



## Executive Committee Minutes of Special Electronic Meeting

**Date:** December 20, 2018

**Location:** Electronic Meeting  
#200 1627 Fort Street, Victoria Office

**Members Present:** Peter Luckham, Chair  
Sue Ellen Fast, Vice Chair  
Laura Patrick, Vice Chair  
Dan Rogers, Vice Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Nancy Roggers, Financial Officer  
Julia Mobbs, Director of Administrative Service  
Lori Foster, Executive Coordinator/Recorder  
Jeff Head, Consultant at Vera Nova arrived at 9:10 a.m.

**1. CALL TO ORDER**

The special electronic meeting was called to order at 9:06 AM. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

**2.1 Introduction of New Items**

4. Closed Meeting
5. Rise and Report

**2.2 Approval of Agenda**

**By General Consent**, the agenda was approved amended.

**3. BUSINESS**

**3.1 Victoria Office Renovation**

Chief Administrative Officer (CAO) Hotsenpiller gave a brief verbal review of the current status of the renovation project.

At 9:10 a.m. the special electronic meeting was closed to the public.

**4. CLOSED MEETING**

**EC-2018-192**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Sections 90(1) (j) of the Community Charter in order to consider matters related to information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and that staff and Jeff Head, Vera Nova Consultant attend the meeting.

**CARRIED**

At 10:42 a.m. the special electronic meeting was reopened to the public.

**5. RISE AND REPORT**

Chair Luckham rose in open meeting and reported out the following:

That the Executive Committee approved the proposed budget for the office renovation as presented on December 20, 2018 and will proceed to enter into a contract accordingly and that the Financial Planning Committee and Trust Council be advised pursuant to Islands Trust Policy 6.5.i.i. Budget Control and Adjustment Authority.

**By General Consent**, the Executive Committee request that on behalf of Chair Luckham, Chief Administrative Officer (CAO) Hotsenpiller report out to the Financial Planning Committee and Trust Council.

**6. ADJOURNMENT**

**By General Consent**, the meeting was adjourned at 10:50 AM.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**