



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, May 15, 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 (Victoria Boardroom)

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria Boardroom)
David Marlor, Director, Legislative Services (Victoria Boardroom)
Clare Frater, Director, Trust Area Services (Victoria Boardroom)
Julia Mobbs, Director, Administrative Services
Stefan Cermak, Director, Planning Services
Tyler Brown, Senior Policy Advisor
Alexandra Trifonidis, Acting Executive Coordinator/Recorder (Victoria Boardroom)

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

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:15 a.m. acknowledging that attendees are meeting virtually across Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

8.1.1.1 Supporting documents:

1. Corporate Planning Process Roadmap
2. Islands Trust Focus Areas and Strategic Directions 2025-2028
3. June 19 Agenda Islands Trust Strategic Planning Session

8.1.2.1 Policy Statement Committee of the Whole Meeting – Verbal update

2.2 Approval of Agenda

By general consent the agenda was approved as amended.

2.2.1 Agenda Context Notes - None

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham reported that at the Executive Committee April 24, 2024, in-camera meeting the February 28, 2024, in-camera meeting minutes were adopted as presented.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Meeting Minutes of April 24, 2024

By general consent Executive Committee adopted the April 24, 2024, minutes as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

CAO Hotsenpillier and directors provided updates on their respective items in the Follow Up Action Report and provided brief verbal department reports.

Activity 3 in the Chief Administrative Officer section of the Follow Up Action Report will be addressed in this meeting at item 8.1.1.1 where three late supporting documents have been added to the agenda.

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

Chair Luckham expressed his appreciation for Islands Trust Conservancy Manager, Kate Emmings, and the work she has done for the organization over the years.

The meeting recessed for break at 10:10 a.m. and reconvened at 10:25 a.m.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

The Committee chose to address item 7.1.3 June Trust Council Preparation, first.

7.1.3 June Trust Council Preparation – BRF

The Committee covered each item line in the briefing under the BACKGROUND:, Various:, section.

By general consent Executive Committee request the June Trust Council meeting begin at 12:30 p.m.

By general consent Executive Committee request written updates for the Trustee Updates section on the Trust Council agenda.

The following items were discussed:

- Process regarding disposition of delegations.

- Adding a presentation by MLA Adam Olsen to the schedule.
- Consideration of a Committee of the Whole meeting within Trust Council for the strategic planning session.

7.1.1 Draft June Trust Council 3-day Schedule

EC-2024-057

It was MOVED and SECONDED,

that Executive Committee amend the “Draft Islands Trust Council Schedule – June 18-20, 2024” by adding a short session on “Inclusive Decision Making” and invite MLA Adam Olsen to present on Tuesday, June 18th.

CARRIED

7.1.2 Draft March Trust Council Meeting Minutes

By general consent Executive Committee advanced the March 12-14, 2024, draft minutes as presented to Trust Council.

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

CAO Hotsenpiller provided an update on the Strategic Planning Session scheduled for June’s Trust Council meeting.

The following three documents were presented and discussed:

1. Corporate Planning Process Roadmap
2. Islands Trust Focus Areas and Strategic Directions 2025-2028
3. June 19 Agenda - Islands Trust Strategic Planning Session

Staff informed the Committee preparatory materials will be sent to all trustees, in advance of the Strategic Planning Session, preparing them for the session.

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Committee of the Whole Meeting – Verbal update

This item was addressed after item 10. Correspondence in the agenda.

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated - None

- 8.2.1 Executive
- 8.2.2 Trust Area Services
- 8.2.3 Planning Services
- 8.2.4 Administrative Services

9. NEW BUSINESS

9.1 Executive/Trust Council

- 9.1.1 Invitation to Coast Salish Leaders for Discussion on Governance in the Trust Area - Notice of Motion

Trustee Elliott introduced the item. Funding considerations were discussed noting that Community 2 Community funds would be appropriate for this.

EC-2024-058

It was MOVED and SECONDED,

that staff work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.

CARRIED

- 9.1.2 Preparation of an RFD for Trust Council regarding Disposition of Delegations - Verbal

Trustee Peterson introduced the item.

It was MOVED and SECONDED,

that Executive Committee request staff to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.

EC-2024-059

It was MOVED and SECONDED,

that the motion be amended by adding the words “to work with Vice-Chair Peterson and Chair Luckham to prepare a request” after the words “request staff”.

CARRIED

The question on the following motion, as amended, was then called:

EC-2024-060

It was MOVED and SECONDED,

that Executive Committee request staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.

CARRIED

9.1.3 Consideration of a session for a future Trust Council meeting on Protocols, MOUs, and Letters of Understanding or Agreement between Islands Trust and other agencies, governments, and First Nations - Verbal

Trustee Peterson introduced the item for discussion.

EC-2024-061

It was MOVED and SECONDED,

that Executive Committee request staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.

CARRIED

9.1.4 Review of fees bylaw policy for referrals from other agencies

Vice-Chair Elliott introduced the item, which was deferred from the April 24, 2024, Executive Committee meeting. The amendments to the fees bylaw does not address referral fees from other agencies. There have been examples at local trust committees where Islands Trust handling a referral for another agency, for example the Liquor & Cannabis Regulation Branch, fees have increased substantially for a change of use for their licence, which does not have to do with planning. Executive Committee sponsorship does not allow covering the cost.

The Committee discussed the following:

- Fees are authorized under the *Cannabis Control Licensing Act* and the *Liquor Control Licencing Act*
- Consideration of staff time to process such referrals is how the fee amounts were decided upon, not who the applicant is.
- Possibility of amending the fees bylaw
- The process to adjust fees

Vice-Chair Elliott will address this item with the Gabriola Island Local Trust Committee.

The meeting recessed for break at 12:03 p.m. and reconvened at 12:30 p.m.

9.1.5 Recovering Meeting Costs from Absent Trustees – BRF

Director of Administrative Services, Mobbs, presented the briefing.

Discussion ensued on the following items:

- Trustee participation at Trust Council.
- Financial considerations and cost recovery options.
- Trust Council policy regarding attendance.
- Code of Conduct; information on the topic within.
- The degree in which recovering costs and trustee in-person attendance is a problem.

EC-2024-062

It was MOVED and SECONDED,

that Executive Committee request staff to forward this (Recovering Meeting Costs from Absent Trustees BRF) briefing to Trust Council at the June meeting with the recommendation that it be forwarded to Governance Committee and Financial Planning Committee.

CARRIED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Trustees provided brief reports.

9.3 Planning Services - None

9.4 Administrative Services

9.4.1 Trustee and CAO Expense Claims and MasterCard Charges - Approval Workflow Changes

Director of Administrative Services, Mobbs, provided a verbal update on new process changes coming.

The current approval process: Trust Council Chair will review and stamp for approval.

The new approval process: Expand approval authority to all Executive Committee members to even out workload.

The new process will be rolled out towards the end of the summer. Training sessions to be provided.

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-03-19 Islands Trust Conservancy Report to local trust committees and Bowen Island Municipality

Received for information.

10.2 2024-04-25 F Attorp - Proposed Major Update to Salt Spring's OCP

Received for information.

10.3 2024-04-29 Justice Saunders - Canna Northwest Enterprise v Salt Spring Island Local Trust Committee

Received for information.

10.4 2024-05-01 F Attorp - Message for Trust Council

Received for information.

10.5 2024-05-02 K Langereis - Former Trustees - Concerns About Sec 3

By general consent correspondence item 10.5 be forward to Trust Council under correspondence for the June Trust Council meeting.

10.6 2024-05-02 P Frinton - Consensus Agreement September 26, 2023 Islands Trust Object

By general consent correspondence item 10.6 be forward to all trustees via email.

Item 8.1.2.1 Policy Statement Committee of the Whole Meeting – Verbal update, was added to the agenda and discussed here.

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Committee of the Whole Meeting – Verbal update

Director of Trust Area Services, Frater, presented the item for discussion.

The Committee discussed meeting logistics including who will chair and facilitate the meeting, and trustee interest in having legal counsel available for the duration of the meeting.

By general consent Chair Luckham to send an email to all trustees communicating how the Committee of the Whole meeting will be conducted.

EC-2024-063

It was MOVED and SECONDED,

that Executive Committee request staff to ensure legal counsel is available at the Committee of Whole discussion on May 30th, and provide opportunity for trustees to send staff questions on legal matters by May 21, 2024.

DEFEATED

Staff informed the Committee they received a question from a trustee regarding polling trustees for solicitation of topics, views, or items of interest in the draft Policy Statement document for discussion ahead of the meeting as to facilitate efficiency of conversation in the meeting. The Committee discussed options available.

By general consent staff to send the following questions to trustees via the Islands Trust News Letter in advance of the meeting:

1. Which policy areas of the draft Policy Statement require further clarification or elaboration?
2. Do you have any specific questions or concerns about the draft Policy Statement you'd like addressed in a staff presentation?

3. Do you have any preferences for the format or style of a staff presentation?
 - a. Highly detailed
 - b. Big-picture overview
 - c. Focused discussion
 - d. Other (please specify)

4. Is there anything else you'd like to share to help staff support trustees with a successful first discussion of the draft Policy Statement at the May 30 Committee of the Whole meeting?

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next scheduled Executive Committee meeting will be held electronically on June 5, 2024, at 9:15 a.m.

EC-2024-064

It was MOVED and SECONDED,

that Executive Committee requests the meeting of June 5, 2024, be held as an in-person and electronic meeting.

CARRIED

13. CLOSED MEETING

EC-2024-065

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter for the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 2:20 p.m. and reconvened in open meeting at 3:11 p.m.

14. ADJOURNMENT

By general consent the meeting was adjourned at 3:12 p.m.

Peter Luckham, Chair

Certified Correct:

Alexandra Trifonidis, Acting Executive Coordinator/Recorder