Executive Committee
Minutes of a Special Meeting

Date:	**October 4, 2023**
Location:	**Electronic meeting, Public venue** **Islands Trust** **200-1627 Fort Street** **Victoria, BC V8R 1H8**
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 (DLS)** **Clare Frater, Director, Trust Area Services (DTAS)** **Stefan Cermak, Director, Planning Services (DPS)** **Lori Foster, Executive Coordinator/Recorder**
Members of the public present:	**None**

1. CALL TO ORDER

Chair Luckham called the meeting to order at 12:34 p.m. and stated gratitude to live and work on Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following at:

4.1 Bowen Council meeting update – Discussion

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

3. EXECUTIVE COMMITTEE PROJECTS

3.1 Executive Committee FY2024/25 Business Cases – RFD

CAO Hotsenpiller introduced the request for decision (RFD) and gave an overview of the business cases.

Regarding the eleven (11) recommended budget allocations, shown in the table on pages 4-6 of the agenda package, Executive Committee and staff discussed the rationales for the requests.

- The History and Heritage Grants in Aid program was not funded last fiscal (the 2023/24 column should read zero, not $4,000).
- Regarding the $30,000 budget request to support reconciliation, staff will bring a report to Executive Committee's next meeting outlining how the Provincial grant of $150,000 for reconciliation (to be spent over 5 years) is intended to be allocated in conjunction with this budget request.
- In general, Executive Committee commented on the future of Islands Trust office locations, that a remote work force offers downsizing options or centralization. The budget request for the Salt Spring office relocation is currently dynamic pending receipt of further details.

EC-2023-100
It was Moved and Seconded,
That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget:

1. $10,000 for History and Heritage Grants in Aid
2. $15,000 for Application Sponsorship
3. $30,000 for Reconciliation Action Plan
4. $50,000 for Communications
5. $1,000 for NAPTEP application sponsorship
6. $10,000 Building footprint GIS data layer
7. $35,000 for Policy Statement Amendment Project
8. $90,000 for Bylaw Portal Licensing and Implementation Project
9. $84,291 GIS Coordinator
10. $34,000 for Microsoft 360
11. $210,000 Salt Spring Island Office relocation

CARRIED

By general consent, Executive Committee requested staff include in its budget recommendation to the Financial Planning Committee, Trustee Gauvreau's correspondence (item 5.1) supporting the History Heritage Grants in Aid program.

4. NEW BUSINESS

4.1 Bowen Council meeting update – Discussion

Executive Committee discussed logistics for the October 16th meeting with Bowen Island Municipal (BIM) Council regarding BIM's proposed bylaws No. 608 and 609.

BIM will be hosting the meeting from its council chambers on Bowen and will offer electronic participation.

By general consent, Executive Committee will attend the BIM meeting electronically.

Staff will bring a briefing to EC's October 11 regular business meeting outlining further details regarding this meeting.

5. CORRESPONDENCE (for information unless raised for action)

5.1 Trustee Gauvreau re: History Heritage and Conservation Grant email dated September 7, 2023

Forward to Financial Planning Committee as requested.

6. NEXT MEETING

CAO Hotsenpiller provided an overview of agenda items coming to the October 11, 2023, Executive Committee meeting including a review of Trust Council's September 26-28 meeting held on North Pender Island.

By general consent, Chair Luckham will send an email to all trustees requesting feedback and comments for Executive Committee's consideration regarding Trust Council's September meeting.

7. ADJOURNMENT

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator