



## Executive Committee Minutes of Regular Meeting

**Date:** February 23, 2022  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

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

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)  
Clare Frater, Director, Trust Area Services (DTAS) (electronic)  
David Marlor, Director, Local Planning Services (DLPS)  
Julia Mobbs, Director, Administrative Services (DAS) (electronic)  
Carmen Thiel, Legislative Services Manager (LSM)  
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)  
Lori Foster, Executive Coordinator/Recorder

**Others Present:** 2-3 members of the public attended electronically

### 1. WELCOME & ACKNOWLEDGEMENT

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.

The meeting was held in-person, electronic attendance as noted.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add the following:

9.3.1 Local Trust Committee (LTC) meetings

5.2 Include discussion regarding the reorganization of Forests, Lands, Natural Resource Operations and Rural Development FLNRORD Ministry

#### 2.2 Approval of Agenda

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

### 2.2.1 Agenda Context Notes

Received for information pertaining to items 3 and 10.1.

## **3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**

From the February 2, 2022, closed meeting, the minutes of the January 12, 2021, closed meeting were adopted.

## **4. ADOPTION OF MINUTES**

### **4.1 February 2, 2022 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 spoke to status of FUAL items and gave verbal updates on current items and staffing updates within each department.

CAO FUAL item #4, report regarding interim solutions for electronic meetings, was forwarded to Financial Planning Committee and can be removed.

DAS Mobbs reviewed the minister approval process regarding budget adoption. She noted an upcoming meeting with Bowen Island Municipality and its new chief financial officer.

Discussion followed regarding:

- Ongoing development of the communications strategy,
- Some detailed and involved correspondence responses consuming staff time,
- Review at a later date, Bill 26 regarding approvals of minor variances,
- Local Government Development Approvals Program funding received for software updates and timelines up to March 2023.

### **5.2 Local Trust Committee (LTC) Chair Updates**

Local Trust Committee (LTC) Chairs gave verbal updates on recently attended LTC meetings, applications, projects status and local trust committee bylaw amendment work regarding the model fees bylaw.

### **5.3 Islands Trust Conservancy Liaison Update**

5.3.1 Islands Trust Conservancy Report dated January 25, 2022

Islands Trust Conservancy Vice-Chair, Municipal Trustee Fast, spoke to report as presented.

There were positive comments on the reformatted Heron newsletter.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

**6.1 Salt Spring Island Local Trust Committee Bylaw No. 527 (administrative) - RFD**

Chair Luckham spoke to the request for decision (RFD) as presented.

**EC-2022-023**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Fees Bylaw No. 527, cited as "Salt Spring Island Local Trust Committee Fees Bylaw, 2021" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6.2 Gambier Island Local Trust Committee Bylaw No. 155 (administrative) - RFD**

Vice-Chair Fast spoke to the spoke to the request for decision (RFD) as presented.

**EC-2022-024**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 155, cited as "Gambier Island Local Trust Committee Meeting Procedure Bylaw, 2022" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Select Committee**

7.1.1 Governance & Management Review - Final Report

CAO Hotsenpiller spoke to trustee questions the consultants have received about the report. These will be addressed at Trust Council. He noted the report was referred to the province, staff and the public through this agenda.

Discussion followed on presentation of the report at Trust Council and the session outline as presented.

**EC-2022-025**

**It was Moved and Seconded,**

That Executive Committee forward the Islands Trust Governance Review dated February 2022, by Great Northern Management Consultants, to Trust Council.

**CARRIED**

**7.2 Delegations/Public Comment Period**

Executive Committee discussed the nine (9) delegation applications, as presented, regarding their completeness and how much time to allot at Trust Council. It was noted this was a record number of requests.

7.2.1 Eric Booth re: Governance Review and Application Processing

The full presentation for this request is pending receipt to the March 8<sup>th</sup> Executive Committee pre-Trust Council, a consideration asked for by the applicant.

7.2.2 Gulf Islands Alliance re: Supports the mandate of the Islands Trust

Discussion was heard to move this request to correspondence.

7.2.3 Jeffrey Green re: petition regarding the proposed Draft Policy Bylaw

As presented.

7.2.4 David Dunnison re: Biodiversity Status and Balancing Priorities in the Draft New Policy Statement

As presented.

7.2.5 Year of the Salish Sea

As presented.

7.2.6 Michael Sketch re: 2nd iteration of Trust governance

As presented.

7.2.7 Friends of the Gulf Islands - J. Margison re: Trust Policy Directives Concerns

As presented.

7.2.8 Mairead Boland re: Water in the Trust Area

As presented.

7.2.9 J. Eastick re: Residential Density

Discussion was heard to move this request to correspondence.

**EC-2022-026**

**It was Moved and Seconded,**

That Executive Committee refer items 7.2.2 and 7.2.9 to Trust Council correspondence and advise the applicants they may speak at public comments.

**CARRIED**

**EC-2022-027**

**It was Moved and Seconded,**

That Executive Committee forward delegation requests 7.2.1 (pending) and 7.2.3 through to 7.2.8 to Trust Council and to limit the presentation time to eight (8) minutes each.

**CARRIED**

**7.3 Executive**

7.3.1 Nov/Dec Trust Council draft meeting minutes

Forward as presented.

7.3.2 Resolution(s) without Meeting Report

Forward as presented.

7.3.3 Executive Committee Work Program Report

Forward as presented.

7.3.4 Trust Council Follow-up Action List (FUAL)

Forward as presented.

7.3.5 Strategic Plan Quarterly Report

Forward as presented.

7.3.6 Continuous Learning Plan

Executive Committee discuss concerns regarding the plan including staff capacity, focus on First Nations learning and end-of-term overview.

**By general consent,** move item 7.3.6 to discussion items on the Trust Council agenda.

7.3.7 Chief Administrative Officer's Report

Forward as presented.

7.3.8 Election Administration and Best Practices for 2022 – BRF

It was noted that some items are dated from the last election cycle.

**By general consent**, move item 7.3.8 to discussion items on the Trust Council agenda.

7.3.9 Revised Policy 2.2.3 Resolutions without Meetings – RFD

Forward as presented.

**7.4 Local Planning Services**

7.4.1 RPC Work Program Report

Forward as presented.

7.4.2 Director's Report

- Fix typos top page 276.
- Rephrase/categorize references to “early phase” bottom page 276.

Forward as amended.

7.4.3 Amendments to Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees – RFD

- Fix bookmarks and red font formatting.

Forward as amended.

7.4.4 Quarterly Report Engagement & Intergovernmental Relations between IT & First Nations & Other Agencies – BRF

- Add the words “reconciliation” and “heritage overlay project” to the report title.

Forward as amended.

7.4.5 Bylaw Compliance and Enforcement Statistics Report – BRF

- Move the item to the consent agenda portion.

Forward as presented.

## 7.5 Trust Area Services

### 7.5.1 TPC Work Program Report

Forward as presented.

### 7.5.2 Legislative Monitoring – BRF

- Some items will be updated since last publication.

#### **EC-2022-028**

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

That Executive Committee direct staff to produce the Legislative Monitoring briefing every 6 months with the next one being September 2022.

**CARRIED**

### 7.5.3 Islands Trust Community Stewardship Awards 2022 –BRF

Forward as presented.

### 7.5.4 Director's Report

- New property owner's brochure will be added to the report.

Forward as amended.

### 7.5.5 Islands Trust Conservancy Report

Forward as presented.

### 7.5.6 Islands 2050 PSAP Update – BRF

- The third resolution, page 370 should be clarified, re: provincial staff feedback on content and structure of the Policy Statement
- Spell out acronyms

#### **EC-2022-029**

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

That Executive Committee request staff not forward pages 393-408 of the report Consolidated Community feedback from Trustees from the package.

**CARRIED**

### 7.5.7 ISL Consultants Session Outline and Presentation (PSAP Engagement Phase 3)

Forward as presented.

## 7.6 Administrative Services

CAO Hotsenpiller requested that the following two items be added for consideration at:

- 7.6.6.7 Resolutions from Northern LTC's to add a full time equivalent (FTE)
- 7.6.6.8 Administrative Requests made to Financial Planning Committee

### 7.6.1 FPC Work Program Report

Forward as presented.

### 7.6.2 December 31, 2021 Financial Report – RFD

Forward as presented.

### 7.6.3 2021/22 Financial Forecast – Briefing

Forward as presented.

### 7.6.4 Director's Report

Forward as presented.

### 7.6.5 Public Feedback on Draft 2022/23 Budget – BRF

Discussion on removing pages that could be made into hyperlinks, to reduce the volume of the agenda package, followed and to consider this request for next Trust Council.

Forward as presented.

### 7.6.6 2022/23 Budget Recommendation to Trust Council

#### 7.6.6.1 Trust Council Budget Session Outline

Discussion on presenting the budget at the Trust Council session followed, that business cases will be discussed as requested by Trust Council and references to changes since December Trust Council will be noted.

- Add a hyperlink to the Finance webpage

Forward as amended.

#### 7.6.6.2 Budget Assumptions and Principles – BRF

Forward as presented.

#### 7.6.6.3 Budget Overview – BRF

DAS Mobbs will speak to updates, changes to the budget since December Trust Council.

- Correct the increased amount of the budget,
- Add more detail to the report regarding surplus requirements and changes to the budget since December.

**By general consent**, forward as amended.

7.6.6.4 Funding Requests/Business Cases

7.6.6.4.1 Strategic Plan Projects - business cases

7.6.6.4.2 Operational Projects - business cases

7.6.6.4.3 LTC Projects - business cases

Forward all business case items as presented.

7.6.6.5 Islands Trust Conservancy Board - Budget request

Forward as presented.

7.6.6.6 SSIWPA Tax Requisition - Business Case & RFD

Include the Piers Island Association letter dated February 17, 2022 as correspondence.

7.6.6.7 Resolutions from Northern LTC's to at add a full time equivalent (FTE)

CAO Hotsenpiller spoke to the Northern LTC resolutions, that Trust Council consider to adding a FTE administrative position.

7.6.6.8 Administrative Requests made to Financial Planning Committee

**By general consent**, the Chief Administrative Officer will add a business case with memo's requesting Trust Council approve administrative report.

Forward to Trust Council as amended.

7.6.7 Financial Plan Bylaw No. 185 – RFD

Forward as presented.

7.6.8 Revenue Anticipation Borrowing Bylaw No. 186 – RFD

Forward as presented.

**7.7 Trustee Summary Updates**

7.7.1 Trustee Johnston - Xwe-eay/Lasqueti Archaeology Project

Forward as presented.

7.7.2 Trustee Stamford - Howe Sound Community Forum Update

Forward as presented.

7.7.3 Trust Council Top Priorities Report

Forward as presented.

**7.8 Trust Council Draft Agenda**

**By general consent**, move items 7.2.4 (Bylaw Compliance and Enforcement Report) and 8.2.2 (Islands Trust Conservancy Report) to consent agenda and add 9.1.3 (2021/22 Financial Forecast Briefing) to discussion agenda.

**By general consent**, add a session outline on top of briefing to Select Committee session.

Forward as amended.

**7.9 Trust Council Draft Schedule**

Forward as amended

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated**

8.1.1 Executive

8.1.2 Trust Area Services

8.1.2.1 2021/22 Annual Report – RFD

Executive Committee discussed amending the annual report format - that reconciliation and relationship building and conservancy items be moved further up in the table of contents and keep the presentation simple.

The format presentation is printed however, consideration of the digital bridging (hyperlinks) was discussed.

**EC-2022-030**

**It was Moved and Seconded,**

That the Executive Committee approves the format and outline, with suggested amendments of contents, for the 2021/22 Annual Report.

**CARRIED**

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 Islands Trust / Bowen Island Collaboration

Vice-Chair Fast spoke to the report as presented.

CAO Hotsenpiller noted a spring joint meeting with Islands Trust and Bowen Island Municipal Council is in the works.

8.2.2 Trust Area Services - None

8.2.3 Local Planning Services

8.2.3.1 Minister Announcement of Upcoming Changes on Housing Approvals

Discussion ensued on the recent minister announcement regarding upcoming changes on housing approvals.

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

Executive Committee commented on the ongoing issue of short-term vacation rentals.

**9.3 Local Planning Services**

9.3.1 Local Trust Committee (LTC) meetings

Discussion regarding LTC meetings was addressed under items 7.6.6.7 and 7.6.6.8.

**9.4 Administrative Services - None**

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

**10.1 Mayne Island Conservancy Society re: Urgent Action Requested Regarding Fallow Deer**

Trustee Maude to speak to this letter at Trust Council.

**By general consent**, forward to Trust Council as presented.

**10.2 H. Holm re: letter to March Trust Council dated February 13, 2022**

**By general consent**, forward to Trust Council as presented.

**10.3 C. Ferris re: Bill C-216 support requested letter dated February 10, 2022**

**By general consent**, forward to Trust Council as presented.

**10.4 FLNRORD Coastal Douglas-fir description review email dated February 18, 2022**

It was noted this email is a response to Mr. Dunnison's delegation presentation at December Trust Council.

**By general consent**, forward to Trust Council as presented.

**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 March 8, 2022 in-person, at the Coast Bastion Hotel.

**13. CLOSED MEETING**

At 1:49 p.m., the meeting was closed to the public.

**EC-2022-031**

**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 3:02 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 3:02 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**