



## Executive Committee Minutes of Regular Meeting

**Date:** June 8, 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  
Laura Patrick, Vice-Chair, Salt Spring Island Trustee  
Sue Ellen Fast, Vice-Chair, Bowen Island Municipal Trustee

Ben McConchie, Trustee, North Pender Island

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)  
David Marlor, Director, Legislative Services (DLS)  
Clare Frater, Director, Trust Area Services (DTAS)  
Wanda Boden, Acting Director, Administrative Services (A/DAS)  
William Shulba, Senior Freshwater Specialist  
Kate Emmings, Manager, Islands Trust Conservancy  
Sonja Zupanec, Island Planner  
Warren Dingman, Manager, Bylaw Compliance and Enforcement  
Lori Foster, Executive Coordinator/Recorder

**Others Present:** 2-3 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 then introduced elected officials and staff.

### 2. APPROVAL OF AGENDA

2.1 Introduction of New Items – None

2.2 Approval of Agenda

By general consent, the agenda was approved as presented.

2.2.1 [Agenda Context Notes](#)

Presented for information as indicated for items 3; 7.1.4; 7.1.6; and 7.3.6.

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

Chair Luckham reported that at the May 25th closed meeting, the in-camera minutes of May 4th were adopted as presented.

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

##### **4.1 May 25, 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/Director/CAO Updates**

Chief Administrative Officer (CAO) Hotsenpiller and directors reviewed their FUAL list items, spoke to emerging issues, recently attended meetings and gave staffing updates.

Wanda Boden was introduced as Acting Director, Administrative Services (A/DAS).

DTAS Frater noted Trust Area Services FUAL item #7, regarding the New Brighton dock on Gambier Island, could be removed; the issue is ongoing with other jurisdictions.

##### **5.2 Local Trust Committee Chair Updates**

Local Trust Committee (LTC) chairs gave verbal updates on recently attended and upcoming LTC meetings, applications in progress, and projects status.

##### **5.3 Islands Trust Conservancy (ITC) Liaison Update**

###### **5.3.1 ITC/EC July 13 Liaison Meeting Agenda – Briefing**

Executive Committee (EC) discussed the upcoming July 13th Islands Trust Conservancy (ITC) Board/EC liaison meeting agenda as presented in the briefing.

**By general consent**, EC requested the following items be amended/added to the draft agenda:

- Reorder topic items 1 and 4 to follow items 2 and 3,
- Add discussion topic “Biologist support for Regional Planning Committee”,
- Add Trust Council and Policy Statement Amendment Project updates,
- Add ITC funding background material for ministry staff.

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

At 10:14 a.m., Island Planner Zupanec joined the meeting.

##### **6.1 Gabriola Island Local Trust Committee Bylaw No. 308 (housing agreement) – RFD**

Vice-Chair Rogers introduced the request for decision (RFD), noted associated correspondence items 10.1 and 10.2, and that follow-up with Snuneynuxw First Nation was pending.

EC discussed the administrative bylaw, that minor adjustments to the housing agreement could be permitted prior to LTC adoption; however, not substantive changes.

**EC-2022-074**

**It was Moved and Seconded,**

That the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 308, cited as “Gabriola Island Housing Agreement Bylaw No. 308, 2020”, in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2022-075**

**It was Moved and Seconded,**

That Islands Trust Executive Committee recommend to Gabriola Island Local Trust Committee that before it adopts Bylaw No. 308, that the interests of the Snuneynuxw First Nation in this bylaw are confirmed.

**CARRIED**

**6.2 Bowen Island Municipality LUB Amendment Bylaw No. 581 – RFD**

DLS Marlor spoke to the RFD as presented.

EC discussed Islands Trust Policy Statement Directive Policy 5.2.4. raised by Vice-Chair Fast.

**EC-2022-076**

**It was Moved and Seconded,**

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 581 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 581, 2022” is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

Opposed, Vice-Chair Fast

The meeting recessed for a break at 10:55 a.m. and reconvened at 11:07 a.m.

At 11:07 a.m., North Pender Island Trustee Benjamin McConchie joined the meeting.

**7. TRUST COUNCIL MEETING PREPARATION**

Executive Committee reviewed the following items for inclusion in the June 21-23 Trust Council meeting agenda.

## 7.1 Executive

### 7.1.1 March Trust Council draft meeting minutes – Briefing

Forward as presented.

### 7.1.2 Trust Council Follow-Up Action List (FUAL)

EC confirmed the correct FUAL version was presented in the revised agenda package and that the New Brighton dock item was completed on the EC FUAL.

Forward as amended.

### 7.1.3 Resolution(s) without Meeting Report

Forward as presented.

### 7.1.4 Executive Committee Work Program Report

CAO Hotsenpiller noted updates to item 1 and item 4 of the Top Priorities list.

Forward as presented.

### 7.1.5 Strategic Plan Quarterly Report

At item 1.2 of the report, under comments add “(wildfire resilience)” after the word protection.

Forward as amended.

### 7.1.6 Continuous Learning Plan

**By general consent**, EC requested the September 2022 item in the table, 2022-26 Trustee Orientation, be brought to September Trust Council as a briefing and removed from the plan as presented.

Forward as amended.

### 7.1.7 Chief Administrative Officer's Report

Clarify bullet regarding “local area administrator – South Vancouver Island.”

Forward as amended.

### 7.1.8 Islands Trust Election Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2022 – RFD

Fix typographical error shown as “e criteria”.

Forward as amended.

7.1.9 2022 Elections Agreements with Regional Districts – RFD

Discussion ensued regarding the Sunshine Coast Regional District/Metro Vancouver agreements which cover the polling locations for Boyer and Passage Islands.

Forward as presented.

7.1.10 Freedom of Information and Protection of Privacy Islands Trust Council Bylaw and Model Bylaw – RFD

Discussion ensued, that each corporate body is required to have a bylaw, which includes Trust Council.

Forward as amended, reviewing reference to “Heads”.

**7.2 Delegation Requests**

Chair Luckham advised that each delegation would be given 10 minutes to present.

**By general consent**, all delegation requests (7.2.1 to 7.2.4), forward as presented.

7.2.1 Denman Island Climate Action Network - Patti Willis

7.2.2 Friends of the Gulf Islands - Maxine Leichter

7.2.3 Rewrite of the Trust Policy Statement - Michael Sketch

7.2.4 Requests for Council's Consideration - Jacinthe Eastick

**7.3 Trust Area Services**

7.3.1 Trust Programs Committee Work Program Report

Forward as presented.

7.3.2 Director of Trust Area Services Report

Forward as presented.

7.3.3 Manager of Islands Trust Conservancy Report

Forward as presented.

7.3.4 March 31, 2022 Audited Financial Statements of the Islands Trust Conservancy – Briefing

**By general consent**, EC requested this item be placed under consent items in the Administrative session of the Trust Council agenda.

7.3.5 Species at Risk Program Funding and Workshop – Briefing

Forward as presented.

7.3.6 2021/22 Draft Annual Report – RFD

Amend as follows:

- Chair’s section, 3rd paragraph, to mention “considerable economic hardship experienced by businesses on the islands during recovery from the pandemic” and last paragraph speak to complex tapestry of regulations regarding DRIPPA and government to government relations.
- Grammatical correction, pluralize to read “advocacy letters”.

Forward as amended.

7.3.7 Policy Statement Engagement Summary Reports and Next Steps – RFD

Executive Committee discussed the request for decision as presented.

**EC-2022-077**

**It was Moved and Seconded,**

That Executive Committee request the recommendation presented in the Policy Statement Engagement Summary Reports and Next Steps RFD be amended to add the words “and forward recommendations to Executive Committee for inclusion in the Trust Council package” at the end of the motion.

**CARRIED**

**By general consent**, item 7.5.6 was addressed next as North Pender Trustee McConchie was in attendance to speak to the briefing.

7.5.6 North Pender Local Trust Committee Fees Bylaw – Briefing

Trustee McConchie spoke to the briefing and having further discussion at Trust Council about communications and mechanisms to lower fees regarding the bylaw.

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

**7.4 Administrative Services / Finance**

7.4.1 Financial Planning Committee Work Program Report

Forward as presented.

7.4.2 Director of Administrative Services Report

Forward as presented.

7.4.3 March 31, 2022 Islands Trust Audited Financial Statements and Audit Report – RFD

Forward as presented

7.4.4 March 31, 2022 Fiscal Year Financial Results – BRF

Forward as presented.

7.4.5 March 31, 2022 Allocated Financial Statements – Briefing

Forward as presented.

The meeting recessed for lunch at 12:04 p.m. and reconvened at 12:37 p.m.

**7.5 Local Planning Services**

7.5.1 Regional Planning Committee Work Program Report

Forward as presented.

7.5.2 Director of Local Planning Services Report

Amend table to update Hornby and Gambier bylaws and reference wildfire resiliency.

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

7.5.3 Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (amendments) – RFD

Staff will give a presentation to Trust Council to contextualize the request for decision.

Forward as presented.

7.5.4 Delegation of Development Permits – RFD

Forward as presented.

7.5.5 Eelgrass and Kelp Mapping Projects Final Reports – RFD

Discussion regarding implementation, communications and presentation of the reports followed.

Remove track changes.

Forward as amended.

## **7.6 Trustees Request for Decisions**

### **7.6.1 Provincial Review of Islands Trust - RFD**

Forward as presented.

### **7.6.2 Advocacy for Legislation to Protect Biological Diversity and Ecosystem Health - RFD**

Forward as presented.

### **7.6.3 Establish a Standing Governance Committee of Trust Council – RFD**

Forward as presented, see decision in item 7.11.

## **7.7 Collaboration**

### **7.7.1 Proposed National Marine Conservation Area Reserve for the Southern Strait of Georgia - Session Outline**

Forward as presented.

## **7.8 Trustee Summary Updates**

### **7.8.1 Xwe-etay/Lasqueti Archaeology Project - Trustee Johnston**

Forward as presented.

Vice-Chair Fast's electronic connection was dropped at 1:26 p.m. to then reconnected at 1:29 p.m.

## **7.9 Trust Council Priorities Chart**

Forward as presented.

## **7.10 Draft September Trust Council 3-day schedule**

Forward as presented.



**7.11 Draft June Trust Council 3-day Schedule**

By general consent, amend the schedule as follows:

- Executive section at 3:45 p.m. add item 8.2.1.1, followed by item 7.6.3.
- Move all Administrative Services items to consent agenda, with the exception of Audited Financial Statements RFD and Director’s Report.
- Adjust times accordingly.

Forward as amended.

**7.12 Draft June 21-23, 2022 Trust Council Agenda**

Re-order the agenda as noted in item 7.11.

**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 Review and Implementation of recommendations for the Governance Review, 2022 – Briefing

Change the briefing to Trust Council from CAO and Executive Committee.

**EC-2022-078**

**It was Moved and Seconded,**

That Executive Committee advance item 8.2.1.1. Review and Implementation of recommendations for the Governance Review, 2022 – Briefing to the Trust Council agenda as amended.

**CARRIED**

- 8.2.2 Trust Area Services - None
- 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

Executive Committee discussed the following topics:

- Today is World Oceans Day.
- Bowen Island Municipality signed on, joining Trust Council, to proclaim “Year of the Salish Sea June 2022-2023”.
- Fallow deer advocacy continues on Mayne.
- Maxwell Lake (Salt Spring) watershed benefits from grant funds.
- Motorized trails issue at Mt. Gardner (Bowen).

9.3 Local Planning Services - None

9.4 Administrative Services - None

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

### 10.1 A. Hodson re: Gabriola bylaws email dated May 17, 2022

Received for information.

### 10.2 J. Eastick re: proposed Gabriola Housing Agreement Bylaw 308 email dated May 19, 2022

Received for information.

### 10.3 J. Harris re: response requested on Tree Bylaws and Forest Management in the Islands Trust Area email dated May 24, 2022

Also sent by C. Money on May 27, 2022.

Received for information.

### 10.4 E. Johnson re: Our Shared Water Issues email dated May 30, 2022

Chair Luckham will respond to E. Johnson.

### 10.5 H. Holm submission to June 21-23, 2022 Trust Council dated June 2, 2022

**By general consent**, forward to Trust Council agenda package.

### 10.6 C. Tull re: Support request BC Watershed Security Fund email dated June 2, 2022

**By general consent**, forward to Trust Council agenda package.

**EC-2022-079**

**It was Moved and Seconded,**

That Executive Committee sign on to the request of the BC Watershed Security Fund in furtherance of its advocacy letter of March 18<sup>th</sup>.

**CARRIED**

- 10.7 A. Hodson-Deggan re: consider the following 4.2.7. not attainable email dated June 3, 2022**

**EC-2022-080**

**It was Moved and Seconded,**

That items 10.7 A. Hodson-Deggan re: consider the following 4.2.7. not attainable email dated June 3, 2022 and 10.12 P. Mertz re: A. Hodson email on water development email dated June 7, 2022 be forwarded to the Trust Programs Committee for consideration in the Trust Policy Statement update.

**CARRIED**

- 10.8 M. Rondeau re: June 8th EC Support for Letter to Lieutenant Governor email dated June 5, 2022**

**By general consent,** forward to Trust Council agenda package.

- 10.9 M. Gang re: RFD suggesting a letter to the BC Lieutenant Governor email dated June 5, 2022**

Same letter received from R. McCuaig, Denman Island June 5, 2022

**By general consent,** forward to Trust Council agenda package.

- 10.10 M. Boland re: Support for requesting a Provincial Review of Islands Trust email dated June 5, 2022**

- 10.11 C. Money re: Support for the RFD letter email dated June 6, 2022**

Received for information.

- 10.12 P. Mertz re: A. Hodson email on water development email dated June 7, 2022**

Received for information.

- 10.13 G. Leroux re: Governance Proposals EC MTG email dated June 7, 2022**

**By general consent,** forward to Trust Council agenda package.

**11. WORK PROGRAM**

- 11.1 Review and amendment of current work program**

The Executive Committee work program was reviewed under item 7.1.4. for inclusion in the Trust Council agenda package.

**12. NEXT MEETING**

The next Executive Committee business meeting is scheduled for June 21, 2022, at 10:00 a.m. to be held electronically.

**13. CLOSED MEETING (scheduled)**

At 2:21 p.m., the meeting was closed to the public.

**EC-2022-081**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1)(b) and (k) of the Community Charter in order to consider matters of personal information about identifiable individuals who are being considered for a municipal award and, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public and, that staff attend the meeting.

**CARRIED**

At 2:58 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent,** at 2:58 p.m., the meeting was adjourned.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**