



Executive Committee Minutes of Regular Meeting

Date: May 3, 2023, recessed then reconvened May 10, 2023
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

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

Others Present: 1 person attended electronically

1. CALL TO ORDER

Chair Luckham gave 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.

The meeting was called to order at 9:15 a.m.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following at:

- 7.1.1.1 Draft 3-day Trust Council June Schedule (circulated late item)
- 10.1.1 MP Patrick Weiler (West Van-Sunshine Coast-Sea to Sky Country) re: OPP's Abandoned Boats Program letter dated May 2, 2023

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 April 12, 2023 draft minutes

By general consent, the April 12, 2023, Executive Committee draft minutes were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

Chief Administrative (CAO) Hotsenpiller noted a deeper review of the FUAL will be addressed with item 11.1.

Staff gave the following verbal updates:

- Outreach with San Juan Country Council and Bowen Island Municipality, looking into meeting after June Trust Council,
- Human resources updates re: Senior Indigenous Relations Advisor interviews in progress and, Communications Specialist, Morgana van Niekerkwork has joined Trust Area Services,
- The Policy Statement Amendment Project has stalled due to staff vacancy/capacity,
- Reporting on the Financial Audit will not be coming to June Trust Council,
- Progress report on Cityview software update,
- Chair Luckham to put his name forward to sit on the new Accessibility Committee.

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.

Verbal updates were heard on the following:

- Salt Spring Island LTC Strategic Planning session for next year's work in progress,
- Hornby and Denman Island LTC's focus on housing issues,
- Habitat for Humanity sessions held on Gabriola and Mayne,
- Attendance at the Rural Islands Economic Partnership held on Gabriola April 25-27,
- Community concern on North Pender regarding tree cutting in a development permit area,
- Concern regarding tree cutting on Saturna in the East Point area by highways contractor,
- Sunshine Coast Regional District/Islands Trust Annual Protocol electronic meeting held April 24.

5.3 Islands Trust Conservancy Liaison Update

Vice –Chair Elliott, Executive Committee (EC) Conservancy Liaison noted that two new staff have joined the Conservancy team, summer co-op student Eve Ruth and Communications Specialist, Micaela Yawney.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Denman Island LTC Bylaw No. 246 FOI (administrative) – RFD

Director of Legislative Services (DLS) Marlor spoke to the model “Freedom of Information (FOI) and Protection of Privacy bylaw” which Trust Council endorsed at its June 2022 meeting requesting all local trust committees consider adoption of a new FOI bylaw based on the model, which reflects changes in legislation.

EC-2023-045

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 246, cited as “Denman Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 246, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Galiano Island LTC Bylaw No. 290 FOI (administrative) – RFD

EC-2023-046

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 290, cited as "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 290, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 Hornby Island LTC Bylaw No. 171 FOI (administrative) – RFD

EC-2023-047

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 171, cited as “Hornby Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 171, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.4 Gabriola Island LTC Bylaw No. 315 FOI (administrative) - RFD

EC-2023-048

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 315, cited as “Gabriola Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 315, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.5 Ballenas Winchelsea LTC Bylaw No. 37 FOI (administrative) – RFD

EC-2023-049

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as “Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed for a break at 10:12 a.m. and reconvened at 10:17 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Draft 3-day Trust Council June schedule

CAO Hotsenpiller introduced the draft Trust Council 3-day schedule.

Discussion ensued on the agenda sessions as presented.

The following comments were heard:

- First on-island meeting since March 2020,
- Governance Committee update with possibly, a focused event i.e SWOT analysis,
- More time for the Reconcili-Action proposed presentation,
- Remove finance’s audit report, will be delayed,
- Possible discussion on water zoning,
- Hard stop to delegation presentations of 10 minutes, including trustee questions,
- San Juan Country Council meeting deferred to possibly September,
- Structured decision-making process in concert with Strategic Planning process.

The 3-day draft schedule will be refined further at the May 24th and June 14th EC meetings.

7.1.2 March Quarterly Trust Council draft minutes

By general consent, forward to June Trust Council as presented.

7.1.3 AVICC Review – Discussion

Executive Committee members and Director Frater gave verbal reviews of their attendance at the Association of Vancouver Island Coastal Communities (AVICC) Conference held April 14-16 in Nanaimo.

7.1.3.1 Brent Mueller re: Trust Council reconciliation session

Discussion ensued to offer this as a presentation at June Trust Council with at least one hour allocated to the session.

7.1.4 San Juan County Council at June Trust Council – Discussion

It was discussed that the annual meeting with San Juan County Council be deferred to possibly, September Trust Council.

7.2 Planning Services

7.2.1 Vice-Chair Maude re: Mooring Buoy Regulations potential June Trust Council Session email – Discussion

It was discussed that this item be deferred to possibly, September Trust Council session.

7.3 Administrative Services - None

7.4 Trust Area Services - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Bowen Island/Executive Committee Annual Protocol Meeting – Discussion

The setting of a meeting date is still in the works.

8.1.2 Trust Area Services

8.1.2.1 Trust Programs Committee re: Advocacy for Provincial Funding – Briefing

Executive Committee (EC) acknowledged receipt of Trust Programs Committee's request to pursue additional funding from the Province.

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

8.1.4.1 2023/24 BCGEU raises at 6.75% - Briefing

Director of Administrative Services (DAS) Mobbs advised Executive Committee of the union increase and spoke to the briefing as presented.

Received for information.

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Request for EC Sponsorship of Development Application Fee re: HO-DP-2023.1 – RFD

Vice-Chair Peterson spoke to the request for application sponsorship received by the Arts Council on Hornby Island.

EC-2023-050

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$1,250.00 for development permit application HO-DP-2023.1 which would allow the Hornby Island Arts Council to continue with development of the land for a new Arts Centre for Hornby Island.

CARRIED

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

8.2.3.1 CMHC's Housing Accelerator Fund - Briefing

By general consent, Executive Committee requested item 8.2.3.1 be forward to all Trustees for information.

8.2.4 Administrative Services

8.2.4.1 Offices Open to the Public – Discussion

CAO Hotsenpiller is updating Islands Trust Communicable Disease Plan to reflect current changes.

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 gave verbal updates on local advocacy topics.

9.3 Planning Services – None

9.4 Administrative Services – None

10. CORRESPONDENCE (for information unless raised for action)

10.1 J. Roe re: Dead Boats Disposal Society update email dated April 27, 2023

10.1.1 MP Patrick Weiler (West Van-Sunshine Coast-Sea to Sky Country) re: OPP's Abandoned Boats Program letter dated May 2, 2023

By general consent, Executive Committee requested correspondence items 10.1 and 10.1.1 be forwarded to all trustees.

10.2 Decision made on the Roberts Bank Terminal 2 Project email dated April 28, 2023

By general consent, Executive Committee requested that item 10.2 be forwarded to all trustees.

10.3 You're Invited: Cowichan Housing Authority Workshop May 15th

Received for information.

The meeting recessed for lunch at 12:07 p.m. and reconvene at 12:31 p.m.

11. WORK PROGRAM

11.1 Executive Committee Strategy - Session Outline

11.1.1 Strategic Review of Executive Committee Work Plan – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

11.1.2 Executive Committee Active and Future Projects Report

Executive Committee reviewed its Current Active Projects and Future Projects using criteria as outlined in the report.

Using the Zoom whiteboard application (electronic sticky notes), Executive Committee categorized/prioritized its work program.

11.1.3 Executive Committee FUAL

Received for information.

11.1.4 Trust Council FUAL

Received for information.

By general consent, the May 3rd business meeting will reconvene on Wednesday, May 10 at 9:00 a.m., to be held electronically.

The meeting recessed for the day at 3:00 p.m.

Wednesday, May 10, 2023

Chair Luckham reconvened the Executive Committee May 3rd business meeting at 9:01 a.m.

All members of the Executive Committee were present electronically; Vice-Chair Maude attended in the Victoria boardroom.

11.2 Review and amendment of current work program

Executive Committee reviewed the Zoom whiteboard graphic as presented and discussed on May 3rd and passed the following motions regarding EC's work program:

EC-2023-051

It was Moved and Seconded,

That the Executive Committee Current Active Projects be amended to the following:

- To update the Islands Trust Policy Statement
- To develop the Islands Trust First Nations Reconciliation and engagement planning
- To develop a strategy to increase the provincial financial contribution to the Islands Trust
- To guide the development and implementation of the Islands Trust Strategic Plan
- Development of an Islands Trust Communications Strategy

CARRIED

EC-2023-052

It was Moved and Seconded,

That the Executive Committee Future Projects be amended to the following:

1. To advance the preservation and protection of marine ecosystems.
2. To engage with the Ministry of Transportation on a updated Memorandum of Understanding.
3. Programming associated with the Climate Change declaration of the Islands Trust.

CARRIED

EC-2023-053

It was Moved and Seconded,

That Executive Committee request the Chief Administrative Officer to prepare a report and request for decision (RFD) summarizing Executive Committee's Work Plan and Future Projects for June Trust Council.

CARRIED

EC-2023-054

It was Moved and Seconded,

That Executive Committee request direction from Trust Council on further action on the Climate Change Emergency and, include the materials from the trustee led messaging from last term.

CARRIED

EC-2023-055

It was Moved and Seconded,

That Executive Committee direct staff to provide to Trust Council in June, a proposal to develop an interim Strategic Plan that includes

1. A SWOT and external/internal review session at June Trust Council
2. Delivery of a plan outlining an interim Strategic Plan and
3. That a visioning/mission session be developed for September

CARRIED

EC-2023-056

It was Moved and Seconded,

That Executive Committee work with the Governance Committee and Corporate Planning working group (Financial Committee) to determine a visioning exercise for Trustees for September Trust Council and, request the Governance Committee add this to their agenda for May 29th.

CARRIED

Executive discussed the following Galiano Island Local Trust Committee (GL LTC) request that GL LTC passed at its May 6, 2023 Special Meeting:

"That the Galiano Island Local Trust Committee requests that Trust Council prioritize a review of the Islands Trust First Nations bylaw referral process and that an agenda item for this topic be placed on the June 27-29 Trust Council agenda for consideration."

Chair Luckham noted that LTC's should contact their regional planning manager (RPM's) regarding the bylaw referral process.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically, on May 24, 2023, from the Islands Trust Victoria office boardroom starting at 9:00 a.m.

13. CLOSED MEETING - None

14. ADJOURNMENT

By general consent, the meeting was adjourned at 10:48 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator