Governance Committee

Minutes of Meeting

Date:	**May 29, 2023**
Location:	**Electronic meeting, Public venue** **Islands Trust** **200-1627 Fort Street** **Victoria, BC V8R 1H8**
Members Present:	**Judith Gedye, Chair, Bowen Island Municipality** **Jamie Harris, Vice-Chair Salt Spring Island Local Trust Committee (LTC)** **Joe Bernardo, Gambier/Keats Island LTC** **Peter Luckham, Thetis Island LTC (Chair, Islands Trust Council, ex-officio)** **Lee Middleton, Saturna Island LTC** **Laura Patrick, Salt Spring Island LTC** **Tim Peterson, Lasqueti Island LTC** **Kate-Louise Stamford, Gambier Island LTC** **Kristina Evans, FPC Sub-group member, South Pender** **Mairead Boland, FPC Sub-group member, Saturna**
Staff Present:	**Russ Hotsenpiller, Chief Administrative Officer (CAO)** **David Marlor, Director, Legislative Services (DLS)** **Julia Mobbs, Director, Administrative Services (DAS)** **Lori Foster, Executive Coordinator/Recorder**
Members of the public present:	**There was no members of the public attending electronically**

1. CALL TO ORDER

At 9:00 a.m., Chair Gedye called the meeting to order giving a First Nations land acknowledgement and with gratitude to call Ne<u>x</u>wléle<u>x</u>wm (Bowen Island) home.

2. AGENDA

2.1 New Items and Re-Ordering of the Agenda

For consideration to add the following at:

10.2 Governance Committee’s reporting process to Trust Council

2.2 Approval of Agenda

GC-2023-027
It was Moved and Seconded,
That the Governance Committee adopt the agenda as amended.

CARRIED

3. **PUBLIC COMMENT PERIOD -** None

4. **DELEGATIONS -** None

5. **CORRESPONDENCE -** None

6. **ADMINISTRATIVE COORDINATION**

6.1 Draft Minutes of April 17, 2023 for adoption

GC-2023-028
It was Moved and Seconded,
That the April 17th, 2023 Governance Committee draft minutes be adopted as presented.

CARRIED

6.2 Resolutions Without Meeting - None

6.3 Follow up Action List (FUAL)

CAO Hotsenpiller spoke to the FUAL as presented.

7. **BUSINESS - WORK PROGRAM ITEMS**

7.1 DRAFT Corporate Planning Process – Briefing

Financial Planning Committee (FPC) Chair, Trustee Bernardo and working group member Trustee Patrick spoke to the draft corporate plan as presented.

Director of Administrative Services (DAS) Mobbs reviewed the draft document and spoke to the upcoming June Trust Council meeting where a Strength, Weaknesses, Opportunities and Threats (SWOT) exercise is planned.

Discussion ensued on the following:

- Creating future sessions/opportunities to determine and prioritize values
- High-level strategic planning session
- Corporate Plan will need an implementation process
- Fixed overhead items are separate from the Strategic Plan
- Developing departmental work plans with staff as key contributors
- How the SWOT session at June Trust Council will unfold at the working group level and reporting back to the Trust Council as a whole

By general consent, the report was received for information.

7.2 Visioning Exercise for September Trust Council

The Governance Committee discussed, in general, what a visioning exercise at September Trust Council would be comprised of and what the focus would be.

GC-2023-029
It was Moved and Seconded,
That Governance Committee work with Executive Committee and Financial Planning Committee subgroup to determine a visioning exercise for September Trust Council and request staff assistance to have the matter back on our agenda for the July 31, 2023 Governance Committee meeting.

CARRIED

7.3 Governance Committee re: receipt of other committees' referrals and prioritization – Discussion

The Governance Committee discussed how it receives referrals from other committees and prioritization of those referrals, that a reference to these items be created.

CAO Hotsenpiller will bring suggestions to the next Governance Committee meeting on methods of capturing referrals to the Governance Committee.

8. BUSINESS – OTHER - None

9. BUSINESS – NEW - None

10. WORK PROGRAM

10. 1 Review of Matrix

The committee reviewed the matrix as presented.

Add to the Strategic/Corporate Planning process a subsection called visioning.

10.2 Governance Committee's reporting process to Trust Council

Discussion ensued regarding reporting out to Trust Council at the June meeting including an explanation of the work program/matrix.

11. NEXT MEETING

The next Governance Committee meeting is scheduled to be held electronically, July 31, 2023 to be held electronically.

12. CLOSED MEETING

At 11:40 a.m., the meeting was closed to the public.

GC-2023-030
It was Moved and Seconded,
That the Governance Committee close this 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 and that staff be invited to remain in the meeting.

CARRIED

At 12:43 p.m., the meeting was reopened to the public.

13. RISE AND REPORT - None

14. ADJOURNMENT

By general consent, the meeting was adjourned at 12:43 p.m.

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Judy Gedye, Chair

Certified Correct

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Lori Foster, Recorder