



EXECUTIVE COMMITTEE SPECIAL ELECTRONIC MEETING

March 30, 2020

To: Peter Luckham, Dan Rogers, Laura Patrick, Sue Ellen Fast
Russ Hotsenpiller

From: Lori Foster

Re: **EXECUTIVE COMMITTEE SPECIAL ELECTRONIC MEETING**
For the meeting of Wednesday, April 1, 2020

1. Call to Order
 - 1.1 Acknowledge Standing Resolution Page 2
2. Approval of Agenda
 - 2.1 Introduction of New Items
 - 2.2 Approval of Agenda
3. Adoption of Minutes
 - 3.1 March 25th EC draft minutes Pages 3 - 9
 - 3.2 RWM Report Page 10
 - 3.3 Executive Committee Follow-up Action List Pages 11-16
4. Round Table
5. Update on Islands Trust COVID-19 response Discussion
6. New Business
7. Adjournment

Standing Resolutions Log

Executive Committee

Resolution Number	Action	Date
2020-001	In Favour	25-Mar-2020
That Executive Committee waive the restrictions in section 11.11 (c) and (d) of Trust Council Meeting Procedure Bylaw No. 101, c) at a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities, and (d) an individual member of the Executive Committee may not participate by means of electronic communication facilities in: i.) two consecutive regular meetings of the Executive Committee, or ii.) more than half the regular meetings of the Executive Committee in any one calendar year provided that (e) waiver of these restrictions does not conflict with provincial legislation and regulation that enables electronic meetings and that this motion become a standing resolution for following meetings.		



Executive Committee Minutes of Regular Meeting

Date: March 25, 2020
Location: Islands Trust - Victoria
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 (Victoria Boardroom)
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator/Recorder
Mark van Bakel, Information Services Manager

Others Present: None were present through call-in number 855-703-8985 code 216878344#

1. CALL TO ORDER

Chair Luckham call the meeting to order at 9:01 AM stating gratitude for the ability to come together across the Salish Sea, in Coast Salish territory, through electronic means during the COVID-19 response.

Using the Zoom computer application, all were present via their audio webcam except Director Mobbs who was present through audio only.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

By general consent, the following items were added to the agenda for consideration:

- 8.2.2 Islands Trust News Release: Visitors Stay Home – Discussion
- 8.2.3 2019/20 Annual Report Format – Request for Decision
- 8.3.1 Local Trust Committee Meetings – Discussion
- 8.4.1 Draft Islands Trust Tax Notice Insert For 2020/21 - Briefing

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 February 26th EC meeting draft minutes

By general consent, the February 26th Executive Committee meeting draft minutes were adopted as presented.

3.2 March 10th EC meeting draft minutes

By general consent, the March 10th Executive Committee meeting draft 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 addressed Executive Committee (EC) regarding the unprecedented changes that have been foisted onto Islands Trust in response to the COVID-19 pandemic since the adjournment of Trust Council on Salt Spring Island, March 12th just 13 days following.

CAO Hotsenpiller described the two-phase response: 1. A March 13th news release acknowledging the pandemic and implementing staff work-from-home (WFH) capacity; 2. A March 18th news release closing offices to the public and addressing continued operations including local trust committee (LTC) meeting cancellations and overall electronic meeting capacity under legislative requirements. Staff and Trustees have been apprised of changes as they occur through CAO communications of "All Staff" and "Trustee" emails. He spoke to jurisdictional overlap, emergency centre operations, reaching out to the ministry, and daily communications with the Chair.

Director of Administrative Services (DAS) Mobbs reported out on continuous contact regarding all Human Resources matters and Public Service Agency (PSA) communications. Some staff have needed extra support to WFH including some monitor purchases which could be offset by savings in travel at this time.

Discussion was heard on the following:

- Possible effects the provincial COVID response could have on the budget, delay in receipt of taxes,
- Surplus balance, bridge funding, reducing the budget,
- Continuation of instream hiring competitions.

Director of Local Planning Services (DLPS) Marlcor gave updates on follow-up action list (FUAL) items as presented. He addressed the COVID response and the request that LTC meetings be cancelled until April 15th. An adjusted resolution-without-meeting (RWM) process will be rolled out immediately. He discussed electronic meetings for LTC's, the

technicalities of having a physical location for public attendance, and legislative requirements.

Director of Trust Area Services (DTAS) Frater continues work with the TAS team on website roll out, policy statement project and communications. The work of the Annual report is starting and it was heard to provide opportunity for individual trustee comment to the LTC sections.

4.2 Local Trust Committee Chair Updates

Vice Chair Patrick has set up weekly check-ins with her local trust area trustees and has received requests to fast track electronic and streaming of meetings.

Vice Chair Rogers noted Mayne's "do not visit the island" statement was released and that garbage service has started up again. He has had no response from the Sunshine Coast Regional district in setting up support systems for the Gambier/Keats area.

Vice Chair Fast reported on Bowen's COVID response closing the offices and implementing WFH transition for staff. She suggested a centralized webpage for response information and updates.

Chair Luckham noted the media's response and his subsequent interviews following the March 18th news release to "stay home."

Discussion followed on BC Ferries as an essential service, that discretionary travel is only voluntary and communicating information updates.

4.3 Islands Trust Conservancy (ITC) Liaison Update

Vice Chair Fast noted the ITC meeting is still scheduled. She reported on some park closures and the monitoring of nature reserves with our on-island partners at this time.

5. BYLAWS FOR APPROVAL CONSIDERATION – None

6. TRUST COUNCIL MEETING REVIEW

6.1 Executive

6.1.1 Roundtable

Executive Committee and Staff reviewed and discussed the 3-day March Trust Council meeting outcomes.

The meeting recessed for a break at 11:02 AM and reconvened at 11:08 AM.

6.1.2 Trust Council Business Decision Highlights

Discussion was heard to amend the introduction of the document as presented.

EC-2020-040

It was Moved and Seconded,

That Executive Committee request the introduction of the Islands Trust Council Highlights, March 10-12, 2020 document be amended adding, “Despite the current pandemic situation,” to the first sentence and that the highlights be approved and distributed as amended.

CARRIED

6.1.3 Trust Council Follow Up Action List (FUAL)

Presented for information.

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 Update on corporate response to COVID-19 pandemic – Briefing

Discussion was heard that updates, and therefore responses, were changing hourly. Communication responses by some regional districts lacking, transitioning of staff, rolling out processes, emergency operations centres, emergency land use matters, and circulating information about essential services were discussed.

CAO Hotsenpiller to update report and forward to trustees.

7.1.1.2 COVID FAQ Sheet

For information. Check BC Public Service Agency website for updates.

7.1.1.3 BIM addresses public submissions re: office closed to public

For information.

7.1.1.4 Continuous Learning Plan – update

Discussion to proceed with further sessions after reviewing the initial water licensing webinar as successful. How to proceed with an RWM or lessons in Zoom during COVID were suggested topics.

7.1.2 Trust Area Services

7.1.2.1 Coast Guard Oil Spill Response Planning Process

Vice Chair Rogers has names of contacts to forward data sets to.

By general consent, this item was deferred to the April 15th meeting.

7.1.3 Local Planning Services - None

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

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics - None

8.2.2 Islands Trust News Release – Visitors Stay Home

It was discussed that the March 18th news release received a positive response including media uptake.

8.2.3 Annual Report

Vice Chair Fast spoke to the report asking that a table from the Islands Trust Conservancy report citing the value of the nature reserves, its investors and donations be highlighted and pulled into the Islands Trust Annual report.

EC-2020-041

It was Moved and Seconded,

That the Executive Committee approves the format and outline of contents for the 2019/20 Annual Report and requests staff to include information on the financial value of Islands Trust Conservancy properties.

CARRIED

8.3 Local Planning Services

8.3.1 Local Trust Committee Meetings – Discussion

Discussion on the cancellation and ability to hold local trust committee (LTC) meetings due to COVID ensued. Staff are working to provide options. The intention of cancellation until April 15th was to find more time to address provision of LTC electronic meetings as circumstances are changing rapidly.

Chair Luckham will reach out to trustees with concerns.

8.4 **Administrative Services**

8.4.1 Draft Islands Trust Tax Notice Insert For 2020/21 – Briefing

Executive Committee provided feedback on the draft insert including.

- Cite “tax exemption opportunity” and that it is a process,
- Add when the budget was approved,
- Remove personal pronoun references,
- Show LTC areas on the map.

Discussion on the timing of including the insert due to COVID followed.

EC-2020-042

It was Moved and Seconded,

That Executive Committee directs staff, regarding the Islands Trust draft Tax Notice Insert For 2020/21 as presented, be deferred until the next fiscal year.

CARRIED

9. **CLOSED MEETING – None**

10. **RISE AND REPORT DECISIONS FROM CLOSED MEETING – None**

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

11.1 **Bowen Island Municipality re: signage dated February 26, 2020**

Discussion followed on asking for clarification on Bowen’s request and that signage, in general, is an ongoing item of consideration. There may be grant funding available for a project, and other funding available to prioritize this.

EC-2020-043

It was Moved and Seconded,

That Executive Committee request that Bowen Island signage be added to the Executive Committee projects list and that staff clarify the details of the request contained in the February 26th correspondence from Bowen Island Municipality.

CARRIED

12. **WORK PROGRAM**

12.1 Review and amendment of current work program - None

13. NEXT MEETING

Executive Coordinator Foster spoke to Trust Council Meeting Procedures Bylaw No. 101 sections 11.11 (c) and (d) brought to her attention during the break, which should have been addressed at the time this meeting was convened.

EC-2020-044

It was Moved and Seconded,

That Executive Committee waive the restrictions in section 11.11 (c) and (d) of Trust Council Meeting Procedure Bylaw No. 101, c) at a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities, and (d) an individual member of the Executive Committee may not participate by means of electronic communication facilities in: i.) two consecutive regular meetings of the Executive Committee, or ii.) more than half the regular meetings of the Executive Committee in any one calendar year provided that (e) waiver of these restrictions does not conflict with provincial legislation and regulation that enables electronic meetings for this March 25th meeting and that this motion become a standing resolution for following meetings.

CARRIED

14. ADJOURNMENT

By general consent, at 12:49 PM the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Resolutions Without Meetings Log

Executive Committee

Resolution Number	Action	Date
2020-004 That the Executive Committee schedule 4 Special Electronic meetings for the following dates: April 1, 8, 22, 29 and that its April 15 regular business meeting be changed to an Electronic Meeting so that the Executive Committee may consider business items on a weekly basis during the COVID-19 response.	In Favour	27-Mar-2020
2020-003 That the Executive Committee approve the immediate release and distribution of the News Release: Islands Trustees Ask Visitors to Stay Home; Islands have a higher percentage of seniors, and limited resources and supplies.	In Favour	22-Mar-2020
2020-002 That the Executive Committee request staff work with the Chair to respond to Minister Robinson's response regarding Islands Trust's request on eligibility for review by the Auditor General for Local Government.	In Favour	18-Feb-2020
2020-001 That the Executive Committee schedule the following three (3) Special Meetings: two (2) by teleconference - February 13th, 2020, from 9:00 a.m. to 10:00 a.m. and February 20th, 2020, from 9:00 a.m. to 10:00 a.m. and one on February 25, 2020 at the Victoria office (1627 Fort Street) Huddle Room from 1:00 p.m to 4:00 p.m.	In Favour	10-Feb-2020



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council.	Russ Hotsenpiller	Meeting: 30-Jan-2019 Target: 27-Feb-2019	In Progress
3 Trust Council request the Executive Committee schedule a Special Meeting for the purpose of testing our current capacity for holding a Trust Council meeting electronically, and assessing the practicality of holding a Trust Council meeting electronically	Julia Mobbs Russ Hotsenpiller	Meeting: 04-Dec-2019 Target: 21-Feb-2020	In Progress
4 Staff prepare a plan on how Islands Trust will adapt to the unfolding corona virus pandemic through development of a business continuity plan.	Russ Hotsenpiller	Meeting: 11-Mar-2020 Target: 15-Apr-2020	In Progress
5 The introduction of the Islands Trust Council Highlights, March 10-12, 2020 document be amended adding, "Despite the current pandemic situation," to the first sentence and that the highlights be approved and distributed as amended.	Russ Hotsenpiller	Meeting: 25-Mar-2020 Target: 01-Apr-2020	Completed

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 That Executive Committee waive the restrictions in section 11.11 (c) and (d) of Trust Council Meeting Procedure Bylaw No. 101, c) at a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities, and (d) an individual member of the Executive Committee may not participate by means of electronic communication facilities in: i.) two consecutive regular meetings of the Executive Committee, or ii.) more than half the regular meetings of the Executive Committee in any one calendar year provided that (e) waiver of these restrictions does not conflict with provincial legislation and regulation that enables electronic meetings for this March 25th meeting and that this motion become a standing resolution for following meetings.	Russ Hotsenpiller	Meeting: 25-Mar-2020 Target: 01-Apr-2020	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Trust Council request the Executive Committee schedule a Special Meeting for the purpose of testing our current capacity for holding a Trust Council meeting electronically, and assessing the practicality of holding a Trust Council meeting electronically	Julia Mobbs Russ Hotsenpiller	Meeting: 04-Dec-2019 Target: 21-Feb-2020	In Progress



Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
2 At March TC - Staff were requested to prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.	David Marlor Julia Mobbs	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
3 That Executive Committee directs staff, regarding the Islands Trust draft Tax Notice Insert For 2020/21 as presented, be deferred until the next fiscal year.	Julia Mobbs	Meeting: 25-Mar-2020 Target: 15-Apr-2020	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Executive Committee direct staff to prepare a report on the issues around the Crown Land referrals process and how we would approach that as a body.	David Marlor	Meeting: 26-Feb-2020 Target: 15-Apr-2020	In Progress
2 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
3 At March TC - Staff were requested to prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.	David Marlor Julia Mobbs	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress

Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
4 At March TC - staff were requested to prepare a report on bylaw enforcement capacity and the number of active cases.	David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	Meeting: 21-Jun-2017 Target: 31-Mar-2019	In Progress
2 Prepare a Chair opinion editorial about anchorage issues for local and regional newspapers.	Clare Frater	Meeting: 15-Aug-2018 Target: 30-Nov-2018	In Progress
3 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater Lisa Wilcox	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress
4 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees.	Clare Frater	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 Staff contact the Coast Guard and other federal entities and offer our data sets for their local consideration plans and bring this issue back to April 15th meeting	Clare Frater	Meeting: 25-Mar-2020 Target: 15-Apr-2020	In Progress
6 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
7 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
8 At March TC - request the Chair to send a letter of support to the Premier of British Columbia for redress of historical wrongs against Japanese Canadians.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
9 That the Islands Trust Council amend Policy 2.1.11 Administration of the Community Stewardship Awards Program dated March 7, 2003 with the revised Policy 2.1.11 Administration of the Community Stewardship Awards Program dated December 5, 2019.	Clare Frater	Meeting: 11-Mar-2020 Target: 15-Apr-2020	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
10 That the Executive Committee approves the format and outline of contents for the 2019/20 Annual Report and requests staff to include information on the financial value of Islands Trust Conservancy properties.	Clare Frater	Meeting: 25-Mar-2020 Target: 24-Jun-2020	In Progress
11 That Executive Committee request that Bowen Island signage be added to the Executive Committee projects list and that staff clarify the details of the request contained in the February 26th correspondence from Bowen Island Municipality.	Clare Frater	Meeting: 25-Mar-2020	In Progress

Senior Intergovernmental Policy Advisor

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater Lisa Wilcox	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress
2 that staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.	Lisa Wilcox	Meeting: 02-Oct-2019 Target: 30-Oct-2019	In Progress