



Executive Committee Minutes of Regular Meeting

Date: March 24, 2021
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Members Present: Peter Luckham, Chair, Thetis Island Trustee
Sue Ellen Fast, Vice-Chair, Bowen Island Municipal Trustee
Laura Patrick, Vice-Chair, Salt Spring Island Trustee
Dan Rogers, Vice-Chair, Gambier/Keats Island Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Lori Foster, Executive Coordinator/Recorder

Others: 1-2 members of the public attended the meeting

All participants attended the meeting electronically via Zoom. The meeting was livestreamed and recorded. The public could view and attend the meeting via web links which were posted on the www.islandstrust.bc.ca website.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 a.m. stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

Add to New Business, after item 8.4, the following:

- 8.5 Internet Speed Study, UBCM – The Compass
- 8.6 Stop Coastal Douglas-fir project Salt Spring Island website
- 8.7 Grant Administration request – Salt Spring Island LTC
- 8.8 Executive Committee (EC) Sponsorship re: Denman rezoning – Trustee Fast

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

- 2.2.1 Agenda Context Notes - None

3. ADOPTION OF MINUTES

3.1 March 8, 2021 draft minutes

By general consent, the March 8, 2021 draft minutes were adopted as presented.

3.2 February 23, 2021, BIM Council & Executive Committee (EC) meeting minutes

Executive Committee (EC) discussed amending the minutes, prepared by BIM, from the February 23, 2021, joint Bowen Island Municipal (BIM) Council / EC meeting.

EC-2021-041

It was Moved and Seconded,

That the bolded quote attribute to Chair Luckham on page 13 of the agenda package (page 3 of 5 of the Bowen Island minutes dated February 23, 2021) be changed to read: "Chair Luckham expressed that the Islands Trust would be open to continuing discussions regarding the requisition calculation for Bowen Island if new information is brought to the table."

CARRIED

EC-2021-042

It was Moved and Seconded,

That Executive Committee forward the draft minutes back to Bowen Island Municipal Council as amended.

CARRIED

Chair Luckham spoke to holding more regular meetings with BIM as needed.

4. FOLLOW UP ACTION LIST AND UPDATES

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

Chief Administrative Officer (CAO) Hotsenpiller and Directors provided updates on follow-up action list items.

Discussion followed on the recent meeting with Minister Osborne regarding tree-cutting authority.

EC-2021-043

It was Moved and Seconded,

That Executive Committee request staff to draft a letter to the Minister of Municipal Affairs, under the Chair's signature, thanking the ministry for the meeting of March 18, 2021, and providing context to the Trusts requests around tree-cutting authority.

CARRIED

4.2 Local Trust Committee Chair Updates

Chairs of their local trust committees reported verbally on recently attended meetings.

Comments were heard on local trust committees addressing applications associated with land use bylaw and official community plan amendments.

4.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy will meet next week, Tuesday March 30th.

5. BYLAWS FOR APPROVAL CONSIDERATION - None

The meeting recessed for a break at 10:17 a.m. and reconvened at 10:27 a.m.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 March Meeting Roundtable Review

In general, the following comments were heard regarding Trust Council's March quarterly meeting:

- 3 full days of electronic meetings was grueling,
- addressing the results of two substantial public surveys (Policy Statement and budget) in one agenda was a lot of response to assimilate,
- try to anticipate discussions which will need extended time for consideration and break the meeting up,
- reporting on the number of livestream viewers and, what is considered attendance and participation by the public,
- trustee electronic attendance and "popping in" to vote while not attending the full meeting,
- creating stronger policy on how trustees bring requests to Trust Council,
- allowing for public participation before voting on the draft Policy Statement.

Discussion on convening a leadership committee to address the remainder of the term was heard.

EC-2021-044

It was Moved and Seconded,

That Executive Committee arrange a half-day session with the chairs of the standing committees of the Islands Trust to discuss the work for the remainder of the term (18) months and beyond.

CARRIED

6.1.2 Trust Council Business Decision Highlights

Executive Committee discussed the document as presented in the agenda package.

By general consent, amend the second paragraph under Budget Highlights: replace the phrase “additional operations of the Salt Spring Island (SSI) Local Trust Committee (LTC)” with “the ongoing operations of the Salt Spring Island Watershed Protection Alliance (SSIWPA)”.

EC-2021-045

It was Moved and Seconded,

That the Trust Council Business Decision Highlights be approved and circulated as amended.

CARRIED

6.1.3 Trustee Johnston re: Trust Council feedback correspondence dated March 15, 2021

By general consent, Executive Committee received Trustee Johnston’s correspondence for information and stated thanks for his input.

Chair Luckham will reach out to Trustee Johnston and thank him for his input.

6.2 Local Planning Services - None

6.3 Administrative Services - None

6.4 Trust Area Services - None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive - None

7.1.2 Trust Area Services

7.1.2.1 Draft Islands Trust Tax Notice Insert for 2021/22 – Briefing

Director of Trust Area Services (DTAS) presented the draft tax insert and asked for feedback from Executive Committee.

DTAS Frater noted feedback to correct the last bullet on page 2 change “4.7%” to read “2.7%”, highlight provincial grant funding with a bullet, Ballenas Winchelsea is noted twice under Governance.

7.1.2.2 2020/21 Annual Report Format – RFD

DTAS Frater spoke to the request for decision.

Discussion was heard on the benefits of the Annual Report and its presentation in the legislature by the Minister of Municipal Affairs.

EC-2021-046

It was Moved and Seconded,

That the Executive Committee approves the format and outline of contents for the 2020/21 Annual Report.

CARRIED

7.1.3 Local Planning Services

7.1.3.1 Grant Opportunity Local Government Development Approvals Program – Briefing

Director of Local Planning Services Marlor spoke to the grant opportunity and its fit with local planning services renewal and improvement of services delivery.

Staff will continue to investigate the opportunity and develop a grant application to bring back to Executive Committee before the May 7th deadline.

7.1.3.2 Bylaw Enforcement Public Feedback – Discussion

CAO Hotsenpiller spoke to recently receiving comments from the public regarding some bylaw enforcement issues.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

7.1.4 Administrative Services

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Oath of Office - Discussion

Discussion on reviewing the Oath of Office document was heard.

EC-2021-047

It was Moved and Seconded,

That the Oath of Office and Standards of Conduct policies be added to the current policy review.

CARRIED

7.2.1.2 Level of mental health coverage in trustee health insurance – Discussion

Discussion on health insurance coverage provided for trustees was heard, in particular, looking into additional funding for mental health related services.

EC-2021-048

It was Moved and Seconded,

That Executive Committee ask staff for a review of existing health coverage for trustees.

CARRIED

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Fast reported on advocacy for cultural heritage sites in the Denman and Hornby areas, and that Gambier continues to advocate on the dock issue.

8.3 Local Planning Services - None

8.4 Administrative Services - None

8.5 Internet Speed Study UBCM the Compass

By general consent, advance the Union of British Columbia Municipalities (UBCM) Compass article to trustees and draw attention to the Internet Speed Study item for consideration.

8.6 Stop Coastal Douglas-fir project Salt Spring Island website

Executive Committee discussed its public engagement strategies and communications.

8.7 Grant Administration request – Salt Spring Island LTC

Discussion followed that the request presented is more a Capital Regional District function, not work for planning staff and would require greater administrative support if realized.

Chair Luckham will reply to Regional Planning Manager Cermak on Executive Committee's reluctance to move the request forward at this time.

8.8 Executive Committee (EC) Sponsorship re: Denman rezoning – Trustee Fast

Vice Chair Fast spoke to the letter.

EC-2021-049

It was Moved and Seconded,

That Executive Committee provide fee sponsorship to Denman Housing Association (DHA) for its rezoning application for 20 units of affordable rental housing.

Discussion on trustees making recommendations on applications was heard, that the correspondence was received late and without the usual staff reporting.

EC-2021-050

It was Moved and Seconded,

That Executive Committee postpone consideration of **EC-2021-049** until a staff report is received.

CARRIED

9. RISE AND REPORT DECISIONS FROM CLOSED MEETING

10. CORRESPONDENCE (for information unless raised for action)

By general consent, Executive Committee pulled items 10.1, 10.4, 10.5 and 10.6 for discussion and, received the remaining correspondence items for information.

10.1 MP May to Minister of Transport, Alghabra re helicopter on N. Pender dated March 12, 2021

Chair Luckham recognized Member of Parliament May's correspondence thanking her office in its response to the landing of a helicopter on residential property on North Pender Island.

10.2 Minister Osborne re: Appointment as Minister dated March 16, 2021

Received for information.

10.3 Mayor Helps, City of Victoria re: the Help Cities Lead campaign dated March 10, 2021

Received for information.

10.4 Islands 2050 correspondence package (12) letters dated between March 10 - March 16

Discussion followed on why Executive Committee was in review of the correspondence addressed to the Policy Statement Review project.

10.5 T. Elliot re Gabriola Housing Matters engagement correspondence dated March 12, 2021

Vice Chair Rogers spoke to T. Elliot's letter regarding Gabriola's housing matters.

10.6 Trustee Busheikin re: recommended speakers ongoing education dated March 11, 2021

Discussion on the email, as contained in the agenda package, was heard.

By general consent, Executive Committee forward Trustee Busheikin's email to the Senior Intergovernmental Policy Advisor for consideration on reconciliation and add to our Continuous Learning list regarding the implementation of *B.C. Declaration on the Rights of Indigenous Peoples Act* (DRIPA).

10.7 J. Eastick re: unique amenities correspondence dated March 9, 2021

Received for information.

10.8 Gulf Islands Alliance delegation to Trust Council dated March 9, 2021

Received for information.

10.9 J. and Maria Carmita Menyhart re: environment and affordable housing should not work in opposition dated March 5, 2021

Received for information.

10.10 S. Becker re: Mandate to Protect Environment correspondence dated March 18, 2021

Received for information.

10.11 D. Bruiger re: Proposed revision of Policy Statement correspondence dated March 18, 2021

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Presented for information.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held electronically, April 14, 2021.

13. CLOSED MEETING (under separate cover)

At 2:06 p.m. the meeting was closed to the public.

EC-2021-051

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1) (a) and (j) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds a position as an officer of the Islands Trust and information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; that staff attend the meeting.

CARRIED

At 2: 58 p.m. the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 2:58 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder