



## Executive Committee Minutes of Regular Meeting

**Date:** July 8, 2020  
**Location:** Regular Electronic meeting  
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  
Kate Emmings, A/Manager, Islands Trust Conservancy  
Sonja Zupanec, Island Planner  
Dilani Hippola, Senior Policy Advisor  
Gillian Nicol, Program Coordinator  
Robert Barlow, Legislative Services Clerk/Recorder

**Public Present:** There were two members of the public present via telephone call-in or Zoom webinar options

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:03 a.m. and acknowledged that the meeting was being held on traditional territory of the Coast Salish First Nations.

All members and staff participated electronically via Zoom.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

The following items were presented for consideration to add to the agenda:

7.1.1.2 Livestreaming

7.1.1.3 Islands Trust Safety Plan

9.7 Correspondence from Trustees Rockafella and Wolverton dated June 25, 2020

#### 2.2 Approval of Agenda

**By general consent** the agenda was approved as amended.

### 2.2.1 Agenda Context Notes

Presented for information.

## 3. **ADOPTION OF MINUTES**

### 3.1 **June 15, 2020**

**By general consent** the June 15, 2020, Executive Committee draft minutes were adopted as presented.

### 3.2 **Resolutions Without Meeting (RWM) Report**

The RWM report was received for information.

## 4. **FOLLOW UP ACTION LIST AND UPDATES**

### 4.1 **Follow Up Action List (FUAL) and Updates from CAO and Directors**

Chief Administrative Officer (CAO) Hotsenpiller spoke to the status of FUAL items and recent discussions with the Ministry of Municipal Affairs and Housing, the June Trust Council meeting, the All Staff meeting (at which the focus was the Safety Plan), and climate action planning. CAO Hotsenpiller clarified that Stage 1 of the Safety Plan - staff doing site visits - is now in place. Stage 2, staff working in offices, is about to happen and Stages 3, offices open to the public, and Stage 4, holding public meetings, are conditional on provincial health authorities' direction in regards to the COVID-19 pandemic.

Director of Local Planning Services (DLPS) Marlor gave an update on the status of his items. He emphasized that no Islands Trust office is open to the public at this point. He also noted that a competition for a planner on Salt Spring Island is currently in progress and that he is involved in discussions in regards to Bill 15, the *Agricultural Land Commission Amendment Act, 2019*.

Director of Trust Area Services (DTAS) Frater gave an update on the status of her items. Executive Committee confirmed that they wish to continue to write to the Minister of Transportation and Infrastructure regarding recently announced service cuts to B.C. Ferries' sailings in the Trust Area.

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

Chairs of their local trust committees gave verbal updates on recently attended meetings and developments in their communities. Comments included noting that new and advanced affordable housing projects are in progress; that Bowen Island has created a new welcome sign referring to the Squamish First Nation's word for the island "Nexwlélexwm"; and that Bowen Island has recently received a \$7.96 million grant for a community centre.

**By general consent** the order of business on the agenda was varied to address items 5.1 and 5.2 after item 4.2 and before item 4.3.

**5. BYLAWS FOR APPROVAL CONSIDERATION**

**5.1 Delegation to Item 5.2 - Simon Palmer**

Mr. Palmer addressed the Executive Committee speaking to his correspondence in regards to DE-RZ-2018.1 Denman Housing Association and Backup Water Supply.

**5.2 Denman Island LTC Bylaws No. 235 & 236 – RFD**

Planner Zupanec presented the request for decision (RFD), noting that the proponents have presented new information that they propose the primary and back up source of potable water to support the subdivision and development would be rainwater collection and no water licence for an on-island groundwater supply would be pursued.

Discussion included whether the new system would meet the requirements of “potable water” as defined by provincial regulatory authorities and whether the bylaw would reduce the requirement for proof of water for a subdivision to zero rather than to some lower reasonable amount as indicated in Executive Committee resolution EC-2020-003. It was noted that the new proposal requests no proof of water but the Province has not indicated any willingness to waive a proof of water and the Province accepts only groundwater, not rainwater.

Discussion also included the consideration of rainfall as an important manageable resource in water management policies, strategies and plans.

**EC-2020-078**

**It was Moved and Seconded,**

that the Executive Committee respond to the Denman Island Local Trust Committee that the changed Affordable Housing proposal does not affect the advice previously given in Executive Committee resolution EC-2020-003.

**CARRIED**

Executive Committee recessed at 11:11 a.m. and reconvened at 11:18 a.m.

**4.3 Islands Trust Conservancy Liaison Report**

Vice Chair of the Islands Trust Conservancy, Municipal Trustee Fast, provided an update.

**5.3 Bowen Island Municipality Bylaw No. 521 (OCP amendment) - RFD**

Director of Local Planning Services (DLPS) Marlcor spoke to the bylaw referral.

**EC-2020-079**

**It was Moved and Seconded,**

that the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 521, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 521, 2020” is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**6. TRUST COUNCIL MEETING REVIEW**

**6.1 Executive**

6.1.1 Roundtable

Executive Committee and Staff reviewed the three-day June Trust Council meeting outcomes. Discussion included the need to provide all delegation presentations within the agenda package so that all trustees are able to review the presentation prior to the meeting; the need for standard motions to be in the agenda to facilitate the resolution process; the impact and efficacy of holding the Trust Council meeting electronically rather than in person; and the need to focus the roundtable section of the meeting to issues and pertinent information.

6.1.2 Islands Trust Council Highlights

Executive Committee reviewed the draft document and the following amendments were suggested:

- Tracking and Collecting Staff Hours – add the phrase: “to inform the discussion in regards to the review of application fees”;
- Support for Bowen Island Municipality – replace the phrase: “subject to Bowen Island’s Municipality First Nations consultation” with “subject to consultation with First Nations”.

**By general consent** the amendments were adopted to be reflected in the Highlights, the FUAL and the Minutes.

6.1.3 Trust Council Follow-up Action List (FUAL)

The FUAL was received for information.

6.1.4 Trust Council June 16-17 Draft Minutes

The draft minutes were offered for comment. They will be formally reviewed at the September Trust Council meeting. It was noted that item 9.3 be corrected to indicate that Dr. Martin was the presenter rather than Dr. Penn.

Executive Committee recessed at 12:17 p.m. and reconvened at 12:40 p.m.

**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 Ministerial Order 139 re: Islands Trust meetings – Briefing

CAO Hotsenpiller presented the briefing for information.

7.1.1.2 Livestreaming

CAO Hotsenpiller indicated that Staff are working on developing administrative procedures for Livestreaming and Video on Demand. A number of trial runs have taken place and it is expected that the first official Livestreaming will occur with the Thetis Island LTC meeting of July 21. It is expected that Livestreaming and Video on Demand will continue into the future if or when public meeting restrictions are lifted.

7.1.1.3 Islands Trust Safety Plan

CAO Hotsenpiller spoke to the briefing, noting that employees will be able to work in the offices starting in the next week or two once all safety materials and procedures are in place.

7.1.2 Trust Area Services - None

7.1.3 Local Planning Services

7.1.3.1 Local Planning Services Delivery – Briefing

Director of Local Planning Services (DLPS) Marlor spoke to the briefing that provided information on the current allocation of planner resources, progress of service delivery changes and implementation of the Local Planning Services renewal. DLPS Marlor noted that Islands Trust planners typically provide more education and support to applicants than other local governments normally would.

**EC-2020-080**

**It was Moved and Seconded,**

that the Executive Committee request staff to update and refer the briefing on Local Planning Service Delivery to Local Planning Committee and ask them to provide comments and feedback to the Executive Committee with a view of the report being forwarded to Trust Council.

**CARRIED**

7.1.3.2 Crown Land Referrals and Reconciliation – Briefing

Director of Local Planning Services (DLPS) Marlor presented the briefing.

**EC-2020-081**

**It was Moved and Seconded,**

that the Executive Committee request a meeting with the Minister with specific concerns around Crown land issues and First Nations reconciliation, and the role of cooperation with Provincial agencies in building relationships and trust with First Nations in the Islands Trust area.

**CARRIED**

7.1.3.3 Approval of Local Trust Committee (LTC) meeting agendas – Discussion

Director of Local Planning Services (DLPS) Marlor opened the discussion in regards to ensuring the Chairs of the local trust committees were approving agendas before they were published.

**By general consent** the Executive Committee requested staff to clarify the procedures in regards to the review and approval of draft agendas for LTC meetings and to communicate those procedures to all Trustees and appropriate Staff.

7.1.4 Administrative Services - None

**7.2 Executive Committee Initiated**

7.2.1 Executive - None

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services

7.2.3.1 Options for Advisory Planning Commission (APC) Meetings during Pandemic – Briefing

Director of Local Planning Services (DLPS) Marlor presented the briefing which provided options for holding Advisory Planning Commission meetings during the pandemic.

**By general consent** the Executive Committee requested staff to advise LTCs and APCs that they should re-start in-person meetings, provided they meet all provincial health requirements.

7.2.4 Administrative Services - None

**8. NEW BUSINESS**

**8.1 Executive/Trust Council**

8.1.1 What is a Community Information Meeting (CIM) – Discussion

Director of Local Planning Services (DLPS) Marlor opened the discussion, noting that there exists no formal policy in regards to CIMs; that they are intended to provide information and discussion by all attendees, including members of the public; and that LTCs can decide how best to utilize CIMs.

**8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics – None

**By general consent** the order of business on the agenda was varied to address items 8.2.2 after item 9.6 and before item 9.7.

**8.3 Local Planning Services** - None

**8.4 Administrative Services** - None

**9. CORRESPONDENCE**

**9.1 Salish Seas Shared Waters Forum / Virtual Meeting - October 15-16, 2020**

Director Frater stated that she would be attending the forum and will forward to all Trustees, any pertinent information or material from the forum.

**9.2 Michael Sketch re: June Trust Council delegation email w/attachments dated June 30, 2020**

Received for information.

**9.3 UBCM 2020 - Meeting Requests with the Premier, Provincial Cabinet Ministers and MAH Minister**

Chair Luckham requested the three Vice Chairs to indicate to Staff which Ministers and provincial staff the Executive Committee should meet with at UBCM.

**EC-2020-082**

**It was Moved and Seconded,**

that Staff send an information package regarding individual trustees attending Union of British Columbia Municipalities and Association of Vancouver Island Coastal Communities, and include a link to Policy 6.12.2(2.2).

**CARRIED**

**EC-2020-083**

**It was Moved and Seconded,**

that the Executive Committee request staff consult with the Chair and provide recommendations for meeting with ministers at the Union of British Columbia Municipalities in September.

**CARRIED**

**9.4 UBCM - The Compass dated June 30, 2020**

Received for information.

**9.5 UBCM - The Compass dated June 17, 2020**

**EC-2020-084**

**It was Moved and Seconded,**

that the Executive Committee request a staff report with options regarding Missing and Murdered Indigenous Women and Girls Calls for Justice for the August 5, 2020, Executive Committee meeting.

**CARRIED**

**9.6 UBCM - The Compass dated June 10, 2020**

Received for information.

**8. NEW BUSINESS**

**8.2 Trust Area Services**

**8.2.2 Climate Action Project Charter - Briefing**

Acting Senior Policy Advisor Hippola advised that the purpose of the project is to develop a strategic and integrated Islands Trust Climate Action Plan to be jointly endorsed by both Trust Council and the Trust Conservancy Board. A further briefing will be provided at the joint Executive Committee/Islands Trust Conservancy Board meeting scheduled for July 14, 2020.

**9. CORRESPONDENCE**



**9.7 Trustees Wolverton and Rockafella re: June Trust Council**

**EC-2020-085**

**It was Moved and Seconded,**

that the Executive Committee request staff to investigate education opportunities to address the responsibilities of Trustees in terms of public comments related to staff and staff work product, and the role of Trustees or Trust Council as an employer.

**CARRIED**

**By general consent** Trustee Rogers will reply to Trustees Wolverton and Rockafella.

The meeting recessed for a break at 3:19 p.m. and reconvened at 3:27 p.m.

**10. WORK PROGRAM**

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

**By general consent** the work program was received as presented.

**11. NEXT MEETING**

The next Executive Committee (EC) business meeting is August 5, 2020.

**EC-2020-086**

**It was Moved and Seconded,**

that the Executive Committee move its September 15<sup>th</sup> pre-Trust Council business meeting to September 14<sup>th</sup> starting at 9:00 AM.

**CARRIED**

**12. CLOSED MEETING**

**EC-2020-087**

**It was Moved and Seconded,**

that the meeting be closed to the public subject to Sections 90(1)(a)(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 3:30 p.m. the meeting was closed to the public.

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

**14. ADJOURNMENT**

**By general consent** meeting was adjourned at 4:33 p.m.

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Peter Luckham, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder