



## Executive Committee Minutes of Regular Meeting

**Date:** September 30, 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 (Victoria Office)  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Carmen Thiel, Manager, Legislative Services  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Dilani Hippola, Acting Senior Policy Advisor  
Lori Foster, Executive Coordinator/Recorder (Victoria Office)

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:04 a.m. and welcomed those who were viewing the meeting via livestream.

Chair Luckham stated gratitude to live and work on Coast Salish traditional and treaty territory and recognized that September 30<sup>th</sup> is Orange Shirt Day which is observed annually to honour Residential School Survivors, and those who did not survive.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add the following items:

- 6.2.1 Local Planning Services - relationship between Conservancy and Local Planning Services
- 6.4.1 San Juan Drift Vessel email dated September 25, 2020
- 8.1.1. Legal Services memorandum – Vice Chair Rogers

#### 2.2 Approval of Agenda

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

- 2.2.1 Agenda Context Notes

Provided for information.

### 3. ADOPTION OF MINUTES

#### 3.1 September 14, 2020 EC draft minutes

**By general consent**, the 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 addressed the status of FUAL items as presented in the report. He noted that Islands Trust insurance has expired.

Director of Administrative Services (DAS) Mobbs addressed the status of the insurance lapse, that market rates have increased and the risk level which has been attributed to Islands Trust. There has been little interest from service providers and there is a potential increase of about 23%.

**By general consent**, Executive Committee chose to address the item of insurance now.

Discussion followed.

#### **EC-2020-110**

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

That Executive Committee refer the item of insurance to the Financial Planning Committee for research and recommendation.

**CARRIED**

Discussion on CAO FUAL item #2, a governance learning session for trustees, was heard regarding theme, style and when it would be delivered.

Directors Frater, Marlor and Mobbs reviewed their FUAL reports and gave verbal updates on staff hiring's and the status of current projects.

Changes to the *Agricultural Land Commission Act* and *Agricultural Land Reserve Regulations* now splits application fees equally between the commission and local government, DLPS Marlor noted.

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

Legislative Services Manager (LSM) Thiel spoke to a review of Trust Council Bylaw 101 regarding the electronic meetings and delegations sections for December Trust Council.

#### 4.2 Local Trust Committee (LTC) Chair Updates

Chairs of their local trust committees gave verbal updates on recently attended LTC meetings, and associated applications.

Vice Chair Fast gave a verbal update on a recently attended Bowen Island Municipal meeting and associated applications.

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

Vice Chair Fast noted the Conservancy will meet next week and spoke to an upcoming land transfer to the Conservancy coming from a rezoning in the Gambier local trust area.

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

#### **5.1 Bowen Island Municipal Bylaw No. 521 (OCP amendment) – RFD**

Director of Local Planning Services (DLPS) Marlor spoke to the request for decision (RFD) which corrects an omission regarding which areas on Bowen Island are designated for temporary use permits.

##### **EC-2020-111**

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

THAT the Islands Trust Executive Committee approve Bylaw No. 521, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020” pursuant to Section 38 of the *Islands Trust Act*.

**CARRIED**

#### **5.2 Hornby Island LTC Bylaw No. 163 (LUB amendment) - RFD**

DLPS Marlor spoke to the RFD that corrects an error in the map associated with the bylaw.

##### **EC-2020-112**

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

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 163, cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2020", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

### **6. TRUST COUNCIL MEETING REVIEW**

#### **6.1 Executive**

##### **6.1.1 Executive Committee Roundtable**

Executive Committee provided feedback on the September electronic Trust Council meeting.

In general, discussion was heard on the following:

- Electronic hand raising and voting processes,
- Islands Trust staff to run delegation presentations,
- An additional vice chair to attend next Trust Council in the Victoria boardroom,
- Scheduling delegation presentations on a different day or evening,
- Timing of the meeting went well,
- Assistance for the coordinator.

#### 6.1.2 Trust Council (TC) Business Decision Highlights – RFD

Executive Committee reviewed the business decision highlights as presented.

**By general consent**, Executive Committee requested that in the business decision highlights, a heading for the disposition of delegations be incorporated and, the suspension of the Community Stewardship Awards program indicate when the program will be revisited, and send out to subscribers.

#### 6.1.3 Delegation 1. Friends of San Juans Power Point

This delegation's Power Point was missed for inclusion in the September TC agenda and, audio/video problems inhibited the presentation on delegation day.

Discussion was heard on brining this item to December Trust Council.

**By general consent**, Executive Committee requested the Friends of San Juans Power Point presentation be forwarded to all trustees.

At 12:00 noon, the meeting recessed for a break and reconvened at 12:34 p.m.

### 6.2 **Local Planning Services**

#### 6.2.1 Local Planning Services - relationship between Conservancy and Local Planning Services

Discussion was heard that expertise from the Islands Trust Conservancy was increasingly being sought by Trust staff and this was raising capacity issues.

### 6.3 **Administrative Services – None**

### 6.4 **Trust Area Services**

#### 6.4.1 San Juan County Drift Vessel email dated September 25, 2020

Director of Trust Area Services Frater spoke to the email which requested participation in a vessel drift and response analysis project through San Juan County.

**EC-2020-113**

**It was Moved and Seconded,**

That Executive Committee ask staff to respond to San Juan County with a thank you for the invitation, that we support their work but are unable to commit resources to this project at this time.

**CARRIED**

**7. EXECUTIVE COMMITTEE PROJECTS**

**7.1 Trust Council Initiated**

**7.1.1 Executive**

**7.1.1.1 Executive Committee Budget Request for FY2021/22 – RFD**

Staff spoke to the budget asks as presented in the request for decision reports.

Executive Committee reviewed the items as presented.

**EC-2020-114**

**It was Moved and Seconded,**

That the Executive Committee recommend that the Financial Planning Committee include \$10,000 in the Fiscal Year 2021/22 for the Policy Statement Amendment Project (Strategic Plan items 10, 16, 22, 23).

**CARRIED**

**EC-2020-115**

**It was Moved and Seconded,**

That the Executive Committee recommend that the Financial Planning Committee include \$18,672 in the Fiscal Year 2021/22 for broadcasting of public meetings (Strategic Plan item 13).

**CARRIED**

**EC-2020-116**

**It was Moved and Seconded,**

That the Executive Committee recommend that the Financial Planning Committee include \$16,950 in the Fiscal Year 2021/22 for implementation of the Reconciliation Action Plan (Strategic Plan items 18, 19).

**CARRIED**

**EC-2020-117**

**It was Moved and Seconded,**

That the Executive Committee request staff to draft an amendment to the Strategic Plan regarding development of heritage overlay mapping and development of model bylaws.

Discussion was heard on the complexities and considerations of this item being added to the Strategic Plan.

**CARRIED**

**EC-2020-118**

**It was Moved and Seconded,**

That the Executive Committee recommend that the Financial Planning Committee include \$30,000 in the Fiscal Year 2021/22 for the development of heritage overlay mapping and development of model bylaws (pending Executive Committee approval of a business case and adoption of a Strategic Plan amendment).

**CARRIED**

**EC-2020-119**

**It was Moved and Seconded,**

That the Executive Committee recommend that the Financial Planning Committee include \$15,000 in the Fiscal Year 2021/22 for Islands Trust signs throughout the Trust Area.

Executive Committee discussed the pros and cons of signage versus cost, communications considerations and current projects.

**TIE/ DEFEATED**

7.1.2 Trust Area Services – None

7.1.3 Local Planning Services – None

7.1.4 Administrative Services – None

**7.2 Executive Committee Initiated**

7.2.1 Executive

7.2.1.1 Synopsis of Minister Meetings for UBCM 2020 – Briefing

Chief Administrative Officer (CAO) Hotsenpiller will follow up with ministry and staff regarding the Private Manage Forest Lands request and sharing of a legal opinion.

7.2.1.2 Oil Spill Response Planning in the Trust Area – Briefing

DTAS Frater spoke to the briefing noting she has collaborated with Coast Guard staff and was recommended to collaborate with

Environment Canada regarding the sharing of mapping data relevant to sensitive ecosystem areas.

**EC-2020-120**

**It was Moved and Seconded,**

That the Executive Committee forward the oil spill response briefing dated September 30 to trustees and if anyone wishes further information to contact Vice Chair Rogers.

**CARRIED**

Discussion ensued on requesting the Coast Guard to do a presentation to December Trust Council.

**EC-2020-121**

**It was Moved and Seconded,**

That Executive Committee request Director of Trust Area Services Frater invite the Coast Guard to make a presentation at Trust Council or, an education session to be arranged regarding oil spill response planning.

**CARRIED**

The meeting recessed for a break at 2:08 p.m. and reconvened at 2:16 p.m.

7.2.1.3 Posting of Council Committee and TC electronic meetings on the Islands Trust website – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

**EC-2020-122**

**It was Moved and Seconded,**

THAT Executive Committee direct that a resolution without meeting (RWM) be conducted by Trust Council on the question THAT Trust Council post its quarterly meeting recordings to the Islands Trust website.

**CARRIED**

**EC-2020-123**

**It was Moved and Seconded,**

THAT Executive Committee write to Trust Programs Committee, Financial Planning Committee and Regional Planning Committee recommending that they post their regular meeting recordings and that they conduct a process of deliberation on the matter.

**CARRIED**

**EC-2020-124**

**It was Moved and Seconded,**

THAT Executive Committee direct that their regular committee meeting recordings be posted on the Islands Trust website.

**CARRIED**

**EC-2020-125**

**It was Moved and Seconded,**

THAT Executive Committee direct that staff develop draft policy regarding the provision of electronic meetings for application by Trust Council and Committees for when the Provincial State of Emergency is concluded.

**CARRIED**

7.2.1.4 Executive Committee/TC draft 2021 meeting schedule – Briefing

Discussion on the briefing and proposed schedule ensued.

The following suggestions were heard:

- Hold Executive Committee meeting Monday morning followed by delegations Monday evening,
- 4-5 hour sessions on business days,
- Hold delegations and town hall the week before Trust Council.

**EC-2020-126**

**It was Moved and Seconded,**

That Executive Committee request staff to provide options for the scheduling of Trust Council in line with the conversations at the September 30<sup>th</sup> meeting.

**CARRIED**

**EC-2020-127**

**It was Moved and Seconded,**

That Executive Committee request staff forward to planning staff and trustees the preliminary Trust Council schedule.

**CARRIED**

**EC-2020-128**

**It was Moved and Seconded,**

That the Executive Committee meeting for December 1, 2020 be rescheduled to 9:00 a.m. November 30<sup>th</sup>, 2020.

**CARRIED**

7.2.2 Trust Area Services

7.2.2.1 MMIWG Calls for Justice Recommendations – RFD

The report was not attached to that agenda package.

**By general consent**, this item was deferred to the October 21 business meeting.

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None



**8. NEW BUSINESS**

**8.1 Executive/Trust Council**

**8.1.1. Legal Services memorandum – Vice Chair Rogers**

Vice Chair Rogers spoke to considering a review regarding legal policies 2.1.6, 6.9.1 and 6.9.2.

**EC-2020-129**

**It was Moved and Seconded,**

That Executive Committee request, as the legal services policies are reviewed, that parts B and D of the September 30, 2020 memorandum be taken into consideration.

**CARRIED**

**EC-2020-130**

**It was Moved and Seconded,**

The Executive Committee requests that when legal costs are reported to Trust Council, that they be broken down by general type of legal costs i.e., defense, enforcement and general legal costs.

**CARRIED**

**8.2 Trust Area Services**

**8.2.1 LTC Chairs Report on Local Advocacy Topics**

Chairs of their local trust committees spoke to local advocacy topics.

Topics addressed included the following:

- A forest rally was held on Salt Spring Island,
- Application for funding on Gambier regarding the active transportation plan,
- The New Brighton dock as an item on the upcoming Gambier LTC business meeting.

**8.3 Local Planning Services - None**

**8.4 Administrative Services - None**

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

**9.1 M. Sketch email w/attachments dated September 15, 2020**

Received for information.

**9.2 F. Werden re: aquifer mapping and assessment on Denman email dated September 15, 2020**

Received for information.

**9.3 UBCM The Compass Newsletters Sept 2 – 24**

**EC-2020-131**

**It was Moved and Seconded,**

That staff distribute the Compass newsletters and bulletins from today's meeting to all trustees and provide them an invitation to subscribe to the newsletter.

**CARRIED**

**10. WORK PROGRAM**

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

Received for information.

**11. NEXT MEETING**

The next meeting of the Executive Committee is October 21, 2020 being held electronically.

**12. CLOSED MEETING**

The resolution presented in the agenda package to close the meeting citing Community Charter 90(1) (k) was amended to include (a) and (f) to address new in-camera business items.

**EC-2020-132**

**It was Moved and Seconded,**

That the Executive Committee close this meeting to the public subject to Section 90(1)(a)(f)(k) of the Community Charter in order to consider matters related to: personal information about an identifiable individual who holds a position as an officer of the municipality or another position appointed by the municipality; law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; negotiations and related discussions respecting the proposed provision of a service that is at its preliminary stages and that, in the view of the committee could reasonably be expected to harm its if they were held in public; and that staff be invited to remain in the meeting.

**CARRIED**

At 3:10 p.m., the meeting was closed to the public.

At 4:18 p.m., the meeting was reopened to the public.

**13. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None**

**14. ADJOURNMENT**

**By general consent**, at 4:18 p.m. the meeting was adjourned.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**