



## Executive Committee Minutes of Regular Meeting

**Date:** December 18, 2019  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair  
Dan Rogers, Vice Chair (by video conference)  
Laura Patrick, Vice Chair  
Sue Ellen Fast, Vice Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Carmen Thiel, Legislative Services Manager  
Lori Foster, Executive Coordinator/Recorder  
Lisa Wilcox, kwakwemtenaat, Senior Intergovernmental Policy Advisor  
Sonja Zupanec, Island Planner

**Member(s) of the Public:** Simon Palmer, Denman Island Housing Association

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:02 a.m. and acknowledged the meeting was being held on Coast Salish territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add to the agenda:  
9.2.5 Letters to newly elected and appointed federal officials  
7.1.5 Budget Considerations

#### 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 November 20, 2019

**By general consent**, the November 20, 2019 minutes were adopted as presented.

### **3.2 December 3, 2019**

**By general consent**, the December 3, 2019 minutes were adopted as presented.

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

### **4.1 Follow Up Action List**

Chief Administrative Officer (CAO) Hotsenpiller and directors spoke to their Follow up Action List (FUAL) items.

### **4.2 Director/CAO Updates**

CAO Hotsenpiller and directors gave updates to current projects and business items.

Discussion on the following items was heard:

- Continuous Learning Plan session on local trust committee open meeting procedures could be held in-person instead of electronically;
- Trust Council's direction to hold a special electronic meeting to test the viability of the system applications to hold a Trust Council quarterly meeting electronically;
- Correspondence responses from Chair Luckham regarding Trustee Wright's letter to Minister Beare to be carbon copied to the Executive Committee;
- Bringing in a legal session by Young Anderson to address and update Trust Council;
- Contractor reports should have the Islands Trust logo included;
- Zoom to potentially replace Go to Meeting software for electronic meetings;
- Public consultation for the budget will commence in January;
- Bottled water application, jurisdictional approvals, and trust area zoning;
- Local Planning Services review;
- Islands 2050 engagement with First Nations and next steps;
- New Islands Trust / Conservancy website, timelines pushed back;
- Focus on advocacy projects, including anchorages and the upcoming Ocean Protections Plan forum;
- Gypsum offloading in Plumper Sound has resumed.

**By general consent**, items 5.1 and 6.1. were addressed next.

## **5. DELEGATIONS**

### **5.1 Denman Housing Association**

At 9:45 a.m. Mr. Simon Palmer, representing the Denman Island Housing Association, addressed the Executive Committee presenting a Power Point entitled "Denman Housing Association" and spoke to rainwater harvesting for an affordable housing project.

Discussion ensued on the Islands Trust Policy Statement, Part IV, sections 4.4.1 and 4.4.2.

## **6. BYLAWS FOR APPROVAL CONSIDERATION**

### **6.1 Denman Island Local Trust Committee Bylaw Nos. 235 (OCP) & No. 236 (LUB) amendments**

Planner Zupanec spoke to the report noting rainwater is not currently recognized as a water source for subdivision purposes. Planner Zupanec awaits ministry approving officer comments on the application while the bylaws are being presented to the Executive Committee for early referral and comment.

#### **EC-2019-182**

##### **It was Moved and Seconded,**

THAT Executive Committee defer item 6.1, Denman Island Local Trust Committee Bylaw Nos. 235 (OCP) & No. 236 (LUB) amendments to the next Executive Committee meeting and request staff provide interpretation on Policy Statement sections 4.4.1 and 4.4.2.

**CARRIED**

The meeting recessed for a break at 11:24 a.m. and reconvened at 11:39 a.m.

Chair Luckham continued the meeting addressing items 4.3. and 4.4. followed by items 6.2 to 6.4.

### **4.3 Local Trust Committee Chair Updates**

Chairs commented on recently attending meetings of their local trust areas.

### **4.4 Islands Trust Conservancy Liaison Update - None**

### **6.2 Bowen Island Municipality Bylaw No. 497 (LUB)**

Director of Local Planning Services (DLPS) Marlor spoke to the staff report.

Comments were heard that Bowen Island Municipal staff analysis does not include a fulsome discussion of the Islands Trust Policy Directive checklist, DLPS Marlor will follow-up with Bowen Island Municipal staff regarding this.

#### **EC-2019-183**

##### **It was MOVED and SECONDED,**

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 497 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 497, 2019" is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**6.3 Salt Spring Island Local Trust Committee Bylaw Nos. 515 (OCP) amendment & 517 (Housing Agreement)**

Chair Luckham spoke to the amendments and recommendations presented in the report.

**EC-2019-184**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 515, cited as "Salt Spring Island Land Use Bylaw 1999, Amendment No.3, 2018", and Bylaw No. 517, cited as "Salt Spring Island Housing Agreement Bylaw No. 517, 2019" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6.4 Galiano Island Local Trust Committee Bylaw Nos. 265 (OCP) & 266 (LUB) amendments**

Vice Chair Rogers spoke to the history and background of the bylaw and official community plan amendments.

**EC-2019-185**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 265, cited as Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2019-186**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 266, cited as Galiano Island Land Use Bylaw, 1999, Amendment No. 2, 2017 in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

The meeting recessed for lunch at 12:23 p.m. and reconvened at 12:45 p.m.

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 December Trust Council - Business Decision Highlights**

**By general consent,** Executive Committee request the word "interim" be removed and that Bowen Island Municipality be added to the end of the last paragraph.

**By general consent**, the December Trust Council business decision highlights were adopted as amended.

7.1.2 December Trust Council draft minutes

Received for information.

7.1.3 Trust Council Follow Up Action List

Received for information.

7.1.4 December Trust Council Review – discussion

Executive Committee held a roundtable feedback session on the December Trust Council meeting.

The following comments were heard:

- Good location, accommodation and food;
- Consent agenda process was more streamlined;
- Electronic meetings and inherent technical/logistical challenges;
- National Marine Conservation Area presentation, no further trustees questions received.

The meeting recessed for a break at 2:20 p.m. and reconvened at 2:31 p.m.

7.1.5 Budget Discussion

Director of Administrative Services (DAS) Mobbs gave a verbal update regarding next steps for public consultation and budget adjusts coming out of December Trust Council.

Discussion was heard regarding drawing on surplus.

**7.2 Local Planning Services - None**

**7.3 Administrative Services - None**

**7.4 Trust Area Services - None**

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated - None**

8.1.1 Executive – None

8.1.2 Trust Area Services - None

8.1.3 Local Planning Services - None

8.1.4 Administrative Services - None

**8.2 Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 Continuous Learning Plan – update

Discussion on recent additions to the Continuous Learning Plan coming out of Trust Council was heard including adding a session legal session and water license branch session for March Trust Council.

8.2.2 Trust Area Services

8.2.2.1 Salish Sea Ecosystem Conference re trustee selection – Discussion

Director Frater apprised Executive Committee on trustee interest regarding attendance requests for the conference.

The budget will support 3 trustee participants: one EC member, one Conservancy member and one trustee at large. Others who are interested my request funding from their local trust committee or island municipality.

**EC-2019-187**

**It was MOVED and SECONDED,**

THAT Executive Committee request staff solicit interest from trustees who wish to attend the April 19-22, 2020 Salish Sea Ecosystem Conference in Vancouver.

**CARRIED**

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council** - None

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

Comment was heard on the following topics:

- Contradictory information regarding herring populations;
- Regional conversations concerning abandoned vessels and liveboards;

- Upcoming meeting with new Member of Parliament, Patrick Weiler and Gambier local trustees;
- Union of British Columbia Municipalities (UBCM) grant re Galiano Island and First Nations location names.

9.2.2 AVICC/UBCM resolution selection 2020 – RFD

**EC-2019-188**

**It was MOVED and SECONDED,**

That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2020 AVICC/UBCM conventions.

**CARRIED**

9.2.3 Provincial Climate Change Strategy Advocacy – RFD

Director Frater presented the request for decision noting Planner Narissa Chadwick could be consulted for input.

**EC-2019-189**

**It was MOVED and SECONDED,**

That Executive Committee request the Chair submit a written response to Clean BC's request for public input on ensuring BC communities are prepared for a changing climate.

It was discussed to refer the letter to Trust Programs Committee Chair Morrison for review.

**CARRIED**

9.2.4 Provincial Old-Growth Strategy Review Advocacy - RFD

**By general consent,** Executive Committee chose to take no action on the request for decision.

9.2.5 Letters to newly elected and appointed federal officials

**EC-2019-190**

**It was MOVED and SECONDED,**

That Executive Committee request that the Chair write letters introducing or re-introducing the Islands Trust to newly elected Islands Trust Area members of parliament, the Prime Minister, the Minister of Environment and Climate Change Canada and the Minister of Transport Canada.

**CARRIED**

**9.3 Local Planning Services - None**

**9.4 Administrative Services – None**

At 1:02 p.m., the meeting was closed to the public.

**10. CLOSED MEETING**

**EC-2019-191**

**It was MOVED and SECONDED,**

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

**CARRIED**

At 2:10 p.m. the meeting was reopened to the public.

**11. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None**

**12. CORRESPONDENCE**

**12.1 Saanich Inlet Round Table meeting notes dated Nov 14, 2019**

Received for information.

**12.2 UBCM - The Compass Newsletter dated Nov 20, 2019**

Received for information.

**12.3 MLA Sheila Malcolmson re Marine Special Advisor Fall Progress Report dated Nov 21, 2019**

Forward to trustees.

**12.4 UBCM - The Compass Newsletter dated Nov 27, 2019**

Received for information.

**12.5 Vancouver Island Coastal Communities Climate Leadership Plan (VICC-CLP) - Dec 2, 2019**

Received for information.

**12.6 Puget Sound Partnership NR: 2019 State of the Sound issues a Call to Action for Puget Sound Recovery dated Dec 2, 2019**

Received for information.

**12.7 Response from Ministry of Citizens' Services re Connected Coast Project dated Dec 3, 2019**

Forward to trustees.



**EC-2019-192**

**It was MOVED and SECONDED,**

THAT Executive Committee request staff forward correspondence items 12.3 and 12.7 to trustees and the remaining correspondence be received for information.

**CARRIED**

**12.8 UBCM - The Compass Newsletter dated Dec 4, 2019**

Received for information.

**12.9 Councilor Trustee Fast re BCMCLC support dated Dec 11, 2019**

Vice Chair Fast will attend as a trustee.

**12.10 UBCM - The Compass Newsletter dated Dec 11, 2019**

Received for information.

**12.11 Office of the Ombudsperson Quarterly Report July-Sept 2019**

Received for information.

**12.12 Oceans Protection Plan Winter Forum - Jan 30, 2020**

**EC-2019-193**

**It was MOVED and SECONDED,**

That Chair Luckham and Director Frater attend the Oceans Protection Plan Winter Forum on January 30, 2020 and that grant funding is applied for.

**CARRIED**

**12.13 J. Standen response dated Dec 11, 2019 re: Driftwood editorial "Climate Homework" dated Nov 27, 2019**

Comments were heard that a briefing related to this correspondence to follow regarding BC Hydro rebates for charging station installations.

**12.14 Invitation to BC Natural Resources Forum - Jan 28-30, 2019**

Received for information.

**13. WORK PROGRAM**

**13.1 Review and amendment of current work program**

Received for information.

**14. NEXT MEETING**

The next meeting of the Executive Committee will be held January 15, 2020 at the Victoria office, 1627 Fort Street.

**15. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 3:50 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**