



Executive Committee Agenda

Date: Wednesday, March 25, 2020
Time: 9:00 am
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

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1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
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None	
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See Agenda Context Notes item 2.2.1.

7.1.2 Trust Area Services

7.1.2.1 Coast Guard Oil Spill Response Planning Process

See Agenda Context Notes item 2.2.1.

7.1.3 Local Planning Services

7.1.4 Administrative Services

7.2 Executive Committee Initiated

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

8.3 Local Planning Services

8.4 Administrative Services

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	53 - 53
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12. WORK PROGRAM

12.1 Review and amendment of current work program

13. NEXT MEETING

14. ADJOURNMENT

Agenda No.	From	Context Notes
7.1.1.4	CAO	The Continuous Learning Plan is added for consideration, to determine next steps for further webinar session for trustees.
7.1.2.1	TAS	At its February 26 th meeting EC, requested that 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 next agenda.
11		In accordance with the Executive Committee (EC) policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee's business.
12.1		The Executive Committee work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the Executive Committee can provide direction regarding new items or the order of priorities.



Executive Committee Minutes of Regular Meeting

Date: February 26, 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
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add as a late item:

7.1.4.1 Transfer from General Revenue Surplus Fund to local trust committee (LTC)-Project Specific Reserve Fund - Briefing

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 February 5, 2020 EC draft minutes

Item 5.2., replace first sentence with, “Chair Luckham reviewed the bylaw, which would permit zoning for a liquor store on the subject property.”

By general consent, the minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller noted Trust Council’s September request and letter to the Auditor General of Local Government (AGLG); however, the AGLG announced it will be closing its office. CAO Hotsenpiller spoke to the recent staff survey results and will follow-up with the island offices. He also commented on the emerging issue of the Wet’suwet’en and demonstrations at the legislature.

Director of Administrative Services (DAS) Mobbs briefed Executive Committee on the upcoming continuous learning webinar on water licensing, electronic expense claim forms and human resources.

Director of Local Planning Services (DLPS) Marlbor elaborated on the webinar logistics set for March 3rd and the March 4th Local Planning Services professional development day in Nanaimo.

Director of Trust Area Services (DTAS) Frater commented on anchorages advocacy and the opinion/editorial item on the FUAL. It was heard that First Nations share this concern and to build alliances. She briefed EC on the website build.

At 9:59 AM, Senior Intergovernmental Policy Advisor (SIPA) Wilcox joined the meeting.

SIPA Wilcox spoke to a planned workshop/engagement with Bowen Council and, is making contacts with government staff regarding mariculture and aquaculture issues.

Discussion was heard on Crown Land referrals not being raised with local trust committees and internal processes needing to be altered regarding their management.

EC-2020-027

It was Moved and Seconded,

That 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.

CARRIED

4.2 Local Trust Committee Chair Updates

Chairs gave verbal updates on recently attended local trust committee (LTC) meetings reporting on the status of rezoning applications, short-term vacation rental updates, model antenna telecommunications strategies for some LTC’s, affordable housing, and various stakeholder meetings.

Vice Chair Fast noted Bowen Island Municipality is holding interviews for the vacant CAO position.

4.3 Islands Trust Conservancy Liaison Update - None

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipality (BIM) Bylaw Nos. 498 and 499 (OCP & LUB amendments)

Executive Committee (EC) reviewed the proposed bylaws, brought to EC after First Reading by BIM Council.

Discussion followed that amendments may occur between First and Third reading of the proposed bylaw and to clarify that EC finds the present draft of the bylaws are not contrary with Islands Trust Policy Statement.

EC-2020-028

It was Moved and Seconded,

THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 498, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018” at First Reading, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

EC-2020-029

It was Moved and Seconded,

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 499 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 499, 2019” at First Reading is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

By general consent, the following items were forward as presented or amended to Trust Council.

6.1.1 Chief Administrative Officer's Report

Remove “as of course” from the last paragraph about how Council wants to pursue something.

Forward as amended.

6.1.2 Trust Council Follow Up Action List

Forward as presented.

6.1.3 Continuous Learning Plan

Forward as presented.

6.1.4 Priorities Chart

Forward as presented.

6.1.5 March Trust Council Schedule

Amend the following items:

- Rename Community Engagement to Lunch and Learn,
- SIPA Wilcox will include a summation to the Strategic Plan update,
- Add the TAS Director's Report to Discussion/Decision items,
- Trustee Roundtable to include local updates.

Forward as amended.

6.1.6 December Trust Council Draft Minutes

Forward as presented.

6.1.7 Update on Strategic Planning Actions from December 2019 to March 2020 – Briefing

CAO Hotsenpiller added four items in his report, as presented in the agenda package, that are not on the Strategic Plan including International Association of Public Participation (IAP2) and public engagement policy.

It was heard to add Crown Land Referrals to the list; change item 8 to say March 2020 not 21 in the table on page 69; item 2 show alignments regarding Coastal Douglas-fir and item 4; attachment 2 at 7.1 not completed add subsequent meeting planned.

Forward as amended.

6.1.8 Amendment to the Annual Meeting Frequency of Trust Council – Briefing

Change measurement units to be the same.

Forward as amended.

6.1.9 Victoria Office Renovation – Briefing

Forward as presented.

6.1.10 Proposed Amendments to Trust Council Meeting Procedures Bylaw 101 – RFD

Forward as presented.

6.1.11 Proposed June Trust Council Agenda Program

Forward as presented.

6.1.12 Delegations to Trust Council

By general consent, staff were directed to contact delegation presenters to remind them of the deadline to receive presentations and that late presentations would not be received.

6.1.12.1 Maxine Leichter - Bylaws Should Be Enforced

Forward as presented.

6.1.12.2 Eric Booth - Application Fees

Forward as presented.

6.1.12.3 Salt Spring Community Energy Society re: Community Energy Manager

Forward as presented.

6.1.12.4 Gulf Island Frontlines - The Way Forward in a time of Reconciliation - requesting support for a resolution

Senior Intergovernmental Policy Advisor (SIPA) Wilcox addressed the resolution request presented by the delegation.

EC-2020-030

It was Moved and Seconded,

That Executive Committee request staff include the solidarity statement, as presented by Senior Intergovernmental Policy Advisor Wilcox at today's meeting, in the Trust Council agenda package.

CARRIED

6.1.12.5 Gulf Islands Alliance re: Forestry

Forward as presented.

6.1.13 Community Engagement - Tine Rossing re: ecosystems and climate change

Forward as presented.

6.1.14 In-Camera Legal Session - Alyssa Bradley / Young Anderson Barristers and Solicitors

Session outline addressed under separate cover.

The meeting recessed for lunch at 11:57 AM and reconvened at 12:20 PM.

6.2 Local Planning Services

6.2.1 Director of Local Planning Services Report

Vice Chair Rogers requested clarification on “resource allocations and priorities” as contained in the report.

Forward as amended.

6.2.2 Local Planning Committee Work Program

Forward as presented.

6.2.3 LPS Review / Implementation – Briefing

DLPS Marlor will update the briefing to include the requested graphic representation.

Forward as amended.

6.2.4 Bylaw Compliance and Enforcement Statistical Reports – Briefing

Forward as presented.

6.3 Administrative Services

By general consent, all items listed under 6.3 Administrative Services, were forwarded to Trust Council as presented.

6.3.1 Director of Administrative Services Report

6.3.2 Financial Planning Committee Work Program

6.3.3 December 31, 2019 Financial Report – RFD

6.3.4 2019/20 Financial Forecast – Briefing

6.3.5 2020/21 Budget Public Consultation Feedback – Briefing

6.3.6 2020/21 Budget Recommendation to Trust Council

6.3.6.1 Draft 2020/21 Budget Session Outline

6.3.6.2 Draft 2020/21 Budget Assumptions and Principles

6.3.6.3 Draft 2020/21 Budget Overview

6.3.6.4 Draft 2020/21 Budget Funding Requests

6.3.6.5 SSIWPA Tax Requisition – RFD

6.3.7 Ministry Bylaws for Trust Council

6.3.7.1 Financial Plan Bylaw No. 178 – RFD

6.3.7.2 Revenue Anticipation Bylaw No. 179 - RFD

6.4 Trust Area Services

6.4.1 Director of Trust Area Services Report

DTAS Frater will address website updates and timeframe roll out at Trust Council.

Forward as amended.

6.4.2 Trust Programs Committee Work Program

Forward as presented.

6.4.3 Legislative Monitoring Report – Briefing

Forward as presented.

6.4.4 Islands 2050 Update – Briefing

By general consent, item 7.1.2.1 Policy Statement Amendment Project Charter V2 – RFD was addressed next.

EC-2020-031

It was Moved and Seconded,

That the Executive Committee approve the Policy Statement Amendment Project Charter V2.

CARRIED

After adopting the Project Charter in item 7.1.2.1, EC reviewed the Islands 2050 Update Briefing and requested the Connections graphic be removed.

Forward as amended to Trust Council.

6.4.5 Redress of Historical Wrongs Against Japanese Canadians in BC – RFD

Forward as presented.

6.4.6 Community Stewardship Awards Program Policy 2.1.11 and Nomination Form – RFD

Forward as presented.

6.4.7 Islands Trust Conservancy Report

Forward as presented.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Response letter to Minister Robinson's AGLG response

Discussion was heard on local trustee responses to the Minister's response.

7.1.2 Trust Area Services

7.1.2.1 Policy Statement Amendment Project Charter V2 – RFD

Addressed with 6.4.4 Islands 2050 Update – Briefing

7.1.2.2 History and Heritage Grant Application - RFD

SIPA Wilcox spoke to the successful Galiano event, Union of BC Municipalities reconciliation grant money, and inviting others for support.

EC-2020-032

It was Moved and Seconded,

That Executive Committee authorize a grant of \$4,500 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.

CARRIED

7.1.2.3 Coast Guard Oil Spill Response Planning Process - Trustee Report

Vice Chair Rogers raised discussion regarding Islands Trust engagement in the process of oil spill and emergency response planning.

Discussion was heard on:

- Notification processes and lists,
- Guiding community response,
- Communications program,
- Lack of funding and authority,
- Having a system in place to implement,
- Have a June roundtable discussion at Trust Council,
- Sharing of mapping resources.

EC-2020-033

It was Moved and Seconded,

That Executive Committee request 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 next agenda.

CARRIED

7.1.3 Local Planning Services - None

7.1.4 Administrative Services

7.1.4.1 Transfer from General Revenue Surplus Fund to LTC-Project Specific Reserve Fund

DAS Mobbs explained the briefing comes as a late item for consideration to forward to March Trust Council.

EC-2020-034

It was Moved and Seconded,

That Executive Committee request staff forward the Transfer from General Revenue Surplus Fund to LTC-Project Specific Reserve Fund report to the March Trust Council agenda package as presented.

CARRIED

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Trustee Johnston Briefing and Request for Consideration for March Trust Council

By general consent, forward Trustee Johnston Briefing to March Trust Council agenda under correspondence.

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

7.2.4.1 Anticipated Over Expenditure by General Ledger Budget Line – Briefing

DAS Mobbs spoke to Trust Council policy to 6.5.2 and reported on the anticipated over expenditure table contained in the briefing.

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick spoke to the well-attended climate action workshop recently held February 20th on South Pender Island.

8.3 Local Planning Services - None

8.4 Administrative Services - None

8.5 Legal Costs Discussion

Discussion was heard on the increased legal costs due to increased litigation and legal services requests.

By general consent, items 9 and 10, Closed Meeting and Rise and Report were addressed after item 12.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Provincial Responses to UBCM Resolutions - February 2020

By general consent, forward to Trust Council for discussion and clarification.

11.2 UBCM - The Compass Newsletters dated February 5th and 12th

Received for information.

11.3 PM Trudeau's Office - response re: Working Together in the Islands Trust Area dated February 11, 2020

By general consent, staff will post correspondence to web and circulate to trustees for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received as presented.

At 3:06 PM, the meeting was closed to the public.

9. CLOSED MEETING (if applicable, under separate cover)

EC-2020-035

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(c)(g)(i)(k) and (2)(b) of the Community Charter in order to consider matters related to labour relations or other employee relations; litigation or potential litigation affecting the Islands Trust; receipt of advice that is subject to solicitor-client privilege; negotiations and related discussions respecting the proposed provision of a trust area service that are at their preliminary stages and that, in the view of the Executive Committee, could reasonably be expected to harm the interests of the Islands Trust if they were held in public; and the consideration of information received and held in confidence relating to negotiations between the Islands Trust and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and that staff attend the meeting.

CARRIED

At 4:00 PM, the meeting was reopened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

13. NEXT MEETING

The next regular business meeting of the Executive Committee is March 25, 2020 following the EC pre-Trust Council meeting on March 10, 2020.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 4:00 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Executive Committee Minutes of Regular Meeting

Date: March 10, 2020
Location: Harbour House Hotel
121 Upper Ganges Road, Salt Spring Island, 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
Carmen Thiel, Legislative Services Manager
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Dilani Hippola, Acting Senior Policy Advisor
Lori Foster, Executive Coordinator/Recorder

Others Present: Trustee Johnston, Lasqueti Island
2 members of the public

1. CALL TO ORDER

Chair Luckham called the meeting to order at 11:30 AM stating gratitude for being on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

7.1 Salt Spring Island Local Trust Committee – Development Approvals Information (DAI) Bylaw No. 175, which was given Third reading at December Trust Council, be added for forwarding to the March Trust Council agenda.

At its February 26th business meeting, Executive Committee requested the following items be added to the Trust Council agenda, there was an oversight they were not published with the original March agenda package and are being recognized for forwarding to trustees and agenda addition.

8.3 Trustee Johnston Briefing
8.4 UBCM Resolutions

Add Closed Session as item 9 and Rise and Report as item 10 and renumber agenda accordingly.

2.2 Approval of Agenda

By general consent, the agenda approved as amended.

2.2.1 Agenda Context Notes

Presented for information.

3. Director/CAO Updates – None

4. Local Trust Committee Chair Updates

Discussion was heard on defamatory correspondence being removed from a North Pender local trust committee meeting agenda package.

Legislative Services Manager Theil spoke to an upcoming clerks review.

Short-term vacation rental updates on Galiano Island were noted and ongoing interviews for Bowen Island's Chief Administrative Officer position was heard.

Chair Luckham is attend ongoing UBCM short-term rental (STR) meetings and will report back to Executive Committee. Vice Chair Rogers is also supporting meeting attendance.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Salt Spring Island LTC Bylaw No. 512 (LUB amendment)

Chair Luckham spoke to the bylaw, which has been in the works for a year to approve fulltime use of residential cottages.

EC-2020-036

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 512, cited as Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018, in accordance with Section 27 of the Islands Trust Act.

Discussion followed:

Vice Chair Patrick stated that as a Salt Spring Island Trustee, she voted against this bylaw.

CARRIED

6. BUSINESS

6.1 Islands Trust Conservancy Report dated February 2020

Vice Chair Fast, who is also Vice Chair of Islands Trust Conservancy Board, spoke to the report and the addition of the board's newest member, Donald Clarke.

6.2 History and Heritage Grant - change to islands

Director of Trust Area Service Frater spoke to the rationale for allocating Salt Spring Island funding for the screening.

EC-2020-037

It was Moved and Seconded,

That Executive Committee direct 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 an event on Salt Spring Island.

CARRIED

7. NEW BUSINESS

7.1 Salt Spring Island Local Trust Committee – Development Approvals Information (DAI) Bylaw No. 175

EC-2020-038

It was Moved and Seconded,

That Salt Spring Island Local Trust Committee – Development Approvals Information (DAI) Bylaw No. 175 be forwarded, as directed by Trust Council at its December meeting, to the March Trust Council agenda.

CARRIED

8. CORRESPONDENCE (for information unless raised for action)

8.1 Ombudsperson Quarterly Report for October 31 - December 31, 2019

Received for information.

8.2 Saanich Roundtable

Vice Chair Patrick has attended past roundtable meetings but has a conflict.

It was suggested that Acting Senior Policy Advisor Hippola could attend instead.

8.3 Trustee Johnston Briefing

By general consent, circulate to Trust Council as directed.

8.4 UBCM Resolutions

By general consent, circulate to Trust Council as directed.

At 12:05 PM, the meeting was closed to the public.

9. CLOSED MEETING

EC-2020-039

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(g) litigation or potential litigation affecting the Islands Trust; and that staff attend the meeting.

CARRIED

At 12:18 PM, the meeting was reopened to the public.

10. RISE AND REPORT

Chair Luckham reported that the minutes of the Executive Committee February 26th in-camera meeting were adopted as presented.

9. NEXT MEETING

The next regular business of the Executive Committee will be held March 25th in the Victoria office boardroom.

10. ADJOURNMENT

By general consent, the meeting was adjourned at 12:18 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



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 include the solidarity statement, as presented at today's meeting, in the Trust Council agenda package.	Russ Hotsenpiller	Meeting: 26-Feb-2020 Target: 10-Mar-2020	Completed
5 Post PM correspondence to web and circulate to trustees for information.	Russ Hotsenpiller	Meeting: 26-Feb-2020 Target: 10-Mar-2020	Completed
6 That Salt Spring Island Local Trust Committee - Development Approvals Information (DAI) Bylaw No. 175 be forwarded, as directed by Trust Council at its December meeting, to the March Trust Council agenda.	Russ Hotsenpiller	Meeting: 10-Mar-2020 Target: 25-Mar-2020	Completed

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
7 Circulate Trustee Johnston briefing and UBCM resolutions to Trust Council for the March agenda.	Russ Hotsenpiller	Meeting: 10-Mar-2020 Target: 10-Mar-2020	Completed
8 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

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
2 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 next agenda.	Clare Frater Julia Mobbs	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress
3 Staff forward the Transfer from General Revenue Surplus Fund to LTC-Project Specific Reserve Fund report to the March Trust Council agenda package as presented.	Julia Mobbs	Meeting: 26-Feb-2020 Target: 25-Mar-2020	Completed



Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
4 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

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 Advise BIM that Bylaws No. 498 and No. 499 AT FIRST READING is not contrary to or at variance with the Islands Trust Policy Statement.	David Marlor	Meeting: 26-Feb-2020 Target: 10-Mar-2020	Completed
3 LPS Review Implementation timeline graphic to updated for inclusion in future reports.	David Marlor	Meeting: 26-Feb-2020 Target: 25-Mar-2020	Completed
4 Inform SSI LTC that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 512, cited as Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2018, in accordance with Section 27 of the Islands Trust Act.	David Marlor	Meeting: 10-Mar-2020 Target: 25-Mar-2020	Completed



Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
5 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
6 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
7 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

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
4 The Policy Statement Amendment Project Charter V2 was adopted as presented.	Clare Frater	Meeting: 26-Feb-2020 Target: 10-Mar-2020	Completed
5 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
6 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 next agenda.	Clare Frater Julia Mobbs	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress
7 Forward Provincial Responses to UBCM resolutions item 11.1 to Trust Council agenda package.	Clare Frater	Meeting: 26-Feb-2020 Target: 10-Mar-2020	Completed
8 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
9 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



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
10 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
11 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

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

Islands Trust Council Highlights March 10-12, 2020

The following list indicates the highlights of Trust Council's activities and decisions during its March 10-12 meeting held on Salt Spring Island. These highlights are not the official minutes of the Trust Council meeting; Trust Council will adopt those at its June 2020 meeting.

Adapting to Coronavirus Threats

Staff were requested to prepare a business continuity plan on how Islands Trust will adapt to the unfolding coronavirus pandemic and to send out a subscriber information notice and news release that would reference information available regarding COVID-19.

Islands Trust Council Adopts its 2020/21 Budget, Financial Plan Bylaw No. 178 and Borrowing Bylaw No. 179

Trust Council amended the draft budget, as presented, by adding a project, "Northern Islands Groundwater Sustainability Strategy," with an amount of \$50,000 and that work on this project not to commence until products of the Southern groundwater study project have been peer reviewed and deemed useful to Trust Council. Trust Council also increased the amount allocated to the development of a regional fresh water strategy by \$16,000 for a total of \$20,000, and that the increase of \$66,000 to the budget to be funded from surplus. Trust Council gave Third Reading to the amended budget (Financial Plan Bylaw No. 178) and request staff forward it to the Minister of Municipal Affairs and Housing for approval consideration. Trust Council also adopted Borrowing Bylaw No. 179 as is customary when adopting its yearly budget.

Salt Spring Island Watershed Protection Alliance

Trust Council approved a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$75,500 in its 2020/21 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

Statement of Islands Trust

Islands Trust Council voted in favour of adopting the following statement:

Statement of the Islands Trust

The Islands Trust area is a community in which Indigenous People were forcibly removed and disenfranchised from their village sites and gathering places, and the history of that legacy continues to this day, not only in the Trust area but throughout British Columbia and Canada.

We ask that the Federal and Provincial Governments take steps to uphold the guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples signed by the Government of Canada in 2010, and the Declaration on the Rights of Indigenous Peoples Act adopted by the Government of British Columbia in 2020. We ask the Governments to engage and work together to maintain and strengthen the relationship with Indigenous Peoples and we ask the Governments to look to the guiding principles of the Truth and Reconciliation Calls to Action 2012 and the Calls for Justice tabled by the National Inquiry into Missing and Murdered Indigenous Women and Girls in 2019 as a way forward.

The Islands Trust remains committed to strive toward relationships that are respectful of human rights, and human dignity, and the work of reconciliation, and acknowledges that Indigenous, Metis, and Inuit have lived on these lands since time immemorial.

Proposed Amendments to Trust Council Meeting Procedures Bylaw 101

Trust Council directed staff to prepare an amendment bylaw to implement changes to its Meeting Procedures Bylaw No. 101 allowing for Consent Agenda portions to be added to its standard agenda. The amended bylaw will be brought back to June's Trust Council for readings.

Salt Spring Island Local Trust Committee – Development Approvals Information (DAI) Bylaw No. 175.

Trust Council adopted Salt Spring Island Local Trust Committee DAI Bylaw No. 175, which clarifies the information applicants must provide when applying for bylaw amendments, development permits, and temporary use permits.

Redress of Historical Wrongs Against Japanese Canadians in British Columbia

Islands Trust Council voted in favour of requesting the Chair send a letter of support to the Premier of British Columbia for redress of historical wrongs against Japanese Canadians.

Community Stewardship Awards Program Policy 2.1.11 and Nomination Form Amendments

Trust Council amended policy and forms to its Community Stewardship Awards Program, which further clarifies and defines nomination eligibility.

Bylaw Enforcement Report

Staff were requested to prepare a report on bylaw enforcement capacity and the number of active cases.

Processing Planning Applications

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.

Trust Council requested Financial Planning Committee provide a report detailing the full staff costs associated with processing land-use applications, by application type.

Regulating Forestry

Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.

Extending Break After Town Hall and Delegations

Trust Council requested that the meeting break be extended from 15 minutes to ½ hour following the Town Hall and Delegations session.

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress
2 That 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: 10-Mar-2020	In Progress
3 Prepare a business continuity plan on how Islands Trust will adapt to the unfolding coronavirus pandemic.	Russ Hotsenpiller	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
4 That the Islands Trust Council approves the Executive Committee Work Program Report as presented.	Russ Hotsenpiller	Meeting: 10-Mar-2020 Target: 25-Mar-2020	Completed
5 Trust Council requested that the meeting break be extended from 15 minutes to ½ hour following the Town Hall and Delegations session.	Russ Hotsenpiller	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress
2 That 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: 10-Mar-2020	In Progress
3 The Administrative Directors Report and FPC work program were approved as presented.	Julia Mobbs	Meeting: 11-Mar-2020 Target: 15-Apr-2020	Completed
4 That Trust Council approve the December 31, 2019 Financial Report as presented.	Julia Mobbs	Meeting: 11-Mar-2020 Target: 15-Apr-2020	Completed
5 That Trust Council request FPC to provide a report detailing the full staff costs associated with processing land-use applications, by application type.	Julia Mobbs	Meeting: 11-Mar-2020 Target: 09-Jun-2020	In Progress

Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
6 That Trust Council approve a transfer \$150,000 from the General Revenue Surplus Fund to the LTC - Project Specific Reserve Fund.	Julia Mobbs	Meeting: 11-Mar-2020 Target: 15-Apr-2020	In Progress
7 Add project "Northern Islands Groundwater Sustainability Strategy," with an amount of \$50,000 and that work on this project not to commence until products of the Southern groundwater study project have been peer reviewed and deemed useful to Trust Council.	Julia Mobbs	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress
8 Trust Council also increased the amount allocated to the development of a regional fresh water strategy by \$16,000 for a total of \$20,000, and that the increase of \$66,000 to the budget to be funded from surplus.	Julia Mobbs	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress
9 Adopt the 2020/21 budget and forward Financial Plan Bylaw No 178 to the Minister of Municipal Affairs and Housing for approval consideration. Adopt Borrowing Bylaw No. 179 as presented.	Julia Mobbs	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
10 Trust Council approved a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$75,500 in its 2020/21 annual budget.	Julia Mobbs	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress

Director, Local Planning Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 That Trust Council request that each local trust committee and Trust Council committees indicate whether it has an interest in filming and streaming its public meetings. Underway - remaining LTCs have it on next agendas for early 2020	Clare Frater David Marlor	Meeting: 19-Jun-2019 Target: 18-Sep-2019	Completed
2 That the Islands Trust Council approves the Local Planning Committee Work Program Report as presented.	David Marlor	Meeting: 10-Mar-2020 Target: 25-Mar-2020	Completed
3 That Trust Council Bylaws No. 175, cited as "Salt Spring Island Local Trust Committee Development Approvals Information Bylaw No. 175, 2018" be adopted.	David Marlor	Meeting: 10-Mar-2020 Target: 25-Mar-2020	Completed
4 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	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress
5 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: 10-Jun-2020	In Progress
6 Staff were requested to prepare a report on bylaw enforcement capacity and the number of active cases.	David Marlor	Meeting: 12-Mar-2020 Target: 10-Jun-2020	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 Identify and act on opportunities re freighter anchorages.	Clare Frater	Meeting: 16-Sep-2015 Target: 31-Mar-2019	In Progress
2 Trust Council request staff to provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions and that the Trust Programs Committee is authorized to provide initial support if it deems it advisable out of its existing budget.	Clare Frater	Meeting: 19-Jun-2018 Target: 31-Mar-2019	In Progress
3 Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Clare Frater Kate Emmings	Meeting: 20-Jun-2017 Target: 19-Mar-2019	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
4 Request staff to create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas Fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas Fir protection that permits development. Request staff to bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritise contiguous tracks of the Coastal Douglas Fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.	Clare Frater Kate Emmings	Meeting: 12-Mar-2019 Target: 18-Jun-2019	In Progress
5 That Trust Council request that each local trust committee and Trust Council committees indicate whether it has an interest in filming and streaming its public meetings. Underway - remaining LTCs have it on next agendas for early 2020	Clare Frater David Marlor	Meeting: 19-Jun-2019 Target: 18-Sep-2019	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 that Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Julia Mobbs Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 20-Nov-2019	In Progress



Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
7 The following was adopted: Statement of the Islands Trust The Islands Trust area is a community in which Indigenous People were forcibly removed and disenfranchised from their village sites and gathering places, and the history of that legacy continues to this day, not only in the Trust area but throughout British Columbia and Canada. We ask that the Federal and Provincial Governments take steps to uphold the guiding principles of the United Nations Declaration on the Rights of Indigenous Peoples signed by the Government of Canada in 2010, and the Declaration on the Rights of Indigenous Peoples Act adopted by the Government of British Columbia in 2020. We ask the Governments to engage and work together to maintain and strengthen the relationship with Indigenous Peoples and we ask the Governments to look to the guiding principles of the Truth and Reconciliation Calls to Action 2012 and the Calls for Justice tabled by the National Inquiry into Missing and Murdered Indigenous Women and Girls in 2019 as a way forward. The Islands Trust remains committed to strive toward relationships that are respectful of human rights, and human dignity, and the work of reconciliation, and acknowledges that Indigenous, Metis, and Inuit have lived on these lands since time immemorial.	Clare Frater	Meeting: 11-Mar-2020 Target: 25-Mar-2020	Completed
8 Approved as presented Islands Trust Conservancy Report and Legislative Monitoring Briefing, Trust Programs Committee Work Program Report.	Clare Frater	Meeting: 11-Mar-2020 Target: 09-Jun-2020	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
9 That Islands Trust Council 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: 11-Mar-2020 Target: 15-Apr-2020	In Progress
10 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
11 Send out a subscriber information notice and news release that would reference information available regarding COVID-19.	Clare Frater	Meeting: 12-Mar-2020 Target: 25-Mar-2020	Completed
12 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: 10-Jun-2020	In Progress

Legislative Services Manager

Activity	Responsibility	Dates	Status
1 That staff be directed to prepare an amendment bylaw to implement changes to Bylaw No. 101, "Islands Trust Council Meeting Procedures Bylaw, 2004" as outlined in Appendix 1; and that the amendment bylaw be referred to Trust Council for readings at the June 2020 Trust Council meeting.	Carmen Thiel	Meeting: 10-Mar-2020 Target: 09-Jun-2020	In Progress

Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Clare Frater Kate Emmings	Meeting: 20-Jun-2017 Target: 19-Mar-2019	In Progress
2 Request staff to create a strong communications program that will support Islands Trust Conservancy conservation initiatives for Coastal Douglas Fir protection as well as support the land use planning process, with a special focus on communicating the role of Development Permit Areas as a tool for Coastal Douglas Fir protection that permits development. Request staff to bring recommendations for how the Natural Areas Property Tax Exemption Program (NAPTEP) can be tailored to highlight and prioritise contiguous tracks of the Coastal Douglas Fir zone in the outreach, communications, and approval of NAPTEP covenants by the Islands Trust Conservancy.	Clare Frater Kate Emmings	Meeting: 12-Mar-2019 Target: 18-Jun-2019	In Progress

BRIEFING

To: Executive Committee **For the Meeting of:** March 25, 2020
From: CAO **Date Prepared:** March 19, 2020
SUBJECT: Update on corporate response to COVID-19 pandemic

PURPOSE: To update Executive Committee on the Islands Trust corporate response to the Covid-19 pandemic.

BACKGROUND:

The Islands Trust has taken a number of steps to address the ongoing public health crisis associated with the COVID-19 pandemic in terms of its operations, staffing, legislative responsibilities and communications, both internally and with the public.

- We have transitioned 42 of 47 staff to work from home; the remainder of staff are off for various reasons.
- We have cancelled all elective public engagements and meetings indefinitely.
- We have cancelled or are cancelling all LTC meetings up to April 15.
- We have closed all Islands Trust offices and small regional offices to the public.
- We are not conducting site visits nor bylaw enforcement site visits at this time.
- We have provided two news releases to the media: the first on March 13, indicating public meeting cancellations and a second on March 18, describing office closures and LTC meeting cancellations.
- We have provided staff five updates.
- We have provided trustees two updates.

The organization does not have an emergency plan, nor a business continuity plan to activate, but we have conducted our response based upon Emergency Management BC principles including the development of Emergency Operations Centre functional roles:

- *EOC Management,*
- *Finance/Admin,*
- *Logistics,*
- *Planning,*
- *Operations.*

Note these functional areas are to do with the Islands Trust organizational response to the current emergency, not usual work roles. Over the coming week, staff will develop a business continuity plan outline to assist in daily and weekly decisions.

These key objectives have been identified as priorities:

- To reduce any potential impacts to health of staff, elected officials and members of the community in our operations.
- To communicate frequently and effectively with trustees, the public and staff, even if we do not have perfect information.

- To attempt to reduce the impact of this work interruption on the staff and to recognize increased pressures and anxiety that will develop.
- To ensure that operations of the organization proceed including applications, referrals, communications, electronic meetings, bylaw development, strategic planning items and others.

Executive Committee met on March 18. It was agreed to transition the usual weekly teleconference to an actual meeting, to allow decision making if required in the near term.

Issues

We are essentially taking the week of March 16-20 to reorganize and prepare for what could be our new work environments for a number of months. There are a number of developing or ongoing issues that will be addressed in a scheduled manner as we triage decision making.

- We are working on being able to deliver electronic LTC meetings, with public attendance, as required by legislation.
- Only three LTCs do not have provisions in their procedures bylaws to hold electronic meetings.
- We will ensure we are reassigning work to staff that can be readily accomplished in a remote setting.
- The provision of counselling and anxiety management as the virus intensifies in the region and the increasing possibility of someone in community or on staff being infected.

ATTACHMENT(S):

None

FOLLOW-UP: As outlined and directed.

Prepared By: R Hotsenpiller

Reviewed By/Date: March 19, 2020

BC PUBLIC SERVICE COVID-19 RESPONSE FAQs

Updated March 19, 2020

WHO TO CONTACT:

- For work-related questions not addressed in the FAQ, contact the Workplace Health & Safety branch (BC Public Service Agency) using [MyHR](#).
- In the case of a workplace safety emergency call 1-250-952-0911.
- For non-medical-related questions about COVID-19, call 1-888-COVID19 (1-888-268-4319). Service is available from 7:30 a.m. to 8:00 p.m. seven days a week.
- Call 811 or your primary care provider if you are concerned you may have been exposed to or are experiencing symptoms of COVID-19.
- For general health-related questions from Canadians, call 1-833-784-4397. Service is available from 7:00 a.m. to midnight EST.

For general information on COVID-19, see the BC Centre for Disease Control online resources: <http://covid-19.bccdc.ca/>

If you think you may have symptoms, the BC Centre for Disease Control's self-assessment tool can help you determine if you need further assessment or testing for COVID-19: <https://covid19.thrive.health>

Part 1: Workplace Measures

1. Where can I get more information on current BC Public Service protocols for COVID-19?

The most current information related to the BC Public Service response to COVID-19 (including this FAQ document) is available [on the MyHR site](#). It will be updated as needed as the situation with COVID-10 changes.

2. What is the BC Public Service direction regarding working from home as recommended by public health officials?

More people working from home helps support social distancing practices in the workplace. Where it is operationally feasible, ministries are expected to encourage and support employees who want to work from home. Any decisions to deny working from home opportunities will be made at the ADM level. No employee is required to work from home

except those required to self-isolate due to travel or possible exposure to COVID-19 (see Sections 2 and 3 below).

Resources on effective mobile working practices are available on the [MyHR website](#).

3. When do I need to ask an employee for an STO2 form or doctor's note?

In the circumstance of COVID-19 related absences, an STO2 form or certificate is not required for sick pay. Discussion between employee and supervisor can often resolve questions about prognosis.

On a temporary basis for other conditions, an STO2 may be required only for safety sensitive occupations or other essential services employees to enable the employer to meet their legislated obligations to manage workplace safety. The STO2 form permits management of clearance to safety sensitive occupations and assists managing the workforce with advice regarding prognosis. The STO2 form also provides consent for the clinical team at Occupational Health Programs to work with employees on safe and sustainable return to work programs.

4. What is being done to address workplace cleanliness and hygiene?

The Ministry of Citizens' Services is working with Facilities Management Units in each ministry to support requests for increased cleaning services and hygiene supplies.

Janitorial service increases will focus on high-touchpoint areas (i.e. door handles, counters, elevator buttons, etc.), using approved procedures and disinfectants. Programs that deliver services directly to the public (e.g., social services and child support services) and buildings with high public access (e.g., courthouses) will be given priority for increased cleaning services.

The Ministry of Citizens' Services is working with suppliers to provide additional cleaning supplies where needed.

5. What are the considerations needed when planning for a work event or large meeting while there is the potential for exposure to COVID-19? If an event is already scheduled, should the event be cancelled?

The Provincial Health Officer has directed that all events being planned with over 50 people should be cancelled. This does not mean workplaces with more than 50 people need to close.

For events or meetings with less than 50 people, organizers and participants need to assess their situation on a case-by-case basis on individualized risk assessments. For example,

characteristics of the population attending the event, where are they arriving from (COVID – 19 affected or certain countries), whether they are at greater risk for severe disease (older adults, those with certain health conditions), roles of the attendees (critical infrastructure), type of event activities (close physical contact, sharing food or beverage), distance between participants), resources available at event (hand hygiene, first responders), and local health system capacity are some of the examples outlined in the documents.

As noted by PHAC, decisions regarding mass gatherings can be considered on a continuum from no changes needed, to enhanced communication to attendees, to risk mitigation strategies being employed without cancelling the event, through to postponement or cancellation of the event.

For reference see: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/mass-gatherings-risk-assessment.html>

6. What do I advise an employee who works directly with the public who refuses to attend work or refuses to do client facing work?

Reassure the employee that COVID-19 can be controlled with basic precautions, including social distancing. With routine hand washing, the risk of contracting COVID-19 from receiving client documents, or passing documents, pens etc. back and forth is very low.

Workers can remind clients of the preventative measures in place. Ask them to cover their mouths if they are coughing, if they look unwell ask if they wish to reschedule or come another time (if possible). There is presently no reporting of widespread community transmission.

Contact MyHR for assistance if this does not resolve the situation.

7. What is “social distancing” and how can it be practiced in the workplace?

Social distancing is an important way we can all help limit the spread of COVID-19 in the community. The recommendation for social distancing is that people stay at least two metres apart and avoid prolonged close personal contact. COVID-19 is transmitted by an infected person coughing or sneezing droplets and someone breathes them in. Typically, droplets travel less than two metres. The droplet can also land on hard surfaces that we touch and then we touch our faces. Ways to practice social distancing in the workplace include:

- Avoid shaking hands, wash your hands thoroughly, and stay home if you are sick.
- If you’re having a conversation with someone in their office or cubical, stay at the door to increase the distance.
- Use Skype or instant messaging rather than face-to-face conversations.

- If meeting with a group, use the largest room available and use every other seat around the table, or space yourselves apart.
- Sit at least 2 metres apart in mobile work spaces if possible.
- Wipe down shared surfaces in mobile work spaces, meeting rooms and common areas.
- When working with clients, where possible keep the two-metre distance by standing back slightly at a service counter if necessary.
- Don't share food, plates or cutlery in staff rooms.
- Ensure staff room dishes are well cleaned.
- Don't leave items on staff room counters and tables overnight so janitorial staff can properly wipe down the entire surface.

Part 2: Exposure Due to Travel

8. Should employees cancel work-related travel plans to minimize risk of exposure?

The Provincial Health Officer recommends B.C. residents avoid all non-essential travel outside Canada. If an employee travels anywhere outside Canada, they should self-isolate for 14 days upon return to Canada. Given the constantly changing context, we recommend virtual meeting options to replace travel where possible.

9. An employee returned from travel outside of Canada before the new self-isolation recommendations were implemented (i.e. noon March 13, 2020). Does the 14-day self-isolation retroactively apply to my employee?

No, this recommendation is not retroactive, except for those returning from Iran, Italy, or Hubei China. For these returning employees, the previous recommendations from that time remain (i.e. The 14-day self-isolation starts from the date they returned to Canada even if before March 13, 2020).

10. My domestic partner, spouse or family returned from travel outside of Canada after the March 13, 2020 noon cut off and they do not have any symptoms. Do I need to self-isolate for 14 days if I have not travelled myself?

No, the self-isolation recommendation after travel is designed to stop the potential spread of COVID-19 should a returning traveler have had an exposure from abroad. Employees that have not travelled can continue to participate in the workplace and as usual should self-monitor for the development of COVID-19 symptoms.

If the partner, spouse or family member then develops illness within the 14 days of self-isolation, the employee should then remain out of the workplace and contact their supervisor. If operationally feasible, modified work can be offered otherwise the employee will be placed on sick leave. Public health officials will have further advice for family

members and the employee.

11. An employee has returned from Italy, Iran, or Hubei province China (<https://travel.gc.ca/travelling/health-safety/travel-health-notices>). Are there any additional measures apart from self-isolation?

The Public Health Agency of Canada (PHAC) and BCCDC recommend travelers returning from Italy, Iran or Hubei province, China, or who have been in close contact with someone who has recently visited Italy, Iran or the Hubei province in China, must call the public health office in their health authority within 24 hours and self-isolate for 14 days.

Maintain contact with your employees during their self-isolation. Near the end of 14 days of isolation, ask them to provide any medical clearance to return to work they may have already received. A separate STO2 (Doctor's Certificate form) is not required, as any person being medically followed under the relevant procedures will be provided with appropriate clearance by those medical authorities.

12. An employee refuses to comply with the PHO medical recommendation to self-isolate for 14 days following travel. They insist they can return to the workplace. How do I advise them?

Extraordinary measures can be seen worldwide to contain the spread of COVID -19. Senior leaders and public health officials have asked all Canadians to help with individual efforts (e.g. hand washing, cough/sneeze etiquette, staying home if sick). The 14-day self-isolation is a public health recommendation to stop the potential spread of infection. Employees are expected to comply with this recommendation and will not be permitted to return to work until the 14 days have elapsed. During this time they can work from home or access sick leave.

Employees and employers all have responsibilities and need to do our part. Employees are expected to comply with the health recommendations of the Provincial Health Officer. Employees also have obligations under the Workers Compensation Act to take reasonable care to protect the health and safety of themselves and others in the workplace. Employers also have a duty under Workers Compensation Act to remedy any workplace conditions that are hazardous to the health or safety of the employer's workers. Explain to the worker that following the Provincial Health Officer's directions helps the employer comply with this obligation.

If this does not resolve the situation, contact MyHR.

13. I have an employee traveling outside of Canada who is returning to work soon. They are doing well and are not feeling sick. Should I be concerned about spread of the novel coronavirus?

In accordance with the Provincial Health Officer's direction, employees returning from outside Canada, including the United States, must self-isolate for 14 days in order to help contain the spread of the disease.

If the employee becomes ill during isolation, they should contact their health care provider and notify local public health authorities through 811. The employee should inform the supervisor if they are going to be absent more than 14 calendar days and in advance of any return to work.

14. I have an employee entering self-isolation following return from travel, or who was medically recommended to self isolate for 14 days due to possible COVID-19 exposure. What options can the employer offer?

If you are satisfied your employee can effectively work from home, you should authorize this arrangement. If you are not satisfied your employee can effectively work from home, you should put the employee under STIIP (Short Term Illness and Injury Plan) for the duration of the self-isolation.

15. I have an employee in self-isolation due to travel. The employee feels well and wants to return to work before 14 days of isolation. Should I allow them to return to the workplace?

The isolation recommendations are designed to help control exposure for all citizens of British Columbia. The employee must remain in the recommended isolation for 14 days from the time they return to Canada. The supervisor should evaluate if remote work is operationally feasible. If you are not satisfied your employee can effectively work from home, you should put the employee under STIIP (Short Term Illness and Injury Plan) for the duration of the self-isolation.

Part 3: Exposure Irrespective of Travel

16. I supervise an employee who is sick with a fever and respiratory symptoms (e.g. cough, runny nose). There is no travel history and no history of exposure to someone who was ill and travelled. What should I do?

If the employee is sick, they should be placed on sick leave unless they are able to work from home. The common cold or seasonal influenza is far more common than COVID-19, and employees should seek treatment advice from their health care provider.

17. I supervise an employee who tells me they have been medically advised to stay home as they are sick with a communicable disease (COVID-19). Are they eligible for sick leave?

Yes. If an employee has been advised by a medical professional to remain at home on self-isolation because they are sick (or in hospital for treatment), they are eligible for sick leave.

18. I have an employee who was given a medical recommendation to self-isolate for 14 days as a precautionary measure because of close contact to a person sick with COVID-19. This may be the employee's spouse or child. The employee is doing well, with no symptoms, and would like to return to work. What should I do?

Individuals who have been medically recommended by a health care professional to self-isolate, will be asked to closely monitor for symptoms during their self-isolation and will have daily checklists to complete. At the end of the 14 days of self-isolation, and in the absence of symptoms, the health care provider/public health recommendation will end and the worker can return to their usual routines.

19. I have an employee who wants to self-isolate. The employee doesn't have any COVID-19 symptoms, hasn't travelled out of Canada, and hasn't been directed by a medical professional to self-isolate. What are the options?

Contact the employee and ask the reasons why they want to self-isolate. Consider if there is widespread local transmission of COVID -19 in the community. Can the employee work from home? If so, then that option should be supported. Will the employee be in close contact with infected individuals, or have exposure to large gatherings? What modifications in the workplace are feasible? If the employee has a health condition that places them at increased risk of developing more severe illness or complications should they develop a COVID-19 infection, supervisors are encouraged to be flexible and creative with workplace solutions to reduce the risk of exposure.

If the above is not the case and when there is no widespread local transmission, provide them with the resources on MyHR and explain the steps being taken in your workplace to prevent transmission of COVID-19. If the employee will still not attend the worksite as directed, contact MyHR for assistance.

20. I have an employee who will be coming back to work after recovering from an active COVID-19 infection. That employee feels well and is not having any further symptoms. What should I do?

An ST02 is not required. Workers can return when:

- they have self-isolated for at least 14 days after onset of their symptoms.
- after 14 days their temperature is normal and they feel better.

Coughing may persist for several weeks, so a cough alone does not mean they need to continue to self-isolate for more than 14 days.

The exception is health care workers with COVID -19 infection who require a negative test after symptom resolution to return to work.

21. I supervise an auxiliary employee who falls under the circumstances in Questions 19-23. Are they eligible for weekly indemnity benefits?

Yes, all auxiliary employees are eligible for weekly indemnity benefits up to a maximum of 15 weeks under the circumstances in Questions 17-20. This is the case for COVID-19 related absences even if the auxiliary employee has not accumulated 400 hours of auxiliary seniority or has lost their auxiliary seniority.

In addition, auxiliary employees will not have the one-week benefit waiting period for COVID-19 related absences. This means that employees are eligible for weekly indemnity benefits immediately and will receive the benefit as quickly as possible.

22. What does “close contact” mean?

For public health monitoring, a close contact is defined as a person who:

- Provided care for the case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment, OR
- Who lived with or otherwise had close prolonged* contact (within 2 meters) with a probable or confirmed case while the case was ill, OR
- Had direct contact with the infectious body fluids of a probable or confirmed case (e.g. was coughed on or sneezed on) while not wearing recommended personal protective equipment.

*As part of the individual risk assessment, consider the duration of the contact’s exposure (e.g. a longer exposure time likely increases the risk), the case’s symptoms (coughing or severe illness likely increases exposure risk) and whether the exposure occurred in a health care setting.

23. An employee I supervise came to the office wearing a mask generating concerns among staff. What should I do?

You should first ask the employee about their health status in a respectful and private way. If the employee is sick or has cold/flu symptoms (regardless of any link to COVID-19), they should be asked to go home and be placed on sick leave.

If the employee is well health-wise and would like to wear the mask as a preventive measure, you should inform them there has been no general recommendation for everyone to wear personal protective equipment (PPE) such as surgical masks and N95 respirators; as we do not know if wearing a mask will prevent infection. People wearing a mask may also

touch their faces more often, potentially increasing the risk of having the eyes, nose or mouth come into contact with the virus.

24. I have an employee who attended a public event where another attendee was subsequently confirmed as having COVID-19 infection with testing. Should my employee be required to self-isolate and do other staff in the same work location need to take any precautions?

No. If the employee does not have symptoms, they do not need to self-isolate. The employee can self monitor for symptoms for 14 days. Staff in the same work location as the employee do not need any additional precautions. As usual, hand washing, not touching faces, cleaning of commonly touched surfaces, cough/sneeze etiquette, and staying home if one is sick should be promoted at every opportunity.

The exception is when the public event is part of an investigation of a cluster or outbreak lead by Public Health and if there is a medical recommendation for all attendees to self-isolate. Public health officials will be involved with COVID-19 positive case management and contact tracing.

[Click here to view this newsletter in your browser](#)



Council Meeting Agenda

The agenda for the Council meeting on Monday, March 23, 2020 is now available:

- [Regular Council meeting - 6:15 pm](#)

As Municipal Hall is closed to the public, public comments will be restricted to written submissions only. If you would like to provide your input on an agenda item, please send your submission by:

E-mail to mayorandcouncil@bimbc.ca

Mail, attention Mayor & Council, 981 Artisan Lane, Bowen Island, BC, V0N1G2

Council will be attending via online meeting technology that is not available for live stream video. The meeting will be recorded and posted to our YouTube channel within 48 hours.

Thank you for your understanding as we take measures to continue services in altered formats.



Islands Trust

Islands Trust Council Plan for Continuous Learning

2018-2022 Term

Updated March 20, 2020

Year	Trust Council Meeting	Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2020	December				
	September				
	June				
	March	FOI – Open Meetings Conflict of Interest – closed session, March 11, 2020		Water License Branch session- via webinar on March 3, 2020	Climate change related topics including enforcement, bylaw sharing associated with climate change
2019	December (Victoria)	Strategic Plan Residential/Industrial schools session			National Marine Conservation Area Reserve
	September (Bowen)	Strategic Plan	Role of the Executive Committee		Indigenous Law
	June (Galiano)	Strategic Plan	What Elected Officials Need to Know about FOI & Protection of Privacy Training (LGMA) June 25 th webinar.		Chair, Vice Chair, Committee Chairs & ITC Chair training
	March 2019 (Gabriola)	Strategic Plan	Young/Anderson Introduction Bill Buholzer		
	January 2019 Nanaimo	Strategic Plan	Orientation		NA

POTENTIAL TOPICS/AGENCY LIAISON FOR CONSIDERATION FOR FUTURE SESSIONS:

Suggestions arising during 2018-2022 Term:

1. West Coast Environmental Law re foreshore jurisdiction **added December 2019**
2. Coast Guard re spill response plan missed consultation with Trust Council and local trust committees **added December 2019**
3. Bylaw enforcement processes **added December 2019**
4. Water licensing Branch session re role, expertise, and knowledge of aquifers **addressed March 2020**
5. Department of Fisheries and Oceans re fish stocks in dire straits **added December 2019**
6. Elected officials and/or staff on how the political government works **added December 2019**
7. Foreshore erosion and middens **added December 2019**
8. Community engagement for stewardship **added December 2019**
9. First Nations return to the lands and water **added December 2019**
10. Climate change related topics including enforcement, bylaw sharing associated with climate change
11. Private Managed Forest Lands (PMFL)
12. Housing agreements and how they work
13. First Nations relationship building
14. Indigenous Law **addressed September 2019**
15. How we measure Preserve and Protect
16. Engagement tools associated from IAP2
17. Agency liaison such as Agricultural Land Commission
18. *Freedom of Information and Protection of Privacy Act* (FOIPPA) session **addressed June 2019**
19. Business type training including Microsoft products
20. Chair, Vice Chair, Committee Chairs & ITC Chair training **addressed May 2019**
21. ALC session with CEO and Chair - aim for September TC
22. Role of the Executive Committee **addressed September 2019**
23. How to craft a resolution
24. Add open meetings and the regulations around them **addressed March 2020**
25. Residential/Industrial schools session **addressed December 2019**



Islands Trust

Islands Trust Council Plan for Continuous Learning

2014-2018 Term

2018	November (Victoria)	Orientation	Orientation	Orientation	Orientation
	September (Gambier/Keats)	Lessons Learned 2014 -2018	Implications of the Water Sustainability Act		
	June (Saturna)	Strategic Plan	<i>Islands Trust Act</i> Amendments		Agricultural Land Commission/Islands Trust
	March (Salt Spring)	(Freshwater Specialist) (Water Sustainability Act) Regional Conservation Plan		Adapting to Climate Change	March (Salt Spring)
Year	Trust Council Meeting	Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2017	December (Victoria)	Ocean Protection Plan			(San Juan County) (U.S. and Canadian Consuls General)
	September (Denman)				Effective Advocacy Regional Districts
	June (Lasqueti)	ITC Regional Conservation Plan	Role of the Trustee (2)	Species at Risk	
	Webinars (dates TBD)				

Suggestions arising during 2014-2018 Term:

1. Islands Trust Conservancy and the incorporation of the 2018-2027 Regional Conservation Plan information into local trust committee/island municipality official community plans.
2. *Water Sustainability Act (postponed from March 2017 due to difficulty scheduling speakers)*
3. Heritage Conservation Act session
4. Office of the Ombudsperson session
5. Making Online Meetings Work

6. OneNote for meetings
7. Public Consultation and Polling
8. NMCA – implications for local zoning jurisdiction
9. Options for a trustee network
10. Introduction to the Island Trust Policy Statement
11. Participatory decision-making (using expertise on Bowen Island)
12. Effective Communications and Social Media
13. Fisheries and Oceans with a senior representative from the Department of Fisheries and Oceans
14. Shoreline Planning
15. First Nations Policy & Engagement (deferred from Sept 2018)
16. Archaeological Site Protection (2)



February 26, 2020

Islands Trust Executive Committee
200 - 1627 Fort Street
Victoria BC V8R 1H8

Dear Executive Committee members,

Re: Islands Trust welcome sign on Bowen Island

At its meeting on February 24, 2020, Bowen Island Municipal Council made the following resolution:

RES#20-127

It was Moved and Seconded

That Council receive the letter from the Bowen Island Conservancy Board, dated January 26, 2020; and Council request Municipal staff to work with Islands Trust staff to replace the signage at the entrance to Bowen Island.

CARRIED UNANIMOUSLY

I am writing to request that the Executive Committee add this project to their work program. I have provided a link to the [letter](#) received from the Bowen Island Conservancy.

Sincerely,

A handwritten signature in black ink, appearing to read "Hope Dallas-Kerr".

Hope Dallas-Kerr
Corporate Officer