Islands Trust

Executive Committee
Minutes of Regular Meeting

Date:	**May 13, 2020**
Location:	**Victoria Boardroom & Electronic** **#200 1627 Fort Street, Victoria BC**
Members Present:	**Peter Luckham, Chair, Thetis** **Dan Rogers, Vice Chair, Gambier/Keats** **Laura Patrick, Vice Chair, Salt Spring** **Sue Ellen Fast, Vice Chair, Bowen Municipality**
Staff Present:	**Russ Hotsenpiller, Chief Administrative Officer, present at boardroom** **Lori Foster, Executive Coordinator/Recorder** **David Marlor, Director of Local Planning Services** **Clare Frater, Director of Trust Area Services at item 5.1**
Others Present:	**Call-ins to phone number toll-free 885-703-8985 code# 620 7955 3922** **Trustee Langereis, Gabriola Island LTC joined at 9:33 AM**

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:05 AM stating gratitude for the ability to meet electronically across the Salish Sea and to live and work in Coast Salish territory.

All members participated in the meeting electronically via Zoom.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

8.3.3 Email from Trustee Langereis re: advisory planning committee meetings and ministerial order (MO139)

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

3. ADOPTION OF MINUTES

3.1 April 15th Special Electronic Meeting

Item 3.1., April 8th draft minutes, bullet to read "A news release from Salt Spring Island Business and Farm Response & Recovery Task Force discouraging travel was circulated."

By general consent, the minutes were adopted as amended.

3.2 April 22nd Special Electronic Meeting

By general consent, the April 22nd Special Electronic meeting minutes were adopted as presented.

3.3 April 29th Special Electronic Meeting

Amend Roundtable discussion: remove from Vice Chair Rogers comments regarding Saturna electronic meetings and add to Vice Chair Patrick's comments.

By general consent, the April 29th Special Electronic meeting minutes were adopted as amended.

3.4 May 6th Special Electronic Meeting

By general consent, the May 6th Special Electronic meeting minutes were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller reviewed FUAL items and gave a verbal update on communications with the ministry regarding COVID-19 response.

Discussion ensued regarding bylaw readings under Ministerial Order 139.

Directors Marlor and Frater addressed the status of items under their FUAL areas and reported on staffing updates and recently attended meetings.

Discussion was heard on technical issues and the administrative support needed for some recently held electronic local trust committee meetings.

Trustee Langereis joined the meeting at 9:33 AM via phone-in call.

4.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC) reported on upcoming electronic LTC meetings and other recently attended electronic and teleconference meetings.

Discussion on increased boat and foot passenger traffic to the islands was heard.

4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast, who is also Vice Chair of the Islands Trust Conservancy (ITC), reported that the next ITC meeting will be held electronically on May 26, 2020.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 South Pender Island Local Trust Committee Meeting Procedure Amendment Bylaw No. 118

Vice Chair Patrick spoke to the amendment to the meeting procedures bylaw which specifies electronic meeting procedures.

EC-2020-064
It was Moved and Seconded,
THAT the Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 118, cited as "South Pender Island Local Trust Committee Meeting Procedure Bylaw No. 93, 2004, Amendment No. 1, 2020" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 Bowen Island Municipality - LUB Amendment Bylaw No. 501

Director of Local Planning Services (DLPS) Marlor, spoke to the bylaw which regulates the use of short-term vacation rentals (STVR), including entire dwellings, and is not contrary to the Islands Trust Policy Statement.

EC-2020-065
It was Moved and Seconded,
THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 501 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 501, 2020" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 June Trust Council draft meeting schedule

Executive Committee discussed the following:

- Not holding a Continuous Learning session due limited time because of the electronic meeting format,
- Move Administrative Services session to Wednesday afternoon,
- Structure the schedule in 2-hour blocks to avoid electronic meeting fatigue,
- Trustee Roundtable focus on lessons learned during COVID-19 pandemic response.

EC-2020-066
It was Moved and Seconded,
That Executive Committee reschedule its June 16th pre-Trust Council business meeting to June 15th at 9:00 AM.

CARRIED

Trustee Langereis left the meeting at 10:52 AM.

The meeting recessed for a break at 10:52 AM and reconvened at 11:01 AM.

6.1.2 June Trust Council draft agenda

Executive Committee reviewed the draft agenda.

It was noted that an update report on First Nations reconciliation will be added to the June Trust Council agenda.

6.1.3 Trust Council RWM Report

Forward as presented to June Trust Council agenda.

6.1.4 Trust Council March 10-12, 2020 draft minutes

Forward as presented to June Trust Council agenda.

6.1.5 Trust Council April 20, 2020 draft minutes

Forward as presented to June Trust Council agenda.

6.2 Local Planning Services - None
6.3 Administrative Services - None
6.4 Trust Area Services – None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Trust Council Follow-Up Action List

Received for information.

7.1.2 Trust Area Services - None

7.1.3 Local Planning Services

7.1.3.1 Application Processing Procedures in Relation to Trust Council Policy – Briefing

DLPS Marlor spoke to the report as presented. Either EC or Financial Planning Committee can forward this report to Trust Council.

Discussion on extraordinary application costs and charges ensued.

EC-2020-067
It was Moved and Seconded,
That Executive Committee refer the report, "Application Processing Procedures in Relation to Trust Council Policy Briefing" to the Local Planning Committee for information.

CARRIED

7.1.3.2 Development Application Volumes – Briefing

DLPS Marlor noted this briefing responds to Trust Council's request for this information. Updates can be provided as needed.

EC-2020-068
It was Moved and Seconded,
That Executive Committee request staff forward the report "Development Application Volumes Briefing" to the Local Planning Committee for information.

CARRIED

7.1.4 Administrative Services – None

7.2 Executive Committee Initiated – None

7.2.1 Executive
7.2.2 Trust Area Services
7.2.3 Local Planning Services
7.2.4 Administrative Services

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick commented on a Southern Gulf Islands (SGI) pandemic recovery group being convened by Member of the Legislative Assembly, Adam Olsen, with invitations to SGI trustees.

Vice Chair Rogers noted the Gabriola Emergency Response and Recovery Committee continues to meet and are currently discussing what recovery from the pandemic looks like.

8.3 Local Planning Services

8.3.1 Request for EC Sponsorship of Development Application fee GB-RZ-2020.1 (Gabriola Housing Society)

Vice Chair Rogers spoke to the affordable housing project which has come to Executive Committee after being passed by a series of RWMs (resolution without meetings).

EC-2020-069
It was Moved and Seconded,
THAT the Executive Committee approve financial sponsorship of $1,000.00 for rezoning application GB-RZ-2020.1 (Gabriola Housing Society [Scott]) which would amend Gabriola Island Official Community Plan Bylaw No. 166, 1997 and the Gabriola Island Land Use Bylaw No. 177, 1999 to allow for a proposed affordable housing project.

CARRIED

8.3.2 Coastal Douglas Fir Conservation Partnership letter of support – RFD

DLPS Marlor spoke to the request for decision as contained in the report

EC-2020-070
It was Moved and Seconded,
THAT Executive Committee request staff to prepare a draft letter of support to be signed by the Chair on behalf of the Executive Committee for the Coastal Douglas Fir Conservation Partnership (CDFCP) in support of their Real Estate Foundation of BC General Grant Application.

CARRIED

8.3.3 Email from Trustee Langereis re: advisory planning committee meetings and MO139

Discussion was heard that at this time, Ministerial Order 139 does not address meetings of an advisory planning committee. Staff will follow-up with the ministry.

8.4 Administrative Services – None

By general consent, item 11 was addressed next, before items 9 & 10.

11. CORRESPONDENCE

11.1 Vancouver Island Construction Association Re: Covid-19 and Construction dated April 20, 2020

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

The Executive Committee Work Program was amended April 15, 2020.

13. NEXT MEETING

The next meeting of Executive Committee is June 3, 2020.

The meeting recessed for lunch at 12:11 PM and reconvened at 12:48 PM.

At 12:48 PM the meeting was closed to the public.

9. CLOSED MEETING (if applicable)

EC-2020-071
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 2:16 PM, the meeting was reopened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

14. ADJOURNMENT

By general consent, the meeting was adjourned at 2:16 PM

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator