



Executive Committee Minutes of Regular Meeting

Date: February 5, 2020
Location: Islands Trust Victoria Boardroom
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
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 a.m. stating gratitude for being on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add to the agenda the following items:

8.5 Regional Coast Guard Oil Spill Plan

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

For information.

3. ADOPTION OF MINUTES

3.1 January 15, 2020 Executive Committee draft minutes

By general consent, the 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 spoke to recently attended meetings with ministry staff regarding the *Islands Trust Act* amendment project. He explained longstanding FUAL item 1, Service Integration, is centrally with Trust Programs Committee (TPC). Director Frater noted Service Integration is on the TPC projects list which will be reviewed with a Strategic Plan focus at upcoming meetings.

Discussion was heard on:

- Addressing Council Committees structure item, to bring back to Council, and consider a session in breakout groups,
- Upcoming March Trust Council,
- First Nations relationship building, Islands 2050 engagement,
- Open meetings, email threads and debate.

EC-2020-012

It was MOVED and SECONDED,

That Executive Committee request staff invite the relevant Members of Parliament and Members of the Legislative Assembly to March Trust Council.

CARRIED

Director of Administrative Services (DAS) Mobbs updated Executive Committee (EC) on the following:

- Draft budget, public consultation and media inquiries by Driftwood and Nanaimo newspapers,
- Working on Quarter 3 actuals and forecast,
- Staffing updates and pending retirements,
- Performance Management and Development Plan (PMDP) updates,

Director of Local Planning Services (DLPS) Marlor spoke to and answered questions on the following:

- Ministry meetings regarding *Islands Trust Act* amendment project,
- Foreshore boundary meetings,
- Agricultural Land Commission updates regarding residential allowance,
- A jurisdictional roundtable on water,
- Crown lease tenures getting missed and staff protocol regarding referrals not showing up on local trust committee applications reports.

Director of Trust Area Services (DTAS) Frater spoke to FUAL items and project charters coming to Trust Council for approval. She noted the affordable housing item has stalled in TPC however, is now a Strategic Plan item. Main Trust Area Services (TAS) projects include the new website build and Islands 2050 consultation which will inform the Policy Statement Amendment project.

EC-2020-013

It was MOVED and SECONDED

That Executive Committee request Trust Area Services follow up action list item #2 "Explore the potential for expanding its advocacy role to the other levels of government for increased funding for affordable housing in the Islands Trust Area" be marked as complete.

CARRIED

4.2 Local Trust Committee Chair Updates

Chairs reported out on recently attended local trust committee (LTC) meetings commenting on applications and projects.

4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast spoke to the recent meeting of the Fund Development Advisory Committee.

The meeting recessed for a break at 11:49 a.m. and reconvened at 11:02 a.m.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Hornby Island Local Trust Committee Bylaw No. 160 (administrative)

Vice Chair Fast spoke to the administrative bylaw to establish procedures for meetings.

EC-2020-014

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 160, cited as "Hornby Island Local Trust Committee Meeting Procedures Bylaw No. 160, 2020", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 Salt Spring Island Local Trust Committee proposed Bylaw No. 519 (LUB amendment)

Chair Luckham reviewed the bylaw which would permit zoning for a liquor store on the subject property.

EC-2020-015

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 519, cited as "Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2019, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 Draft Trust Council March Schedule – Briefing

The following discussion on the order and duration of sessions was heard:

- Address budget session after all director sections are heard,
- Take off ferry departures that are too close to adjournment time,
- Extend CAO session for discussion around meeting frequency report,

- Build in discussion time for the budget session,
- Trustee roundtable topic discussion suggestions e.g. climate change focus, sustainable tourism,
- Potential community presentation by high school students on climate change,
- Strategic Plan reporting out, update from last term,
- Move Trust Area Services to Wednesday morning, Budget to Wednesday afternoon,
- Town hall speakers may be given 5 minutes,
- Adjournment time to 12:00 noon on Thursday,
- Indicate Financial Planning Committee with Budget Session.

6.1.2 Continuous Learning Plan re: Water Licensing Session – Briefing

Director of Local Planning Services (DLPS) Marlor spoke on webinar logistics to include ministry staff.

Comments were heard on the following:

- Not a public meeting but information session, not designed for discussion amongst trustees,
- Solicit trustees for questions prior to session; leave time for questions/answers,
- Branding all webinars,
- Host the session with tight moderation.

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

The meeting recessed for lunch at 11:56 a.m. and reconvened at 12:25 p.m.

7.1.1 Executive

7.1.1.1 Trust Council Amendment to meeting frequency – Briefing

Chief Administrative Officer (CAO) Hotsenpiller reviewed the briefing.

Discussion followed on:

- Green house gas (GHG) emission savings, legislative requirements and electronic meeting logistics,
- Options 3, adding offset specifics and downstream effects of changing meeting frequency,
- Not creating a request for decision (RFD),

- Adding a “status quo” option.

7.1.1.2 Bowen Island Municipality / Islands Trust meeting re: requisition – Briefing

Executive Committee discussed logistics and potential content for the upcoming March 4th meeting in Nanaimo.

7.1.1.3 Trust Council Meeting Procedures Bylaw No. 101

Discussion ensued on the Electronic Meetings section 11.11 (d) of the bylaw including consent agenda procedures being considered for amendments to the bylaw.

Legislative Services Manager Thiel will be bring a report to the next meeting.

7.1.2 Trust Area Services – None

7.1.3 Local Planning Services - None

7.1.3.1 Local Planning Services Review Implementation – Briefing

Director of Local Planning Services (DLPS) Marlor spoke to the table in the report and the bolded items for implementation.

EC commented on the following:

- Official Community Plan reviews, templates, policy reviews, reporting structure,
- Adding an info-graphic to show progress of the project,
- Internal communications and change management,
- Preparing this report for Trust Council.

7.1.4 Administrative Services

7.1.4.1 Appointment of Financial Statement Auditors – RFD

Director of Administrative Services (DAS) Mobbs reviewed the annual request as presented in the request for decision.

EC-2020-016

It was MOVED and SECONDED,

That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2019/20 Financial Statements.

CARRIED

7.2 Executive Committee Initiated

7.2.1 Executive - None

7.2.2 Trust Area Services

7.2.2.1 2020 AVICC/UBCM Proposed Resolution – RFD

Director of Trust Area Services (DTAS) Frater reviewed the request for decision.

EC-2020-017

It was MOVED and SECONDED,

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2020 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province work with First Nations, and federal, provincial, and local government stakeholders, to develop a coordinated strategy to study and address the environmental and social impacts associated with liveaboards on the British Columbia coastline.

CARRIED

EC-2020-018

It was MOVED and SECONDED,

That the Executive Committee will attend the Association of Vancouver Island Coastal Communities in Nanaimo April 17 – 19, 2020.

CARRIED

7.2.2.2 Climate Change and Islands Trust Key Messages

Discussion on formatting changes to the key messages document were heard and referring the document back to TPC for review.

EC-2020-019

It was MOVED and SECONDED,

That Executive Committee request staff forward the “Climate Change and Islands Trust Key Messages” document to Trust Programs Committee February 10, 2020 business meeting for review with the recommendation for immediate release and distribution to trustees.

CARRIED

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 - None

8.3 Local Planning Services - None

8.4 Administrative Services – None

8.5 Regional Coast Guard Oil Spill Plan

Vice Chair Rogers addressed Executive Committee regarding the lack of consultation with Islands Trust and other local governments on the development of this regional plan by the Coast Guard. Vice Chair Rogers will attend and report on upcoming meetings for the Vancouver Harbour and Juan de Fuca zones.

By general consent, items 9 and 10 (Closed Meeting; Rise and Report) were addressed after item 12.1.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Minister Robinson's response re: AGLG Review dated January 17, 2020

By general consent, Executive Committee requests staff forward this item to the next business meeting.

11.2 UBCM - the Compass Newsletter dated Jan 22, 2020

Received for information.

11.3 MP Manly response re: Collaboration on Local and Federal issues dated Jan 22, 2020

EC-2020-020

It was MOVED and SECONDED,

That Executive Committee request staff forward the correspondence MP Manly response re: Collaboration on Local and Federal issues dated Jan 22, 2020 to the local trust committee members who are in his riding.

CARRIED

11.4 Bowen Island Municipality re: MRDT letter of support request deadline Feb 28, 2020

EC-2020-021

It was MOVED and SECONDED,

That Executive Committee request staff work with the Chair to send a letter of support to Bowen Island Municipality regarding Municipal & Regional District Tax program.

CARRIED

11.5 J. Roe Dead Boat Disposal Society requests letter of support re: Ghost Gear dated January 30, 2020

EC-2020-022

It was MOVED and SECONDED,

That Executive Committee request staff work with the Chair to send a letter of support to the Dead Boat Disposal Society regarding Ghost Gear dated January 30, 2020.

CARRIED

11.6 Minister Jordon's response re: additional resources for enforcement of shellfish aquaculture regulations dated Jan 28, 2020

EC-2020-023

It was MOVED and SECONDED,

That Executive Committee request staff forward Minister Jordon's response regarding additional resources for enforcement of shellfish aquaculture regulations date Jan 28, 2020, to all trustees.

CARRIED

EC-2020-024

It was MOVED and SECONDED,

That Executive Committee request staff forward Minister Jordon's response regarding additional resources for enforcement of shellfish aquaculture regulations date Jan 28, 2020, to the March Trust Council agenda under correspondence.

CARRIED

11.7 Fisheries and Oceans Canada re: Pacific Herring Integrated Fisheries Management Plan dated Jan 29, 2020

EC-2020-025

It was MOVED and SECONDED,

That Executive Committee request staff forward Fisheries and Oceans Canada email and the Pacific Herring Integrated Fisheries Management Plan dated January 29, 2020 to all trustees.

CARRIED

11.8 MP Weiler re: Congratulations and Gambier Island LTC meeting - dated Jan 30, 2020

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

9. CLOSED MEETING

At 2: 26 p.m., the meeting was closed to the public.

EC-2020-026

It was MOVED and SECONDED

That the meeting be closed to the public subject to Sections 90(1)(c) and (g) of the Community Charter in order to consider matters related to employee relations and litigation affecting the Islands Trust and that staff attend the meeting.

CARRIED

At 3:40 p.m. the meeting was re-opened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

13. NEXT MEETING

The next meeting of the Executive Committee is February 26, 2020.

14. ADJOURNMENT

By general consent, the meet was adjourned at 3:40 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder