amended to Trust Council.

7.1.3 Draft Trust Council Meeting Schedule for 2024

Includes Trust Council Meeting Costs Briefing

The Committee requested staff to adjust the schedule for Executive Committee meetings to start at 9:15 a.m.

By general consent the Committee forwarded the item as amended to Trust Council.

7.1.4 September Trust Council Draft Minutes

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.5 Trust Council Resolutions Without Meeting

None

7.1.6 Chief Administrative Officer – Report

ADOPTED

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.7 Trust Council FUAL

The Committee requested staff to consider the format of the Trust Council FUAL to make clear the process for removing completed items.

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.8 Meeting and Development Application Procedures and Public Notice Requirements - Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.9 San Juan County Council participation

Representatives are expected to arrive on Wednesday and leave on Thursday. Committee requested staff to:

- create a session outline
- not include copies of emails in the submission to Trust Council
- include material in regards to the trans-border agreement

By general consent the Committee forwarded the item as amended to Trust Council.

7.1.10 Vision Statement – Briefing

The Committee expressed a desire to keep the discussion at Trust Council to the scheduled ninety minutes.

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.11 Governance Committee Work Program

The Committee suggested the Work Program be reviewed as some updates are required.

By general consent the Committee forwarded the item as amended to Trust Council.

Committee recessed at 10:37 a.m. and returned at 10:49 a.m.

ADOPTED

7.2 Planning Services

7.2.1 Director of Planning Services – Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.2 Housing Options Toolkit – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.3 Draft Trust Council Housing Strategic Action Plan - Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.4 Complete Communities Grant - Request For Decision

Director Cermak clarified that this Request For Decision was meant for Executive Committee rather than for Trust Council.

By general consent the Committee did not forward the item to Trust Council and moved the item to 8.1.3 in the agenda.

7.2.5 Housing Statute Changes to British Columbia Legislation – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.6 Environment and Climate Change Canada (ECCC) funding for a Biologist to Support Planning Services – Request For Decision

The Committee requested staff to add text to clarify that the position is temporary and to include the impact of the matching in-kind requirement.

By general consent the Committee forwarded the item as amended to Trust Council.

7.2.7 Regional Planning Committee Work Program

By general consent the Committee forwarded the item as presented to Trust Council.

7.3 Administrative Services

7.3.1 Director of Administrative Services – Report

ADOPTED

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.2 Financial Planning Committee Work Program

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.3 Q2 Financial Report – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.4 Q2 Financial Forecast – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5 2024/25 Budget

By general consent the Committee forwarded the item as presented, except for item 7.3.5.7, to Trust Council.

7.3.5.7 ITC Board Budget Request

The Committee requested staff to create a new single page business case.

By general consent the Committee forwarded the item as amended to Trust Council.

7.4 Trust Area Services

7.4.1 Director of Trust Area Services – Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.2 Policy Statement Amendment Project Update – Briefing

The Committee requested staff to add this briefing to the next Executive Committee agenda in January for discussion.

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.3 Reconciliation Learning Group programming – Briefing

ADOPTED

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.4 Legislative Monitoring Report, November 2023 – Briefing

Staff noted that an attachment was missing from the agenda package and that it will be added to the Trust Council agenda.

By general consent the Committee forwarded the item as amended to Trust Council.

7.4.5 Islands Trust 50th Anniversary Activities – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.6 Vancouver Island and Coastal Communities Climate Leadership Steering Committee appointee and funding request – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.7 Supporting materials for discussion on climate change action – Briefing

The Committee discussed the currency of the information in the briefing.

By general consent the Committee did not forward the item to Trust Council and requested staff to return an updated briefing to an Executive Committee agenda in 2024.

7.4.8 Wildfire Prevention Resources – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.9 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of the Islands Trust – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.10 Islands Trust Conservancy Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.11 Trust Programs Committee Work Program

ADOPTED

By general consent the Committee forwarded the item as presented to Trust Council.

7.5 Items deferred from previous Trust Council

7.5.1 Request regarding gravel mines on Gabriola - Trustee Yates notice of motion

Trustee Yates confirmed that she did not want to proceed with this item.

By general consent the Committee did not forward the item to Trust Council.

7.5.2 Disposition of delegations - Trustee Peterson request

The Committee requested staff provide the material that Trustee Peterson provided at the June and the September Trust Council meetings

By general consent the Committee forwarded the item as amended to Trust Council.

7.5.3 Trust Council Meeting Schedule and Agenda – Briefing from Trustee Boland

The Committee requested staff to add the material that was presented at the September Trust Council meeting.

By general consent the Committee forwarded the item as amended to Trust Council.

7.6 New Business

7.6.1 Convene a “Committee of the Whole” meeting of all trustees, before Jan 15th 2024 - Trustee Request For Decision

Staff noted that the topic relates to work being done by the Governance Committee.

By general consent the Committee did not forward the Request For Decision to Trust Council and Chair Luckham will speak to Trustee Boland.

7.7 Delegation Requests

7.7.1 Julie Vik - Opposing camping at the proposed Metro Regional Park on Bowen Island

Julie Vik withdrew her delegation request as she plans to speak during Public Comment Period at the Trust Council meeting.

7.7.2 Deb Ferens, Gulf Islands Alliance - Sensitive Ecosystem Mapping

ADOPTED

Staff noted that the presentation had not been received yet.

By general consent the Committee requested staff to obtain the presentations materials and forward the item to Trust Council.

7.8 Correspondence

7.8.1 Protocol Agreement between Islands Trust Council and Snaw-naw-as Nation

Staff indicated that they would conduct a Trust Council Resolution Without Meeting to appoint four trustees to the Snaw-naw-as First Nation/Islands Trust Joint Working Group.

By general consent the Committee forwarded the item as presented to Trust Council.

7.8.2 Jennifer Margison, Friends of the Gulf Islands Society - Trust Mandate - October 31, 2023

By general consent the Committee forwarded the item as presented to Trust Council.

7.8.3 Jennifer Margison, Friends of the Gulf Islands Society - Trust Object - November 1, 2023

By general consent the Committee forwarded the item as presented to Trust Council.

7.8.4 Michael Sketch To TC - Letter to the Minister respecting the Islands Trust - November 9, 2023

By general consent the Committee forwarded the item as presented to Trust Council.

7.8.5 Peter Johnston to TC - Xwe'etay/Lasqueti Archaeology Project report - November 14, 2023

By general consent the Committee forwarded the item as presented to Trust Council.

Executive Committee recessed at 11:59 a.m. and returned at 12:32 p.m.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

ADOPTED

8.1.1.1 Trust Council Meeting Improvements – Discussion

The Committee discussed various changes that could lead to improvements, such as:

- two screens at the meeting, one to show the agenda and motions on the fly and the other to show virtual participants on the other;
- Director Marlor near the Chair to provide informal advice, vote counting, and taking minutes
- Vice Chairs to manage the speaker’s list
- Use of physical or digital hands to indicate wish to speak or voting rather than use of an electronic queue system

8.1.1.2 Structured Decision Making – Discussion

Discussion ensued.

8.1.2 Trust Area Services

8.1.2.1 AVICC/UBCM RESOLUTION SELECTION PROCESS (Annual Item) - Request For Decision

EC-2023-119

It was MOVED and SECONDED,

that Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2024 AVICC/UBCM conventions.

CARRIED

8.1.2.2 NAPTEP Fee Sponsorship Request (Koontz) – Request For Decision

EC-2023-120

It was MOVED and SECONDED,

that Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application GB-NAP-2023.1 (Koontz), Gabriola Island.

CARRIED

8.1.2.3 Media and Social Media Training for Elected Officials - Request For Decision

EC-2023-121

It was MOVED and SECONDED,

that Executive Committee request staff to organize media and social media training session for Trust Council for 2024.

CARRIED

ADOPTED

8.1.3 Planning Services

This item was originally 7.2.4 Complete Communities Grant - Request For Decision.

EC-2023-122

It was MOVED and SECONDED,

that Executive Committee request staff to apply for the UBCM Complete Communities Grant to advance data gathering and mapping work supporting OCP reviews and Housing Projects.

CARRIED

8.1.4 Administrative Services

No discussion.

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.2 Trust Area Services

8.2.3 Planning Services

8.2.4 Administrative Services

8.2.4.1 Financial Costs of LTC Chair Assignments - Briefing

Received for information.

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Southern Gulf Islands Forum attendance approval - Trustee Elliott

The Committee noted that normally the Local Trust Committee that is being represented by a trustee attendance at a forum would be the body to authorize attendance and consequent expenses.

EC-2023-123

It was MOVED and SECONDED,

that Executive Committee approve Trustee Elliott's travel expenditures to attend the Southern Gulf Islands Forum on September 10, 2023 on behalf of South Pender Island Local Trust Committee and Mayne Island Local Trust Committee.

CARRIED

ADOPTED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

9.3 Planning Services

None.

9.4 Administrative Services

None.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024 AVICC AGM & Convention- 1st Call for Resolutions and Convention Information - from Theresa Dennison, AVICC Executive Coordinator, dated October 23, 2023

By general consent the Committee forwarded the item as presented to all trustees.

10.2 Speculation and Vacancy Tax - from SSI LTC to Hon. Conroy, Minister of Finance, dated October 30, 2023

Received for information.

11. WORK PROGRAM

11.1 Executive Committee Work Program

By general consent the Committee forwarded the item as presented to Trust Council.

12. NEXT MEETING

Tuesday, December 5, 2023 at the Coast Victoria Hotel, Victoria from 10:00 a.m. to noon.

13. CLOSED MEETING

EC-2023-124

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, (c) labour relations or other employee relations; and (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that the recorder and staff attend the meeting.

CARRIED

ADOPTED

The Committee closed the meeting to the public at 1:48 p.m.

14. ADJOURNMENT

By general consent the meeting adjourned at 1:48 p.m.

Peter Luckham, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder