



Executive Committee Minutes of a Regular Meeting

Date: March 27, 2024
Location: Electronic meeting

#200 1627 Fort Street
Victoria, BC

Members Present: Peter Luckham, Chair, Thetis Trustee
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)
David Marlor, Director, Legislative Services (DLS)
Stefan Cermak, Director, Planning Services (DPS)
Kate Emmings, Islands Trust Conservancy Manager (ITCM)
Tyler Brown, Senior Policy Advisor (SPA)
Lori Foster, Executive Coordinator

Members of the public present: None

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:15 a.m., stating gratitude to live and work on Coast Salish First Nations territory.

Each vice-chair introduced themselves and gave a land acknowledgement.

Northern Office Administrator, Wil Cottingham, retires tomorrow after seven years with Islands Trust.

Chair Luckham noted yesterday's "Living with Fire" webinar workshop offered on Islands Trust website was well attended.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

By general consent Metro Vancouver's letter dated 2024-03-25 circulated to Executive Committee re: "Proposed Regional Park at Cape Roger Curtis – Compliance with Islands Trust Policy Statement" was deferred to the next business meeting.

2.2 Approval of Agenda

By general consent the agenda was adopted as presented.

2.2.1 Agenda Context Notes

Attached for information to items as indicated.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Minutes of January 31, 2024

For consideration to amend Executive Committee's January 31, 2024, minutes as follows:

- Page 1, attendance block, move "Russ Hotsenpiller, CAO" from "Members Present" to "Staff Present".

By general consent the Executive Committee adopted the January 31, 2024, minutes as amended.

4.2 Draft Executive Committee Minutes of March 12, 2024

By general consent Executive Committee adopted the March 12, 2024, minutes as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

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

Staffs' verbal updates included the following:

- Upcoming Corporate Planning working group meeting.
- Governance Committee updates.
- Joe Elliot, Islands Trust new Senior Indigenous Relations Advisor (SIRA) begins late April.
- An overhaul by eScribe, the Trust's agenda software provider, is being reviewed to address meeting management issues, electronic voting and HTML products.
- Director Mobbs, DLS Marlor and ITC Manager Emmings will attend the Municipal Insurance Association of BC Risk Management Conference April 3-5, 2024.

5.2 Local Trust Committee (LTC) Chair Updates

Verbal updates on LTC meetings included the following:

- Mayne LTC addressing land use bylaw amendments in progress.
- Vice-Chair Maude to Alt/Chair South Pender LTC Special Meeting.
- LTC's and short-term vacation rentals legislation.
- LTC chairs attendance at LTC meetings be in-person.
- EC/ITC next liaison meeting is April 24, 2024.

5.3 Islands Trust Conservancy (ITC) Liaison Update

EC/ITC Liaison, Elliott, verbally updated the following items:

- ITC Conservancy Board response and direction following Minister Kang's January 29, 2024, letter.
- ITC Board Member, Ken Thomas's term expires August 21, 2024.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Thetis Island Local Trust Committee Bylaw Nos. 113 and 114 amendments - RFD

Vice-Chair Elliott spoke to the request for decision (RFD) which establishes an expanded bylaw area in the marine area surrounding Scott, Dayman and Hudson islands.

EC-2024-038

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 113, cited as "Thetis Associated Islands Official Community Plan, 2014, Amendment No. 1, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2024-039

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 114, cited as "Thetis Associated Islands Land Use Bylaw, 2014, Amendment No. 1, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Roundtable Review of March 12-14 Trust Council Meeting – Discussion

Executive Committee discussed:

- More meeting time for budget session.
- Valuable workshops, but two was too many for time.
- Extra time allotted but still went overtime.
- Management of new business.
- Challenges with electronic attendance and voting.
- Strategic Plan working session outcomes and next steps.
- Call for policy on disposition of delegations.

At 10:21 a.m., for two minutes, Vice-Chair Peterson left the meeting.

EC-2024-040

It was MOVED and SECONDED

That Executive Committee request staff bring a request for decision with process and policy options to Executive Committee and Trust Council regarding the disposition of delegations, correspondence and calls to action through Public Comment.

CARRIED

7.2 Executive

7.2.1 March Trust Council Business Decision Highlights

By general consent amend the March Trust Council Business Decision Highlights that the last subject line indicate September Trust Council will be tentatively held on Gabriola Island.

By general consent Executive Committee requested the March Trust Council Business Decision Highlights be circulated to subscribers and posted to the website as amended.

7.2.2 Trust Council Follow Up Action List (FUAL)

Executive Committee reviewed the Trust Council FUAL as presented.

7.3 Planning Services - None

7.4 Administrative Services - None

7.5 Trust Area Services - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive - None

8.1.2 Trust Area Services

8.1.2.1 Educational Webinar for Trustees: Legal Framework and Responsibilities Under the SARA Act - RFD

ITCM Emmings gave a staffing update that Erica Wheeler has joined the ITC as Species at Risk Coordinator and spoke to the request for decision (RFD).

EC-2024-041

It was MOVED and SECONDED,

That the Islands Trust Executive Committee direct staff to organize and deliver a two hour webinar to trustees, regarding the legislative framework of, and responsibilities under, the Canadian Species at Risk Act.

CARRIED

8.1.2.2 Grant To Advance Biodiversity Conservation on Private Lands - RFD

ITCM Emmings spoke to the request for decision and next steps with NAPTEP.

EC-2024-042

It was MOVED and SECONDED,

That the Executive Committee direct staff to prepare a project charter for a project to prepare for advocacy to the Province for changes to the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) regulation to increase the incentive available.

CARRIED

EC-2024-043

It was MOVED and SECONDED,

That the Executive Committee direct staff to apply for a one-time Grant for Local Governments to Advance Biodiversity Conservation on Private Lands with the Fraser Basin Council to undertake analysis of tax shift scenarios for the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) and to prepare a request to the Province for changes to the Islands Trust Natural Area Protection Tax Exemption Program (NAPTEP) regulation.

CARRIED

8.1.2.3 Islands Trust Conservancy Presentation to Trust Council June 2024 – Briefing

This item will be on the EC/ITC April 24 liaison session for further discussion.

8.1.2.4 Islands Trust Property Tax Assessment Notice Insert for 2024/25 – Briefing

Discussion that an opportunity to add other information to the tax notice insert had passed, the item was received as presented.

8.1.2.5 Policy Statement Trust Amendment Project Next Steps – Discussion

SPA Brown spoke to a proposed content and communications plan regarding the next proposed draft of the Policy Statement engagement phase.

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 Sponsorship of Trustee Attendance at AVICC – RFD

See agenda context notes.

EC-2024-044

It was MOVED and SECONDED,

That Executive Committee sponsor Trustee Patrick's registration fees of \$451.50 to attend the Association of Vancouver Island and Coastal Communities Conference April 12-14, 2024 in Victoria and that the fees come out of Executive Committee's 2024/25 Training and Conferences budget.

CARRIED

8.2.1.2 Meeting with Ministry of Transportation and Infrastructure – Briefing

Vice-Chair Peterson and others are attending an electronic meeting scheduled for April 29, 2024.

8.2.1.3 Public Recording of Meetings - Briefing

DLS Marlbor spoke to the briefing and creating scripts that chairs could read before the start of a public meeting

By general consent staff will create scripts as written in the follow-up at the end of the briefing. Change it to "advise

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

8.2.1.4 September Trust Council invitation to Coast Salish Leaders – Discussion

See agenda context notes.

Vice-Chair Elliott discussed inviting Coast Salish leaders to September Trust Council for a ½ day and feast.

8.2.2 Trust Area Services

8.2.2.1 Collaborative Action to Resolve Boat-related Issues in the Capital Region District (CRD) - Islands Trust

See agenda context notes.

The CRD will host an in-person/online session with southern gulf island trustees, chairs and others April 30, 2024.

8.2.3 Planning Services

8.2.3.1 Science Horizons Internship Program - RFD

DLPS Cermak spoke to the request for decision (RFD).

EC-2024-045

It was MOVED and SECONDED,

That Executive Committee request staff to prepare a grant application to the Science Horizons Youth Internship Program, to hire a Sustainability Science Technician intern to advance the development of the Suitable Land Analysis tool.

CARRIED

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Annual Meeting with Bowen Island Municipality

See agenda context notes.

Continue to seek out a time to meet with Bowen Island Municipality.

9.2 Trust Area Services - None

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE - Items are received for information unless otherwise noted.

10.1 2024-03-20 Trustee Yates - Request for June or September Trust Council

By general consent staff report back to Executive Committee on recommendations from Trustee Yates.

10.2 2024-03-20 Active Vessel Traffic Management Program Update

10.3 2024-03-18 R. Cruickshank - Canada's Land Thoughts For All

10.4 2024-03-16 P. Nicholas - May Day for Mother Earth Event

10.5 2024-03-15 Trustee Harris - 50th Anniversary

By general consent staff will add “extend invitation to all First Nations” to the proposed June Trust Council schedule for further Executive Committee decision.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

EC-2024-046

It was MOVED and SECONDED,

That Executive Committee schedule a Special Electronic meeting to be held April 17, 2024, beginning at 9:00 a.m. to consider next steps and processes for the Policy Statement Amendment Project.

CARRIED

The following Executive Committee meeting will be held electronically on April 24, 2024, at 9:15 a.m.

13. CLOSED MEETING - None

14. ADJOURNMENT

By general consent the meeting was adjourned at 1:00 p.m.

Peter Luckham, Chair

Certified Correct:

Lori Foster, Executive Coordinator