

Governance Committee Agenda

Date: Thursday, November 9, 2023
 Time: 1:00 pm - 4:00 pm
 Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 **New Items, Late Items and Re-Ordering of the Agenda**
 - 2.2 **Approval of Agenda**
3. **PUBLIC COMMENT PERIOD**
4. **DELEGATIONS**

None
5. **CORRESPONDENCE**

None
6. **ADMINISTRATIVE COORDINATION**
 - 6.1 **Draft Minutes of Previous Meetings**
 - 6.1.1 **Draft Governance Committee Minutes of August 31, 2023** 3 - 5

For review and approval
 - 6.2 **Resolutions Without Meeting**
 - 6.2.1 **GC-2023-01 - Change Date of October 16, 2023 Meeting** 6 - 6

For Information
 - 6.3 **Follow up Action List** 7 - 9

For review
7. **BUSINESS - WORK PROGRAM ITEMS**
 - 7.1 **Referral by Trust Council to Governance Committee of a request to the Minister for a review of Islands Trust - BRF** 10 - 17
 - 7.2 **Meeting Procedures - BRF** 18 - 20

8. **BUSINESS - OTHER**
- 8.1 **Compensation - Discussion**
9. **BUSINESS - NEW**
10. **WORK PROGRAM** 21 - 21
- For review and referral to Trust Council before each quarterly TC meeting
11. **NEXT MEETING**
- To be determined.
- 11.1 **Selection of meeting dates for 2024 - RFD** 22 - 22
- THAT Governance Committee approve the following meeting dates for the 2024 meeting schedule:
- Monday January 15, 2024
Friday Feb 23, 2024
Monday May 13, 2024
Friday July 12, 2024
Monday September 9, 2024
Monday November 18, 2024.
12. **MOTION TO CLOSE THE MEETING**
- That the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, s.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/not attend] the meeting.
13. **RISE AND REPORT**
- If requested
14. **ADJOURNMENT**
- *Approximate time is provided for the convenience of the public only and is subject to change without notice.



Governance Committee Minutes of Meeting

Date: August 31, 2023
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Judith Gedy, Chair, Bowen Island Municipality Trustee
Jamie Harris, Vice-Chair, Salt Spring Trustee
Joe Bernardo, Gambier/Keats Trustee
Lee Middleton, Saturna Trustee
Laura Patrick, Salt Spring Trustee
Tim Peterson, Lasqueti Trustee
Kate-Louise Stamford, Gambier Trustee
Peter Luckham, Thetis Trustee and Chair, Islands Trust Council (ex-officio)

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Gedy called the meeting to order at 9:00 a.m. and provided a First Nations land acknowledgement and, with gratitude, calls Nexwlélexwm (Bowen Island) home.

2. AGENDA

2.1 New Items and Re-Ordering of the Agenda

Presented for consideration to add the following:

- 9.1 – Timeline on the Corporate Plan Framework report for Trust Council

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. PUBLIC COMMENT PERIOD

No member of the public were present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. CLOSED MEETING – scheduled

GC-2023-038

It was Moved and Seconded,

that the Governance Committee close the meeting to the public subject to Section 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain in the meeting.

CARRIED

At 9:03 a.m. the meeting was closed to the public.

At 12:00 p.m., the meeting was reopened to the public.

7. RISE AND REPORT

Chair Gedye reported that the Committee has agreed on a statement that will go to an in-camera Trust Council meeting in respect to the work done regarding Section 3 of the *Islands Trust Act*.

8. ADMINISTRATIVE COORDINATION

8.1 July 31, 2023, draft minutes for adoption

By general consent the July 31, 2023 Governance Committee draft minutes were adopted as presented.

8.2 Resolutions Without Meeting

None

8.3 Follow up Action List

Presented for information.

9. BUSINESS - WORK PROGRAM ITEMS

9.1 Timeline on the Corporate Plan Framework report for Trust Council

CAO Hotsenpiller presented a draft corporate plan intended for presentation to Trust Council at their September meeting. Committee received it for information and discussion included:

- guidelines govern the quality and depth of work involved so they can be costed and monitored appropriately
- the corporate plan may be in place for the next budget cycle
- this work may be a priority for Trust Council

10. BUSINESS – OTHER

None.

11. BUSINESS – NEW

None.

12. WORK PROGRAM

Chair Gedye indicated that it would be reviewed at the next scheduled meeting.

13. NEXT MEETING

Scheduled for Monday, October 16, 2023, to be held electronically beginning at 9:00 a.m.

14. ADJOURNMENT

By general consent the Committee adjourned at 12:20 p.m..

Judith Gedye, Chair

Certified Correct

Lori Foster, Recorder

GOVERNANCE COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. GC-RWM-2023-01

The following matter is considered urgent and necessary in order for the Governance Committee to change the date and time of the October 16, 2023 meeting to avoid a conflict with the Bowen Island Municipality and the Executive Committee who are meeting on that date.

Trustees were notified, via email, of the call for resolution on October 12, 2023.

Trustees were notified, via email, of the call for the vote on October 13, 2023.

It was Moved by Trustee Patrick and Seconded by Trustee Peterson,

That Governance Committee reschedule its next business meeting of October 16, 2023, to November 9, 2023 starting at 1:00 p.m.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Laura Patrick	October 13, 2023	In Favour
2. Joe Bernardo	October 13, 2023	In Favour
3. Lee Middleton	October 13, 2023	In Favour
4. Kate-Louise Stamford	October 13, 2023	In Favour
5. Tim Peterson	October 14, 2023	In Favour
6. Judith Gedye	October 14, 2023	In Favour

TRUSTEES VOTE NOT AVAILABLE

1. Jamie Harris

FINAL VOTE COUNT (6) IN FAVOUR (0) OPPOSED

DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON October 14, 2023.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Governance Committee

07-Mar-2023

Activity	Responsibility	Dates	Status
1 Trust Council requested the Governance Committee review the current method of appointment and the make-up of membership for Trust Council standing committees.	Russ Hotsenpiller	Target: 09-Nov-2023	In Progress

17-Apr-2023

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Governance Committee

17-Apr-2023

Activity	Responsibility	Dates	Status
1 That the Governance Committee request the Financial Planning Committee and staff to continue developing a corporate planning process and that this work: - Include a staff analysis of the potential operational implications of instituting a comprehensive corporate planning process, and that such analysis specifically identify the changes to the annual budgeting process that would be required to implement the new process; - Identify the key differences between the current strategic planning and budgeting processes and the corporate planning process under development; - Identify such policy changes as may be required to institute a trustee decision-making structure appropriate for a corporate planning process that unites strategic and budgetary planning; and - Include a proposal for trustee training. - The Executive Committee is requested to follow the SWOT (strengths, weaknesses, opportunities and threats) analysis process in developing the draft strategic plan that is to be submitted to Trust Council this year.	Russ Hotsenpiller	Target: 09-Nov-2023	In Progress

Follow Up Action Report

Governance Committee

17-Apr-2023

Activity	Responsibility	Dates	Status
2 That Chair Gedye, Trustee Bernardo, and Chief Administrative Officer Hotsenpiller are asked to report back with a draft question for legal counsel regarding the scope of application of the open meeting rule to Islands Trust meetings for review and consideration by the Governance Committee. This item was postponed to the November 9, 2023 meeting.	Russ Hotsenpiller	Target: 09-Nov-2023	In Progress

31-Jul-2023

Activity	Responsibility	Dates	Status
1 4.2 Summary of Legal Opinion Council Committee Open Meetings - Briefing By general consent, item 4.2 Summary of Legal Opinion Council Committee Open Meetings - Briefing be postponed to the November Governance Committee meeting.	Russ Hotsenpiller	Target: 09-Nov-2023	In Progress

09-Nov-2023

Activity	Responsibility	Dates	Status
1 Referral from Trust Council, September 2023: THAT Trust Council request the Governance Committee to recommend and draft a request of the Province to review the Islands Trust.		Target: 15-Dec-2023	In Progress



BRIEFING

To:	Governance Committee	For the Meeting of:	November 9, 2023
From:	CAO	Date Prepared:	November 2, 2023
SUBJECT:	Referral by Trust Council to Governance Committee of a request to the Minister for a review of the Islands Trust		

PURPOSE: To respond to direction from Trust Council for Governance Committee to consider and make recommendations with regard to the recent request by the Islands Trust for the Province to review the Islands Trust.

BACKGROUND: Reporting was provided to Trust Council at their September 2023 meeting on Pender Island with regard to the standing request by Islands Trust to the Province for a review of the Islands Trust. The reporting is attached. Staff have not created additional reporting as there is no clear direction at this time that is different from the last reporting cycle. At the September Trust Council meeting the following motion was made:

'That Trust Council request the Governance Committee to recommend and draft a request of the Province to review the Islands Trust'

As such, the matter has been provided to Governance Committee for its deliberation. If further work or analysis is required by staff, that is the prerogative of the Committee.

ATTACHMENTS:

1. Briefing on the matter to September Trust Council
2. Chronology
3. Chair letter to Minister
4. Minister Cullen response.

FOLLOW-UP: As directed.

Prepared By: CAO

Reviewed By/Date: Nov 2, 2023.



BRIEFING

To:	Trust Council	For the Meeting of:	September 26, 2023
From:	CAO	Date Prepared:	September 5, 2023
SUBJECT:	Request for a Provincial Review of the Islands Trust		

PURPOSE: To reconsider a request made by the Islands Trust to the Province for a review of the Islands Trust under Section 8(2) (e) of the [Islands Trust Act](#).

BACKGROUND: On July 8, 2022, a Chair letter was sent to the Province requesting a review of the Islands Trust (Attachment 2). On September 23, a response was received to the request from then Minister Nathan Cullen (Attachment 3). The matter was held over as Minister Kang was appointed on December 7, 2022. At the March 2023 Trust Council meeting a motion was made to return the matter to Trust Council to revisit the request.

A chronology of actions on this matter is attached to this report as Appendix 1.

ATTACHMENT(S):

1. Chronology
2. Islands Trust Chair Luckham letter sent July 8, 2022 to Minister of Municipal Affairs, The Honourable Nathan Cullen Re: Request for Provincial Review of Islands Trust
3. Minister Cullen response, September 23, 2023

FOLLOW-UP:

Prepared By:	L Foster R Hotsenpiller
Reviewed By/Date:	September 6, 2023

Attachment 1. Chronology

June 8, 2022, a trustee RFD asking the Province to conduct a provincial review of “Islands Trust” first appeared as [item 7.6.1 on Executive Committee’s June 8 agenda package](#) for consideration to forward to Trust Council’s June 2022 quarterly meeting including late correspondence received in support of the RFD.

June 22, 2022, the trustee sponsored request for decision (RFD) was considered on Trust Council’s June meeting agenda ([see pages 392-394](#)) as item 9.1., “Provincial Review of Islands Trust” ([scroll the slider to 6:48:50 to view the recorded discussion](#)).

Summarized in Trust Council’s (TC) business decision highlights [published the following week, these resolutions were passed by TC at its June meeting with regards to item 9.1., RFD.](#)

TC-2022-071

It was Moved by Trustee Brent and Seconded by Trustee Colbourne,

That Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.

CARRIED

TC-2022-072

It was Moved by Trustee Colbourne and Seconded by Trustee Brent,

That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor in Council making the review request under Section 8(2)(e) of the Islands Trust Act that outlines the potential scope of a review, including, but not limited to:

- a. An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area.
- b. The object of the Islands Trust Act and clarification of the mandate of the organization.
- c. The governance structure of the organization.
- d. The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act.
- e. The geographic scope of the organization and in particular authority over marine areas.
- f. The funding mechanisms provided to the organization in light of a clarified mandate.

CARRIED

July 7, 2022, Executive Committee meeting, [late item briefing was received](#) for information at item 8.1.2.3., regarding Office of the Lieutenant Governor’s Correspondence Guidelines ([scroll to 2:22:09 to review the recording](#)).

