ADOPTED

Executive Committee
Minutes of a Regular Meeting

Date:	**January 31, 2024**
Location:	**Electronic meeting**
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 Clare Frater, Director, Trust Area Services Julia Mobbs, Director, Administrative Services Stefan Cermak, Director, Planning Services Alexandra Trifonidis, Acting Executive Coordinator/Recorder
Members of the public present:	6 attended

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m. Chair Luckham provided a territorial acknowledgement recognizing the Committee is meeting broadly across Coast Salish Territory.

Trustees introduced themselves and gave territorial acknowledgments.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The Committee identified a need for a closed meeting to be held after the Islands Trust Conservancy Joint Session.

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

2.2.1 Agenda Context Notes - None

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

At the Executive Committee January 17th in-camera meeting, the December 20th in-camera meeting minutes were adopted as presented, and Executive Committee authorized funding for legal action on Wise Island.

4. ADOPTION OF MINUTES

The Executive Committee meeting minutes of January 17, 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

The Committee reviewed the Follow Up Action List.

CAO Hotsenpiller provided a verbal report noting the following as primary focuses of work:

1. Corporate planning process
2. Information Services hiring competition for Senior Technical Analyst: a consultant has been hired to provide professional services in this process
3. Salt Spring Island office relocation
4. March Trust Council preparation

The Directors updated the Committee on their respective work priorities.

5.2 Local Trust Committee Chair Updates

Local Trust Committee chairs spoke to recently attended and upcoming Local Trust Committee (LTC) meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice Chair Elliott appreciated Director, Trust Area Services Frater stepping in for Islands Trust Conservancy Manager Emmings over the last few months.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Gambier Island Local Trust Committee Bylaw No. 158 – Request For Decision

Chair Luckham provided the Committee with a detailed backgrounder.

EC-2024-013
It was MOVED and SECONDED,
that Islands Trust Executive Committee return Gambier Island Local Trust Committee Bylaw No. 158, cited as Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2023, to the Gambier Island Local Trust Committee for the following reasons:

1. The referral is contrary to Islands Trust Policies 1.3.1 and 5.7.1 which requires a Policy Statement Directives Checklist to be included with a bylaw referred to the Executive Committee for approval,

2. No written evidence is provided of an assessment whether the proposed bylaw is contrary to or at variance with Keats Island Official Community Plan Bylaw No. 77, nor is there any written evidence provided of an assessment whether the proposed bylaw is contrary to or at variance with the Islands Trust Policy Statement, and that

3. Failure to provide evidence of the proposed bylaws evaluation variance with the Official Community Plan and Policy Statement is contrary to legislation, policies and best practices.

CARRIED

EC-2024-014
It was MOVED and SECONDED,
that Islands Trust Executive Committee provide the following direction to the Gambier Island Local Trust Committee:

a. Provide an evidence based assessment, whether Gambier Island Local Trust Committee Bylaw No. 158, cited as Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2023 is contrary to or at variance with Keats Island Official Community Plan Bylaw No. 77, and

b. Provide an evidence based assessment, by way of submitting an evaluated and completed Policy Statement Checklist, whether Gambier Island Local Trust Committee Bylaw No. 158, cited as Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2023 is contrary to or at variance with the Policy Statement.

CARRIED

The Committee recessed at 10:29 a.m. and resumed at 10:40 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Strategy Session 2024 for Trust Council – BRF

CAO Hotsenpiller spoke to the briefing.

Discussion ensued on the following items:

- Strategic Plan Session: Ideas put forward for goals and objectives of Trust Council to be included in the session were: freshwater, reconciliation, preserving and protecting ecosystems and shorelines, corporate accountability, communication plan, policy statement, climate change, housing crises
- Possibility of a special meeting of Council held online one day between March and June Trust Councils to talk about what was decided at the March Trust Council with regards to the budget and how to help Local Trust Committees get to early conversations of budget before December
- Scheduling and theme of March Trust Council
- Fulsome agenda for March Trust Council
- Possibility of extending the March Trust Council schedule timeline to two full days as it contains the budget approval (poll trustees to see if they can make a possible earlier start on Tuesday at 10:30 a.m.)
- Ministry engagement for the Islands Trust 50th anniversary

- Trustee travel logistics

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 San Juan County Invite to Trust Council – Briefing

Director, Trust Area Services Frater spoke to the briefing.

EC-2024-015
It was MOVED and SECONDED,
that Executive Committee request staff send an invitation to San Juan County to attend Trust Council in June or September and indicate their preference.

CARRIED

EC-2024-016
It was MOVED and SECONDED,
that Executive Committee request staff send an invitation to Minister Kahn and the Premier to attend June Trust Council in conjunction with the Islands Trust's 50th anniversary.

CARRIED

8.1.1.2 Committee of the Whole – Request For Decision

Director, Legislative Services Marlor presented the Request For Decision for information and feedback, and asked the Committee to email any suggested edits to himself before the next meeting.

8.1.1.3 Allocation of Ministry Grant for First Nations Engagement – Briefing

Received for information. Director, Trust Area Services Frater spoke to the briefing.

Discussion ensued on the following:

- Funding for the Lasqueti First Nations working group
- Funds allocated to each Local Trust Committee
- Major project for Hornby Island Local Trust Committee

8.1.1.4 Islands Trust Communications Plan – Request For Decision

Director, Trust Area Services Frater presented the Request For Decision noting it was presented at the last meeting and has been returned to the current meeting on request of the Committee. This document is intended to be a high-level strategic document with hopes that it will be accompanied with a public engagement strategy.

EC-2024-017
It was MOVED and SECONDED,
that Executive Committee ask staff to bring the draft Islands Trust Communications Strategy Request For Decision be brought back to the February 28, 2024 meeting.

CARRIED

8.1.1.5 Provincial Funding Process Protocol Agreement – Briefing

Director, Planning Services Cermak presented the brief. Received for information.

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Amendment Project – Request For Decision

Director, Trust Area Services Frater presented the Request For Decision.

EC-2024-018
It was MOVED and SECONDED,
that Executive Committee direct staff to amend the Policy Statement Amendment Project 2024/25 business case to increase project funding for communications in 2024/25, and to reflect Option 3 in the 2024/25 business case.

CARRIED

The Committee recessed at 12:27 p.m. and resumed at 1:00 p.m. for the Joint Session with the Islands Trust Conservancy Board.

The Islands Trust Conservancy Board joined the meeting at 1:00 p.m.

12. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

Chair Luckham welcomed the Islands Trust Conservancy Board members and provided a territorial acknowledgment. Islands Trust Conservancy Chair Smith introduced herself and informed the group that the Executive Committee and Islands Trust Conservancy Joint Sessions will be co-chaired by herself and Chair Luckham and that they chose today's topics.

Trustees conducted roundtable introductions.

12.1 Co-operation on Spatial mapping support for Islands Trust Conservancy and Land Use Planning

Chair Luckham introduced the item and Chair Smith provided a verbal report. Director, Planning Services Cermak shared organization needs and current uses of the programs, specifically the Geographic Information System (GIS) program.

Discussion ensued on the following:

- Specific staff to work together to identify solutions and latest technologies
- Cost
- Benefits
- Staffing turnover and workload
- Islands Trust Conservancy and Islands Trust Planning department in partnership
- Climate change – how to address

EC-2024-020
It was MOVED and SECONDED,
that Executive Committee request staff to provide the Executive Committee and Islands Trust Conservancy with options for sharing Geographic Information Systems (GIS) resources.

CARRIED

12.2 Provincial Funding Request re: Islands Trust Conservancy

Chair Smith provided a verbal report noting that this week the Islands Trust Conservancy were notified their five-year plan had not been approved by the Minister due to lack of First Nations engagement in the report.

Discussion ensued on the following:

- Capability of meeting First Nation engagement goals from the Minister
- Co-development of conserved and protected areas with First Nations – How can we be included?
- Provincial grant funding options and opportunities
- Going forward, brainstorm on what the Islands Trust Conservancy needs to engage with First Nations to develop a framework for co-management or governance
- Increase the time (30 minutes - 60 minutes) the two bodies (Executive Committee & Islands Trust Conservancy Board) have to discuss items during their joint sessions and keep the items to a minimum to promote fulsome discussion on the topics

The Islands Trust Conservancy Board left the meeting at 2:03 p.m. and the Executive Committee recessed until 2:10 p.m. resuming at item 8.1.2.2.

8.1.2.2 2023 / 2024 Annual Report Format – Request for Decision

Director, Trust Area Services Frater spoke to the request for decision.

EC-2024-019
It was MOVED and SECONDED,
that Executive Committee approves the format and content outlined for the 2023/24 Annual Report.

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 Climate Change Action – Briefing

Director, Trust Area Services Frater spoke to the briefing. Provide to Trust Council to determine where it sits on the priority list.

8.2.3 Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Mooring Buoy Regulation and Enforcement - Joint Discussion with the Capital Regional District (CRD) and potentially other regional districts – Discussion

Trustee Maude highlighted the cross-jurisdictional issues and proposed a meeting with the Capital Regional District to discuss common interests. Trustee Peterson has been having conversations with other agencies about considering interagency discussions with higher levels of government: Provincial, Federal, and First Nations, on the topic before moving forward. Trustee Elliott spoke to protocol agreements with North Pender Island Local Trust Committee and Salt Spring Island Local Trust Committee noting that Local Trust Committees should contact the Capital Regional Districts if concerned.

9.1.2 Salt Spring Island Office Business Case – Report

Trustee Elliott spoke to the report. Received for information.

9.2 Trust Area Services

9.2.1 Local Trust Committee Chairs Report on Local Advocacy Topics

Trustees provided brief reports.

9.3 Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-01-14 Alix Deggan - Second Request for Explanation of Procedure Undertaken in-camera Sept 26, 2023

Received for information. CAO Hotsenpiller indicated that there have been several letters received on this topic and asked the Committee how to respond to the volume of public questions with staff time constraints.

In the moment, Chair Luckham responded to the writer noting that Executive Committee has received the letter for information and that they are confident that the actions taken by Trust Council are upheld by the legislation to protect confidential information and discussions.

10.2 2024-01-17 ECCC-PPER Modernization - Launch of the 3rd Phase of Consultation

Received for information.

10.3 2024-01-19 Regional District of Nanaimo - Legislative Reform Initiative Update

Received for information. Director, Trust Area Services Fraser noted the last paragraph in the letter that asks, should they wish, that local governments send letters of support to demonstrate interest.

By general consent the Executive Committee requested that item 10.3 2024-01-19 Regional District of Nanaimo - Legislative Reform Initiative Update, be added to the March Trust Council agenda.

10.4 2024-01-24 UBCM Housing Summit - Forum focus: Surging Population and New Legislation

Received for information.

10.5 2024-01-25 BCFerries - Request for meeting re impacts of Hornby Island ferry traffic to Denman Island

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information. Chair Luckham noted that changes will be seen on the next agenda.

13. CLOSED MEETING

EC-2024-021
It was MOVED and SECONDED,
that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, subject to Sections 90(1),(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the Islands Trust, and 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting at 2:43 p.m. and reconvened in open meeting at 3:22 p.m. without report.

14. NEXT MEETING

The next scheduled Executive Committee meeting will be held February 28, 2024 at 9:15 a.m. and will be conducted electronically.

15. ADJOURNMENT

By general consent the meeting adjourned at 3:23 p.m.

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Peter Luckham, Chair

Certified Correct:

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Alexandra Trifonidis, Acting Executive Coordinator/Recorder