



## Executive Committee Minutes of Regular Meeting

**Date:** April 12, 2023  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

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

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO) (boardroom)  
David Marlor, Director, Legislative Services (DLS) (boardroom)  
Clare Frater, Director, Trust Area Services (DTAS)  
Stefan Cermak, Director, Planning Services (DPS)  
Lori Foster, Executive Coordinator/Recorder (boardroom)

**Others Present:** 1 person attended electronically

### 1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham called the electronic meeting to order at 9:02 a.m. giving a First Nations land acknowledgement that the Islands Trust Area is home to Coast Salish Peoples since time immemorial stating gratitude to live and work here.

At 9:05 a.m., Vice-Chair Maude joined the meeting in the Victoria boardroom.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add the following as New Business:

- 9.1.1 AVICC Attendance/Review – Discussion
- 9.1.2 Rural Islands Economic Partnership Forum April 25-27 - Discussion
- 9.1.3 Assistant Deputy Minister, T. Faganello re: Islands Trust Grant letter dated March 24, 2023 (circulated late item)
- 9.1.4 Galiano Conservancy Letter of Support Request (circulated late item)

And;

- Include discussion regarding code of conduct complaints under item 5.1  
Follow-up Action List Updates.

#### 2.2 Approval of Agenda

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

2.2.1 Agenda Context Notes – None

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

**4. ADOPTION OF MINUTES**

**4.1 March 22, 2023 Executive Committee draft minutes**

**By general consent**, the March 22, 2023, Executive Committee draft 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 spoke to the status of his FUAL items as presented and gave the following verbal updates:

- The Governance Committee corporate planning project would inform a business case to request additional provincial funding,
- Chair and Vice-Chairs of their committees training session booked Friday, May 19<sup>th</sup>, all day, in-person in Victoria,
- Met with the Southern Gulf Islands Forum addressing island(s) challenges including housing/building start-ups,
- Met with Financial Planning Committee working/sub group addressing the corporate planning project,
- Meeting today with CAO Edwards, Bowen Island Municipality, to discuss an agenda of items including i) Policy Statement amendment process, ii) budgeting processes, and iii) setting an overdue liaison meeting with BIM Council and Executive Committee (EC) for the end of May early June,
- The upcoming Sunshine Coast Regional District (SCRD)/Gabriola LTC protocol meeting April 24 via Zoom.

Director of Legislative Services (DLS) Marlor spoke to his FUAL items, all in progress as presented, and updated EC that queries regarding trustee interest in the Accessibility Committee did not receive any responses at this time.

Discussion followed regarding receiving complaints against trustees and a guide to respond to Standards of Conduct, policy and process and, that toolkit could be helpful.

**EC-2023-036**

**It was Moved and Seconded,**

That Executive Committee request staff to provide a briefing with respect to options for better understanding of the Policy regarding code of conduct for vice-chairs, trustees and the public.

**CARRIED**

Director of Planning Services (DPS) Cermak updated Executive Committee on work with the Ombudspersons Office regarding policy review and best practices for bylaw enforcement and, that the new administrative job profiles are being created.

Discussion regarding the tracking of FUAL items flowing from Trust Council to Executive Committee ensued.

Director of Trust Area Services (DTAS) Frater noted the Senior Intergovernmental Policy Advisor (SIPA) title has been renamed to Senior Indigenous Relations Advisor (SIRA). Regarding the new reconciliation working group as directed by Trust Council in March, it is a work in progress.

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

Chairs of their local trust committees (LTC) provided updates on recently attended meetings, applications of note, LTC project updates and official community plan (OCP) reviews.

Comments were made that:

- The Denman Island LTC has been good at addressing public concerns with good feedback from the community,
- Discussions at a recently attended Southern Gulf Islands Forum that organizations such as the Capital Regional District (CRD) and Vancouver Island Health Authority apply urban interpretations to rural issues,
- Hornby Island LTC held its first in-person meeting addressing official community plan review work, and concerns regarding short-term vacation rentals,
- Galiano Island LTC continues work on the groundwater sustainability project,
- Mayne Island LTC received a briefing from Island Planner Chadwick regarding its housing projects and that all LTCs see the report,
- Correspondence sent to the CRD regarding its regional parks plan with consideration for danger trees and First Nations cultural trees.

## **5.3 Islands Trust Conservancy Liaison Update – No update**

# **6. BYLAWS FOR APPROVAL CONSIDERATION**

## **6.1 Salt Spring Island LTC Proposed Bylaw No. 535 FOIPP (administrative) – RFD**

Director of Legislative Services (DLS) Marlor spoke to the freedom of information and protection of privacy model bylaw endorsed by last term's Trust Council in September 2022 and the request for decision (RFD) as presented.

**EC-2023-037**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 535, cited as "Salt Spring Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 535, 2023" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6.2 North Pender Island LTC Bylaw No. 232 (LUB amendment) - RFD**

Vice-Chair Maude provided a summary of the land use bylaw (LUB) amendment which would allow recreational vehicles to be used for temporary accommodations monitored by the strata corporation on Sidney Island.

**EC-2023-038**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 232, cited as "North Pender Associated Islands Land Use Bylaw No. 148, 2003, Amendment No. 1, 2022" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

Vice-Chair Elliott commented on preparation for June Trust Council being held on Gabriola.

**7.2 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 Planning Services - None

8.1.4 Administrative Services – None

**8.2 Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 Review of Executive Committee Work Plan – Briefing

CAO Hotsenpiller spoke to the briefing as presented discussing the Active and Future Projects lists with Executive Committee.

It was discussed that a dedicated session, at least 3 hours long, be scheduled for Executive Committee strategic work program planning and include conversations on the following:

- Memorandums of Understanding regarding Active Transportation,
- Reconciliation working group,
- Integrated approach to shoreline planning,
- Strategy to take up funding opportunities,
- Islands Trust Climate Emergency declaration.

**EC-2023-039**

**It was Moved and Seconded,**

That Executive Committee undertake a dedicated strategic priorities session to be held in-person for the May 3<sup>rd</sup> business meeting.

**CARRIED**

8.2.1.2 Appointment of Secretary and Deputy Secretary - RFD

Staff spoke to this housekeeping item/request for decision (RFD) as presented.

**EC-2023-040**

**It was Moved and Seconded,**

That the Executive Committee appoint Director of Legislative Services, David Marlor to the office of Secretary, and appoint Legislative Clerk, Nadine Mourao as Deputy Secretary.

**CARRIED**

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

8.2.4 Administrative Services - None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council**

9.1.1. AVICC Attendance/Review – Discussion

Executive Committee members Luckham, Maude and Elliott - along with Director of Trust Area Services (DTAS) Frater - attended the Association of Vancouver Island Coastal Communities (AVICC) convention held April 14-15 in Nanaimo providing their verbal summaries of the event.

9.1.2 Rural Islands Economic Partnership (RIEP) Forum April 25-27 – Discussion

Vice-Chair Elliott requested funding to attend the RIEP.

**EC-2023-041**

**It was Moved and Seconded,**

That Executive Committee sponsor Vice-Chair Elliott's attendance at the Rural Islands Economic Partnership Forum April 25-27 on Gabriola.

**CARRIED**

9.1.3 Assistant Deputy Minister (ADM), T. Faganello re: Islands Trust Grant letter dated March 24, 2023

CAO Hotsenpiller spoke to ADM Faganello's correspondence (circulated as a late item and published to this meeting's addendum) regarding Islands Trust receiving funding. A news release has been prepared to follow.

9.1.4 Galiano Conservancy Letter of Support Request

The request from the Galiano Conservancy was circulated as a late item and published to this meeting's addendum.

**EC-2023-042**

**It was Moved and Seconded,**

That Executive Committee supports the Chair signing a letter of support with regards to the Galiano Conservancy Nature Reserve work.

**CARRIED**

**9.2 Trust Area Services - None**

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

**9.3 Planning Services - None**

**9.4 Administrative Services – None**

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

**10.1 Gulf Islands Alliance re: Tree-cutting authority bid halted - letter dated April 2, 2023**

Executive Committee discussed the letter as presented which was circulated to all trustees.

**By general consent**, Chair Luckham will respond to the Gulf Islands Alliance/Deb Ferens regarding this correspondence.

**10.2 S. Phinney re: IT elected officials have a public duty/Cape Roger Curtis - letter dated March 24, 2023**

Executive Committee would anticipate seeing an official community plan amendment from Bowen Island Municipality (BIM) as the application progresses.

Received for information.

**10.3 Teaching opportunities by Tla'amin Nation leader on modern treaties**

Vice-Chair Elliott suggested that Lasqueti Island LTC members be supported in participating in this two-part workshop with Emily White which costs \$120 per person which could be funded through the \$30,000 Reconciliation Action Plan budget. Workshop dates shown as April 19 and May 24.

**EC-2023-043**

**It was Moved and Seconded,**

Executive Committee requests that funds from the Reconciliation Action Plan budget be allocated for two trustees from Lasqueti Island Local Trust Committee to attend the teaching opportunity by “Culturally Committed”.

**CARRIED**

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program** - See item 8.2.1.1.

**12. NEXT MEETING**

The next Executive Committee meeting is scheduled to be held May 3, 2023 and has been changed to be held in-person in the Victoria boardroom.

**13. CLOSED MEETING**

At 11:57, the meeting was closed to the public.

**EC-2023-044**

**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 12:20 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 12:20 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**