# Executive Committee

# Minutes of a Regular Meeting

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| **Date:** | **July 3, 2024** |
| **Location:** | **Electronic Meeting** |
| **Members Present:** | Peter Luckham, Chair, Thetis Trustee<br>Tobi Elliott, Vice-Chair, Gabriola Trustee<br>David Maude, Vice-Chair, Mayne Trustee (In Victoria Boardroom)<br>Timothy Peterson, Vice-Chair, Lasqueti Trustee |
| **Staff Present:** | Clare Frater, Director, Trust Area Services<br>Stefan Cermak, Director, Planning Services<br>Warren Dingman, Manager, Bylaw Enforcement (In Victoria Boardroom)<br>Alexandra Trifonidis, Executive Coordinator/Recorder (In Victoria Boardroom) |
| **Members of the public present:** | No members of the public were present. |

**1. CALL TO ORDER**

Chair Luckham called the meeting to order at 9:16 a.m., and provided a territorial welcome. Trustees and staff introduced themselves.

**2. APPROVAL OF AGENDA**

**2.1 Introduction of New Items**

The following addition to the agenda was presented for consideration:

- 7.3.1 Local Trust Committee Chair Role

**2.2 Approval of Agenda**

**By general consent** the agenda was adopted 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 Draft Executive Committee Meeting Minutes of June 18, 2024**

**By general consent** the Executive Committee meeting minutes of June 18, 2024, were adopted as presented.

## 5. FOLLOW UP ACTION LIST AND UPDATES

### 5.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and Directors provided brief reports.

### 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

Nothing to report.

## 6. BYLAWS FOR APPROVAL CONSIDERATION

### 6.1 Mayne Island Local Trust Committee - Bylaw No. 193 - RFD

Vice-Chair Elliot presented the request for decision.

**EC-2024-080**
**It was MOVED and SECONDED,**
that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 193, cited as "Mayne Island Land Use Bylaw No. 146, 2008, 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 June 18-20 Trust Council Meeting

The Committee commenced a roundtable review of June's Trust Council meeting. Positive reviews have been received verbally on the venue and location of June's Trust Council meeting.

Discussion ensued on the following:

- Strategic planning exercise, with the group sharing consensus that there was room for improvement with regard to the facilitation.
- MLA Olsen's presentation
- Receiving meeting feedback from trustees in the form of a survey.
- Staff's input on the meeting.

7.1.1 Delegation Presentation Materials in Trust Council Agendas

Vice-Chair Elliott spoke to the item supporting a new procedure, used for the June 2024 Trust Council meeting, for distributing supplementary materials provided by delegations or presenters outside of the agenda package to reduce the size of the agenda package and to have the focus of the agenda be more on Trust Council business.

Discussion ensued on the following points:

- Staff capacity to add an additional step in the agenda package creation process
- Islands Trust policy
- Transparency for the public to access documents
- Different time allocations and agenda considerations for the following:
    - delegations
    - presenters
    - lobby groups
    - corporate presentations
    - public comment period

**EC-2024-081**
**It was MOVED and SECONDED,**
that Executive Committee requests staff to investigate other local government practices and policies respecting delegations, public comments and presentations to Council, including the Capital Regional District, Regional District of Nanaimo and Cowichan Valley Regional District, for consideration of Trust Council.

**CARRIED**

7.1.2 Public Comment Period Opportunities

The Committee discussed where the public comment period should be placed on the agenda to address the needs of the public.

Discussion ensued on:

- the challenge in meeting the needs of everyone
- consideration of daytime and evening sessions
- options available to the public to be included in the session, such as electronic and in-person participation.

**7.2 Executive**

7.2.1 June Trust Council Business Decision Highlights

The Committee reviewed the June Trust Council Business Decisions Highlights document and suggested amendments to staff.

The following changes were suggested:

- In the strategic planning section: omit livestreaming information, include who facilitated, and mention the previous Trust Council session in March.
- Add the following items:
    - Islands Trust's 50th anniversary recognition event
    - Chief Administrative Officer Russ Hotsenpiller's retirement
    - MLA Adam Olsen's address to Trust Council

Vice-Chair Elliot offered to work with staff on the suggested amendments over the break before bringing the document back to the Committee for approval.

7.2.2 Trust Council Follow Up Action List

Received for information.

**7.3 Planning Services**

7.3.1 Local Trust Committee Chair Roles

Chair Luckham spoke to the item, sharing with the Committee and staff that comments have been received regarding all parties involved needing clarity on the role of the local trust committee chair and responsibilities associated with the following: agenda creation and approval, correspondence and letter writing, and the designated spokesperson.

Staff offered a chair re-orientation session to Executive Committee.

Discussion ensued on the following points:

- Inconsistency in local trust committee agenda item ordering and meeting procedures
- Islands Trust policy and procedure
- Individuality and differences in local trust committees
- Concerns and frustrations received

**7.4 Administrative Services** – None.
**7.5 Trust Area Services** – None.

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated** – 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

8.2.4.1 Consideration of Reimbursement

Vice-Chair Maude introduced the item sharing that at June's Trust Council meeting Trust Gedye purchased, with her own funds, books for all trustees, which benefited trustees and addressed a problem she had earlier brought to Executive Committee with regards to asking for support on specific issues arising in committee meetings.

The Committee discussed the following:

- How public funds are spent

- What budget line the expense would come from. The Trust Council Trustee Training expense budget has $5,000.00 available.
- Whether a decision to reimburse the funds would be precedent setting
- Policy guidance

**EC-2024-082**
**It was MOVED and SECONDED,**
that Executive Committee request that Trustee Gedye be reimbursed in the amount of $596.98 for the purchase of Eli Mina books, from the Trust Council Training budget.

**CARRIED**

## 9. NEW BUSINESS

### 9.1 Executive/Trust Council – None.

### 9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust committee chairs reported on the following local advocacy topics:

- Salt Spring Island Local Trust Committee and select staff had a meeting with the Chief of Tsawout in late June to discuss a shared commitment in improving communication going forward.
- Mayne Island Local Trust Committee is working on a letter to MP Elizabeth Olsen and MLA Adam Olsen expressing frustration regarding a lack of support from Transport Canada in removing sinking or derelict boats in their region.
- Gabriola Island Local Trust Committee is looking for support and guidance from the Province about engaging and respecting First Nations interests in land heritage sites. Staff will assist the local trust committee in steps to move this forward.
- Thetis Island Local Trust Committee recently approved Land Use Bylaw and Official Community Plan amendments with respect to aquaculture zones in the local trust committee area.

### 9.3 Planning Services

9.3.1 Request for Executive Committee Sponsorship of Rezoning Application Fee - RFD

Director Cermak presented the request for decision noting, if approved, this would spend over half of the allocated annual budget.

**EC-2024-083**
**It was MOVED and SECONDED,**

that the Executive Committee approve financial sponsorship for the $8,115.12 application fee for rezoning application PLRZ20240055 from the Denman Conservancy Association.

**CARRIED**

**9.4 Administrative Services** – None.

## 10. CORRESPONDENCE (for information unless raised for action)

### 10.1 2024-06-27 Trustee Morrison - Trust Council policy on conference reporting

The Committee discussed the following:

- Consistency of reporting.
- The amount of time saved on Trust Council agendas when written reports are provided.
- Islands Trust policy

A personal response to the writer has been provided.

Received for information.

## 11. WORK PROGRAM

### 11.1 Review and amendment of current work program

Received for information.

The Committee recessed for a break at 11:27 a.m. and reconvened at 11:45 a.m.

## 12. NEXT MEETING

The next scheduled meeting of Executive Committee is the Islands Trust Conservancy Board / Executive Committee Liaison meeting July 23, 2024, at 1:00 p.m. in the Victoria Office Boardroom.

The next scheduled Executive Committee meeting will be held electronically on Wednesday, July 24, 2024, at 9:15 a.m.

## 13. CLOSED MEETING

The Committee readdressed item 7.2.1. June Trust Council Business Decision Highlights.

**By general consent** the amended version of the Trust Council Highlights be endorsed and posted to the appropriate locations.

At this time, it was brought to the attention of the Committee that the Executive Committee received a request from a fellow trustee asking for the Decision Highlights to be sent out to all trustees via email.

The Committee requested all trustees sign up for the Islands Trust subscriber notice through which the highlights document is circulated.

**EC-2024-084**
**It was MOVED and SECONDED,**
that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the municipality, and 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 11:53 a.m. and reconvened in open meeting at 12:21 p.m.

Vice-Chair Maude left the meeting at 12:12 p.m.

## 14. ADJOURNMENT

**By general consent** the meeting was adjourned at 12:22 p.m.

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**Peter Luckham, Chair**

**Certified Correct:**

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**Alexandra Trifonidis, Executive Coordinator**