ADOPTED

Trust Programs Committee
Minutes of a Special Meeting

Date: **January 9, 2023**
Location: **Electronic Meeting**

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

Staff Present:
Clare Frater, Director, Trust Area Services
Dilani Hippola, Senior Policy Advisor
Gillian Nicol, Program Coordinator
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 9:35 a.m. by Director Frater who welcomed the new members of the Committee, indicated that she would act as Chair until a Trust Programs Committee (TPC) Chair is elected, and acknowledged that participants of the meeting were on the traditional and treaty territories of many First Nations and that the Islands Trust is committed to reconciliation and to working together to preserve and protect.

2. AGENDA

2.1 Review of Agenda

No late item nor change to the agenda was presented for consideration.

2.2 Approval of Agenda

By general consent the agenda was approved.

3. COMMITTEE ORIENTATION

3.1 Trust Council Policy 2.3.4 TPC Terms of Reference

Director Frater presented the Policy for information.

3.2 Council Committee Toolkit

The toolkit was provided for information.

3.3 Meetings Orientation

The orientation presentation was provided for information.

Islands Trust Chair Luckham joined the meeting at 10:19 a.m.

3.4 Letter from Outgoing TPC Chair

Director Frater presented the letter for information.

4. ELECTION OF TPC CHAIR AND VICE CHAIR

Director Frater described the election process and initiated the election for the TPC Chair. Trustees Allen and Evans were nominated for Chair and both accepted their nomination.

TPC-2023-001
It was MOVED and SECONDED,
that Trust Programs Committee appoint Trustee Borthwick as election scrutineer for the election of the Chair.

CARRIED

Director Frater conducted the vote and declared that Trustee Evans was elected as TPC Chair.

Trustees Allen and Harris were nominated for Vice Chair and both accepted their nomination.

TPC-2023-002
It was MOVED and SECONDED,
that Trust Programs Committee appoint Trustee Borthwick election scrutineer for the election of the Vice Chair.

CARRIED

Director Frater conducted the vote and declared that Trustee Allen was elected as Vice Chair.

Trustee Evans assumed the role of TPC Chair for the remainder of the meeting.

5. PUBLIC COMMENT PERIOD

No member of the public was present.

6. DELEGATIONS

None.

7. CORRESPONDENCE

None.

8. ADMINISTRATIVE COORDINATION

8.1 Draft Minutes of Previous Meeting

None. Previous minutes approved by outgoing TPC before term-end.

8.2 Resolutions Without Meeting

8.2.1 TPC RWM 2022-02 Adopt August 26, 2022 TPC Minutes

Provided for information.

8.2.2 TPC RWM 2022-03 Cancel November 25, 2022 TPC Meeting

Provided for information.

8.2.3 TPC RWM 2022-04 Schedule TPC Special Meeting January 9, 2023

Provided for information.

The Committee returned to agenda item #4.

4. ELECTION OF TPC CHAIR AND VICE CHAIR

Chair Evans indicated that she would be the TPC representative to the Financial Planning Committee (FPC). Vice Chair Allen indicated that he would be willing to be the alternate representative if and when Chair Evans is not available to attend a FPC meeting.

9. BUSINESS - WORK PROGRAM ITEMS

9.1 Review of TPC 2023/24 Business Cases - Briefing

Director Frater presented the briefing that provided an update on the Committee's proposed 2023/24 business cases for review. The Committee will review previous and potential initiatives/projects at the next meeting and did not request any changes to the current business cases. All proposed initiatives/projects will be reviewed by the Financial Planning Committee and Trust Council during budget discussions and TPC will have an opportunity to discuss how to utilize any funding that may be provided in a finalized budget.

10. BUSINESS - OTHER

10.1 TPC 2023 Meeting Schedule - RFD

Director Frater presented the Request for Decision.

TPC-2023-003
It was MOVED and SECONDED,
that Trust Programs Committee adopt the meeting dates of February 6, April 3, May 15, August 28 and November 6 for the 2023 calendar year and that the dates of April 3 and November 6 would be in-person meetings and the other dates would be electronic meetings.

DEFEATED

TPC-2023-004
It was MOVED and SECONDED,
that Trust Programs Committee adopt the meeting dates of February 6, April 3, May 15, August 28 and November 6 for the 2023 calendar year.

CARRIED

TPC-2023-005
It was MOVED and SECONDED,
that Trust Programs Committee request staff to investigate venues and scheduling for two potential in-person meetings.

CARRIED

The Committee then returned to agenda item #4.

4. ELECTION OF TPC CHAIR AND VICE CHAIR

Director Frater indicated that Trust Council Policy 2.3.1 Council Committee System states that "the Chair (or designate) of the Trust Programs Committee" is a member of the Financial Planning Committee and that the designate has been identified in the past either informally or by formal vote.

TPC-2023-006
It was MOVED and SECONDED,
that Trust Programs Committee Vice Chair serve as the Financial Planning Committee alternative if and when TPC Chair Evans is unavailable.

CARRIED

11. BUSINESS – NEW

None.

12. NEXT MEETING

The next scheduled meeting is Monday, February 6, from 10:00 a.m. to 3:00 p.m.

13. CLOSED MEETING

The Committee did not close the meeting.

14. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

15. ADJOURNMENT

By general consent the meeting adjourned at 12:37 p.m.

_____
Kristina Evans, Chair

Certified Correct:

_____
Robert Barlow, Legislative Services Clerk/Recorder