



## Executive Committee Minutes of Regular Meeting

**Date:** January 12, 2022  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair, Thetis Island Trustee (Victoria boardroom)  
Dan Rogers, Vice Chair, Gambier/Keats Island Trustee (electronic)  
Laura Patrick, Vice Chair, Salt Spring Island Trustee (electronic)  
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee (electronic)

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria boardroom)  
Clare Frater, Director, Trust Area Services (DTAS) (electronic)  
David Marlor, Director, Local Planning Services (DLPS) (electronic)  
Julia Mobbs, Director, Administrative Services (DAS) (electronic)  
Lisa Wilcox, Senior Intergovernmental Policy Advisor (electronic)  
Dilani Hippola, Senior Policy Advisor (electronic)  
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)

**Consultant:** Kirsty Neill, Project Manager, ISL Engineering and Land Service Ltd.

**Members of the Public:** There were between 2-5 members of the public attending electronically

The in-person meeting also offered electronic attendance to the public, was livestreamed, and recorded.

### 1. CALL TO ORDER

At 9:00 a.m., Chair Luckham called the meeting to order and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add at 10.5., CFAX radio interview

#### 2.2 Approval of Agenda

**By general consent**, the agenda was approved as amended.

##### 2.2.1 Agenda Context Notes

Provided for information to items 8.1.2.2 and 8.2.2.2.

### 3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING - None

#### **4. ADOPTION OF MINUTES**

##### **4.1 December 15th draft minutes**

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

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

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

Chief Administrative Officer (CAO) Hotsenpiller and Directors gave updates on FUAL items.

Discussion followed on:

- CAO FUAL item #1 (service integration) as a continuing item,
- Advising Trust Council of the circulation of the Select Committee (SC) consultants report date change from February 7 to February 11,
- Ministry letter declining SC consultants request to be interviewed,
- Staff travel currently discouraged due to COVID.

DAS Mobbs noted FUAL item policy amendments in progress, ongoing budget process work, and current hiring competitions.

DLPS Marlor spoke to the in-progress amendments of most local trust committees' administrative bylaws to conduct electronic meetings.

**By general consent**, at 9:43 a.m., item 8.1.2.2 was addressed next.

##### **8.1.2.2 Presentation by ISL - Phase 3 Public Engagement Plan for the Policy Statement Amendment Project**

ISL Engineering, Project Manager, Kirsty Neill spoke to the implementation of the engagement plan sharing a PowerPoint presentation.

Executive Committee discussed and gave feedback on the presentation and agenda package report speaking to:

- Meaningful engagement strategies, addressing missed voices/youth, public focused engagement, page 40 agenda package,
- Engagement with Bowen Island Municipality,
- Removing the word "strive" from page 32 of agenda briefing,
- Engagement principles and engagement objectives,
- Consultants check-in with progress updates, parameters being set,
- Current draft bylaw in the public realm has not been amended,
- Reconciling feedback from formal referral process and feedback on the process itself.

The public engagement plan is proposed to launch in February. DTAS Frater will continue with EC updates.

The meeting recessed for a break at 10:50 a.m. and reconvened at 11:00 a.m.

**By general consent**, item 8.1.2.1 was addressed next.

**8.1.2.1 Policy Statement Amendment Project Update – Briefing**

Director of Trust Area Services (DTAS) Frater spoke to the briefing.

Chair Luckham continued with the agenda addressing unfinished business under item 5.1.

**5.1 Follow Up Action List/Director/CAO Updates**

DTAS Frater spoke to FUAL items and gave advocacy updates addressing:

- BIM tax notice insert may not be met,
- Supporting applicants to the Nature Smart Grant Fund,
- Upcoming Budget Webinar in progress.

**5.2 Local Trust Committee Chair Updates**

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended LTC meetings, applications and project status, local trust committee bylaw amendment work and attendance at the recent Southern Gulf Islands Forum meeting.

**5.3 Islands Trust Conservancy Liaison Update**

Islands Trust Conservancy Vice Chair, Municipal Trustee Fast noted the next meeting is January 25<sup>th</sup>.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

**6.1 Salt Spring Island Local Trust Committee Proposed Bylaw No. 529 (administrative) – RFD**

Vice Chair Patrick spoke to the administrative amendment bylaw and community feedback regarding its communication.

**EC-2022-001**

**It was Moved and Seconded**

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Proposed Bylaw No. 529, cited as “Salt Spring Island Local Trust Committee Meeting Procedure Bylaw No. 529, 2021” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 Trust Council draft Nov/Dec minutes**

Circulated as a late item, the draft minutes were received for information and posted to the website.

**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**

**8.1.1 Executive – None**

**8.1.2 Trust Area Services**

**8.1.2.1 Policy Statement Amendment Project Update – Briefing**

Addressed earlier in the meeting.

**8.1.2.2 Presentation by ISL - Phase 3 Public Engagement Plan for the Policy Statement Amendment Project**

Addressed earlier in the meeting.

**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 Electronic/In-person Executive Committee 2022 meetings designation – RFD**

**EC-2022-002**

**It was Moved and Seconded,**

That the following 2022 Executive Committee regular business meetings be held electronically as shown in Attachment 1: February 2, March 8, March 23, April 13, May 4, May 25, July 6, August 3, September 20, and October 5.

**CARRIED**

**EC-2022-003**

**It was Moved and Seconded,**

That Executive Committee schedule a meeting to be held electronically, December 6, 2022, as shown in Attachment 1.

**CARRIED**

8.2.2 Trust Area Services

8.2.2.1 2022 AVICC/UBCM Proposed Resolutions – RFD

DTAS Frater spoke to the request for decision and the deadline to submit resolutions by January 28, 2022.

**EC-2022-004**

**It was Moved and Seconded,**

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2022 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province fund and support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes.

**CARRIED**

**EC-2022-005**

**It was Moved and Seconded,**

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2022 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province provide funding and support to local governments and Islands Trust to facilitate affordable housing projects in rural areas in British Columbia.

**CARRIED**

8.2.2.2 Gabriola Museum Grant Application

Senior Intergovernmental Policy Advisor (SIPA) Wilcox gave an update on the grant application.

EC discussed the agenda context notes (item 2.2.1) recommendation as presented.

**EC-2022-006**

**It was Moved and Seconded,**

That Executive Committee rescind motion EC-2021-177.

**CARRIED**

**EC-2022-007**

**It was Moved and Seconded,**

That Executive Committee recommend that the Gabriola Museum Society engage with the Snuneymuxw First Nation to seek support for the project named 'Snuneymuxw Village of the Ancestors' and once that support, in the form of a letter from Chief and/or Council is received, Executive Committee encourages the Gabriola Museum Society to reapply for the History, Heritage, and Conservation Grant In-aid.

**CARRIED**

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

**9. NEW BUSINESS - None**

**9.1 Executive/Trust Council**

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

**9.3 Local Planning Services**

**9.4 Administrative Services**

The meeting recessed for lunch at 12:15 p.m. and reconvened at 12:45 p.m.

**By general consent,** Executive Committee addressed Director of Trust Area Services follow-up action report item #7 (page 15 of the agenda package) regarding grant intake through the Government of Canada Nature Smart Climate Solutions Fund.

**5.1 Follow Up Action List/Director/CAO Updates**

Vice Chair Patrick spoke to groups in the southern gulf islands making application to this fund.

**EC-2022-008**

**It was Moved and Seconded,**

THAT the Executive Committee requests a letter from the Chair indicating support and an offer to provide in kind services, such as GIS-related services and data for Trust Area organizations/First Nations/Indigenous people applying for the Nature Smart Climate Solutions Fund grants.

**CARRIED**

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

**10.1 M. Boland emails dated December 5, 2021, and January 3, 2022, re budget**

The correspondence has been sent to the Financial Planning Committee.

**10.2 M. Gang email dated December 13, 2021 re Public Engagement**

This letter has been posted to the Islands 2050 website.

**10.3 R. Burger email dated December 14, 2021 re BIM housing affordability**

Received for information.

**10.4 LGLA 2022 Forum logistics / deadlines to register**

Chair Luckham spoke to the benefits of attending this annual forum.

**EC-2022-009**

**It was Moved and Seconded,**

That Executive Committee support the Chair's registration and accommodation to attend the Local Government Leadership Academy (LGLA) 2022 leadership forum.

**CARRIED**

**10.5 CFX radio interview**

Executive Committee discussed a CFX radio interview aired December 10, 2022 with Salt Spring member of the concerned citizens' coalition, Ron Spencer, and interviewer Adam Sterling.

**11. WORK PROGRAM**

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

Received for information.

**12. NEXT MEETING**

The next Executive Committee meeting is scheduled for February 2, 2022, starting at 9:00 a.m.

**13. CLOSED MEETING (under separate cover)**

At 12:53 p.m., the meeting was closed to the public.

**EC-2022-010**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1) (i) and (j) of the Community Charter in order to consider matters related to receipt of advice that is subject to solicitor-client privilege and, information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act, and that staff attend the meeting.

**CARRIED**

At 1:54 p.m. the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent**, at 1:54 p.m., the meeting was adjourned.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**