



Executive Committee Minutes of Regular Meeting

Date: July 7, 2022
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC
Electronic Meeting

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

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)
Sonja Zupanec, Island Planner
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Lori Foster, Executive Coordinator/Recorder

Others Present: 1 member of the public attended via telephone

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:06 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

An addendum was circulated adding the following items to the agenda:

- 8.1.2.2 History and Heritage Grant in aid applications – RFD
- 8.1.2.3 Office of the Lieutenant Governor’s Correspondence Guidelines – Briefing

In consideration of possible public attendance, a Public Comments/Town Hall session will be added accordingly.

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Attached as indicated for item 8.2.1.2.

3. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 June 21 Executive Committee draft minutes for adoption

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 reviewed their FUAL list items, spoke to emerging issues, recently attended meetings, and gave staffing updates.

Discussion ensued regarding CAO FUAL item #1 – “process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.”:

- How the item sits with other committees e.g. Trust Programs,
- Consider referral of the item to the new Governance Committee,
- Wait for outcomes from the Policy Statement amendment project (Islands 2050),
- Pass on as background information to the Province,
- Amend the item or remove it from the FUAL.

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, projects status and advocacy items.

5.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy/Executive Committee joint meeting is scheduled July 13th, and the agenda has been published.

6. BYLAWS FOR APPROVAL CONSIDERATION

Chair Luckham addressed anyone listening to the livestream that if they wished to speak at this meeting to join via the “attend” link on the website.

Executive Committee reviewed associated correspondence items 10.1, 10.2, and 10.3 for the Denman Bylaws items 6.1, 6.2, and 6.3. noting that correspondence was sent in after the public hearing process.

EC-2022-090

It was Moved and Seconded,

That Executive Committee receive the correspondence items 10.1, 10.2 and 10.3 for information.

CARRIED

6.1 Denman Island LTC Bylaw No. 241 (OCP amendment) - RFD

Planner Zupanec spoke to the suite of bylaws, that although presently separately are in concert with each other. This has been a multi-year application on affordable housing that the community has been working through.

EC-2022-091

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 241, cited as "Denman Island Official Community Plan, 2008, Amendment No. 1, 2021", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Denman Island LTC Bylaw No. 242 (LUB amendment) - RFD

EC-2022-092

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 242, cited as "Denman Island Land Use Bylaw, 2008, Amendment No. 1, 2021", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 Denman Island LTC Bylaw No. 243 (housing agreement) - RFD

EC-2022-093

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 243, cited as "Denman Island Housing Agreement Bylaw No. 243, 2021", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.4 Denman Island LTC Bylaw No. 245 (fees bylaw) – RFD

Vice-Chair Fast spoke to the fees bylaw which was amended by the local trust committee from the "model" fees bylaw recommended by Trust Council at its June 2021 meeting.

EC-2022-094

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 245, cited as the "Denman Island Local Trust Committee Fees Bylaw, 2022", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-095

It was Moved and Seconded,

That Executive Committee refer the Denman Island Local Trust Committee Bylaw No. 245 amendments regarding the model fees bylaw to the Regional Planning Committee for reference.

Discussion regarding capturing subtle changes to model fees bylaws would be useful.

CARRIED

One attendee joined the meeting (electronically) via telephone call in. The attendee was addressed asking if they wished to speak, no response was heard.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 June Trust Council Quarterly Roundtable Review

Executive Committee and staff discussed the following:

- Creating space at September Trust Council to discuss the Governance Review report,
- Voting procedure via roll call proved successful as tracking electronic attendance (who is actually present) is still a challenge with regards to a vote recorded as an abstention,
- Creating an electronic meeting decorum for trustees for attendance, voting and notification when coming and going from the meeting.

7.1.2 Trust Council Business Decision Highlights

The following changes to the document were requested:

- Change comma to semicolon after the word “Municipalities” in paragraph 7.
- Third paragraph, after the words “Trust Council” add “for consideration.”

By general consent, circulate the business decision highlights as amended.

7.1.3 Trust Council (FUAL) Follow-up Action List

Received for information.

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 - None

8.1.2.1 Advocacy Evaluation - Verbal Update

Trustee Patrick left the meeting at 10:53 a.m.

Executive Committee discussed Trust Council Policy 6.10.3 Advocacy with regards to end-of-term evaluation, staff resources, and depth of analysis.

EC-2022-096

It was Moved and Seconded,

That Executive Committee defer the discussion on this issue (advocacy evaluation) to the next Executive Committee meeting.

CARRIED

8.1.2.2 History and Heritage Grants-in-Aid Applications

Discussion to amend the main budget in September to address further funding for this program ensued.

At 11:09 a.m., Chair Luckham lost electronic connection.

The meeting recessed for a break at 11:09 a.m. and reconvened at 11:20 a.m.

Executive Committee continued discussion regarding the grant application from siyēye nii 'u tthu sut'ku'luts siyēye tun'i 'utl sqwun'u to support the Water We Call Home exhibition.

EC-2022-097

It was Moved and Seconded,

That Executive Committee authorize a grant to the Water We Call Home Group in the amount of \$2,000 subject to the support of local trustees.

CARRIED

8.1.2.3 Office of the Lieutenant Governor's Correspondence Guidelines - Briefing

Received for information.

8.1.3 Local Planning Services - None

8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive - None

8.2.2 Trust Area Services - None

8.2.3 Local Planning Services - None

8.2.4 Administrative Services

8.2.4.1 Budget Item Adjustments - Discussion

Executive Committee discussed bringing budget adjustment items to September Trust Council for consideration regarding the History, Heritage Grants-in-aid policy and computer funding.

EC-2022-098

It was Moved and Seconded,

That Executive Committee request staff to provide budgetary financial options to achieve an increase in History, Heritage and Grants-in-aid funding by 5,000 and to increase the allocation for computers for trustees to 20,000.

CARRIED

9. NEW BUSINESS - None

9.1 Executive/Trust Council - None

9.2 Trust Area Services – None

9.2.1 LTC Chairs Report on Local Advocacy Topics

Addressed at item 5.2.

9.3 Local Planning Services - None

9.4 Administrative Services - None

10. CORRESPONDENCE (for information unless raised for action)

10.1 C. Kinch re: Comments on Denman Island Bylaw Nos. 241, 242, and 243 for Executive Committee letter dated June 14, 2022

Received for information.

10.2 J. Armstrong re: Executive Committee - addition to agenda - DE Bylaws 241, 242, and 243 email dated June 14, 2022

Received for information.

10.3 S. Palmer re: Denman Housing Association letter dated June 29, 2022

Received for information.

10.4 A. Barford (Stand.earth) letter dated June 22, 2022 re UBCM motion

The subject of this letter will be taken into consideration when voting at the Union of BC Municipalities meeting being held in Whistler this September.

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 to be held electronically August 3, 2022.

13. CLOSED MEETING - None

14. ADJOURNMENT

By general consent, the meeting was adjourned at 11:44 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator