Islands Trust

Executive Committee

Minutes of a Regular Meeting

Date:	**Wednesday, June 5, 2024**
Location:	**Islands Trust Victoria Boardroom** **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 Timothy Peterson, Vice-Chair, Lasqueti Trustee
Staff Present:	Russ Hotsenpiller, Chief Administrative Officer David Marlor, Director, Legislative Services Clare Frater, Director, Trust Area Services Julia Mobbs, Director, Administrative Services (electronic attendance) Stefan Cermak, Director, Planning Services (electronic attendance) Alexandra Trifonidis, Executive Coordinator/Recorder
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., and introduced trustees and staff.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additions to the agenda were presented for consideration:

10.1 Correspondence from Trustee Morrison dated May 30, 2024 re: Committee of the Whole
10.2 Correspondence from Trustee Morrison dated May 30, 2024 re: Timing and amendments
7.2.1 2025/26 Draft Budget Guidelines (addendum item 11.2.3)
7.2.2 Peter Pare Delegation PowerPoint Presentation (addendum item 5.1.2)
7.2.3 Ronald Wright Delegation Speaking Notes (addendum item 5.1.4)
7.2.4 September's Trust Council meeting location - RFD (addendum item 19.3.1)

2.2 Approval of Agenda

By general consent the agenda was adopted as amended.

2.2.1 <u>Agenda Context Notes</u> – None

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham to rise and report that at the Executive Committee May 15, 2024, in-camera meeting the April 24, 2024, in-camera meeting minutes were adopted as presented and the Committee received legal opinion.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee Meeting Minutes of May 15, 2024

The Executive Committee meeting minutes of May 15, 2024, were being reviewed by staff and will be added to the next meeting for review and adoption.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

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

5.2 Local Trust Committee Chair Updates

Local trust committee chairs provided updates on recently attended and upcoming local trust committee meetings acknowledging today is Islands Trust's 50th anniversary (June 5, 1974).

The meeting recessed for break at 10:23 a.m. and reconvened at 10:35 a.m.

5.3 Islands Trust Conservancy Liaison Update

Starting Monday, June 10, 2024, Islands Trust Conservancy Manager, Kate Emmings will be away for a 15-month temporary assignment at the BC Conservation Data Centre. Newly hired Acting Islands Trust Conservancy Manager, Carolyn Stewart starts mid June. The provincially appointed board vacancy closes June 7th, 2024.

The Islands Trust Conservancy 10 year Regional Conservation Plan has a long list of items left to be completed. The Board decided from staffs' recommendation that the plan timeline be extended from 2027 to December 2029. Islands Trust Conservancy staff are currently focused on reconciliation, capacity building, and updating mapping and geographic information system (GIS). A large ongoing item of discussion over the last year is risk management policy for nature reserves.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Saturna Island Local Trust Committee - Bylaws 140 and 141 - RFD

Vice-Chair Maude, Chair of Saturna Island Local Trust Committee, introduced the bylaws noting this is in regards to succession planning for two families.

EC-2024-066
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 140, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2023" in accordance with Section 27 of the *Islands Trust Act*. **CARRIED**

EC-2024-067
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 141, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Bowen Island Municipality - LUB Amendment Bylaw No. 653 - RFD

Director Planning Services, Cermak introduced the request for decision.

The Committee questioned a possible typo in bullet 4 on page 4 of the request for decision under item Key Issues/Concepts section. Staff confirmed the typo, noting the word '…may…' should be taken out.

For clarity, staff informed the Committee that municipalities have a more narrow window of evaluation, and thus is why this bylaw was not referred to First Nations for comment.

EC-2024-068
It was MOVED and SECONDED,
that the Executive Committee advise Bowen Island Municipality that Bylaw No. 653 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 653, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Draft June Trust Council 3-day Schedule

CAO Hotsenpiller confirmed all sessions for June's Trust Council meeting are a go, noting that Premier Eby and Minister Kang send their regrets. Minister Kang expressed interest in attending the event, but logistically could not make it work with her schedule.

Trustees shared interest in meeting with Minister Kang at a future Trust Council meeting regarding the ongoing Trust Policy Statement and governance conversations.

The Committee spoke to Thursday's schedule requesting the following changes:

- Deposition of Delegations section wording '…from previous Trust Council Meeting (March)', be taken off the 3-day schedule
- Trustee Updates about Working in Cooperation with Others section be taken off the 3-day schedule but left on the agenda
- a break be inserted at 11:45 a.m.
- after the break all items to be moved up by 15 minutes
- end the meeting at 1:00 p.m.
- under New Business remove all placeholder information

7.2 Draft June Trust Council Agenda Items

Corresponding items and content to be found in the agenda addendum.

The Committee reviewed each item in the agenda addendum deciding to forward or amend items to June's Trust Council Quarterly Meeting agenda.

Starting at item 4, the Committee reached the following consensus on items listed:

4. GENERAL BUSINESS ARISING

4.1 Consent Agenda Items

4.1.1 March 2024 Trust Council Quarterly draft meeting minutes

4.1.2 Resolution without Meeting Report

4.2 Discussion / Decision Items

4.2.1 Trustee Roundtable

This section does not need to be forwarded to Trust Council as no materials are associated and is a standing item on the agenda.

By general consent the Committee forwarded items 4.1.1, 4.1.2 as presented to Trust Council.

5. ENGAGEMENT / COLLABORATION

5.1 Delegations

5.1.1 Ted Olynk - BC Hydro Operations Update

5.1.2 Peter Pare - The Gulf Islands Sue Big Oil Group

Andrew Gage from West Coast Environmental Law will present. The Committee requested staff review the content in the PowerPoint before Friday before forwarding to Trust Council.

5.1.3 Glenn Stevens - Clean and Safe Harbours Initiative

Salt Spring Island Local Trust Committee has previously heard from Mr. Stevens on this topic.

EC-2024-069
It was MOVED and SECONDED,
that Executive Committee approve the Glenn Stevens Clean and Safe Harbours Initiative delegation and recommends that he focus the presentation on his ask of Trust Council.

CARRIED

5.1.4 Ronald Wright - Keep Salt Spring Sustainable

5.1.5 Jennifer Margison - Friends of the Gulf Islands

By general consent Executive Committee forwarded items 5.1.1, 5.1.2 pending staff review of the presentation, 5.1.3 with the comment provided in the earlier motion, 5.1.4 as presented, and 5.1.5 as presented to Trust Council, with the associated presentation materials being circulated to trustees outside of the agenda package.

5.2 Public Comments

6. EXECUTIVE

6.1 Consent Agenda Items

6.1.1 Executive Committee Work Program Report

6.2 Discussion / Decision Items

6.2.1 Chief Administrative Officer's Report

6.2.2 Overview of Strategic Plan Initiatives 2018-2024 – BRF

The Committee requested the brief be reformatted and that the recommendation be changed for clarity.

6.2.3 Follow Up Action List Review – RFD

6.2.4 Trustee Access to Documents, Calendar and HTML Agendas – BRF

The Committee requested that in paragraph 3, under the Options section in the briefing, staff provide further clarity.

By general consent Executive Committee forwarded items 6.1.1, 6.2.1, 6.2.2 as amended, 6.2.3, 6.2.4 as amended, to Trust Council.

7. GOVERNANCE COMMITTEE

7.1 Governance Committee Chair's Report

By general consent Executive Committee forwarded item 7.1 as presented to Trust Council.

8. TRUST AREA SERVICES

8.1 Consent Agenda Items

8.1.1 Director of Trust Area Services Report

8.1.2 Trust Programs Committee Work Program Report

8.1.3 Legislative Monitoring Report

By general consent Executive Committee forwarded items 8.1.1, 8.1.2, and 8.1.3 as presented to Trust Council.

8.2 Discussion / Decision Items

8.2.1 2023/24 Draft Annual Report - RFD

By general consent Executive Committee forwarded item 8.2.1 as presented to Trust Council when indorsed by Executive Committee.

8.2.2 Appointment to General Vessels Technical Working Group - RFD

By general consent Executive Committee forwarded item 8.2.2 as presented to Trust Council.

8.2.3 Islands Trust Conservancy

8.2.3.1 Islands Trust Conservancy Report

8.2.3.2 March 31, 2024 Audited Financial Statements of the Islands Trust Conservancy - BRF

8.2.3.3 Islands Trust Conservancy 5-Year Plan – BRF

By general consent Executive Committee forwarded items 8.2.3.1, 8.2.3.2, and 8.2.3.3 as presented to Trust Council.

9. INCLUSIVE DECISION MAKING SESSION

The presenter requested to change the title of the presentation to Inclusive Governance.

10. STRATEGIC PLANNING SESSION

By general consent Executive Committee forwarded the Strategic Planning Session material to Trust Council as presented.

The meeting recessed for break at 11:58 a.m. and reconvened at 12:30 p.m.

11. ADMINISTRATIVE SERVICES / FINANCE

11.1 Consent Agenda Items

11.1.1 Director of Administrative Services Report

11.1.2 Financial Planning Committee Work Program Report

11.1.3 March 31, 2024 Financial Results - BRF

11.1.4 March 31, 2024 Allocated Financial Statements - BRF

By general consent Executive Committee forwarded items 11.1.1, 11.1.2, 11.1.3, and 11.1.4 as presented to Trust Council.

11.2 Discussion / Decision Items

11.2.1 March 31, 2024 Islands Trust Audited Financial Statements and Audit Report – RFD

11.2.2 Recovering Meeting Costs from Absent Trustees – RFD

11.2.3 <u>2025/26 Budget Guidelines – BRF</u>

By general consent Executive Committee forwarded items 11.2.1, 11.2.2, and 11.2.3 as presented to Trust Council.

12. PLANNING SERVICES

12.1 Consent Agenda Items

12.1.1 <u>Director of Planning Services Report</u>

The Committee requested that the Operationalizing Reconciliation section be taken out of the report.

By general consent Executive Committee forwarded item 12.1.1 as amended to Trust Council.

The Committee requested that item 12.1.2 Regional Planning Committee Work Program be added to the agenda.

13. CLOSED MEETING

14. RISE AND REPORT

15. NEW BUSINESS

15.1 Governance Structure of the Islands Trust Working Group or Subcommittee - RFD

15.2 Recommendations for Trust Council's Strategic Plan - Integrated Spatial Planning Approach - RFD

15.3 Ex-Officio members of Council Committees to be Non-voting

15.4 Dark Sky Principles Adoption Advocacy - RFD

By general consent Executive Committee forwarded items 15.1, 15.2, 15.3, and 15.4 as presented to Trust Council.

16. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT

17. CORRESPONDENCE

17.1 2024-05-02 K Langereis - Former Trustees Concerns About Section 3

By general consent Executive Committee forwarded item 17.1 as presented to Trust Council.

17.2 2024-05-17 K’ómoks First Nation Addition to Reserve Application Letter

EC-2024-070
It was MOVED and SECONDED,
that Executive Committee not forward item 17.2 to Trust Council, and that staff be requested to respond to the letter.

<u>CARRIED</u>

17.3 2024-05-30 R & J Laing - Draft Trust Policy Statement

By general consent Executive Committee forwarded item 17.3 as presented to Trust Council.

18. TRANSPORT CANADA PRESENTATION

19. SUMMARY / UPDATES

19.1 TRUSTEE UPDATES ABOUT WORKING IN COOPERATION WITH OTHERS

Written updates received for information only.

19.1.1 Association of Vancouver Island Coastal Communities (AVICC)

Trustees Elliott, Maude and Patrick

19.1.2 Atl'ka7tsem/Howe Sound Biosphere Region

19.1.3 Baynes Sound/Lambert Channel Ecosystem Forum

19.1.4 BC Ferries Advisory Committees

19.1.4.1 Gabriola Ferries Advisory Committees Report

Trustee Yates

19.1.5 First Nations Relations

19.1.6 Freighter Anchorages/Oceans Protection Plan (OPP)

19.1.7 Shellfish Aquaculture Management Advisory Committee (SF AMAC)

19.1.8 Southern Gulf Islands Forum

By general consent Executive Committee forwarded items 19.1.1 and 19.1.4.1 as presented to Trust Council.

19.2 Trust Council Top Priorities Active Projects Chart

By general consent Executive Committee forwarded item 19.2 as presented to Trust Council.

19.3 Proposed September Trust Council 3-Day Program

By general consent Executive Committee forwarded item 19.3 as presented to Trust Council.

19.3.1 September's Trust Council meeting location - RFD

By general consent Executive Committee forwarded item 19.3.1 as presented to Trust Council.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Appointment of Deputy Secretary - Executive Office - RFD

EC-2024-071
It was MOVED and SECONDED,
that the Executive Committee appoint Executive Coordinator, Alexandra Trifonidis as Deputy Secretary.

CARRIED

8.1.2 Trust Area Services

8.1.2.1 Deliberation on new draft of Policy Statement via Committee of the Whole meetings – RFD

Director Trust Area Services, Frater presented the request for decision. Committee discussion ensued on the following items:

- Scheduling considerations:
  - Planning further Committee of the Whole meetings keeping in mind trustee work schedules and allowing enough time for trustees to plan.
- Next steps and pace of the project meetings

EC-2024-072
It was MOVED and SECONDED,
that Executive Committee direct staff to schedule one Trust Council Committee of the Whole meeting after June Trust Council, polling Trustees with options for daytime, weekend and evenings, for consideration of the new draft of the Policy Statement and provision of recommendations to Trust Council.

CARRIED

Further discussion ensued on Committee of the Whole meeting logistics.

EC-2024-073
It was MOVED and SECONDED,
that Executive Committee request staff invite Trustees interested in chairing a future Committee of the Whole meeting to provide an expression of interest to the Exec Admin email, by June 17, 2024.

CARRIED

EC-2024-074
It was MOVED and SECONDED,
that Executive Committee direct staff to invite legal counsel to attend the next Committee of the Whole meeting.

CARRIED

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

By general consent Executive Committee deferred this item to an Executive Committee meeting in July.

8.2.2.2 Agreement with Snuneymuxw First Nation - RFD

EC-2024-075
It was MOVED and SECONDED,
that Executive Committee request staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation's for Trust Council's consideration.

CARRIED

8.2.2.3 The 'Role of the Trust' Webinar - RFD

Director Frater presented the request for decision.

EC-2024-076
It was MOVED and SECONDED,
that the Executive Committee approve the Role of the Trust webinar project charter.

CARRIED

8.2.2.4 UBCM minister meeting requests - RFD

Director Frater presented the request for decision.
Discussion ensued on:

- Staff resources
- Priority of the Islands Trust

EC-2024-077
It was MOVED and SECONDED,
that Executive Committee request staff prepare minister meeting requests for submission by June 21, 2024, to meet with the following minister(s) at the 2024 Union of British Columbia Municipalities Conference in order of top 3 preferences:

(a) Premier Eby concerning the 50th anniversary and future of Islands Trust governance
(b) Minister of Municipal Affairs concerning Indigenous relations
(c) Minister of Health concerning gray water and composting toilet guidelines

CARRIED

8.2.3 Planning Services - None
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

Chair Luckham reported on local advocacy topics concerning Thetis Island.

9.3 Planning Services - None
9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-05-30 Trustee Morrison re: Committee of the Whole

The Committee addressed this item during item 8.1.2.1 on the agenda.

10.2 2024-0530 Trustee Morrison re: Timing and amendments

Executive Committee responded to the writer via email.

Staff noted a request for decision regarding approval of the content in Executive Committee's section in the Islands Trust Annual Report was not included on this agenda, and will be on Executive Committee's meeting agenda of June 18, 2024.

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 in-person on June 18, 2024, at 10:00 a.m. at the Harbour House Hotel on Salt Spring Island.

By general consent Executive Committee request to start the meeting at 10:30 a.m. Tuesday, June 18, 2024.

13. CLOSED MEETING (if applicable)

EC-2024-078
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 2:32 p.m. and reconvened in open meeting at 2:59 p.m.

14. ADJOURNMENT

Chair Luckham adjourned the meeting at 3:00 p.m.

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Peter Luckham, Chair

Certified Correct:

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Alexandra Trifonidis, Executive Coordinator/Recorder