



# ADOPTED

## Executive Committee Minutes of Regular Meeting

**Date:** November 14, 2018  
**Location:** Islands Trust – Victoria Boardroom  
200 - 1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair  
Sue Ellen Fast, Vice-Chair  
Laura Patrick, Vice-Chair  
Dan Rogers, Vice-Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Carmen Thiel, Legislative Services Manager  
Miles Drew, Bylaw Enforcement Manger  
Lori Foster, Executive Coordinator/Recorder

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 8:56 a.m. and acknowledged the meeting was being held on Coast Salish territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add to the agenda:

6.1.2 November Trust Council feedback

7.1.1.2 add resolution to adopt meeting dates for Executive Committee

7.2.1.4 correspondence re: Trustee Steve Wright

7.2.1.5 San Juan Country annual meeting logistics

#### 2.2 Approval of Agenda

**By General Consent** the agenda was adopted as amended.

### 3. ADOPTION OF MINUTES

#### 3.1 October 24, 2018

**By General Consent** the minutes were adopted as presented.

### 4. FOLLOW UP ACTION LIST AND UPDATES

#### 4.1 Follow Up Action List

Director Frater spoke on emerging ground water licensing advocacy and that Senior Freshwater Specialist/Licensed Scientific Officer, William Shulba would bring a report to the next business meeting regarding this item.

#### 4.2 Director/CAO Updates

Staff provided verbal updates to their follow-up action list items. There were no changes since last week's meeting.

#### 4.3 Local Trust Committee Chair Updates

Chair Luckham welcomed the new vice chairs who offered the following comments:

- Vice Chair Fast spoke on advocacy and communication including her previous applicable work hosting the Nature Walk TV series,
- Vice Chair Rogers spoke on improving communication with constituents, on wanting to contribute to the Executive Committee specifically and the importance of advocacy,
- Vice Chair Patrick commented on efficiency, increasing the profile of Islands Trust, communication and climate action needs,
- Chair Luckham added he was excited about the fresh look of Islands Trust and that the Policy Statement and *Islands Trust Act* legislative amendments are a current priority which need addressing.

Bylaw Enforcement Manager (BEM) Drew arrived and at 9:40 a.m., stayed for a few minutes then left.

#### 5. BYLAWS FOR APPROVAL CONSIDERATION

Director Marlor reviewed the policy and legislation governing the approval of bylaws at the Executive Committee level.

Director Mobbs arrived at 9:54 AM.

BEM Drew returned at 10:04 AM.

##### 5.1 Gabriola Bylaw No. 299 cited as "Mudge Island Land Use Bylaw, 2007, Amendment No. 1, 2018" (LUB Amendment)

Director Marlor introduced the bylaw which, in general terms, would increase lot coverage amending siting and setback regulations.

Vice Chair Fast requested that checklists within the bylaw packages reflect the position of the contact cited in the checklists.

Discussions on First Nations engagement ensued.

##### EC-2018-164

##### It was Moved and Seconded

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 299, cited as "Mudge Island Land Use Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

##### 5.2 North Pender Island Local Trust Committee Bylaw No. 219 (Fees Amendment)

Director Marlor reviewed the amendment which, in general terms, would add a cannabis referral fee proposed at \$4000.00.

Discussion ensued about the local trust committee fee structure.

Director Marlor will bring back a report/matrix on local trust committee fee structure.

**EC-2018-165**

**It was Moved and Seconded**

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No 219, cited as North Pender Island Local Trust Committee Fees Bylaw No. 173, 2007, Amendment No. 1, 2018 in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

The meeting recessed for a break at 10:30 AM and reconvened at 10:40 AM and Legislative Service Manager Theil joined the meeting.

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Executive**

6.1.1 January 15-16 Trust Council Schedule

CAO Hotsenpiller spoke to the schedule.

Sessions and timing were discussed regarding budget and strategic planning.

**By General Consent**, staff were directed to refine the schedule.

6.1.2 Trust Council Commentary

General discussion ensued with mixed reactions to the venue and food and that there may be other options.

**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 Hornby Island By-Election – Briefing

Legislative Services Manager (LSM) Thiel reviewed the briefing citing the next steps and actions which were included in the report.

7.1.1.2 Vice Chair Assignments

**EC-2018-166**

**It was Moved and Seconded:**

That the Executive Committee advise Trust Council that the following Chair appointments are as follows:

- Chair Peter Luckham: Lasqueti Island Local Trust Area, Salt Spring Island Local Trust Area.
- Vice Chair Sue Ellen Fast: Denman Island Local Trust Area, Gambier Island Local Trust Area, Hornby Island Local Trust Area.
- Vice Chair Dan Rogers: Gabriola Island Local Trust Area, Galiano Island Local Trust Area, Mayne Island Local Trust Area.
- Vice Chair Laura Patrick: Thetis Island Local Trust Area, North Pender Island Local Trust Area, South Pender Island Local Trust Area, Saturna Island Local Trust Area.

**CARRIED**

The Executive Committee draft schedule, item 13.1 came up for discussion.

**EC-2018-167**

**It was Moved and Seconded:**

That the Executive Committee draft meeting schedule be adopted as presented.

**CARRIED**

**EC-2018-168**

**It was Moved and Seconded,**

That the Executive Committee advise Trust Council that the following Alternate Chair appointments are as follows:

- Chair Peter Luckham: Galiano Island Local Trust Area.
- Vice Chair Sue Ellen Fast: Thetis Island Local Trust Area, Mayne Island Local Trust Area, Saturna Island Local Trust Area, North Pender Island Local Trust Area and South Pender Island Local Trust Area.
- Vice Chair Dan Rogers: Denman Island Local Trust Area, Hornby Island Local Trust Area and Salt Spring Island Local Trust Area.
- Vice Chair Laura Patrick: Lasqueti Island Local Trust Area, Gabriola Island Local Trust Area and Gambier Island Local Trust Area.

**CARRIED**

7.1.2 Trust Area Services

None

7.1.3 Local Planning Services

None

7.1.4 Administrative Services

None

The meeting recessed for lunch at 12:15 PM and reconvened at 12:50 PM.

**7.2 Executive Committee Initiated**

7.2.1 Executive

7.2.1.1 Executive Committee Orientation Session

Using a Power Point presentation, Chief Administrative Office (CAO) Hotsenpiller addressed the Executive Committee.

The meeting recessed for a break at 1:35 p.m. and reconvened at 1:45p.m.

**By General Consent**, the Executive Committee agreed to address item 9. Closed Meeting next.

**9. CLOSED MEETING**

**EC-2018-169**

**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**

The meeting was closed to the public at 1:46 PM and reconvened in open meeting at 2:32 PM.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

7.2.1.2 Executive Committee Toolkit

**By General Consent**, the Executive Committee deferred this item to the November 28<sup>th</sup> business meeting.

7.2.1.3 Local Trust Committee Toolkit

**By General Consent**, the Executive Committee deferred this item to the November 28<sup>th</sup> business meeting.

7.2.1.4 Correspondence for Trustee Wright – South Pender Island

Discussion ensued regarding receipt of Trustee Wright's email and his use of private email to communicate with trustees.

**EC-2018-170**

**It was Moved and Seconded,**

That the Executive Committee request staff email all trustees on behalf of the Executive Committee with information about quorum and online email discussions and the dangers there of.

**CARRIED**

7.2.1.5 San Juan County Council meeting

Executive Coordinator Foster discussed developments regarding the San Juan County Council joint meeting logistics.

- 7.2.2 Trust Area Services  
None
- 7.2.3 Local Planning Services  
None
- 7.2.4 Administrative Services  
None

**8. NEW BUSINESS**

The next meeting of the Executive Committee will be November 28, 2018 in the Victoria office boardroom.

**8.1 Executive/Trust Council**

- 8.1.1 Council Committee Assignments  
Discussion arose regarding Trust Council ratification of the council committee assignments by resolution without meeting (RWM).

**EC-2018-171**

**It was Moved and Seconded,**

That Executive Committee request staff conduct a resolution without meeting vote for Trust Council members to ratify the council committee appointments from the November 8<sup>th</sup> business meeting in accordance with s. B.1.2 of Trust Council Policy 2.3.1. where policy indicates that, for these appointments to be final, they should be ratified by Trust Council.

**CARRIED**

**8.2 Trust Area Services**

- 8.2.1 LTC Chairs Report on Local Advocacy Topics  
None

**8.3 Local Planning Services**

- 8.3.1 Executive Committee Sponsorship Application 154 Kings Lane, (Meadowlane) Salt Spring Island for SS-RZ-2018.4  
Director Marlor spoke to the application for affordable seniors housing.

Discussion ensued regarding Executive Committee sponsorship and the current budget status.

**EC-2018-172**

**It was Moved and Seconded,**

THAT the Executive Committee approve financial sponsorship of \$4400 for rezoning application SS-RZ-2018.4 (154 Kings Lane) which would amend Salt Spring Island Land Use Bylaw No. 355 to allow for the development of a 48 unit seniors' affordable housing project.

**CARRIED**

**8.4 Administrative Services**

None

**8.5 Executive/Trust Council**  
None

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

**11.1 Minister Heyman re: 2018 UBCM Convention**  
Received for information.

**12. WORK PROGRAM**

**12.1 Review and amendment of current work program**  
Provided for information.

**13. NEXT MEETING**

The next meeting of the Executive Committee will be held November 28, 2018 in the Victoria Office boardroom at 8:45 a.m.

**13.1 Executive Committee 2019 Schedule**  
See item 7.1.1.2, resolution EC-2018-167.

**14. ADJOURNMENT**

**EC-2018-173**

**It was Moved and Seconded,**

That at 3:16 PM the Executive Committee business meeting be adjourned.

**CARRIED**

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**