July 8, 2022, Chair Luckham sent the following letter re: Request for Provincial Review of Islands Trust to the Minister of Municipal Housing, The Honorable Nathan Cullen (See Attachment 1.):

<https://islandstrust.bc.ca/document/request-for-provincial-review-of-islands-trust/>

September 23, 2022, Minister Cullen's response was received (See Attachment 2.):

<https://islandstrust.bc.ca/document/minister-cullen-response-re-request-for-provincial-review-of-islands-trust/>

October 15, 2022, Local Government Elections were held determining Islands Trust Council members for the 2022-2026 term. The new council was sworn-in November 17, 2022, where the new term Executive Committee elected.

November 1, 2022, Minister Cullen's office reached out, via email, to book a meeting with Executive Committee (the new term had yet to convene) which the current EC considered at its November 2, 2022, business meeting as late item 10.2. deciding to defer the item to the in-coming, new term Executive Committee.

November 18-19, 2022, Minister Cullen's response letter was included and discussed at [item 9.1](#) in Trust Council's inaugural new term meeting agenda package and was followed by resolution:

TC-2022-133

It was Moved by Trustee Patrick and Seconded by Trustee Yates,

That Trust Council request staff to return the request for decision Provincial Review of Islands Trust for consideration to the December Trust Council meeting. **CARRIED**

Executive Committee's meetings held November 19 (re: item 9.1.1) and November 23 (re: item 8.1.1.3) discussed meeting preparation re: Minister Cullen scheduled for December 14 to be held in-person.

EC-2022-152

It was Moved and Seconded,

That Executive Committee request staff create speaking notes for the minister's meeting around engaging with the ministry on the following topics: governance, housing authority, funding, and reconciliation. **CARRIED**

December 6-8, 2022, Trust Council's [agenda package item 4.4](#) "June Trust Council Provincial Review Briefing" was considered and the following resolutions passed:

TC-2022-153

It was Moved by Trustee Peterson and Seconded by Trustee Gauvreau,

THAT item 4.4 (June Trust Council Provincial Review Briefing) be postponed to the March 2023 Trust Council meeting for consideration. **CARRIED**

TC-2022-155

It was Moved by Trustee Morrison and Seconded by Trustee Graham,

That Trust Council refer item 4.4 (June Trust Council Provincial Review Briefing) to the Governance Committee for discussion prior to the March 2023 meeting. **CARRIED**

December 7, 2022, Anne Kang appointed Minister of Municipal Affairs by Premier David Eby succeeding The Honorable Nathan Cullen. Minister Kang kept Minister Cullen's December 14 meeting commitment with Executive Committee which was converted to a Zoom electronic format.

January 19, 2023, The Governance Committee (GC) meeting agenda item [11.2](#) was discussed and [11.2.1 \(scroll to 3:33:40 to hear recording\)](#) was forwarded to the February 10, 2023 GC meeting and received as information.

March 7, 2023, returned to Trust Council as agenda item 4.2.7., where the following resolutions were passed:

TC-2023-005 as amended by 006 and 007

That Trust Council directs Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.

CARRIED

TC-2023-008

It was Moved by Trustee Boland and Seconded by Trustee Dodds,

That Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.

CARRIED



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Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC

1.800.663.7867

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

July 08, 2022

File No.: 0400-30 Ministries/MLA

Via email: MAH.minister@gov.bc.ca; nathan.cullen.MLA@leg.bc.ca

The Honourable Nathan Cullen
Minister of Municipal Affairs
PO BOX 9056,
STN PROV GOVT
Victoria BC V8W9E2

Dear Minister Cullen:

Re: Request for Provincial Review of Islands Trust

Thank you again for your recent meeting with the Islands Trust Executive Committee. It was a pleasure to meet you. I am writing to you today on behalf of the 26-member Islands Trust Council to request that the Province of British Columbia conduct a review of the Islands Trust's mandate, governance and structure.

We are requesting that you, as the Minister responsible for Islands Trust, kindly bring this request to the attention of the Lieutenant Governor in Council (Cabinet). We make this request under Section 8(2)(e) of the *Islands Trust Act*.

The requested review could include, but need not be limited to, an assessment of:

- a) the optimum governance model to preserve and protect the Trust Area pursuant to the Province's vision for the future of the Trust Area;
- b) the object of the *Islands Trust Act* and clarification of the mandate of the organization;
- c) the governance structure of the organization;
- d) the alignment of decision-making processes and structures with the *Declaration on the Rights of Indigenous Peoples Act*;
- e) the geographic scope of the organization and, in particular, authority over marine areas; and
- f) the funding mechanisms provided to the organization in light of a clarified mandate.

This request comes after much deliberation and debate at the Islands Trust Council table this term. In our efforts to update the Islands Trust Policy Statement and respond to a Governance Review conducted by external consultants, we have encountered some divergent viewpoints and core questions related to our unique mandate and the efficiency and effectiveness of our governance model and structure. As we approach our fiftieth anniversary, it is vitally important that we coalesce around a common vision and that we have a supportive governance structure and sufficient resources to realize this vision now and into the future. However, we cannot do this work alone. As an agency of the Province, we require provincial leadership, direction, and resources to ensure that we are honouring the vision of 1974 while also addressing the new realities and challenges facing the Islands Trust Area today.

The Islands Trust Area is located within Coast Salish territory and is the homeland to many Coast Salish Peoples who have called this place home since time immemorial. Islands Trust Council has passed a Reconciliation Declaration and is working towards better acknowledging treaty and territorial rights,

.../2

better protecting Indigenous cultural sites and harvesting areas, and building stronger collaborative relationships with First Nations to preserve and protect these special islands in the Salish Sea. Aligning the Islands Trust's governance model, structure, and mandate with the *Declaration on the Rights of Indigenous Peoples Act* will be key to fulfilling Islands Trust Council's (and the Province's) commitments in this regard.

It has been nearly 50 years since the *Islands Trust Act* was initiated and 35 years since it was last meaningfully reviewed by the Province. Islands Trust Council is grateful for the amendments to the Act provided in 2021 but believes that it is now time for a comprehensive provincial review of Islands Trust's mandate, governance, and structure to ensure that these special islands and waters are protected now and into the future. Islands Trust Council stands ready to assist and, to that end, has recently established a new Standing Governance Committee with seven elected members who will be well placed to advise a provincial review process, as needed.

Thank you for considering this important request. We look forward to hearing from you.

Yours sincerely,



Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

cc:

The Honourable Janet Austin, Lieutenant
Governor of British Columbia
The Honourable John Horgan, Premier of British
Columbia
B.C. Cabinet Ministers
BOKEĆEN (Pauquachin) First Nation
Cowichan Tribes
K'ómoks First Nation
Klahoose First Nation
Lyackson First Nation
MÁLEXEŁ (Malahat) First Nation
Qualicum First Nation
scəwəθən (Tsawwassen) First Nation
Scia'new (Beecher Bay) First Nation
səilwətał (Tsleil-Waututh) Nation
SEMYOME (Semiahmoo) First Nation
shíshálh (Sechelt) First Nation
Skwxwú7mesh (Squamish) Nation
Snaw-naw-as (Nanoose) First Nation
Snuneymuxw First Nation
Songhees First Nation
Spune'luxutth (Penelakut) Tribe
SĀAUTW (Tsawout) First Nation
Stz'uminus First Nation

łəʔəmen (Tla'amin) First Nation
T'Sou-ke First Nation
Ts'uubaa-asatx (Lake Cowichan) First Nation
Wei Wai Kum (Campbell River) First Nation
We Wai Kai (Cape Mudge) First Nation
WJOŁEŁP (Tsartlip) First Nation
WŚIKEM (Tseycum) First Nation
Xeláltxw (Halalt) First Nation
Xwémalhkwx (Homalco) First Nation
Xwsepsum (Esquimalt) First Nation
xʷməθkʷəy̓əm (Musqueam) First Nation
First Nations Leadership Council
Hul'qumi'num Treaty Group
Laich-kwil-tach Treaty Society
Nanwakolas Council
Naut'sa mawt Tribal Council
Te'mexw Treaty Association
WŚÁNEĆ Leadership Council
Islands Trust Area MLAs
Islands Trust Area MPs
Bowen Island Municipal Council
Islands Trust Council
Islands Trust Website



Peter Luckham, Chair
Islands Trust
200-1627 Fort St
Victoria BC V8R 1H8

Dear Chair Luckham:

Thank you for your letter of July 8, 2022, requesting a recommendation to the Lieutenant Governor in Council to undertake a provincial review of the Islands Trust mandate, governance and structure. The Ministry of Municipal Affairs has responsibility for the *Islands Trust Act* and would be responsible for policy work to support any review that may be undertaken. I appreciate that there are a number of challenges facing the Islands Trust that you have identified in your letter.

The recent governance and management review undertaken by the Islands Trust has highlighted a number of actions the Islands Trust can take within its existing authorities to address some of the emerging concerns and pressures, and I encourage you to look at these opportunities. In addition, with local elections being held on October 15, 2022, the ministry wants to understand the perspectives and opinions that the newly elected Trust Council has on the requested review.

I look forward to learning of the measures being taken by the Trust in response to the governance and management review and in relation to the broader issues that are raised in the context of this request for a review of the Islands Trust governance, mandate and opportunities for alignment with the principles of the Declaration Act.

Thank you again for writing.

Sincerely,

Nathan Cullen
Minister

BRIEFING

To:	Governance Committee	For the Meeting of:	November 9, 2023
From:	David Marlor, Director, Legislative Services	Date Prepared:	November 2, 2023
SUBJECT:	Meeting Procedures		

PURPOSE:

To provide the Governance Committee with an understanding of the current activities by Trust Council and various committees taking place in relation to consideration of improvements to meeting procedures. The Governance Committee may want to consider how it could assist or add to these discussions, or assist with the synchronization between the different considerations.

BACKGROUND:

The following five types of initiatives relate to the delivery of meetings at the Islands Trust. Given the expressed interest, need, and current work being done on meeting procedures, the Governance Committee may wish to combine or rationalize these efforts as a project.

1. Governance Committee Priority:

Meeting Process (bylaw 101 and policies) is listed as the third priority under “urgent and high priority” in the Governance Committee work program matrix, specifically in reference to open/closed meetings. The other two items (Section 3: Islands Trust Act mandate, and Strategic/Corporate Planning/Visioning Process) are complete or well advanced.

2. Governance Report:

The February 2022 Governance Report did not directly address the procedures and running of meetings, but it did include Recommendation 8 regarding the creation of an Office of Secretary, and with regard to meetings, specifically noted:

...that the manner in which Trust Council organizes itself and and is supported in terms of developing meeting agendas, organizing and conducting meetings, and providing briefing materials needs to be revamped to better foster collaborative decision making....”

3. Trust Council:

Trust Council’s Follow-up Action list contains the following items related to meeting processes:

- 1: *Staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve Trustee access to key documents.*

A meeting was held with interested trustees. A report is pending to Trust Council (via Executive Committee, see Item 5) on the outcome of that meeting and recommendations on an approach to improve trustee access to key documents.

- 2: *Staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.*

No work has begun on this item. A report back to Trust Council is planned for March 2024.

4. Executive Committee:

The Executive Committee's Follow-up Action list contains the following items related to meeting processes:

- 3: *Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.*

Work has not begun on policy change; however, staff has invited Indigenous knowledge holders and leaders to present to Trust Council (e.g. Hereditary Chief Eric Pelkey's presentation at the inaugural Trust Council meeting of this term). As Governance Committee considers this item, they may wish to also consider Governance Committee Resolution 9.

- 4: *Develop model bylaws with regards to public notice guidance, as a priority.*

A report on potentially creating a single "Meeting Procedures Bylaws", "Development Applications Bylaw" and a new "Resolution and Bylaw Process" bylaw has been written and will be presented to the Executive Committee in November 2023. This report incorporates public notice requirements into these bylaws. This report considers the use of Section 11 of the *Islands Trust Act* to create the above three procedure bylaws to apply to all local trust committees and Trust Council. This would reduce the number of bylaws from 40 to three.

- 5: *Staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve Trustee access to key documents.*

See **Item 1** under Trust Council.

- 6: *staff prepare a Request for Decision for Trust Council to approve their 2024 meeting schedule in person and consider locations including Nanaimo, Duncan, Salt Spring, Victoria*

Request for decision will go to the December Trust Council.

- 7: *Staff to report back on how better to support Chair at next meeting.*

A report will be provided to the Executive Committee on changes to staff support, technology and procedures that could be implemented to better support the Chair and the meeting generally. This may result in recommendations on changes to meeting procedures bylaw and/or policies.

5. Financial Planning Committee

The Financial Planning Committee's Follow-up Action list contains the following item related to meeting processes:

- 8: *staff to provide a briefing on the true costs in terms of dollars and staff capacity, on holding in-person Trust Council meetings, versus on smaller islands locations, versus electronic only meetings, for consideration of Trust Council in December.*

Work is underway and a report planned for the next Financial Planning Committee meeting.

These items are being combined to see if they together constitute a comprehensive project for consideration of Governance Committee in keeping with its priority list. If so, further discussion and the refinement of a meeting procedures project including viable options could be the result. If Committee determines that this is not a high priority, the current, resolution-by-resolution approach would continue.

ATTACHMENT(S):

None.

FOLLOW-UP:

As requested by the Governance Committee.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer/November 2, 2023

15 Recommendations of Governance Review (Feb/22) as categorized by Governance Committee (Feb/23)

Updated November 9, 2023

>>>>>URGENCY >>>>>>>

NOT IMMEDIATE but IMPORTANT * Election of Executive Committee * Representational differences * Committees - clear mandates/ size & numbers/ champion proposals to TC * mandate of Conservancy more prominent * Secretariat - needs research	URGENT and HIGH PRIORITY * Section 3. Islands Trust Act/mandate * Strategic/Corporate Planning/Visioning process * Meeting process (bylaw 101 & policies) * management review
NOT IMMEDIATE and LOWER PRIORITY * info to candidates before election * compensation * recording of negative votes (forward to Executive Committee)	URGENT but LOWER PRIORITY (NOTE: these items considered urgent but need more preparation of other policies before effective to deal with) * Communications * Advocacy

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER URGENT & IMPORTANT

- * First Nations representation (possible referral to 1st N cttee if it gets established, otherwise multiple protocol agreements not considered in report)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER NEITHER URGENT NOR A PRIORITY

- * Representation of provincial interest on TC - simple idea, complex in execution, multiple solutions.

MATTERS WE CONSIDER IMPORTANT BUT NOT URGENT CZ BEING CLOSELY EXAMINED BY OTHER COMMITTEES

- * Local planning issues - OCP numbers & updates (Regional Planning Committee)
- * Policy Statement (Trust Programs Committee and Executive Committee)

*** REFERRALS FROM TRUST COUNCIL/OTHER COMMITTEES**

- * TC – Sept 26, 2023.



REQUEST FOR DECISION

To: Governance Committee **For the Meeting of:** November 9, 2023
From: CAO **Date Prepared:** November 2, 2023
SUBJECT: Selection of meeting dates for 2024

RECOMMENDATION: THAT Governance Committee approve the following meeting dates for their 2024 meeting schedule:

Monday January 15, 2024
Friday Feb 23, 2024
Monday May 13, 2024
Friday July 12, 2024
Monday September 9, 2024
Monday November 18, 2024.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Governance Committee meetings have been successfully scheduled on Mondays or Fridays, generally avoiding the other Council Committee and LTC meetings. The following dates are offered for consideration where it appears all Committee members are free. It also provides for 6 meetings for the calendar year, two more than would be traditionally scheduled, in order to accelerate the work schedule.

Committee may wish to discuss these dates and consider any changes or amendments. Otherwise, upon approval, these would be added to the legislative calendar for the Islands Trust.

- 1 **PURPOSE:** To select meeting dates for the Governance committee for 2024.
 - 2 **BACKGROUND:** Committee selection of upcoming schedule is conducted in late Fall for the following calendar year.
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RESPONSE OPTIONS

Recommendation: as described.

Alternative: any date changes recommended by Committee

Prepared By: R Hotsenpiller

Reviewed By/Date: