



Executive Committee Minutes of Regular Meeting

Date: May 8, 2019
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair
Dan Rogers, Vice Chair
Laura Patrick, Vice Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Carmen Thiel, Manager, Legislative Services
Alexandra Trifonidis, Administrative Assistant, Islands Trust Conservancy
Lori Foster, Executive Coordinator/Recorder

Regrets: Sue Ellen Fast, Vice Chair

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:06 AM and acknowledged the meeting was being held on Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

None

2.2 Approval of Agenda

2.2.1 Agenda Context Notes
Provided for information.

3. ADOPTION OF MINUTES

3.1 April 17, 2019

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

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff provided updates on Follow Up Action List (FUAL) items.

CAO Hotsenpiller's action item 2. regarding council committees, this item was requested by Trust Council (TC) and will be brought back to TC for review once Council Committees have met on a consistent basis.

4.2 Director/CAO Updates

Staff provided updates on current activities and recently attended meetings.

Director of Local Planning Services, (DLPS) Marlor highlighted upcoming work on climate action, the Policy Statement, and working with the province concerning the methodology used to create the recent salt water intrusion maps.

Director of Trust Area Services, (DTAS) Frater commented on current work items including the Annual Report and Stewardship Awards.

There was discussion regarding the possibility of posthumous recognition for the Stewardship Award.

Legislative Services Manager, (LSM) Thiel commented on uncertainty regarding the issue of trustees attending local trust committee public hearings electronically, she is looking into this.

4.3 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on recent activities and meetings attended in their roles as local trust committee chairs.

4.3.1 Vice Chair Fast re: LTC Meeting Procedures – email

Discussion followed regarding Vice Chair Fast's inquiry into local trust committee (LTC) meeting procedures.

It was noted that the Salt Spring Island LTC meeting procedures bylaw was amended in 2014 to address delegation procedures and may be a useful reference for other LTC's.

The meeting recessed for a break at 11:06 AM and reconvened at 11:18 AM.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Gabriola Island LTC Bylaw No. 302 (Fees Amendment)

Vice Chair Rogers spoke to the bylaw amendment which corrects a technical error in the fees table.

EC-2019-055

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 302, cited as "Gabriola Island Local Trust Committee Fees Bylaw, 2018, Amendment No. 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 North Pender LTC Bylaw No. 220 (LUB Amendment)

Vice Chair Patrick spoke to the bylaw amendment which would bring the subject property - which has been supporting internet and telecommunications - into conformity where the use has been permitted by a temporary use permit since 2011.

EC-2019-056

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 220, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 2, 2018”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.3 Denman LTC Bylaw No. 231 (APC Amendment)

DLPS Marlor spoke to the bylaw amendment which would update and standardize the existing Advisory Planning Commission (APC) procedures and notification requirements.

EC-2019-057

It was Moved and Seconded,

THAT the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 231, cited as "Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2019", under Section 27 of the *Islands Trust Act*.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 June Trust Council Schedule

Discussion ensued on the following topics:

- tightening up the timing of agenda items,
- request written submissions for trustee summary/updates,
- travel logistics,
- amend morning meeting time to 8:00 AM start,
- submit questions in advance to trustees for roundtable discussion.

EC-2019-058

It was Moved and Seconded,

That the Executive Committee request staff provide a water-taxi option for Northern and Salt Spring Island trustees for travel to and from June Trust Council on Galiano Island.

CARRIED

6.1.2 Strategic Planning – Briefing

CAO Hotsenpiller reviewed the briefing.

General discussion ensued on the following:

- break out/working groups,
- including *Islands Trust Act* amendments into section D on the info-graphic,
- overarching lenses include climate emergency action, First Nations reconciliation, and the Policy Statement amendment project.

By General Consent, the Executive Committee request staff bring back Allison Habkirk for the June Trust Council Strategic Planning Session.

CAO Hotsenpiller will bring back a detailed report to the next EC meeting. If need arises for an interim EC meeting, an opportunity may exist after the Financial Planning Committee meeting on May 29th.

The meeting recessed for lunch at 12:23 PM and reconvened at 12:51 PM.

6.1.3 Continuous Learning Plan

Discussion ensued on learning plan items and which ones may be conducive to webinar presentations.

The topic of Private Managed Forest Lands (PMFL) was discussed suggesting a webinar on PMFL before the June Trust Council would be helpful.

Inviting the Agricultural Land Commission CEO and Chair to September Trust Council on Bowen Island was discussed.

EC-2019-059

It was Moved and Seconded,

That the Executive Committee request staff add Private Managed Forest Lands (PMFL) to the potential topics list on the Continuous Learning Plan.

CARRIED

6.2 Local Planning Services

6.2.1 Freshwater Resources Policy 4.4.2 – Briefing

Director of Local Planning Services (DLPS) Marlor reviewed the briefing with the Executive Committee.

Discussion on rainwater catchment, storage and provincial legislation ensued.

DLPS Marlor will bring back a report for Trust Council from Executive Committee (EC).

6.3 Administrative Services

None

6.4 Trust Area Services

6.4.1 Communications Strategy – RFD

CAO Hotsenpiller introduced the request for decision (RFD) and spoke to the objectives contained in the request.

Communications Specialist, Andrew Templeton (arrived at 1:20 PM) and answered questions from EC.

EC-2019-060

It was Moved and Seconded,

That the Executive Committee endorse the format and outline of the contents for the Islands Trust 2019/20 Communications Plan.

CARRIED

EC-2019-061

It was Moved and Seconded,

That Executive Committee request staff release the website discovery process document to all trustees.

CARRIED

6.4.2 Reconciliation Action Plan – RFD

CAO Hotsenpiller introduced to the request for decision.

Senior Intergovernmental Policy Advisor (SIPA) Lisa Wilcox (arrived at 1:55 PM), addressed EC and spoke to the 4 year plan. She commented that this would be a phased process.

EC-2019-062

It was Moved and Seconded,

That the Executive Committee endorse the draft Islands Trust Reconciliation Action Plan and refer the plan to Trust Programs Committee, Local Planning Committee and Islands Trust Conservancy Board for review and comment.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

There were no items address under this section.

7.1 Trust Council Initiated

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

7.2 Executive Committee Initiated

- 7.2.1 Executive
 - 7.2.1.1 Trust Council Meeting Schedule – discussion

Vice Chair Rogers will summarize his anecdotal notes received from an informal poll requesting trustee feedback on the Trust Council meeting schedule. This summary will be communicated to trustees.
- 7.2.2 Trust Area Services
 - 7.2.2.1 TAS Prioritized List

Provided for information.
- 7.2.3 Local Planning Services

None
- 7.2.4 Administrative Services

None

8. NEW BUSINESS

- 8.1 Executive/Trust Council**
- 8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick summarized the recently attended ALC Regional Seminar held May 1st in Nanaimo.

8.3 Local Planning Services

None

8.4 Administrative Services

8.4.1 Island Offices/CRD sublease – Briefing

CAO Hotsenpiller reviewed the briefing with Executive Committee. Discussion followed.

9. CLOSED MEETING

EC-2019-063

It was Moved and Seconded,

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

CARRIED

The meeting was closed to the public at 2:55 PM and reopened to the public at 3:17 PM.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

None

11. CORRESPONDENCE (for information unless raised for action)

Item 11. Correspondence was addressed before Item 9. Closed Meeting.

11.1 We Wai Kai Nation Re: Chair submits comments on RBT2 dated April 24, 2019

Received for information.

11.2 West Coast Towing Needs Assessment - feedback deadline May 31, 2019

Director of Trust Area Services (DTAS) Frater spoke to the feedback request. It was noted that the feedback request was forwarded to San Juan County Council.

EC-2019-064

It was Moved and Seconded,

That the Executive Committee request the Chair work with Trust Area Services to prepare a response letter regarding the West Coast Towing Needs Assessment feedback request.

CARRIED

11.3 SIPS Round table agenda - May 23, 2019

Received for information.

11.4 The Compass Newsletter - UBCM dated May 1, 2019

Received for information.

11.5 The Compass Newsletter - UBCM dated April 24, 2019

Received for information.

11.6 BC Shipping News re: Trans Mountain pipeline dilemma - May 2019

EC-2019-065

It was Moved and Seconded,

That the Executive Committee request the Chair work with staff to write a letter to the editor of BC Shipping News regarding the article re: Trans Mountain pipeline dilemma from its May 2019 issue.

CARRIED

12. WORK PROGRAM

12.1 Review and amendment of current work program

CAO Hotsenpiller will review the work program and bring back recommendations to update the list for the next business meeting adding strategic planning and climate change.

13. NEXT MEETING

The next meeting of the Executive Committee is June 5th in the Victoria office boardroom.

14. ADJOURNMENT

EC-2019-066

It was Moved and Seconded,

That the Executive Committee business meeting be adjourned at 3:18 PM.

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator