



Executive Committee

Minutes of a Regular Meeting

Date: April 24, 2024
Location: Electronic Meeting

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
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Stefan Cermak, Director, Planning Services
Alexandra Trifonidis, Acting Executive Coordinator

Members of the public present: A member of the public was present.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:16 a.m. acknowledging that the meeting attendees are meeting virtually across Coast Salish territory.

Vice-chairs and staff introduced themselves.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to amend the agenda as follows:

- Item 10.2 2024-04-05 R Botterell - June Trust Council Presentation Request. R. Botterell emailed Chair Luckham on April 23, 2024, to remove his request, as he would not be available in June to present.
- Vice-Chair Elliott gave a notice of motion for the May 15, 2024 Executive Committee meeting on the topic of holding a forum prior to the September Trust Council meeting to hear from Coast Salish leaders on governance in the Trust Area.

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

2.2.1 Agenda Context Notes

As presented for the following items:

- 7.1.4 June Trust Council 3-day Schedule
- 10.3 General Vessels Technical Working Group

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

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Regular Meeting Minutes of March 27, 2024

By general consent Executive Committee adopted the March 27, 2024, minutes as presented.

4.2 Draft Executive Committee Special Meeting Minutes of April 17, 2024

By general consent Executive Committee adopted the April 17, 2024, minutes as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

Staff gave the following verbal updates:

- Recognition sent to all administrative staff today, Administrative Professional's Day.
- Staffing updates welcomed Senior Indigenous Relations Advisor (SIRA), Joe Elliott; A co-op student planner to start at the Gabriola office.
- Chair training and refresher on common understanding.
- Sue Big Oil FUAL item in progress for May 15 meeting.
- City View software roll out proposed for May 13, 2024.
- Director, Administrative Services FUAL item 2. – research self-insurance, is completed, can be removed.
- Dust n Bones screenings moving forward with Lasqueti Local Trust Committee and potentially other local trust committees.
- Director, Trust Area Services FUAL items discussion included:
 - Item 6 - Provincial assistance for heritage protection discussion for future meeting.
 - Item 8 - Ministry of Transportation and Infrastructure (MOTI) southern gulf islands meeting scheduled April 29, a MOTI working group for northern islands for addition.
 - Item 12 – Remedy to Chair letter re: Salt Spring LTC Bylaw 537 for consideration.

5.2 Local Trust Committee Chair Updates

Local trust committee chairs provided updates on recently attended and upcoming local trust committee meetings.

5.3 Islands Trust Conservancy Liaison Update - None

The meeting recessed for break at 10:22 a.m. and reconvened at 10:31 a.m.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Code of Conduct - RFD

CAO Hotsenpiller presented the request for decision (RFD).

Discussion ensued on the following topics:

- Current Policy 2.1.2 Standards of Conduct needs updating.
- Examples from other organizations be made available to trustees for comparison, i.e. Capital Regional District, include for reference.
- Noted error in *F.2.5 Mayor/Chair and Councillor Director*. Remove Mayor and Councillor language.

EC-2024-049

It was MOVED and SECONDED,
that the Executive Committee forward the draft Code of Conduct to Trust Council Committee of the Whole in June 2024 for discussion and recommendation to Trust Council.

CARRIED

7.1.2 Accommodation Charge Back

Discussion ensued regarding motions TC-2024-041 and TC-2024-042 from Trust Council's March meeting regarding charging back accommodation costs to trustees.

EC-2024-050

It was MOVED and SECONDED,
that Executive Committee request staff to provide some options on the implications of charging accommodation costs back to trustees and report back to the May Executive Committee meeting.

CARRIED

7.1.3 Transport Canada Presentation to Trust Council June 2024

Transport Canada staff recently presented on the *Wrecked, Abandoned or Hazardous Vessels Act* at the Association of Vancouver Island Coastal Communities Convention held April 12-14. Vice-Chair Maude has

recommended that Ryan Greville give a similar presentation at June Trust Council.

EC-2024-051

It was MOVED and SECONDED,

that Executive Committee request staff to request Ryan Greville from Transport Canada to provide a presentation to Trust Council in June on Salt Spring Island.

CARRIED

By general consent item 8.1.1.1 was addressed next.

8.1.1.1 Strategic Planning Update – BRF

CAO Hotsenpiller spoke to the briefing.

Discussion ensued on the following:

- “Corporate Planning Process Roadmap” table: suggestion to add a progress bar to measure what has been done, what is being done now, and how far to go for each strategy.
- Formatting: In favour of the “Islands Trust Focus Areas and Strategic Directions” table with the objectives and the “Corporate Planning Process Roadmap”. Use going forward.
- Need to find facilitator for June Trust Council session as Cheeving Ho, who facilitated the March Trust Council session, is not available.
- Scheduling and timeline of rollout of project.
- Budget considerations in regards to completing this process in time for next year’s budget cycle.
- Staff work time until end of June.
- Measurable outcomes versus outcomes that are not measurable, i.e. when has a goal been reached.

By general consent Executive Committee requested a full day strategic planning session, lead by a facilitator; be arranged for June’s Trust Council meeting.

7.1.4 June Trust Council 3-day Schedule - Draft

See Item 2.2.1 Agenda Context Notes.

Discussion ensued on the following items:

- Hold strategic planning session from 9-3 p.m. on Wednesday, leaving 3-5 p.m. for a department section.
- Scheduling for a Committee of the Whole meeting on the topic of the Code of Conduct: not during Trust Council but possibly before or after.

- Draft Trust Policy Statement Update: Where does it fit on the schedule? Include in the Trust Areas Services section.
- Trustee updates section: In consideration of time, trustees requested to provide written reports, does not need to be verbal. This section will be received for information only.
- Disposition of Delegations section:
 - Address delegations from previous Trust Council to allow time to research and prepare responses, not addressing delegations that presented in the current meeting.
 - Ideas from March Trust Council on how to address disposition of delegations:
 - Possibility of booking a two hour session two weeks after Trust Council to discuss.
 - Refer to a future Committee of the Whole for discussion.
 - Create policy to provide guidance when requested by the public to take action.
 - Bring request to a future Executive Committee meeting regarding how to address disposition of delegations for approval of inclusion on the June Trust Council meeting agenda.
- Keep Trustee Roundtable section.

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

8.1.1.1 Strategic Planning Update – BRF

Addressed before item 7.1.4.

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 - None

8.2.3 Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Review of fees bylaw policy for referrals from other agencies

By general consent refer item 9.1.1 “Review of fees bylaw policy for referrals from other agencies” to the May 15, 2024, Executive Committee meeting as Director Marlor was not available to comment.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust chairs reported on the following topics:

- Denman and Hornby Local Trust Committees (LTC’s) are considering inviting the Minister of Transportation to their respective islands to look at the road/ferry issues.
- Hornby LTC: Potential for a joint meet and greet with K’ómoks First Nation.
- The Thetis Island Local Trust Committee defends their decision to turn down a rezoning application, regarding shellfish tenure, from Abrupt Shellfish Inc.’s. More information on the topic can be found in the Thetis Local Trust Committee meeting agenda of April 30, 2024.

9.3 Planning Services

9.3.1 Gabriola Local Trust Committee - Approval of Funds for Legal Review of Covenant

Director of Planning Services (DPS) Cermak introduced the request for decision noting that if the funds are approved Gabriola Island Local Trust Committee will overspend their budget.

EC-2024-052

It was MOVED and SECONDED,

that the Executive Committee approve up to \$4,500 for a legal review of a covenant, to be charged to the Gabriola Local Trust Committee budget.

CARRIED

9.4 Administrative Services – None

The meeting recessed for lunch at 12:16 p.m. and reconvened at 1:01 p.m.

12. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

Chair Luckham opened the Executive Committee / Islands Trust Conservancy joint session acknowledging, with gratitude, that we are living and working across Coast Salish territory, home to First Nations since time immemorial.

Islands Trust Conservancy (ITC) Board members in attendance:

- Chair, Risa Smith, Provincial appointee
- Tobi Elliott, Gabriola Trustee, Executive Committee Representative
- Susan Yates, Gabriola Trustee
- Lisa Gauvreau, Galiano Trustee
- Charles Kahn, Provincial appointee

Regrets:

- Ken Thomas, Provincial appointee

Staff:

- Kate Emmings, Manager, Islands Trust Conservancy

Chair Luckham invited ITC Chair Smith to preside over the joint session agenda items.

ITC Chair Smith raised the following topics for inclusion on the next EC/ITC joint session agenda:

- Cultural heritage, a fulsome discussion with EC and Trust Council.
- Islands Trust Conservancy's 5 year plan, EC and Trust Council support.
- Need for a professional biologist across the organization.

