Executive Committee
Minutes of Regular Meeting

Date:	**December 20, 2023**
Location:	**Electronic meeting, Public venue** **Islands Trust** **200-1627 Fort Street** **Victoria, BC V8R 1H8**
Members Present:	Peter Luckham, Chair, Thetis Trustee (Victoria boardroom) Tobi Elliott, Vice-Chair, Gabriola Trustee David Maude, Vice-Chair, Mayne Trustee (Victoria boardroom) Timothy Peterson, Vice-Chair, Lasqueti Trustee
Staff Present:	Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria boardroom) David Marlor, Director, Legislative Services (DLS) (Victoria boardroom) Clare Frater, Director, Trust Area Services (DTAS) Julia Mobbs, Director, Administrative Services (DAS) - Regrets Stefan Cermak, Director, Planning Services (DPS) - Regrets Morgana van Niekerk, Communications Specialist Alexandra Trifonidis A/Executive Coordinator/Recorder (Victoria boardroom)

1. CALL TO ORDER

The meeting was called to order at 9:16 am. Chair Luckham provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following was presented for consideration as a new item:

- 9.2.2 Islands Trust Website - Trustee Maude

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

- 7.1.5 2024 TC and Committees Meeting Schedule - CAO Hotsenpiller suggested rescheduling the January 10th Executive Committee meeting

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

2.2.1 Agenda Context Notes - None

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Executive Committee DRAFT December 5, 2023, minutes

The following change to the Executive Committee draft December 5, 2023 meeting minutes was noted:

- **5.2 Local Trust Committee Chair Updates** – In Vice Chair Peterson's update it should read Southern Office not Northern Office

By general consent the Committee adopted the minutes of December 5th, 2023 as amended.

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).

By general consent Executive Committee request Staff to add to a future agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.

Director Frater updated the Committee on the following vacancies:

- Interviews are underway for Senior Policy Advisor position
- Interviews are underway for Species at Risk Coordinator position (Islands Trust Conservancy)
- Currently working with Public Service Agency on classifying the Administrative Coordinator position
- In the New Year, interviews will take place for the Senior Indigenous Relations Advisor position
- TAS Program coordinator position has been vacant, hoping to have Gillian Nicol return to the position after back filling in the Planning Dept.
- Islands Trust Conservancy Manager Emmings is back from leave. DTAS Fraser continues to act as Primary Manager at this time.

Committee paused the meeting at 9:53 a.m. due to a fire alarm, evacuated the building, and returned at 10:11 a.m.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs spoke to recently attended and upcoming Local Trust Committee meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice-Chair Elliott mentioned that Islands Trust Conservancy Chair Smith shared with the Islands Trust Conservancy Board, for their information, a link to a report on climate change and protected areas that she wrote for the Canadian Parks and Wilderness Society. At this time, no other new news to report.

6. BYLAWS FOR APPROVAL CONSIDERATION

None.

7. TRUST COUNCIL MEETING REVIEW

7.1 Executive

7.1.1 <u>September Trust Council Meeting Feedback</u>

Received for information.

By general consent the Committee forwarded the item to the next Executive Committee meeting.

7.1.2 <u>Roundtable Review of December Trust Council</u>

Logistical changes that were implemented helped the overall feeling of improvement from the last Trust Council. Staff involvement was noted adding to the general workings of the meeting that was greatly appreciated.

Chief Administrative Officer Hotsenpiller spoke on the following:

- Consideration of a Committee of the Whole
- Trustees joining electronically and how they are seen on the screens for voting purposes and others
- Budget – No amendments were brought forward

Chair Luckham was reached out to by new Chair Fuller of San Juan County wanting to arrange an in-person meeting in the New Year, which Chair Luckham suggested could possibly coincide nicely with acknowledging Island Trusts 50 year anniversary. Plans are underway.

Committee recessed at 10:55 a.m. and returned at 11:00 a.m.

7.1.3 <u>Trust Council Follow-up Action List</u>

Received for information.

7.1.4 <u>DRAFT-December Trust Council Business Decision Highlights</u>

The draft December Trust Council Business Highlights were presented for approval.

The following amendments were noted:

- <u>Housing Strategic Action Plan</u> - link brings you to the old plan
- <u>Housing Options Toolkit</u> - the tool kit was received not adopted

Discussion ensued on the following:

- Procedural and Notice Bylaws – paragraph format could be confusing, suggest using point form bullets for clarity.

It was MOVED and SECONDED,
that Executive Committee request staff to amend the Trust Council Business Decision Highlights document by changing the paragraph under the Procedural and Notice Bylaws to a point form rather than a paragraph.

DEFEATED

By general consent the Committee request the December Trust Council Business Decision Highlights be published as amended.

7.1.5 2024 TC and Committees Meeting Schedule

CAO Hotsenpiller suggested pushing back the date of Executive Committees first meeting of the year from January 10th to January 17th for the following reasons:

- Staff return from holidays the week prior
- Agenda items would be due the second day back from holidays
- Turn around time – staff capability to produce work with the holidays in between meetings

Discussion ensued on the Ballenas Winchelsea 2024 meeting schedule logistics

By general consent the Committee direct that the January 10, 2024 meeting be reschedule to January 17, 2024.

By general consent the Committee ask staff to consider Bellenas Winchelsea dates in March.

Vice-Chair Peterson has conflicting travel dates. In consideration of changing the meeting dates, reflect on Vice Chair Peterson's travel plans. Meeting location changes also need to be considered.

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

None.

8.2.2 Trust Area Services

8.2.2.1 Advocacy for provincial assistance re: heritage protection BRF

DTAS Frater spoke to the briefing.

Discussion ensued:

- Process in place for applicants to know what to do
- Broader context to be taken to Trust Council for direction (item 1)
- To be discussed with the Islands Trust Conservancy at next meeting (Jan 31 agenda)

By general consent the Committee request this topic be brought back to the joint meeting on January 31, 2024.

8.2.2.2 Policy Statement Amendment Project Update BRF

DTAS Frater provided as an update. Discussion ensued on the following points:

- Timeline and pace of the project
- First Nation responses
- Next steps

Received for information.

8.2.2.3 TPC request re: Islands Trust Webinar RFD

DTAS Frater spoke to the request for decision item.

EC-2023-128
It was MOVED and SECONDED,
that Executive Committee request staff to develop a project charter for a webinar in 2024 on the role of Islands Trust.

CARRIED

8.2.2.4 2024 UBCM/AVICC resolutions RFD

DTAS Frater presented the annual item.

District of Highlands is leading the way in dealing with human waste.

EC-2023-129
It was MOVED and SECONDED,
that Executive Committee direct staff to draft a resolution and backgrounder on supporting alternatives to plumbed sewage disposal systems for submission to the Association of Vancouver Island and Coastal Communities 2024 convention for Executive Committee's consideration in January 2024.

CARRIED

8.2.2.5 Islands Trust Communications Strategy BRF

DTAS Frater introduced the briefing and presented a backgrounder. Brought for comment.

Chair Luckham submitted comments by email to DTAS Frater.

Discussion ensued on the following:

- Project timelines
- Corporate clothing

By general consent the Committee request this item be put on the January 31, 2024 Executive Committee regular meeting agenda.

8.2.2.6 Expressions of Interest re: Invitation to Register for the 2024 Salish Sea Strategy Symposium RFD

Chair Luckham and Vice Chair Peterson have registered for the symposium at the time of this meeting.

Discussion ensued on the following:

- Budget concerns/grant application to cover trustee costs
- Variety of trustees from different islands attending to be considered

EC-2023-130
It was MOVED and SECONDED,
that Executive Committee:

- direct staff to apply for capacity funding from Transport Canada for trustee participation in the Salish Sea Strategy Symposium, and

- sponsor Trustees Peterson, Luckham and Lironi to attend to the Salish Sea Strategy Symposium January 23-24, 2024 subject to receipt of Transport Canada funding.

CARRIED

8.2.2.7 NAPTEP Fee Sponsorship Request (Larmour), Salt Spring Island RFD

EC-2023-131
It was MOVED and SECONDED,
that the Executive Committee approve financial sponsorship of $450 for Natural Area Protection Tax Exemption Program (NAPTEP) application SS-NAP-2021.1 (Larmour), Salt Spring Island.

CARRIED

Executive Committee recessed at 12:32 p.m. and returned at 1:02 p.m. Morgana van Niekerk, Communications Specialist left the meeting.

8.2.3 Planning Services

8.2.3.1 Housing Statutes and Regulation Changes to BC Legislation BRF

DLS Marlor provided for update and went over the briefing. Discussion ensued:

- Reporting on the roll out challenges
- Which local trust committees will be opting in/out

EC-2023-132
It was MOVED and SECONDED,
that Executive Committee request staff to forward the housing statues and regulation changes of BC legislation to local trust committees with a recommended consideration of request for opting in to the short term accommodation regulation for the 2025 intake.

CARRIED

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

None.

9.2.2 Islands Trust Website

Vice-Chair Maude brought forward the challenges of the Islands Trust website and that he has been receiving many complaints.

EC-2023-133
It was MOVED and SECONDED,
that Executive Committee request that staff prepare a briefing on the status of the Islands Trust website.

CARRIED

9.3 Planning Services

9.3.1 Process to Request EC Sponsorship of a Development Application

Received for information.

EC-2023-134
It was MOVED and SECONDED,
that Executive Committee request staff to upload a public facing version of item 9.3.1 to the Land Use Application Guides and Forms page on the Islands Trust website.

CARRIED

9.4 Administrative Services - None

10. CORRESPONDENCE

10.1 UBCM Meeting 2023

Received for information.

By general consent the Committee ask Staff to follow up with Ministry staff regarding the letter from Rob Fleming of November 29, 2023.

10.2 Metro Vancouver Response to Bowen - Bylaw 608 and 609

Received for information.

10.3 BC Geographical Name Office Letter

Received for information.

10.4 AVICC Climate Change Health Community Gathering 2024

Received for information. Dates are problematic for Chair.

By general consent the Committee request item 10.4 be shared with staff for their participation as they see fit.

10.5 Letter from MoH re: New legislation to support local government housing initiatives

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Unfortunately, the current work program was not attached to the agenda.

12. NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, January 17, 2024, beginning at 9:15 a.m.

13. CLOSED MEETING

EC-2023-135
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.

CARRIED

The Committee closed the meeting to the public at 1:49 p.m. and reopened the meeting at 2:41 p.m.

14. ADJOURNMENT

By general consent the meeting adjourned at 2:42 pm.

____

Peter Luckham, Chair

Certified Correct:

____

Alexandra Trifonidis, A/Executive Coordinator/Recorder