



Executive Committee Minutes of Regular Meeting

Date: September 2, 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
Julia Mobbs, Director, Administrative Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Vicky Swan, Communications Specialist
Warren Dingman, Bylaw Compliance & Enforcement Manager
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

At 9:03 a.m., Chair Luckham called the meeting to order stating gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following item was presented for addition to the agenda:

- 11.10 JASCO response letter dated August 25, 2020 to SIRRA (Saturna Island Residents and Ratepayers Association letter dated August 17, 2020

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

3. ADOPTION OF MINUTES

3.1 August 5 Executive Committee draft minutes

By general consent, the August 5th, 2020 Executive Committee draft minutes were adopted as presented.

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 his FUAL items as presented in the report. He noted that the Union of British Columbia Municipalities (UBCM) meeting request with the Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation, was declined.

Director of Local Planning Services (DLPS) Marlor indicated all FUAL items in his area were complete and gave an update on the current job postings in the planning department and bylaw enforcement.

Director of Trust Area Services (DTAS) Frater spoke to the status of her FUAL items and noted that #10, a report with options regarding missing and murdered Indigenous women and girls call for justice, will be brought to the next regular business meeting.

4.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended and upcoming meetings.

Discussion followed on the ability to hold in-person meetings while meeting physical distancing requirements.

4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast stated the Islands Trust Conservancy Board did not meet in August and that item 6.5.3, the Conservancy's Report, addresses its recent work.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipality Bylaw No. 498 (OCP amendment)

Vice Chair Fast introduced the bylaw amendment which EC had reviewed at First Reading at its February 26th business meeting. She stated this amendment brings with it a covenant and access to Crown Lands.

DLPS Marlor commented on the background of the application, to create a yoga retreat, as cited in the report submitted by Planner Stockdill.

EC-2020-098

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Bylaw No. 498, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018” pursuant to Section 38 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

Chair Luckham directed the Executive Committee to pull out items for discussion. If there was no concern or discussion on an item, the item would be forwarded, by general consent, to the September Trust Council agenda package as presented.

Vice Chair Rogers requested that future Trust Council Meeting Preparation items be ordered exactly as presented on the draft Trust Council agenda.

6.1 Executive

6.1.1 CAO Report

By general consent, this item was forwarded to Trust Council as presented.

6.1.2 Executive Committee Work Program

By general consent, this item was forwarded to Trust Council as presented.

6.1.3 June Trust Council draft minutes

Chair Luckham requested page 14 of the draft Trust Council minutes provide a smoother transition regarding the introduction of motion which was raised in the closed session but was deemed to be an item which should be addressed in the open meeting.

By general consent, this item was forwarded to Trust Council as amended.

6.1.4 Disturbance of Cultural Heritage Sites and Ecosystems / Trustee Colbourne – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.1.5 Prioritizing of the 2018 - 2022 Continuous Learning Plan – RFD

Amend the paragraph following the top ranked topics on page 2 of the request for decision (page 59 of the agenda package) to clarify Executive Committee’s decision to provide a new session on governance as an important education tool.

By general consent, this item was forwarded to Trust Council as amended.

6.1.5.1 Dr. Richard Hebda Presentation resolution amendment – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.1.6 Islands Trust Council December Meeting Logistics – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.1.7 Strategic Plan Quarterly Update

EC reviewed the status of items in the Strategic Plan and discussed the following changes:

- Land Stewardship item regarding Coastal Douglas fir work indicate it has been started at the local trust committee level on Salt Spring,
- Item 23, Policy Statement, change to in progress,
- Item 8, indicate it does require peer review.

By general consent, this item was forwarded to Trust Council as amended.

6.1.8 Summary of Local Trust Committee Correspondence Policy – Briefing

By general consent, this item was forwarded to Trust Council as presented.

6.1.9 DRAFT September Trust Council Schedule

By general consent, Executive Committee tabled item 6.1.9 for consideration until after today’s Closed Meeting session.

6.1.10 DRAFT September Trust Council Consent Agenda Cover

By general consent, this item was forwarded to Trust Council as presented.

6.1.11 Trust Council Priorities Chart

Discussion regarding the number of Top Priorities reported by a local trust committee or committee ensued. Policies 6.2.1 and 6.7.1 indicate each organizational unit report three (3) Top Priorities.

Chair Luckham requested this item be noted for a deeper discussion at the EC meeting after Trust Council.

By general consent, this item was forwarded to Trust Council as presented.

6.1.12 Trust Council Follow Up Action List

By general consent, this item was forwarded to Trust Council as presented.

By general consent, the meeting recessed for a break at 10:21 a.m. and reconvened at 10:30 a.m.

6.2 Delegation Requests

Executive Committee discussed the number of delegations requests received and its discretion in allotting the amount of time a delegation may be given to present.

EC-2020-099

It was Moved and Seconded,

That the delegations (excluding 6.2.2) be approved and advise the delegates they will be given 8 minutes each, due to the number of requests received, to address Trust Council.

CARRIED

6.2.1 Friends of the San Juans re: Roberts Bank Terminal 2

By general consent, this item was forwarded to Trust Council as presented.

6.2.2 Rick Hughes Chair, San Juan County Council

Staff noted that Rick Hughes Chair, San Juan County Council may be supporting Friends of the San Juans delegation; however, his attendance could not be confirmed at this time.

6.2.3 Canadian Parks and Wilderness Society / West Coast Environmental Law re: BC Coastal Strategy and law

By general consent, this item was forwarded to Trust Council as presented.

6.2.4 Raincoast Conservation Foundation re: Gulf Islands Forest Project policy focus

By general consent, this item was forwarded to Trust Council as presented.

6.2.5 My Sea to Sky re: Municipal Carbon Accounting and Accountability

By general consent, this item was forwarded to Trust Council as presented.

6.2.6 Salt Spring Solutions & Non-profit Community Groups re: Collective Concern for the Islands 2050 Consultation Process

By general consent, this item was forwarded to Trust Council as presented.

6.2.7 Maxine Leichter re: Islands Trust Bylaw Enforcement

By general consent, this item was forwarded to Trust Council as presented.

6.2.8 Michael Sketch re: A Regional Plan of Trust Area Policies - history & implementation

By general consent, this item was forwarded to Trust Council as presented.

6.3 Local Planning Services

6.3.1 Director's Report

In the Director's Report, Vice Chair Patrick requested clarification on the following:

- Whose tenants are being referenced on page 151 of the agenda package,
- The Fresh Water Strategy – Strategic Plan Item 7, roles and responsibilities of the Trust was left out,
- The Groundwater Mapping Project regarding the peer review being presented to Local Planning Committee.

By general consent, this item was forwarded to Trust Council as amended.

6.3.2 Local Planning Committee Work Program Report

By general consent, this item was forwarded to Trust Council as presented.

6.3.3 LPC - Request for Fee Principles Discussion at Trust Council – Briefing

DLPS Marlor discussed preparing a session outline to focus the fee principles discussion.

By general consent, Executive Committee requests the Director of Local Planning Services Marlor bring back a session outline before the end of the meeting and table this item to later in the day.

6.3.4 Change the Name of Local Planning Committee to Regional Planning Committee – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.3.5 Cost of Enhanced Bylaw Enforcement – Briefing

Executive Committee discussed how to address this item at Trust Council, whether it sit on the consent agenda or be presented as a request for decision which includes a recommendation.

EC-2020-100

It was Moved and Seconded,

That Executive Committee request that Director of Local Planning Services Marlor draft a request for decision, that if Trust Council wishes enhanced bylaw enforcement the business case presented should be included in the next budget proposal to Financial Planning Committee.

CARRIED

By general consent, Executive Committee forward to Trust Council item 6.3.5 as a request for decision as indicated in **EC-2020-100**.

6.3.6 Bylaw Enforcement Statistical Reports – Briefing

By general consent, this item was forwarded to Trust Council as presented.

6.3.7 Applications Volume – Briefing

By general consent, this item was forwarded to Trust Council as presented.

6.3.8 Policy Interpretation of Amendment - Trust Council Policy 6.3.2 s.6.3 – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.4 Administrative Services

Director of Administrative Services (DAS) Mobbs noted that the Financial Planning Committee (FPC) Work program was amended at its last meeting and that FPC had not reviewed her Director's Report.

There was no discussion.

By general consent, Executive Committee requested all items under 6.4 be forwarded to Trust Council as presented.

6.4.1 Director's Report

6.4.2 Financial Planning Committee Work Program Report

6.4.3 2019/20 Statement of Financial Information (SOFI) - Briefing

6.4.4 June 30, 2020 Quarterly Financial Report - RFD

6.4.5 2021/22 Draft Budget Information

6.4.5.1 Budget Assumptions and Principles (BAP) - Briefing

6.4.5.2 Budget Cycle 2022 Timelines

6.5 Trust Area Services

6.5.1 Director's Report

By general consent, this item was forwarded to Trust Council as presented.

6.5.2 Trust Programs Committee Work Program Report

By general consent, this item was forwarded to Trust Council as presented.

6.5.3 Islands Trust Conservancy Report

By general consent, this item was forwarded to Trust Council as presented.

6.5.4 Islands Trust Conservancy Species at Risk Program – Briefing

Vice Chair Rogers requested that this item be pulled from the consent agenda and that this item be presented in discussion and decision items.

By general consent, Executive Committee request this item be forwarded, as presented, and placed on the Trust Council agenda under Discussion and Decision items.

6.5.5 History, Heritage and Conservation Grants-in-Aid Policy – RFD

By general consent, Executive Committee requests that item 6.5.5 have document track changes on showing the recommended policy amendments, and that the recommended resolution be amended to show the correct policy number and that this item be forward to Trust Council as amended.

6.5.6 Secretariat Services Policy – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.5.7 Amendments to Islands Trust Community Stewardship Awards Program – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.5.8 Suspension of Islands Trust Community Stewardship Awards Program – RFD

By general consent, this item was forwarded to Trust Council as presented.

6.5.9 Changing Islands Trust Tagline – RFD

Executive Committee discussed the request for decision, anticipating a deep discussion at Trust Council (TC) as this item is in its draft phase.

By general consent, this item was forwarded to Trust Council as presented.

6.5.10 Climate Indicators Project - Phase 1 Scoping Report - Briefing

By general consent, this item was forwarded to Trust Council as presented.

6.5.11 Policy Statement Amendment Project Update – Briefing

By general consent, Executive Committee tabled this item and will address it after today's Closed Meeting session.

6.5.12 Legislative Monitoring Report – Briefing

By general consent, this item was forwarded to Trust Council as presented.

6.5.13 Climate Change Stewardship Education Program – Briefing

By general consent, this item was forwarded to Trust Council as presented.

By general consent, the agenda was amended to address the Closed Meeting session next.

Executive Committee discussed the need to address in-camera items before the end of this meeting so that further consideration could be given to tabled items 6.1.9., 6.3.3., and 6.5.11.

9. CLOSED MEETING (under separate cover)

EC-2020-101

It was Moved and Seconded,

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

CARRIED

At 11:45 a.m. the meeting was closed to the public.

By general consent, the meeting recessed for lunch at 11:45 and reconvened in Closed Meeting at 12:20 p.m.

The meeting was opened to the public at 2:15 p.m.

Chair Luckham welcomed the public back to the open meeting for those listening to the livestream.

Tabled items, 6.5.11., 6.1.9 and 6.3.3. were addressed next.

6.5.11 Policy Statement Amendment Project Update – Briefing

After consideration of legal advice received in the Closed Session, Executive Committee resolved the following:

EC-2020-102

It was Moved and Seconded,

That Executive Committee remove the item “Discussion of the Policy Statement Amendment Project” from the Trust Council Schedule and that an update be provided by Executive Committee to Trust Council related to that matter.

CARRIED

Vice Chair Rogers, Executive Committee liaison to the Trust Programs Committee (TPC) will reach out to TPC Chair Morrison regarding resolution EC-2020-102 and provide to her Executive Committee’s advice.

The agenda package briefing will be sent to Trust Programs Committee and an updated briefing will go forward to Trust Council.

6.1.9 DRAFT September Trust Council Schedule

EC-2020-102 removed the Policy Statement discussion session from the Trust Council schedule.

By general consent, Executive Committee approved the Trust Council schedule as amended.

6.3.3 LPC - Request for Fee Principles Discussion at Trust Council – Briefing

DLPS Marlor presented, a draft session outline he created during the lunch break for guiding discussion regarding fee principles. DLPS Marlor noted that Local Planning Committee meets tomorrow and will review this item for consideration of additional materials to accompany the session outline at Trust Council.

By general consent, this item was forwarded to Trust Council as presented.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Reconsideration of a Council Committee review process – Briefing

CAO Hotsenpiller reviewed the briefing regarding this long-standing item on the Executive Committee follow-up action list (FUAL).

EC-2020-103

It was Moved and Seconded,

That Executive Committee rescind resolution **EC-2019-005**, “That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council.”

CARRIED

7.1.2 Executive

7.1.2.1 Continuation of Electronic Meetings – Briefing

CAO Hotsenpiller spoke to the briefing and Executive Committee’s desire to look at the ability and interest to host live public meetings.

Vice Chair Rogers noted he would like to continue this discussion after Trust Council.

The briefing was received for information.

7.1.3 Trust Area Services

7.1.3.1 Islands Trust Sign for Bowen Island – RFD

Director of Trust Area Services spoke to the request for decision (RFD). The sign is intended to be prominently displayed when ferry traffic alights into Snug Cove.

EC-2020-104

It was Moved and Seconded,

That the Executive Committee approves the design of the Islands Trust sign for Bowen Island, as presented on September 2, 2020.

CARRIED

7.1.3.2 Draft Communications Plan 2020-2022 – Briefing

Communications Specialist Swan presented a Power Point related to the briefing contained in the agenda package.

The plan was received for information.

7.1.3.3 Hornby Island LTC Power Point Presentation – Briefing

Vice Chair Fast spoke to the briefing request.

DTAS Frater suggested the item be added to a projects list and be considered as the communications plan evolves.

7.1.4 Local Planning Services - None

7.1.5 Administrative Services - None

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Coast Guard Consultation on Oil Spill Response – Briefing

By general consent, Executive Committee will address the Coast Guard Consultation on Oil Spill Response – Briefing at its September 14th meeting.

7.2.2 Trust Area Services – None

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services - None

8.2.1 LTC Chairs Report on Local Advocacy Topics

By general consent, Executive Committee will address LTC Chairs Report on Local Advocacy Topics at its September 14th meeting.

8.3 Local Planning Services - None

8.4 Administrative Services - None

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

11. CORRESPONDENCE (for information unless raised for action)

11.1 Vice Chair Fast re: Needs for Priority Denman Island OCP/LUB review dated Aug 27, 2020

Executive Committee discussed LTC's that have not added official community plan reviews to their Top Priorities list. Lasqueti and Gambier LTC's have added OCP reviews to their Work Program.

The correspondence was received for information.

11.2 My Sea to Sky re BC EAO Woodfibre extension email dated Aug 20, 2020

Vice Chair Rogers will respond to Tracey Saxby in an email and advise her on Executive Committee's and Trust Council's position regarding this matter.

11.3 SIRRA re: 198 Cliffside Road letter dated Aug 17, 2020

CAO Hotsenpiller and Chair Luckham are working on a response that has been drafted by Bylaw Compliance and Enforcement Manager (BCEM) Dingman.

11.4 E. Eley re: What We Heard Islands 2050 Report email dated Aug 12, 2020

By general consent, forward E. Eley re: What We Heard Islands 2050 Report email dated Aug 12, 2020 to Trust Programs Committee.

11.5 MP Weiler re: Abandoned Boats Projects Program - letter dated Aug 4, 2020

By general consent, MP Weiler re: Abandoned Boats Projects Program - letter dated Aug 4, 2020 was received for information.

11.6 F. Attrop re: opinion pieces in Times Colonist email dated Aug 8, 2020

By general consent, forward F. Attrop re: opinion pieces in Times Colonist email dated Aug 8, 2020, ensuring hyperlinked items are included, to Trust Council correspondence.

11.7 UBCM - The Compass Newsletters dated August 26, 19 & 12

Executive Committee discussed their attendance at UBCM as they await responses to their minister meeting requests.

11.8 Hornby Island Housing Society re: Islands 2050 Consultation Process letter dated August 27, 2020

By general consent, forward Hornby Island Housing Society re: Islands 2050 Consultation Process letter dated August 27, 2020 to Trust Programs Committee.

11.9 S.Norgard re: Islands 2050 engagement email dated Aug 15, 2020

By general consent, forward Norgard re: Islands 2050 engagement email dated Aug 15, 2020 to Trust Programs Committee.

11.10 JASCO response letter dated August 25, 2020 to SIRRA (Saturna Island Residents and ratepayers Association letter dated August 17, 2020

Received for information.

12. WORK PROGRAM

12.1 Executive Committee Work Program Report – RFD

Discussion on Executive Committee project #3 – Revisions to Crown Land protocol agreements and letters of understanding, as shown in the current Work Program and the recommendation contained in the request for decision (RFD) ensued.

EC-2020-105

It was Moved and Seconded,

That Executive Committee amend the recommended motion to amend its Work Plan, as contained in the Executive Committee Work Plan request for decision dated August 27, 2020, to remove bullet iv. (Removing Project #3.) and renumber the remaining items as follows:

- i. Including Reconciliation as a Top Priority including the implementation of a Reconciliation Action Plan (SP 17,18)
- ii. Removing Top Priority #5 and including it in Projects as ‘Broadcast public meetings.’ (SP#13)
- iii. Removing Project #1 and including it in a more general project “Marine advocacy associated with i.) impact of commercial activities on SRKW (SP#4), ii.) oil spills and iii.) anchorages.
- iv. Include as a project “Development of a Communications Strategy” and,
- v. Removal of Project #5, Bowen signage.

CARRIED

EC-2020-106

It was Moved and Seconded,

That the Executive Committee forward their Executive Committee Work Plan as amended in **EC-2020-105** to Trust Council.

CARRIED

13. NEXT MEETING

The next meeting of the Executive Committee is September 14, 2020.

14. ADJOURNMENT

EC-2020-107

It was Moved and Seconded,

That the September 2, 2020 Executive Committee meeting be adjourned at 4:15 p.m.

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator