



## Executive Committee Minutes of Regular Meeting

**Date:** August 5, 2020  
**Location:** Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

**Members Present** Peter Luckham, Chair, Thetis Island  
Dan Rogers, Vice Chair, Gambier/Keats Island  
Laura Patrick, Vice Chair, Salt Spring Island  
Sue Ellen Fast, Vice Chair, Bowen Island Municipality

**Staff Present** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director Local Planning Services  
Clare Frater, Director, Trust Area Services  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Lori Foster, Executive Coordinator/Recorder

### 1. CALL TO ORDER

At 9:01 a.m., Chair Luckham called the meeting to order stating gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

Chair Luckham was participating electronically from Grand Prairie, Alberta and acknowledged the diverse First Nations whose ancestors have lived on this land since time immemorial and his family's gratitude to live and work on the traditional territory of Treaty 8.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

The following items were presented for consideration, to amend the agenda:

- 8.1.1.1 include discussion on Union of BC Municipalities (UBCM) conference registration
- 10.6 Premier Horgan and Minister Robinson Correspondence

#### 2.2 Approval of Agenda

**By general consent**, the agenda was adopted as amended.

##### 2.2.1 Agenda Context Notes

Presented for information.

### 3. ADOPTION OF MINUTES

#### 3.1 July 8, 2020

Vice Chair Patrick spoke to item 5.2., Denman Island LTC Bylaws No. 235 & 236, from the July 8, 2020 draft minutes and requested an amendment to the recorded discussion.

**EC-2020-088**

**It was Moved and Seconded,**

THAT the Executive Committee draft minutes of July 8, 2020, item 5.2, be amended to add, under discussion, that "Discussion also included the consideration of rainfall as an important manageable resource in water management policies, strategies and plans."

**CARRIED**

**By general consent,** the July 8<sup>th</sup> Executive Committee draft minutes were adopted as amended.

### 4. FOLLOW UP ACTION LIST AND UPDATES

#### 4.1 Follow Up Action List (FUAL)/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller reviewed the status of FUAL items and spoke to the upcoming September Trust Council meeting. He noted that a survey to rank the Continuous Learning Plan (CLP) items to determine item interest will be sent to trustees.

Vice Chair Fast spoke to preparing a recommendation to bring to Trust Council regarding the resolution to invite Dr. Hebda as a CLP presenter.

Discussion was heard on CAO FUAL item 2, concerning council committee options and item 3, education opportunities for trustees regarding their responsibilities in the role of employer and public comments related to staff work product.

Discussion continued, that reworking the council committee structure has little interest at this time and that a brief report to note the status of this FUAL item would address its "in progress" status.

**By general consent,** the Executive Committee request the Chief Administrative Officer bring a report to Trust Council on Follow up Action List item 2, "That the Executive Committee ask staff to come back with a report on council committee options."

Director of Local Planning Services (DLPS) Marlor reviewed the status of his FUAL items and gave a verbal update on the following:

- Hiring of a planning position at the Salt Spring office and bylaw enforcement,
- Local Planning Services Review is now added as a standing item to the Local Planning Committee agenda,

- Creating a framework on how official community plan (OCP) reviews will move forward.

Vice Chair Rogers remote connection was lost at 9:35 a.m. He rejoined the meeting at 9:38 a.m.

Director of Trust Area Services (DTAS) Frater spoke to the status of her FUAL items. She noted the Union of British Columbia Municipalities (UBCM) minister meeting requests have been submitted and that the Communications Strategy for the Trust is a priority project for September Trust Council.

Vice Chair Rogers commented that Part 5 of the Policy Statement is a current topic of debate and discussion amongst trustees regarding “healthy communities” as an amenity.

**By general consent**, items 6 and 6.1 were addressed next.

## **6. DELEGATIONS**

### **6.1 CPAWS-WCEL**

Kate McMillian, Coastal Campaign Manager for the Canadian Parks and Wilderness Society (CPAWS) and Michael Bissonnette, staff lawyer with West Coast Environmental Law (WCEL) gave a Power Point presentation advocating for a coordinated British Columbia Coastal strategy. They requested support for their Union of B.C. Municipalities (UBCM) resolution calling for the provincial government to develop and enact a Coastal Strategy and to coordinate with various stakeholders to preserve coastal health through various activities and objectives.

The following comments were heard:

- Cities including Port Moody, Victoria and Richmond have been approached for UBCM resolution support by CPAWS-WCEL,
- The Nova Scotia model, contained in the delegates presentation, was a recommended strategy for a coordinated approach,
- The National Marine Conservation Area’s federal role,
- Advancing the delegates request for support by suggesting they address Trust Council in September.

Director Frater will follow-up with the delegates.

At 10:25 a.m., the meeting recessed for a break and reconvened at 10:31 a.m.

### **4.2 Local Trust Committee Chair Updates**

Local Trust Committee Chairs provided verbal updates on recently attended local trust committee (LTC) meetings and advocacy issues.

Vice Chair Rogers noted that a fulsome debate was heard regarding antenna towers and, the B.C. Ferries rezoning application at the recent Gabriola LTC meeting. He commented that the New Brighton dock on Gambier Island is being championed by Trustee Stamford's work.

Vice Chair Patrick commented that the North Pender LTC is continuing to work on its Land Use Bylaw (LUB) review. She asked for clarity on the availability of LTC electronic meeting recordings and noted that local newspapers have misquoted her statements regarding Islands Trust staff.

Vice Chair Fast stated Bowen Island Municipality recently advanced an application for a yoga retreat which will bring an amenity of park trails connecting to Crown Land. The next Bowen Island Municipal council meeting will be held August 27<sup>th</sup>.

Chair Luckham commented on the various interest levels of electronic meetings by the LTC's and that waiting to see how livestreaming unfolds will help inform the various committees on how they wish to proceed with livestreaming and video on demand.

#### **4.3 Islands Trust Conservancy Liaison Update**

Vice Chair Fast spoke to the recently held Islands Trust Conservancy/Executive Committee (ITC/EC) liaison meeting.

##### **4.3.1 Islands Trust Conservancy July Report**

Presented for information. No questions.

##### **4.3.2 ITC/EC Liaison Meeting July 14 draft minutes**

Executive Committee reviewed the ITC/EC draft minutes.

**By general consent**, the Executive Committee endorsed the draft minutes of July 14<sup>th</sup> with the following amendment: Page 5 of the draft minutes, (page 26 of the agenda package) change "Discussion ensued on the following" to ""Discussion ensued on ecosystem-based management and the Ecological Research Network. The following topics arose:"

## **5. BYLAWS FOR APPROVAL CONSIDERATION**

### **5.1 Hornby Island LTC Bylaws No. 161 & 162 (OCP / LUB amendments)**

Vice Chair Fast spoke to the bylaw amendments which correct typographical errors, outdated legislation titles, language and citation errors.

**EC-2020-089**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 161, cited as "Hornby Island Official Community Plan Bylaw, 2014, Amendment No. 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2020-090**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 162, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION - None**

**7.1 Executive**

**7.2 Local Planning Services**

**7.3 Administrative Services**

**7.4 Trust Area Services**

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated**

**8.1.1 Executive**

**8.1.1.1 Holding of an electronic UBCM 2020 Islands Trust Session – RFD**

CAO Hotsenpiller spoke to the briefing which addresses the annual Islands Trust hosted UBCM breakfast meeting.

Discussion was heard that, because the UBCM conference will be held virtually, that the logistics of holding another Zoom meeting at this time would not be beneficial.

**EC-2020-091**

**It was Moved and Seconded,**

That Islands Trust not host a Union of BC Municipalities breakfast/electronic meeting in 2020.

**CARRIED**

**8.1.1.2 Strategic Plan Implementation through LTC's and Projects – Discussion**

Vice Chair Fast raised the issue of keeping the Strategic Plan in the forefront of trustees minds and how it relates to LTC top priorities and projects.

Director Marlor spoke to the mapping being created by the strategic plan initiatives as a shared resource.

Vice Chair Rogers noted all LTCs have lengthy project lists and address issues important to their communities.

#### 8.1.1.3 Quorum of Local Trust Committees – Discussion

Raised by South Pender Trustee Wright's email, included in this agenda packaged, discussion was heard on the consideration to expand a local trust committee quorum.

It was heard that this would be an *Islands Trust Act* amendment requiring Minister approval.

Chair Luckham raised the question of local trust committee recorded meetings being posted to the website.

CAO Hotsenpiller said all the technology is in place, there may have been a gap in timing getting the North Pender LTC meeting posted. At this time, there has been no decision to livestream or post committee meetings but the staff and technology are ready to do so.

#### 8.1.2 Trust Area Services – None

#### 8.1.3 Local Planning Services

##### 8.1.3.1 Development Application Volumes May-July – Briefing

DLPS Marlor spoke to the briefing stating we are not seeing a drop in application volumes.

Chair Luckham asked if EC wishes to continue to see this analysis which was requested in response to COVID and its potential impact on application volumes.

**By general consent**, the Executive Committee requested the reporting of development application volumes continue.

#### 8.1.4 Administrative Services – None

At 11:57 a.m., the meeting recessed for lunch and reconvened at 12:40 p.m.

At 12:40 p.m. CAO Hotsenpiller's electronic connection crashed.

**By general consent**, item 8.2.3.1 (following under 8.2.3) was addressed next, allowing CAO Hotsenpiller opportunity to resume his electronic connection and address item 8.2.

### 8.2.3 Local Planning Services

#### 8.2.3.1 Clarifying Local Trust Committee Procedures – Briefing

DLPS Marlor spoke to the briefing which clarifies approval of local trust committee business meeting agendas. He highlighted Trust Council Policy 4.1.1., LTC Chair Guidelines and 5.9.1., Best Management Practices for Delivery of Local Planning Services to Local Trust Committees. He said the Chair should be approving the agenda and noted that timelines were outlined in the report on how an agenda is produced and approved.

Discussion followed on staff readiness with reports and chair input regarding agenda preparation.

DLPS Marlor will circulate this report to planning staff.

**By general consent**, Executive Committee requested a cover note be added to this report; that Executive Committee request this be forwarded to trustees for information and that some trustees will be more familiar with this information than others.

## 8.2 **Executive Committee Initiated**

### 8.2.1 Executive

#### 8.2.1.1 COVID-19 / Safety Plan Update – Briefing

CAO Hotsenpiller reviewed the briefing and spoke to the updated Ministerial Order 192 and a further order regarding short-term vacation rentals (STVRs) which are a health unit matter and could involve our bylaw enforcement if called upon. All offices are now open to staff under the Islands Trust Safety Plan guidelines and will be open to the public when the plexiglass barriers arrive. He addressed the ability to hold public meetings and public hearings associated with COVID safety precautions and the current legislation.

Discussion regarding accessibility to the Islands Trust offices, public meetings, public hearings, electronic meetings and holding physical meetings was heard. Islands Trust will continue holding meetings electronically with availability for the public to participate remotely.

#### 8.2.1.2 North Pender LTC request to EC re: holding APC meetings – Discussion

Vice Chair Patrick requested clarification on advisory planning commissions (APCs) ability to convene a meeting while adhering to safety guidelines.

A discussion on the legislative requirements, that APC meetings be open to the public and whether the legislation allows for APC to hold electronic meetings was heard.

It was noted that the expectation of staff time regarding APC meeting organization would not go beyond the usual process

**EC-2020-092**

**It was Moved and Seconded,**

That the Executive Committee request staff to advise advisory planning commissions that:

1. they can hold in-person meetings as previously indicated or
2. organize an electronic meeting that: is a). self organized b). open to public and c). has a regular public minute taker.

**CARRIED**

**By general consent**, item 8.2.2.1 (follows 8.2.2.) will be addressed before the item 9. Closed Session

8.2.4 Administrative Services - None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council** - None

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick stated that a petition is circulating to get the islands included in Island Coastal Economic Trust (ICET), which Vice Chair Fast was interested in.

**9.3 Local Planning Services** - None

**9.4 Administrative Services** - None

**10. CORRESPONDENCE (for information unless raised for action)**

**10.1 W. Sudmant email dated July 7 re: Islands Trust Welcomes Court Ruling news release**

DLPS Marlor addressed W. Sudmant's email comments. The long standing litigious history of the file prompted a minimalist news release to recognize the ruling in favor of Islands Trust.

**By general consent**, Chair Luckham will respond with an email to Mr. Sudmant with information about development permit areas, application guidelines and and invitation to contact his local trustees should he require further information.



**10.2 Trustee Wright email dated July 22 re: Islands Trust taglines**

Executive Committee and staff verbally reviewed the history of the taglines. In 2004, there was a discussion; however, a resolution could not be found. Presently, taglines are under review as part of the upcoming communications strategy and are a work in progress.

**EC-2020-93**

**It was Moved and Seconded,**

That the Chair respond on behalf of the Executive Committee to the correspondence of July 22, from Trustee Wright, that the tag line is under review as part of the Communications Strategy and review of the Islands Trust Policy Statement.

**CARRIED**

**10.3 UBCM The Compass Newsletter issues dated July 8, 15, 22 & 29, 2020**

The Executive Committee noted that the UBCM news letters are a valuable resource and appreciate the updates.

**EC-2020-94**

**It was Moved and Seconded,**

The Executive Committee requests staff forward all the July Union of British Columbia Municipalities, The Compass Newsletters, to all trustees.

**CARRIED**

**10.4 Honourable Minister Anne Kang response re: call for redress of historical wrongs against Japanese Canadians dated July 29, 2020**

It was an oversight that the letter was not included in the posted agenda package; however, the letter had already been circulated to all trustees and posted to the website under Chair Correspondence.

**10.5 Oceans Protection Plan Newsletter - email dated July 30<sup>th</sup>**

Chair Luckham is a subscriber and recommends others join. Provided for information.

**10.6 Premier Horgan and Minister Robinson Correspondence**

**By general consent,** circulate the correspondence to trustees for information.

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program**

Received for information.

## 12. NEXT MEETING

The next Executive Committee business meeting is September 2, 2020.

The meeting recessed for a break at 1:51 p.m. and reconvened at 2:00 p.m.

### 8.2.2 Trust Area Services

#### 8.2.2.1 Missing and Murdered Indigenous Woman and Girls Calls for Justice – Briefing

Chair Luckham called for a moment of silence to recognize the missing and murdered Indigenous woman and girls and the impacts on the families and loved ones this continues to have.

Senior Intergovernmental Policy Advisory (SIPA) Wilcox said we come together to discuss a difficult topic. She thanked the Chair for the moment to pause.

SIPA Wilcox spoke to the briefing and why it comes to Islands Trust as a government. Options for action will be offered as next steps.

Discussion followed after SIPA Wilcox's presentation which included background and summary of the report which was now over a year old.

#### **EC-2020-95**

##### **It was Moved and Seconded,**

The Executive Committee request staff to provide a Learning at Home series on the one year anniversary on the Calls for Justice report.

**CARRIED**

At 3:00 p.m., the meeting was closed to the public.

## 13. CLOSED MEETING

#### **EC-2020-96**

##### **It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

**CARRIED**

At 3:34 p.m., the meeting was reopened to the public.

**14. RISE AND REPORT DECISIONS FROM CLOSED MEETING**  
None

**15. ADJOURNMENT**

**EC-2020-97**

**It was Moved and Seconded,**

That the Executive Committee meeting be adjourned at 3:34 p.m.

**CARRIED**

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator/Recorder