12.1 Geographic Information System (GIS) Funding and the Property Management Team Lead

ITC Chair Smith thanked Executive Committee and Trust Council for approving the budget requests to fund these two positions.

CAO Hotsenpiller provided the following hiring updates:

- Filling the Senior Technical Analyst vacancy is currently underway.
- Recruitment for the GIS and Property Management positions are proceeding, updates will be provided to the Islands Trust Conservancy (ITC) team.

12.2 Islands Trust Conservancy Presentation to June Trust Council

Discussion ensued on presentation topics. The following ideas were heard:

- Natural Area Protection Tax Exemption Program (NAPTEP)
- Climate change
- Indigenous Protected and Conserved Areas (IPCAs)
- Island Trust Conservancy 5 Year Plan, next steps and opportunities
- Enhance presentation with visuals to segue into a topic/issue.
- Highlight big ITC successes i.e. connecting ecosystems celebrating the 50th Anniversary.
- ITC Chair Smith will reach out to all trustees for input i.e. provide examples of conservation work/successes from their local trust areas.

12.3 Addressing the Climate Change Emergency Together – BRF

ITC Chair Smith spoke to the briefing that addresses ways EC and ITC can work collaboratively to advance its commitment to climate change action.

Discussion ensued on the following topics:

- A need for science based data (cumulative and specific) that backs up climate change decisions/actions pertaining to land use issues such as carry capacity of islands, ground water supply, shoreline protection, tree cutting.
- Need for further ecosystem mapping i.e. eel grass, Coastal Douglas Fir zones, ground water mapping
- Ecosystem loss in the Islands Trust Area, mapping that indicates trends for decision-making.
- Update ITC 2018 publication titled “Conservation Status of Local Trust Areas”
- Suggested spending of \$111,000 funds received from the Local Government Climate Action Program included Terrestrial Ecosystem Mapping, continue eelgrass mapping project.

At 2:00 p.m. the EC/ITC joint session was concluded.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-03-25 Metro Vancouver - Letter re: Proposed Regional Park at Cape Roger Curtis

Director of Planning Services (DPS) Cermak summarized the correspondence and request from Jeffrey Fitzpatrick, Division Manager, Regional Parks, Metro Vancouver.

DPS Cermak will work with DLS Marlor to respond to Manager Fitzpatrick regarding the referral process.

Received for information.

10.2 2024-04-05 R Botterell - June Trust Council Presentation Request

R. Botterell sent an email dated April 23, 2024 to Chair Luckham rescinding his request.

10.3 2024-04-05 General Vessels Technical Working Group - Interest in Islands Trust Representative

See Item 2.2.1 Agenda Context Notes for information.

EC-2024-053

It was MOVED and SECONDED,

that Executive Committee requests staff to send a notice out to all trustees looking for expressions of interest for the General Vessels Technical Working Group.

CARRIED

10.4 2024-04-08 Minister of Housing - Bill 16

CAO Hotsenpiller forwarded the letter to all trustees on April 23, 2024.

10.4.1 Update – Housing Statutes Amendment Act (Bill 16) - BRF

Director Cermak spoke to the briefing that addresses proposed amendments to the Act via Bill 16.

By general consent Executive Committee requested that Director Cermak forward item 10.4.1 to all trustees via email.

10.5 2024-04-09 D Rapport - Requesting Trust Council's Response to Serious Concerns Regarding Trust Actions

EC-2024-054

It was MOVED and SECONDED,

that Executive Committee requests staff work with Chair Luckham and Vice-Chair Elliott to respond to correspondent Rapport regarding Trust Council's response to serious concerns.

CARRIED

10.6 2024-04-11 Ministry of Housing - Bill 35

Received for information.

10.7 2024-04-18 Vancouver Island Coastal Communities - Climate Summit May 6 & 13

EC-2024-055

It was MOVED and SECONDED,

that Executive Committee requests staff forward correspondence from Vancouver Island Coastal Communities to trustees for information and participation.

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

13. CLOSED MEETING

EC-2024-056

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(a) and (c) and (2)(b) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations; and the consideration of

information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 2:34 p.m. and reconvened in open meeting at 2:55 p.m.

14. NEXT MEETING

The next Executive Committee meeting will be held electronically on May 15, 2024, at 9:15 a.m.

15. ADJOURNMENT

By general consent the meeting was adjourned at 2:56 p.m.

Peter Luckham, Chair

Certified Correct:

Alexandra Trifonidis, Acting Executive Coordinator/Recorder