



Trust Programs Committee Minutes of a Regular Meeting

Date: August 26, 2024
Location: Electronic Meeting

Members Present: Kristina Evans, Chair/South Pender Trustee
Alex Allen, Vice-Chair/Hornby Trustee
Sam Borthwick, Denman Trustee
Sue Ellen Fast, Bowen Island Municipal Trustee
Jamie Harris, Salt Spring Trustee
Tim Peterson, Lasqueti Trustee (EC Representative)
Peter Luckham, Islands Trust Council Chair and Thetis Trustee
(Ex Officio TPC member)

Staff Present: Clare Frater, Director, Trust Area Services
Morgana Van Niekerk, Communications Specialist
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: No member of the public was present.

1. CALL TO ORDER

Chair Evans called the meeting to order at 10:00 a.m. and acknowledged that attendees of the meeting were in locations across the traditional territories of the Coast Salish people. Trustees and Staff introduced themselves.

2. AGENDA

2.1 Review of Agenda

No late item nor changes to the agenda were presented for consideration.

2.2 Approval of Agenda

By general consent the agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

No member of the public was present.

4. DELEGATIONS

None.

5. CORRESPONDENCE

ADOPTED

None.

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Trust Programs Committee (TPC) Minutes of May 22, 2024

By general consent the minutes were approved as presented.

6.2 Resolutions Without Meeting

None.

6.3 Follow Up Action List

Director Frater spoke to the FUAL items that were in progress.

By general consent the Committee requested that Trust Council Policy 1.2.1 (Policy Statement Amendment) be placed on the agenda of the next meeting.

TPC-2024-015

It was MOVED and SECONDED,

that Trust Programs Committee request Director Marlor, Legislative and Information Services, to review the Policy Statement Amendment Policy to provide an overview for potential amendments.

CARRIED

7. BUSINESS - WORK PROGRAM ITEMS

Trustee Harris joined the meeting at 10:36 a.m.

7.1 Trust Programs Committee FY2025/26 budget requests - Request For Decision (RFD)

Director Frater introduced the RFD. Committee discussion included:

- staff and contractor capacity to deliver programs
- the business cases are necessarily vague as the decisions about program details are not made until the next fiscal year

TPC-2024-016

It was MOVED and SECONDED,

that Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for stewardship education.

CARRIED

ADOPTED

TPC-2024-017

It was MOVED and SECONDED,

that Trust Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2025/26 Budget, the business case for \$17,000 for secretariat services.

CARRIED

7.2 Stewardship Education Program Webinars in 2024 - Request For Decision

Director Frater introduced the RFD. Committee discussion included:

- that the Removing Invasive Species and Native Plant Gardening topics are to be separated into two webinars as per TPC direction from the previous meeting; Staff will return with two separate Project Charters to the next TPC meeting
- as the Program Coordinator position is currently vacant, the webinars may be delivered later than previously suggested
- Trustees will provide to Staff names of potential speakers in regards to the webinars
- the practice of burning brush piles in the autumn needs to be included in the Living With Fire webinar

TPC-2024-018

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Living With Fire webinar project charter as amended.

CARRIED

TPC-2024-019

It was MOVED and SECONDED,

that Trust Programs Committee endorse the Saltwater Intrusion and Groundwater Conservation webinar project charter.

CARRIED

7.3 Including the *Navigating Development for Housing Brochure* in the Stewardship Package - Request For Decision

Director Frater introduced the RFD, indicating that the draft brochure was produced as part of Trust Council's request to the Regional Planning Committee to develop a housing action toolkit. Committee discussion included:

- quality and size of drawings and the different formats for the website and for print
- the phrase "Your Land and Government Authority" may be misleading and could be removed
- add the text "and Bowen Island Municipality" after "...and if applicable, First Nations..."
- edit the title "Navigating Development for Housing" by adding "within the Islands Trust Area" or "within the Gulf Islands"
- the Trust Identity Guide was used in the development of the package

ADOPTED

- the possibility of providing a revised version to the Committee before forwarding the Committee's formal response to the Executive Committee

It was MOVED and SECONDED,

that Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* in the Living in the Trust Area mailing package.

TPC-2024-020

It was MOVED and SECONDED,

that Trust Programs Committee amend the motion "that Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* in the Living in the Trust Area mailing package." by adding "as amended" after the word "Housing".

CARRIED

TPC-2024-021

It was MOVED and SECONDED,

that Trust Programs Committee approve the inclusion of the brochure *Navigating Development for Housing* as amended in the Living in the Trust Area mailing package.

CARRIED

Chair Evans requested that when the TPC edits to the brochure are approved by the Executive Committee, staff will then distribute to TPC members for their information the final print version as well as the web version of the brochure.

8. BUSINESS - NEW

None.

9. WORK PROGRAM

Director Frater spoke to the Work Program and stated that it will be amended by deleting the sentences that refer to business cases being presented to TPC at the August 26, 2024 meeting before being sent to Trust Council.

The Committee expressed a desire to see the term "Work Program" appear on the Active Projects List and the Future Projects List so that it is clear that those two lists are components of the Work Program. The Committee recognized that the Executive Committee is responsible for the format of Islands Trust agendas and requested that the two Executive Committee members on the TPC consider this.

The Committee also requested staff to add the words "Active Projects List" and "Future Projects List" to the Work Program agenda item on the agenda cover with language that guides the Committee to review, amend as needed, and forward to Trust Council for approval.

ADOPTED

The Committee discussed the potential impact to items on the two lists once a strategic plan and corporate planning process are adopted.

TPC-2024-022

It was MOVED and SECONDED,

that Trust Programs Committee forward the Work Program as amended to Trust Council.

CARRIED

10. NEXT MEETING

Monday, November 4, 2024, from 10:00 a.m. to 3:00 p.m.

11. CLOSED MEETING

The meeting was not closed.

12. RISE AND REPORT

As the meeting was not closed, there was no need to consider this.

13. ADJOURNMENT

By general consent the meeting adjourned at 11:50 a.m.

Kristina Evans, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder