Executive Committee
Minutes of a Regular Meeting

Date:	**Wednesday, February 5, 2025**
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:	Rueben Bronee, Chief Administrative Officer (CAO) Stefan Cermak, Director, Planning Services Clare Frater, Director, Trust Area Services David Marlor, Director, Legislative Services Julia Mobbs, Director, Administrative Services Jason Youmans, Senior Policy Advisor Morgana Van Niekerk, Communications Specialist Robert Barlow, Legislative Services Clerk/Recorder
Others Present:	None.

1. CALL TO ORDER

The meeting was called to order at 9:18 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of Coast Salish First Nations. Trustees and staff introduced themselves.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- an item on the Chief Administrative Officer Performance Evaluation Policy Committee’s (CAOPEPC) agenda of the meeting of February 3, 2025, which is to be rescheduled.

It was suggested that a discussion of the particular agenda item could be conducted but that it might be preferable to leave that discussion for the CAOPEPC to work through.

3.2 Approval of Agenda

By general consent the agenda was approved as presented.

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

No items to rise and report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Minutes of January 15, 2025

By general consent the Executive Committee minutes of January 15, 2025, were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list and Directors provided their area reports.

CAO Bronee indicated that the first item on the list (staff to work with the Executive Committee to reply to Mayor Leonard's correspondence and Bowen Island Municipal Council) has been completed.

Director Marlor indicated that his items #5 and #7 in regards to a Code of Conduct would be discussed at agenda item 9.2.5.1

6.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

6.3 Islands Trust Conservancy Liaison Update

Vice-chair Elliott provided an update on the following:

- An Acting Manager, Islands Trust Conservancy, as been appointed
- At their November 19, 2024 meeting, the Islands Trust Conservancy Board (ITCB) resolved to send a letter to the Minister of Municipal Affairs to seek the Minister's support for an updated timeframe for development and submission of the next Islands Trust Conservancy Plan.
- At their January 21, 2025 meeting, ITCB Chair Gauvreau reported the following from the November 19, 2024 Islands Trust Conservancy in camera meeting in regards to the Ruby Alton Nature Reserve house:
    - that ITCB would obtain a hazardous materials analysis for the Ruby Alton Nature Reserve house and would engage a demolition contractor to provide an estimate of demolition of the house and all structures.

7. BYLAWS FOR APPROVAL CONSIDERATION

None

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Islands Trust Strategic Plan – Briefing

CAO Bronee spoke to the Briefing that provided an overview of the proposed approach to finalizing Trust Council's 2025-2028 Strategic Plan. Committee discussion included:

- the possibility of a chart of initiatives that are currently underway
- how the strategic plan relates to a broader corporate plan that would include other activities that are not on the strategic plan
- other potential edits to the plan such as:
    - separating initiatives that are underway from the initiatives that are not underway yet
    - indicating when initiatives might be expected to be completed
    - indicating more clearly the initiatives that have been deleted from the previous version of the strategic plan

CAO Bronee stated that the feedback from the Committee would be incorporated into the strategic plan document, which would be returned to the Committee at the next scheduled meeting prior to the March Trust Council meeting.

The Committee recessed at 11:00 and resumed at 11:19 a.m.

8.2 Planning Services

8.2.1 Salt Spring Island Local Trust Committee Request to Prioritize a Planning Services Review – Briefing

Director Cermak introduced the Briefing, indicating that the purpose was for the Executive Committee and Trust Council to consider Salt Spring Island Local Trust Committee's request to prioritize a review of Planning Services to "improve current planning cost recovery, increase staff resources dedicated to long term planning, and improve alignment of long term planning staff resources with highest need." Committee discussion included:

- planning application fees do not cover the total cost of processing applications, therefore it could be considered that taxpayers are subsidizing development applications
- the workload of the Salt Spring Island planning department and staff turnover

- possibility of including in a budget survey questions in regards to the degree taxpayers wish to subsidize development applications
- aligning planner resources with the local trust committees with the greatest need
- possibility for more planner co-op positions
- inability to accomplish some initiatives or projects on Salt Spring Island has an impact on how Islands Trust is viewed by the public

8.3 Administrative Services

None.

8.4 Trust Area Services

8.4.1 Martin Natural Area Protection Tax Exemption (NAPTEP) Certificate, Salt Spring Island – Trust Council Request for Decision

Committee discussion included:

- although the area is smaller than usual in regards to NAPTEP Certificates, the Islands Trust Conservancy Board deemed it is of high conservation priority because of the presence of species and habitats at risk
- the normal NAPTEP Certificate process does not include informing the relevant local trust committee prior to the Request For Decision being presented to Trust Council

By general consent the Executive Committee advanced the Martin Natural Area Protection Tax Exemption (NAPTEP) Certificate, Salt Spring Island – Request For Decision to Trust Council.

8.5 Legislative and Information Services

None.

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive - None

9.1.2 Trust Area Services

9.1.2.1 Policy Statement Amendment Project Survey Options – Briefing

Senior Policy Advisor Youmans introduced the Briefing. Committee discussion included:

- as the Executive Committee is the project manager, it can decide whether Trust Council needs to review and approve the survey
- the possibility of a public legal opinion that could be provided in regards to why Trust Council changed a section of the draft Policy Statement that speaks to engaging with Indigenous Governing bodies
- the possibility of highlighting a few major draft policies, including details as to how Trust Council arrived at the proposed policy, and leaving questions about other aspects of the draft Policy Statement at a high-level such as "Does this meet the test of preserve and protect?"
- one of the major draft policies to be highlighted could be in regards to assessing the appropriate strength of the direction of policies to local trust committees
- need to assist the public to understand how the Policy Statement actually plays out on the ground in a local trust area

Executive Committee recessed at 12:18 p.m. and resumed at 12:50 p.m.

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9.1.3 Planning Services - None

9.1.4 Administrative Services - None

9.1.5 Legislative and Information Services

9.1.5.1 Programmer Co-op Business Case – Request For Decision

Director Marlor introduced the item, indicating that the business case was to be considered for potential inclusion in the budget.

EC-2025-014
It was MOVED and SECONDED,
that Executive Committee approve the Programmer Co-op Business Case and forward to Financial Planning Committee for inclusion in the 2025/26 fiscal year budget.

CARRIED

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.1.1 Executive Committee Additional Meetings – Briefing

CAO Bronee introduced the item.

EC-2025-015
It was MOVED and SECONDED,

that Executive Committee request staff to schedule two additional Executive Committee meetings in 2025/26 on July 23, 2025, and October 15, 2025, for special agendas.

CARRIED

9.2.1.2 Executive Committee 2025/26 Meeting Expense Budget – Request For Decision

CAO Bronee introduced the item. Committee discussion included:

- in-person Executive Committee meetings could be in Nanaimo so that all attendees would not require overnight accommodation
- in-person Executive Committees meetings on Wednesdays is problematic for Vice-chair Peterson as it would require him to obtain overnight accommodation

EC-2025-016
It was MOVED and SECONDED,
that Executive Committee direct staff to prioritize already budgeted funds for Executive Committee Meeting Expenses to fund in-person meetings with Bowen Island Municipality and San Juan County, and consider making all regular Executive Committee meetings electronic in fiscal year 2025/26.

CARRIED

9.2.2 Trust Area Services

9.2.2.1 2024/25 Annual Report Outline – Request For Decision

EC-2025-017
It was MOVED and SECONDED,
that Executive Committee approve the proposed table of contents for the 2024/25 Annual Report.

CARRIED

9.2.2.2 Islands Trust Property Tax Assessment Notice Insert for 2025/26 – Briefing

Communication Specialist Van Niekerk introduced the item. Committee discussion included:

- the difficulty in understanding the average tax information
- using colours to provide information
- after Trust Council has approved a budget, the insert will be returned to Executive Committee for final review and approval

9.2.2.3 2025 BIM Tax Notice Content – Briefing

Communication Specialist Van Niekerk introduced the briefing, indicating that the Bowen Island Municipality offered to Islands Trust some limited space on their tax notice. The Committee received the Briefing for information.

9.2.2.4 Coast Salish Art in Office Lobbies – Briefing

Director Frater introduced the briefing. Committee discussion included:

- the possibility that such an undertaking would require greater funds than what was being proposed
- the possibility that this undertaking could be for the 2026/27 budget rather than the 2025/26 budget
- it is critical for First Nations to feel welcomed and safe in Islands Trust offices and culturally appropriate art may help to support that
- the possibility of loaned art from the Art Gallery of Greater Victoria

The Committee received the Briefing for information.

9.2.3 Planning Services

9.2.3.1 Time Tracking Software Business Case

Director Cermak introduced the item, indicating that the current software has not been functional for some time and that the software needs to be replaced. Committee discussion included the need to include more details in the business case such as:

- risk assessment
- nature of the current software inability to function

EC-2025-018
It was MOVED and SECONDED,
that Executive Committee forward the Time Tracking Software Business Case and relevant briefing to Financial Planning Committee.

CARRIED

9.2.4 Administrative Services

None.

9.2.5 Legislative and Information Services

9.2.5.1 Training for Chairs, Vice-chairs, Trust Council and review of Standards of Conduct – Request For Decision

CAO Bronee indicated that a grant had been secured to support training for Trust Council in regards to chairing meeting practices and standards of conduct. Director Marlor stated that the grant only covers the cost of consultants and legal advice and does not cover trustee travel expenses, venue rentals, staff time and other items. Including all current Chairs and Vice-Chairs of Trust Council and all its committees amount to fourteen trustees. Committee discussion included:

- council committees generally meet electronically; local trust committees generally meet in person
- a Code of Conduct discussion might be best conducted at the June Trust Council meeting

EC-2025-019
It was MOVED and SECONDED,
that Executive Committee request staff to provide a strategy for providing training to trustees and chairs on respectful meetings, conduct and effective governance communications that includes:
• two half-day on-line training sessions for Executive Committee, Islands Trust Conservancy Board chairs and council committee chairs to occur before June Trust Council 2025
• one half-day in-person training session for Trust Council or at the June 2025 Trust Council quarterly meeting
• a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints.

CARRIED

10. NEW BUSINESS

10.1 Executive/Trust Council

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-chair Peterson reported that at the January 24, 2025 Hornby Local Trust Committee meeting, the Committee passed a resolution to refer a piece of correspondence to Executive Committee with a request that staff advise on a suitable path for advocacy to the appropriate provincial ministry in regards to a community group application for tenure on Crown land, for community housing purposes.

Chair Luckham reported that staff will be working with him to correspond with the Minister of the Environment responsible for aquaculture leases to clarify that the Thetis Island Local Trust Committee is not interested in an aquaculture license being issued in its area of jurisdiction.

10.3 Planning Services - none

10.4 Administrative Services - none

10.5 Legislative and Information Services - none

11. CORRESPONDENCE

None

12. WORK PROGRAM

12.1 Current work program

By general consent the Work Program was received for information.

13. NEXT MEETING

The next scheduled Executive Committee meeting will take place electronically on February 26, 2025 at 9:15 a.m.

14. CLOSED MEETING

Chair Luckham indicated that a rise and report will be made at the next scheduled meeting.

EC-2025-020
It was MOVED and SECONDED,
that the meeting be closed to the public in accordance with the Community Charter, Part 4,Division 3, s.90,
(c)labour relations or other employee relations;
(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 municipality
(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
(g)litigation or potential litigation affecting the municipality; and,
that staff attend the meeting.

CARRIED

The Committee closed the meeting at 2:11 p.m.

By General Consent the Committee reconvened in open meeting at 3:58 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 3:58 p.m.

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Peter Luckham, Chair

CERTIFIED CORRECT:

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Robert Barlow, Legislative Services Clerk/Recorder