



Executive Committee Minutes of Regular Meeting

Date: January 11, 2023
Location: Electronic Meeting
Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair, Thetis Island Trustee
Tobi Elliott, Vice-Chair, Gabriola Island Trustee
David Maude, Vice-Chair, Mayne Island Trustee (boardroom)
Timothy Peterson, Vice-Chair, Lasqueti Island Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO) (boardroom)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)
Warren Dingman, Manager, Bylaw Compliance and Enforcement (BCEM)
Lori Foster, Executive Coordinator/Recorder (boardroom)

Members of the Public Present: One member of the public joined the meeting electronically.

1. CALL TO ORDER

Chair Luckham called the first Executive Committee meeting of 2023 to order at 9:08 a.m., which started late due to Vice-Chair Maude's traffic delays getting to the Victoria boardroom office from Mayne Island.

Each Executive Committee (EC) member humbly acknowledged that this meeting was being held on the traditional and treaty territories of many Coast Salish First Nations.

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

For information as noted for items 8.2.1.1; 8.2.2.3; and 8.2.2.4.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

4. ADOPTION OF MINUTES

4.1 December 14, 2022, draft minutes

By general consent, the December 14, 2022, draft minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List (FUAL)/Director/CAO Updates

CAO Hotsenpiller spoke to the status of FUAL items in progress, addressed Trust Council's request for on-island meeting locations, and online trustee training sessions scheduled to make up for the deferral of these sessions at December's Trust Council meeting.

Planning applications and processes training requested by Trustee Evans for local trust committees (LTC's), in particular South Pender, was noted by Vice-Chair Elliott.

CAO Hotsenpiller gave a verbal update on the status of the Financial Planning Committee becoming whole with all chairs from the standing committees being on-boarded.

DAS Mobbs spoke to the recent status of the draft budget touching on significant increase to non-market values of BC Assessment property tax revenue being collected for the Islands Trust. Large % of our tax will be from new builds construction. She spoke to business cases regarding computer needs. Expense claim system information and other small pieces will be added in and massaged as the budget. Spoke to outstanding FUAL item status in progress. Connected with Financial Planning Committee (FPC) members, Human Resources (HR) work on the go, staffing updates.

DPS Cermak spoke to FUAL items and the bylaw presentation slated for March Trust Council. He welcomed the new Northern office Regional Planning Manager (RPM) Renee Jamurat.

DTAS Frater spoke to the status of FUAL items and the coordination of correspondence going to Islands Trust-area jurisdictional elected officials and First Nations in the Trust-area. She noted the elected chair of Trust Programs Committee is now South Pender Trustee, Kristina Evans with Hornby Trustee, Alex Allen as Vice-Chair.

5.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC) gave verbal updates anticipating their first LTC meetings scheduled to begin this month.

5.3 Islands Trust Conservancy (ITC) Liaison Update

EC representative to the Islands Trust Conservancy (ITC), Vice-Chair Elliott, gave a verbal update regarding the 3-year plan (rather than 5-year) which was submitted to the Ministry of Municipal Affairs, (MMA) just before the holidays. January 24th is the first ITC board meeting and will elect a chair and vice-chair. She recognized the Link Island donation to the Conservancy with an upcoming celebration being held in Nanaimo.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Salt Spring Island Local Trust Committee Proposed Bylaw No.534 (Delegation Bylaw) – RFD

Vice-Chair Peterson gave a summary of the bylaw which was mostly advanced by the previous term's local trust committee; to delegate authority for development permits, where effective planning services are delivered by staff.

EC-2023-001

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, cited as "Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Saturna Island LTC Bylaws No. 136 and 137 (OCP and LUB amendments) – RFD

Vice-Chair Maude introduced the bylaws empowering the purchase of 7 acres of land by the BC Natures Trust, moving density from one property to another when it is converted over to the Trust and reported the bylaw was favourably received at the local trust committee (LTC) meeting.

EC-2023-002

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 136, cited as Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022 in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2023-003

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 137, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Orientation for chairs of Trust Council committees – Discussion

Discussion followed on the focus of Executive Committee and standing committees chair training, content and timing with the desire to include vice-chairs of standing committees.

By general consent, Executive Committee agreed that training for Executive Committee and Council Committee chairs, with supplementary training for Vice-Chairs be explored by staff for upcoming delivery.

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

8.1.3 Planning Services

8.1.3.1 Bylaw Compliance and Enforcement Sessions for the March 2023 Islands Trust Council – Briefing

CAO Hotsenpiller introduced the briefing and spoke to Trust Council's desire to dive deeper into bylaw enforcement process and planned sessions for March Trust Council. Young Anderson, our lawyers, provide contract services which could be offered.

Discussion ensued on the following:

- Distinguishing the nature of the problem and complaints,
- Presenting and compiling evidence, reports, cases and trends while looking at whether policy is deficient.

The meeting recessed for a break at 10:35 a.m. reconvened at 10:45 a.m.

8.1.4 Administrative Services

8.1.4.1 Appointment of Financial Statement Auditors – RFD

DAS Mobbs spoke to this annual item noting that next year will go to tender with a request for proposal, that KPMG has been our auditor for the last 5 years.

EC-2023-004

It was Moved and Seconded,

That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2022/23 Financial Statements.

CARRIED

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Trustee Evans funding training request re: LGLA February 8-10, 2023

As noted in item 2.2.1 Agenda Context Notes.

Discussion regarding adequate funding for training has never been a problem historically; however, we could not fund all 26 trustees' attendance to this type of event.

Vice-Chair Peterson noted financial awards are available.

EC-2023-005

It was Moved and Seconded,

That Executive Committee approve, with full travel status, for Trustee Evans to attend the Local Government Leadership Academy as requested in the attached application. (Executive Committee agenda item 8.2.1.1, January 11, 2023)

CARRIED

8.2.2 Trust Area Services

8.2.2.1 AVICC/UBCM Resolution Selection – RFD

DTAS Frater spoke to the resolution process and advocacy of resolutions which are endorsed at the Association of Vancouver Island Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM) level.

Discussion on the two suggestions as presented in the request for decision followed.

Vice-Chair Elliott spoke to the capacity funding resolution.

EC-2023-006

It was Moved and Seconded,

That the Executive Committee direct staff to draft a resolution and backgrounder on the following: request that the Province enact endangered species legislation for British Columbia in consultation and jointly with First Nations for submission to the Association of Vancouver Island and Coastal Communities 2023 convention for the Chair's consideration in January 2023.

CARRIED

8.2.2.2 Background on San Juan County Relationship – Briefing

DTAS Frater spoke to the briefing as presented and building this relationship back post COVID.

Chair Luckham spoke to the formal trans-boundary relationship Islands Trust shares with San Juan County which has addressed marine pollution, shipping and signing joint advocacy letters.

Discussion ensued to make an outreach with San Juan County Council for June.

By general consent, Chair Luckham will work with Director of Trust Area Services Frater to initiate rekindling of the San Juan County/Islands Trust relationship.

8.2.2.3 Delegation Letters – Discussion

As noted in item 2.2.1 Agenda Context Notes.

EC-2023-007

It was Moved and Seconded,

That Executive Committee request that staff advance the question of responding to delegates with thank you letters, for June Trust Council, and that staff prepare a briefing on practices in other local governments.

CARRIED

8.2.2.4 Winter 2023 February 22-23, 2023, OPP Dialogue Forum – Update

As noted in item 2.2.1 Agenda Context Notes.

DTAS Frater noted that Trustees Aaron Campbell and Mikaila Lironi have expressed interest in attending the Oceans Protection Plan (OPP) forum being held in Vancouver.

DTAS Frater would support trustees with background information.

EC-2023-008

It was Moved and Seconded,

That Executive Committee support the attendance of Trustees Campbell and Lironi at the February Oceans Protection Plan (OPP) Forum, and authorize expenditure of existing grant monies and application for additional monies needed.

CARRIED

8.2.3 Local Planning Services - None

8.2.4 Administrative Services – None

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 - None

9.3 Local Planning Services – None

9.4 Administrative Services – None

10. CORRESPONDENCE (for information unless raised for action)

10.1 Trans Mountain comment period extended email dated November 18, 2022

DTAS Frater noted that a January 30th extension to submit comment has been received.

EC-2023-009

It was Moved and Seconded,

That staff engage with a consultant to provide response to Trans Mountain comment period as per the November 18 letter (item 10.1 Executive Committee January 11, 2023, agenda).

CARRIED

10.2 Coastal Marine Strategy Intentions Paper Release email dated December 15, 2022

It was noted that engagement closes April 14, 2023. Chair Luckham commented this warrants a response.

10.3 Active Vessel Traffic Management P3 Engagement email dated December 20, 2022

Received for information.

10.4 Invitation to group interview on ocean-based technologies to address climate change dated December 19, 2022

Chair Luckham requested the minutes indicate that he may attend the February 18th focus group at the University of Victoria campus.

10.5 C. Roper email dated December 24, 2022 re: A Christmas gift for the Gulf Island

EC-2023-010

It was Moved and Seconded,

That Executive Committee request staff forward correspondence items 10.5 to 10.12 (from Executive Committee's January 11, 2023, agenda), by email, to all trustees.

CARRIED

- 10.6 R. Hawkins email dated December 17, 2022 re: Update on protecting the Gulf Islands
- 10.7 R. Isaac email dated December 17, 2022 re: Protect the Gulf Islands
- 10.8 J. Allan email dated December 19, 2022 re: Mandate for Islands Trust?
- 10.9 G. Wolff email dated December 19, 2022 re: Protecting our sea and its inhabitants
- 10.10 R. Polden email dated December 19, 2022 re: Prioritize protection and preservation of environmental values
- 10.11 U. Rautenbach email dated December 19, 2022 re: Prioritize protection and preservation of environmental values
- 10.12 R. McNairn email dated December 8, 2022 re: meeting on-island locations
- 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 Monday, February 13, 2023, to be conducted electronically.
- 13. **CLOSED MEETING** – None
- 14. **ADJOURNMENT**

By general consent, the meeting was adjourned at 11:49 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator