



## Executive Committee Minutes of Regular Meeting

**Date:** October 21, 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  
Carmen Thiel, Manager, Legislative Services (Victoria Office)  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Warren Dingman, Bylaw Compliance and Enforcement Manager (Victoria Office)  
Lori Foster, Executive Coordinator/Recorder (Victoria Office)

### 1. CALL TO ORDER

At 9:08 a.m., Chair Luckham, elected on Thetis Island in the Lyackson and Penelakut territories, stated it was a pleasure and honour to be here then introduced the Executive Committee and staff who all work and live in Coast Salish territory.

### 2. APPROVAL OF AGENDA

- 2.1 Introduction of New Items - None
- 2.2 Approval of Agenda

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

### 3. ADOPTION OF MINUTES

#### 3.1 September 30th draft minutes

Amend item 6.2.1 “Local Planning Services – relationship between Conservancy and Local Planning Services” by removing the whole sentence and replace with: “Discussion was heard that expertise from the Islands Trust Conservancy was increasingly being sought by Trust staff and this was raising capacity issues.”

**By general consent**, the September 30<sup>th</sup> minutes were adopted as amended.

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

### **4.1 Follow Up Action List (FUAL)/Director/CAO Updates**

Chief Administrative Officer (CAO) Hotsenpiller spoke to the follow-up action list report and the status of items in progress.

Director of Local Planning Services (DLPS) Marlor addressed FUAL item #2, heritage overlay mapping and gave a verbal update on staffing changes.

Discussion was heard on the administration of local trust committee (LTC) Zoom meetings presently using an additional staff person to run a meeting and, the possibility of a planner or trustee assisting.

Director of Trust Area Services (DTAS) Frater could not attend the Salish Sea Forum but will circulate the virtual presentations to all trustees. DTAS Frater gave verbal updates and showed a picture of the Bowen Island / Islands Trust welcome sign which has now been posted at the Snug Cove ferry terminal on the concrete retaining wall.

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

Chairs of their local trust committees (LTC) gave verbal updates on recently attended and upcoming LTC meetings, committee meetings and, commented on advocacy issues.

Comments were heard on the following:

- Protection of Bowen Island's Cape Roger Curtis lands,
- Potential acquisition of West Ballenas Island by BC Parks,
- Member of Parliament (MP) Alistair MacGregor's Private Members Bill regarding prohibition of freighter anchorages,
- Clean up of derelict vessel/float house near Valdes Island,
- Upcoming Howe Sound Community Forum on October 23.

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

#### **4.3.1 Islands Trust Conservancy Board News – Report**

Chair Luckham spoke the report that cites the departure of long time staff member Jennifer Eliason, and a missed opportunity to thank her for her service.

**EC-2020-133**

**It was Moved and Seconded,**

That Executive Committee request the Chair to write a letter to former staff person, Jennifer Eliason, thanking her for her years of service and look forward to working with her in the future.

At 10:14 a.m., Vice Chair Rogers electronic connection was dropped.

Chair Luckham noted there was still a quorum present, and called the vote.

**CARRIED**

The meeting recessed for a break at 10:16 a.m. and reconvened at 10:25 a.m. Vice Chair Rogers re-established his electronic connection.

**5. BYLAWS FOR APPROVAL CONSIDERATION - None**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Executive**

**6.1.1 EC-TC DRAFT 2021 meeting schedule – RFD**

Chief Administrative Officer (CAO) Hotsenpiller spoke to the request for decision (RFD) describing the proposed Trust Council meeting dates as 3-day “envelopes” for consideration.

Discussion followed on:

- Hybrid meetings and the ability of facilities to accommodate electronic meetings,
- Conveying to Council, at the December meeting, that the recommended meeting dates for 2021 are envelopes that set the days but not the schedule.

**EC-2020-134**

**It was Moved and Seconded,**

That Executive Committee recommend the following Trust Council meeting dates for the 2021 schedule: March 9-11, June 8-10, September 21-23 and November 30 to December 2.

**CARRIED**

**EC-2020-135**

**It was Moved and Seconded,**

That Executive Committee recommend the following Trust Council meeting locations: March – electronic, June – electronic, September in-person in Nanaimo, November/December in-person in Victoria.

**CARRIED**

**EC-2020-136**

**It was Moved and Seconded,**

That Executive Committee adopt the Islands Trust Executive Committee 2021 Meeting Schedule, Attachment 1, as its preferred meeting dates for 2021.

**CARRIED**

Discussion followed on investigating the Capital Regional District boardroom/chambers as a potential venue to hold Trust Council in December.

**EC-2020-137**

**It was Moved and Seconded,**

That Executive Committee direct staff to make a general inquiry as to the availability and use of the Capital Regional District boardroom facilities in Victoria for Trust Council.

**CARRIED**

6.1.2 Trust Council meeting format options – RFD

CAO Hotsenpiller reviewed the meeting options as presented in the request for decision.

Executive Committee discussed the options and spoke to holding the Town Hall and Delegations session in the evening.

**EC-2020-138**

**It was Moved and Seconded,**

THAT Executive Committee recommend that Option No. 2, in the staff report of October 16, 2020, regarding electronic Trust Council meeting format, be adopted and;  
THAT it consist of Tuesday morning regular business, Tuesday evening Town hall/Delegations, Wednesday morning regular business, and Thursday morning regular business.

**EC-2020-139**

**It was Moved and Seconded,**

That motion **EC-2020-138** be amended by changing Option #2 Tuesday morning regular business to Tuesday from 1:00 p.m. to 4:00 p.m.

**CARRIED**

The question on the motion, as amended, was then called.

**CARRIED**

6.1.3 Governance/Administration training for Trust Council – Briefing

Chief Administrative Officer (CAO) Hotsenpiller reviewed the briefing.

Discussion followed on what the training session would address including how trustees interact with staff publicly and privately and who would deliver the training session.

**EC-2020-140**

**It was Moved and Seconded,**

THAT the Executive Committee request staff to arrange an education opportunity to address the responsibility 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**

6.1.4 Proposed Amendments to Trust Council Procedure Bylaw No. 101 – Briefing

Legislative Services Manager (LSM) Thiel addressed the briefing, as presented, and reviewed the proposed changes to Meeting Procedures Bylaw No. 101.

Executive Committee discussed the following:

- The vetting of delegation presentations and, that a staff person would operate/run a delegate’s Power Point presentation during the meeting,
- A “prescribed form” for potential delegates to use to apply to speak at Trust Council,
- Trustee electronic attendance and participation versus in-person attendance – minimum attendance requirements,
- Electronic voting techniques,
- No technical answer on conducting hybrid meetings,
- Include a subsection on “extraordinary circumstances” as indicated in the attachment to the briefing,
- Introduce language regarding attendance in the Standards of Conduct Policy,
- Preparing amendments to Bylaw 101 for March Trust Council.

**EC-2020-141**

**It was Moved and Seconded,**

That staff be requested to bring “Proposed Amendments to Trust Council Meeting Procedure Bylaw No. 101,” to the December 16 Executive Committee meeting.

**CARRIED**

**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 - None**

7.1.1 Executive

- 7.1.2 Trust Area Services
- 7.1.3 Local Planning Services
- 7.1.4 Administrative Services

**7.2 Executive Committee Initiated**

- 7.2.1 Executive – None
- 7.2.2 Administrative Services

At 12:17 p.m., the meeting recessed for lunch.

At 12:52 p.m., Chair Luckham reconvened the meeting.

**By general consent**, items 7.2.4.3 and 7.2.4.4 were addressed next.

7.2.4.3 MMIWG Calls for Justice Recommendations – RFD

Senior Intergovernmental Policy Advisor (SIPA) Wilcox spoke the request for decision and background reports as presented.

Executive Committee thanked SIPA Wilcox for this body of work. Chair Luckham requested further information on Two-Spirited people regarding Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and Two-Spirit LGBTQ2S+ people.

**EC-2020-142**

**It was Moved and Seconded,**

That the Executive Committee request that all staff be required to take training related to cultural safety in keeping with Murdered and Missing Indigenous Women and Girls Calls for Justice.

**CARRIED**

**EC-2020-143**

**It was Moved and Seconded,**

That the Executive Committee request that staff plan education on the Murdered and Missing Indigenous Women and Girls Calls for Justice for trustees and senior staff.

**CARRIED**

**EC-2020-144**

**It was Moved and Seconded,**

That the Executive Committee request that the Trust Programs Committee consider the Missing and Murdered Indigenous Women and Girls Calls for Justice when developing draft amendments to the Policy Statement.

**CARRIED**

**EC-2020-145**

**It was Moved and Seconded,**

That the Executive Committee request staff to include information about the Murdered and Missing Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.

**CARRIED**

**EC-2020-146**

**It was Moved and Seconded,**

That the Executive Committee request that staff draft amendments to the Communications Policy and the Advocacy Policy to address the Murdered and Missing Indigenous Women and Girls Calls for Justice.

**CARRIED**

**EC-2020-147**

**It was Moved and Seconded,**

That the Executive Committee request the Chair to write to the Union of British Columbia Municipalities Executive to report on actions taken by Islands Trust in response to the UBCM recommendation to its members that they consider the Missing and Murdered Indigenous Women and Girls Calls for Justice.

**CARRIED**

7.2.4.2 Cooperation w/Archeology Branch – Briefing

SIPA Wilcox spoke to the briefing which addresses the finding, disturbance and repatriation of Indigenous ancestors remains and working in cooperation with the Archeology Branch. SIPA Wilcox requested correspondence from Chief Administrative Officer be sent to the Archeology Branch to work in collaboration.

Chair Luckham resumed addressing the order of business items on the agenda as presented.

7.2.2.1 Islands Trust Budget Control and adjustment Authority Policy – Discussion

Vice Chair Rogers requested clarity about what occurs when a budget item is proposed to be exceeded in a substantial way, whose authority proposes increases and what occurs when a budget item is being delivered in a substantially different way to the originally approved business case.

**EC-2020-148**

**It was Moved and Seconded,**

That the Executive Committee request staff to review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed "overspends" for any particular budget item.

**CARRIED**

7.2.3 Local Planning Services- None

7.2.4 Trust Area Services

7.2.4.1 2020 Forest Conservation Outreach Campaign Completion – Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing which will appear on upcoming local trust committee meeting agendas.

**8. NEW BUSINESS**

**8.1 Executive/Trust Council** - None

**8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics

Local Trust Committee Chairs offered the following verbal updates:

- An Active Transportation grant for Gabriola Island is being sought,
- The New Brighton Dock application lease referred to Northern office for comment is for community use,
- Support for a Private Member's Bill regarding vessel anchorages.

**EC-2020-149**

**It was Moved and Seconded,**

That staff provide support to the Chair and Member of Parliament Alistair MacGregor's office with respect to Private Members Bill respecting freighter anchorages in the Salish Sea.

**CARRIED**

**8.3 Local Planning Services**- None

**8.4 Administrative Services** - None

**9. CORRESPONDENCE**

**9.1 MOTI response re: New Brighton dock letter dated Oct 14, 2020**

Received for information.



Chair Luckham circulated a letter from the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD) regarding the Private Managed Forest Lands (PMFL) engagement during the Union of British Columbia Municipalities (UBCM) Minister meeting for posting and circulation to trustees.

**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 will be held November 18, 2020.

At 1:47 p.m., the meeting was closed to the public.

**12. CLOSED MEETING**

**EC-2020-150**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

**CARRIED**

At 2:18 p.m., the meeting was reopened to the public.

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

Chair Luckham reported from the closed session the following:

- That the Executive Committee authorized funding to recommence the 2004 legal action against Glenn Grimmer and his property located at 4311 Corbett RD, legally described LOT B, SECTION 18, PENDER ISLAND, COWICHAN DISTRICT, PLAN 41292 EXCEPT PART IN PLAN VIP89265.
- That Bill Bulholzer has been invited to present and speak to legal opinions at December Trust Council.

**14. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 2:19 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**