Islands Trust

Executive Committee
Minutes of Regular Meeting

Date: February 2, 2022
Location: Electronic Meeting
Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Peter Luckham, Chair, Thetis Island Trustee
Dan Rogers, Vice Chair, Gambier/Keats Island Trustee
Laura Patrick, Vice Chair, Salt Spring Island Trustee
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee

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

Others Present: **3 members of the public attended electronically**

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:02 a.m. and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory introducing elected officials and staff.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

Addendum circulated with:
8.2.3.1 additional information re Watershed Security Fund
Correspondence:
10.4 Notice of Potential Changes Vessel Traffic Management in the Port of Vancouver
10.5 Early Bird Registration for the Salish Sea Ecosystem Conference
10.6 Ombudsperson Quarterly Report Oct 1 – Dec 31. 2021

And, for consideration to add:
8.2.1.1.2 Advisory Planning Committee (APC) meetings - Discussion

And, circulated during the meeting:
8.2.4.1 Appointment of Financial Statement Auditors - RFD

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

Received for information.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

From the January 12, 2022, closed meeting, the minutes of the November 17, 2021, closed meeting were adopted.

4. ADOPTION OF MINUTES

4.1 January 12, 2022 draft meeting minutes

By general consent, the minutes were adopted as presented.

4.2 Resolutions Without Meeting (RWM) Report

Presented for information.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller addressed the two FUAL items on his list and spoke to recent ministry meetings regarding forestry protections and human resources issues with the Public Service Agency.

Discussion ensued on administration and communications at the Islands Trust.

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.

5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice Chair, Municipal Trustee Fast, noted the Conservancy met last week with reporting to follow.

6. BYLAWS FOR APPROVAL CONSIDERATION

Executive Committee considered each local trust committee (LTC) bylaw request for decision (RFD) which, generally speaking, would allow for flexibility in holding electronic meetings.

6.1 Denman Island Local Trust Committee Bylaw No. 244 (administrative bylaw) – RFD

Vice Chair Fast noted that the version in the agenda package was incorrect, that #38 on page 33 was removed by the local trust committee at its January 13th special meeting and that Executive Committee would be considering Bylaw No. 244 without #38.

EC-2022-011
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 244, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Hornby Island Local Trust Committee Bylaw No. 170 (administrative bylaw) – RFD

EC-2022-012
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 170, "Hornby Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 Lasqueti Island Local Trust Committee Bylaw No. 100 (administrative bylaw) – RFD

EC-2022-013
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 100, cited as "Lasqueti Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.4 Executive Committee acting as a LTC (Ballenas-Winchelsea) Bylaw No. 36 (administrative bylaw) – RFD

EC-2022-014
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 36, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.5 Thetis Island Local Trust Committee Bylaw No. 111 (administrative bylaw) – RFD

EC-2022-015
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 111, cited as "Thetis Island Local Trust Committee Meeting Procedure Bylaw, 2022", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.6 Gabriola Island Local Trust Committee Bylaw No. 312 (administrative bylaw) – RFD

EC-2022-016
It was Moved and Seconded,
THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 312, cited as "Gabriola Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed for a break at 10:25 a.m. and reconvened at 10:35 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Trust Council 3-day Schedule – Discussion

EC requested the schedule be amended as follows:

- Hold Select Committee session on Tuesday, first business item after general business,
- Move Trustee Roundtable to Thursday,
- Move Delegations/Public Comment to Tuesday evening session.

EC will review final schedule at its February 23 meeting.

By general consent, Executive Committee address item 8.2.3.1 next.

8.2.3.1 Request for Formal Comment from Islands Trust on the Watershed Security Fund - RFD

Senior Freshwater Specialist Shulba spoke to the request for decision as presented.

Discussion followed regarding how much staff resources are needed for a formal comment and how will this impact current work at the Trust.

EC-2022-017
It was Moved and Seconded,
That the Executive Committee request staff to draft formal feedback, in the form of a letter from the Chair, with respect to the British Columbia Watershed Security Strategy and Fund to be reviewed at Executive Committee for the signature of the Chair.

CARRIED

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 Islands 2050 Phase 3 Engagement Timeline Update – Briefing

DTAS Frater spoke to the briefing as presented.

Discussion followed on advertising, in-person venues for engagement, focus groups, info-sessions, and that comment will be received on the July draft of the bylaw.

8.1.3 Local Planning Services
8.1.4 Administrative Services

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Northern Local Trust Committee Requests for Administrative Support for Electronic Meetings – Briefing

CAO Hotsenpiller spoke to the briefing.

An interim solution to address electronic meetings support using current administrative staff was discussed and will be actioned as a 6-week pilot project to be reassessed after Trust Council meets in March.

8.2.1.1.1 Staff Support for the March 3rd Gabriola LTC Electronic Town Hall – Discussion

EC-2022-018
It was Moved and Seconded,
The briefing related to the support for electronic meetings be amended to include the interim solution provided by the CAO and the longer term issue and be forwarded the Financial Planning Committee for their consideration.

CARRIED

8.2.1.1.2 Advisory Planning Committee (APC) meetings - Discussion

DLPS Marlor addressed this item and further discussion will be held in-camera regarding the legal opinion.

8.2.2 Trust Area Services

8.2.2.1 Request to the Executive Committee to follow up on the letter to the Province re New Brighton Dock

DTAS Frater spoke to Trustee Stamford’s request to follow-up on the correspondence.

It was discussed that the federal involvement was divested to the province.

EC-2022-019
It was Moved and Seconded,
That Executive Committee request staff to send a follow-up letter to the Province/Federal governments regarding the New Brighton dock letter sent October 2, 2020, File No. 12-05-6410-03-2020.

Discussion followed to include attaching the October 2 and October 14 deputy minister response as an addendum.

CARRIED

8.2.3 Local Planning Services

8.2.3.1 Request for Formal Comment from Islands Trust on the Watershed Security Fund - RFD

Addressed after 7.1.1.

8.2.4 Administrative Services

8.2.4.1 Appointment of Financial Statement Auditors

Director of Administrative Services (DAS) Mobbs spoke to the request for decision. This is an extension of the current contract with KPMG.

EC-2022-020
It was Moved and Seconded,
That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2021/22 Financial Statements.

CARRIED

9. NEW BUSINESS

9.1 Executive/Trust Council – None

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Fast noted Bowen Island Municipality continues interest in supporting no motorized vehicles on Mt. Gardner and staff are working on this.

Vice Chair Fast said, as Chair of Hornby LTC, a letter supporting the affordable housing program is in the works.

9.3 Local Planning Services - None
9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 Ministry ADM letter dated January 27 regarding meetings and safety

By general consent, the correspondence be forwarded to all trustees for information.

10.2 IT & SJC joint correspondence for emergency towing vessel in Sidney to ministers dated January 26, 2022

Received for information.

10.3 F. Attorp letter cc'd to Executive Committee dated January 8, 2022 re Plea for the Gulf Islands

Received for information.

10.4 Notice of planning for potential changes to vessel traffic management in the Port of Vancouver

EC-2022-021
It was Moved and Seconded,
That Executive Committee request staff and Chair Luckham respond to the Port of Vancouver request for input following Trust Council's advocacy policy.

CARRIED

10.5 Early Bird Registration for the Salish Sea Ecosystem Conference

Forward to trustees for information.

10.6 Ombudsperson Quarterly Report Oct 1 – Dec 31, 2021

Received for information.

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 23, 2022 starting at 9:00 a.m.

13. CLOSED MEETING (if applicable)

At 1:38 p.m., the meeting was closed to the public.

EC-2022-022
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

At 3:40 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 3:40 p.m.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator/ Recorder