



Executive Committee Minutes of Regular Meeting

- Date:** August 3, 2022
Location: Public Venue, Electronic Meeting
Islands Trust - Victoria
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
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)
Brad Smith, Island Planner
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Lori Foster, Executive Coordinator/Recorder
- Others Present:** 2 members of the public attended electronically

The meeting was conducted electronically, live streamed and recorded.

1. CALL TO ORDER / LAND 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 then introduced elected officials and staff.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following items:

- 9.5 UBCM/Islands Trust breakfast
- 9.6 Adding standing item Public Comment to Executive Committee agenda

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Attached as indicated for items 6.1 and 8.2.2.1.

3. RISE AND REPORT DECISIONS FROM CLOSED MEETING – None

4. ADOPTION OF MINUTES

4.1 July 7, 2022 Executive Committee 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 noting summer vacation schedules.

Items discussed included:

- Governance Committee inaugural meeting held July 29th business items, included trustee orientation, policy and terms of reference,
- Notifying Financial Planning Committee about possible budget amendments,
- Elections process and advertising updates,
- New Director of Planning Services starts August 15th.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs also noted:

- Agricultural Land Commission changes; the Denman Farm Plan,
- Superb staff work regarding North Pender public hearing and community information meetings,
- Priority items from the Governance Committee – EC elections, strategic planning, discussion at Trust Council, trustee orientation,
- Press coverage regarding speculation tax,
- BC Ferries and Snuneymuxw First Nation formal agreement regarding Gabriola application,
- Short term vacation rental news release and Channel Ridge antenna updates.

5.3 Islands Trust Conservancy Liaison Update

Conservancy Vice-Chair Fast noted a Conservancy workshop is being planned.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Galiano LTC Bylaws No. 276 (OCP), No. 277 (LUB), and No. 274 (housing agreement) – RFD

Executive Committee received for information, associated correspondence items 10.2 to 10.5.

Vice-Chair Rogers acknowledged the work of Island Planner Smith regarding the bylaws as presented; in general, to rezone a portion of heritage forest for a multi-use housing project. One of the two local trustees was recused from this application.

Planner Smith was available to answer questions, there were none forthcoming.

EC-2022-099

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 274, cited as “Galiano Island Housing Agreement Bylaw 274, 2019” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-100

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 276, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2020” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-101

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 277, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2020” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Mayne Island LTC Bylaws No. 189 (OCP) and No. 184 (LUB) – RFD

Vice-Chair Rogers introduced the local trust committee (LTC) request for decision (RFD) which, in general, addresses affordable housing with ecological consideration by limiting square footage, requiring permeability, and consideration of groundwater recharge.

EC-2022-102

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 184, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-103

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 189, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2022” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

Vice Chair Rogers noted the LTC has taken on a project called the Housing Options project which will go into next term.

6.3 Mayne Island LTC Bylaws No.186 (OCP) and No. 187 (LUB) – RFD

Vice-Chair Rogers introduced the request for decision, which proposes minor technical bylaw amendments as explained in the staff report.

EC-2022-104

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 186, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 2, 2021” in accordance with Section 27 of the *Islands Trust Act*.

Discussion on the parks masterplan being removed from the official community plan, a parks commission request, because it had been updated a number of times ensued.

CARRIED

EC-2022-105

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 187, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 3, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.4 Saturna Island LTC Bylaws No. 133 (OCP) and No. 134 (LUB) – RFD

Vice-Chair Patrick introduced the bylaws which address some inconsistencies with respect to zoning and land use designations.

EC-2022-106

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 133, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2022-107

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 134, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.5 Bowen Island Municipality Bylaw No. 580 (LUB) – RFD

Vice-Chair Fast spoke to the request for decision which would rezone a parcel to facilitate a boundary adjustment and obtain dedication for a multi-user path, as presented in the report.

EC-2022-108

It was Moved and Seconded,

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 580 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 580, 2022” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

The meeting recessed for a break at 10:30 a.m. and reconvened at 10:45 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Trust Council Orientation Overview – Briefing

CAO Hotsenpiller spoke to the briefing.

Executive Committee discussed the following items with regards to trustee orientation:

- The Governance Committee wants to review new trustee orientation,
- Acronyms and “lingo” update,
- What’s a project and what’s a priority,
- Trustee attendance at the Local Government Leadership Academy in February,
- How other municipalities and regional districts do strategic planning, budgeting and continuance of business,
- Budget preparation has begun; advancement of LTC projects from one term to the next,
- The dual nature of the role of trustee,
- Training on how to draft a motion,
- Review and consideration of the Code of Conduct,
- Application processing and Declaration on the Rights of Indigenous Peoples Act (DRIPA) responsibilities,
- Rookie trustees, orientation at the council level and the local trust committee level,
- Bringing together strategic plan and corporate plan elements.

7.2 Local Planning Services - None

7.3 Administrative Services - None

7.4 Trust Area Services – None

8. EXECUTIVE COMMITTEE PROJECTS - None

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 – None

8.2.2 Trust Area Services

8.2.2.1 History Heritage Grants-in-aid Policy 2.1.14 amendments – RFD

Executive Committee discussed amending the policy as follows:

- Specific funding amount cited,
- Definition around organization/business/land owning corporations etc,
- Intake and reconsideration periods,
- Funds be spent by the end of fiscal.

EC-2022-109

It was Moved and Seconded,

That Executive Committee request staff to consider amendments to draft Policy 2.1.14, as discussed.

CARRIED

8.2.2.2 Advocacy Summary (2018-2022 term) – Briefing

Executive Committee discussed the briefing as presented with a cover memo that:

- Acknowledges social media, and the secretariat functions as advocacy,
- Doesn't just include government,
- Advocacy as necessary and effective.

EC-2022-110

It was Moved and Seconded

That Executive Committee refer the report "Advocacy Summary (2018-2022 term) – Briefing", with a cover memo, for inclusion in the September Trust Council agenda.

CARRIED

8.2.3 Local Planning Services

8.2.3.1 Amendments to Trust Council Policies 6.2.1 and 6.7.1 – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

Discussion followed on:

- Clarifying the “one project per local trust committee” concept,
- Official community and strategic planning,
- Redirecting to Regional Planning Committee,
- Check for typographical errors.

EC-2022-111

It was Moved and Seconded,

That Executive Committee request staff to prepare this item 8.2.3.1 to advance as a request for decision to the upcoming Trust Council meeting.

DEFEATED

EC-2022-112

It was Moved and Seconded,

That Executive Committee refer the staff briefing regarding Policies 6.2.1 and 6.7.1. to the Regional Planning Committee for consideration.

CARRIED

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

Local trust committee chairs noted:

- Trustee Critchley was appointed to the Department of Fisheries and Ocean shellfish advisory committee,
- Bowen Island Municipality recognized, by resolution, the human right to a healthy clean environment,
- Responses to the Trust Council advocacy letter on fallow deer,
- Media coverage on the Our Shared Water presentation, which received Policy 2.1.14 funding on Galiano.

9.3 Local Planning Services - None

9.4 Administrative Services – None

9.5 UBCM/Islands Trust Breakfast

Islands Trust will host its traditional Union of BC Municipalities breakfast at the September convention.

9.6 Adding Public Comment as a Standing Agenda Item

Executive Committee (EC) discussed, with no direction, to add Public Comment as a standing agenda item noting that anyone wishing to address EC is accommodated.

10. CORRESPONDENCE

All correspondence items were received for information.

10.1 RPM Kojima response dated July 27, 2022 to J. Margison

10.2 J. Margison et al letter with attachments dated July 28, 2022 re: GL LTC Bylaws No. 276 and 277.

10.3 C. Menyhart letter dated June 27 [sic] sent July 27 via email re: GL LTC Bylaws No. 274, 276 and 277

10.4 D. Holmes letter with attachments dated July 25, 2022 re: GL LTC Bylaws No. 276 and 277

10.5 G. Dusting letter dated July 28, 2022 re: GL LTC Bylaws No. 276 and 277

10.6 Oceans Protection Plan (OPP) newsletter (Special edition - July 20th)

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 in-person beginning at 9:00 a.m., September 7, 2022, at the Victoria office #200 - 1627 Fort Street, Victoria BC.

13. CLOSED MEETING

At 12:31 p.m. the meeting was closed to the public.

EC-2022-113

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1) (g) and (i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

At 1:28 p.m. the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 1:28 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator