Islands Trust

Executive Committee
Minutes of a Regular Meeting

Date: **February 28, 2024**
Location: **Electronic meeting**

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

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer (CAO)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)

Members of the Public: 2 members of the public were present

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following were accepted as late items:

- 10.1.10 correspondence dated 2024-02-26 from Tollefson Law re: Salt Spring Proposed Bylaw No. 537
- 7.3.5.4.5.3 additional item: Developing the Islands Trust Water Balance Methodology using Gabriola as a Case Study – Briefing

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee minutes of January 17, 2024

By general consent the Committee adopted the minutes as presented.

4.2 Draft Executive Committee minutes of January 31, 2024

The draft minutes will be provided at the next scheduled meeting as they were not available for the Committee to review.

The Committee then provided an opportunity for a member of the public, Maxine Leichter, spokesperson for Keep Salt Spring Sustainable, to speak to the Committee in regards to Salt Spring Island Local Trust Committee Bylaw 537, which she did.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the Follow-up Action List (FUAL).

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs spoke to recently attended and upcoming Local Trust Committee (LTC) meetings.

5.3 Islands Trust Conservancy Liaison Update

Vice Chair Elliott provided an update.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Denman Island Local Trust Committee Bylaw Nos. 228 & 229

EC-2024-022
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 228, cited as “Denman Island Official Community Plan, 2008, Amendment No. 1, 2018” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2024-023
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 229, cited as “Denman Island Land Use Bylaw, 2008, Amendment No. 1, 2018” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 Gambier Island Local Trust Committee Bylaw No. 158

EC-2024-024
It was MOVED and SECONDED,

that Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 158, cited as “Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.3 North Pender Island Local Trust Committee Bylaw No. 226

EC-2024-025
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 226, cited as “North Pender Island Local Trust Committee Fees Bylaw, 2021” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.4 North Pender Island Local Trust Committee Bylaw No. 234

EC-2024-026
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 234, cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.5 Salt Spring Island Local Trust Committee Bylaw No. 537

EC-2024-027
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 537, cited as “ Salt Spring Island Local Trust Committee Land Use Bylaw No. 355, 1999, Amendment Bylaw No. 2, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

Committee recessed at 10:25 a.m. and resumed at 10:40 a.m.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 <u>March Trust Council 3-day Schedule</u>

EC-2024-028
It was MOVED and SECONDED,
that Islands Trust Executive Committee schedule it’s pre-March Trust Council meeting for 9:00 a.m. Tuesday, March 12, 2024 in person.

CARRIED

The Committee deferred further discussion until later in the meeting.

7.1.2 March Trust Council Draft Agenda

The Committee deferred further discussion until later in the meeting.

7.1.3 December Trust Council Draft Minutes

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.4 Trust Council Resolutions Without Meeting

None.

7.1.5 Chief Administrative Officer - Report

CAO Hotsenpiller indicated that he would provide a written report to the Committee later in the day or on Thursday.

By general consent the Committee forwarded the item to Trust Council in due course.

7.1.6 Trust Council FUAL

CAO Hotsenpiller indicated that he has combined various actions that are similar on this FUAL report, will continue to refine the FUAL for the June Trust Council meeting, and will note that on his report to Trust Council.

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.7 Strategic Plan Session

The Committee requested some changes to the documents, including clarity about the timing of the session, formatting of the SWOT Analysis document, and addition of the current Strategic Plan and also requested staff to provide some paper copies of all the documents to be made available for trustees at the meeting.

By general consent the Committee forwarded the item as amended to Trust Council.

7.1.8 Committee of the Whole - Meeting Procedures Bylaw Amendment – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.9 Records Management System Bylaw No. 195 – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.10 June Trust Council Draft 3 Day Schedule

By general consent Executive Committee added a new item to the March Trust Council agenda following the budget session to solicit Trust Council's suggestions or interest in regards to the September meeting location.

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.11 Trust Council Top Priorities Active Projects Chart

By general consent the Committee forwarded the item as presented to Trust Council.

7.1.12 Governance Committee Work Plan

By general consent the Committee forwarded the item as presented to Trust Council.

7.2 Planning Services

7.2.1 Director of Planning Services – Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.2 Bylaw Compliance & Enforcement Statistical Report – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.3 Bylaw Compliance and Enforcement Review Project – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.2.4 Regional Planning Committee Work Plan

By general consent the Committee forwarded the item as presented to Trust Council.

7.3 Administrative Services

7.3.1 Director of Administrative Services – Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.2 Q3 Financial Report – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.3 Q3 Financial Forecast – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.4 Financial Planning Committee Work Plan

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5 Budget Materials

7.3.5.1 Draft Budget Session Outline

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.2 Draft Budget Assumptions and Principles

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.3 Budget Overview – Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4 Draft Budget Funding Requests

7.3.5.4.1 Business Case Summaries

Director Mobbs noted that there is one business case provided in the agenda that was not reviewed by the Financial Planning Committee, that being 7.3.5.4.3.6 Chief Administrative Officer Hiring Committee.

The Committee discussed the late item "Developing the Islands Trust Water Balance Methodology using Gabriola as a Case Study – Briefing" which was initially identified as an additional item to 7.3.5.4.5.3 Gabriola - OCP and LUB Comprehensive Review. It was noted that this water budget mapping project initially was part of the Strategic Plan; work done on Gabriola and Denman Islands would benefit all Local Trust Committees; and that the Regional Planning Committee had approved it as part of the Freshwater Sustainability Strategy, and therefore could be seen as a trust-wide initiative rather than a Gabriola Island Local Trust Committee initiative.

By general consent the Committee forwarded to Trust Council this item (Business Case Summaries) as amended by the addition of the late item.

7.3.5.4.2 Strategic Plan Projects

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.3 Operational Projects and Staffing

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.4 ITC Board Budget Requests - Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5 LTC Projects - Budget Requests and Feasibility

7.3.5.4.5.1 Projects Feasibility Assessment - Briefing

The Committee requested that the references to the Complete Communities grant be clarified.

By general consent the Committee forwarded to Trust Council this item as will be amended by Director Cermak.

7.3.5.4.5.2 Denman OCP and LUB Housing Review

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.3 Gabriola OCP and LUB Review Project

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.4 Mayne Island Housing Options Project

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.5 North Pender LTC Housing Access and Affordability Project

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.6 Hornby Island LTC – Relationship Building Actions with K'ómoks First Nation

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.7 Major amendment to SS OCP and SS LUB

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.5.8 Ganges (Shiya'hwt/SYOWT) Village Area P

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.6 Funding for Water Sustainability Projects on Salt Spring Island - Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.7 Unfunded Projects:

The Committee requested that the title of the agenda item be renamed as "Proposed Unfunded Projects" or "Recommended Unfunded Projects"

By general consent Executive Committee forward to Trust Council this item as amended by the name change.

7.3.5.4.7.1 Stewardship Education Program

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.4.7.2 Eelgrass Mapping – Phase 2

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.5 Financial Plan Bylaw - Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.3.5.6 Revenue Anticipation Borrowing Bylaw - Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

Executive Committee recessed at 11:59 a.m. and resumed at 12:30 p.m.

7.4 Trust Area Services

7.4.1 Director of Trust Area Services - Report

The Committee suggested that this item needed more than 15 minutes on the schedule.

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.2 Policy Statement Amendment Project Update – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.3 Media/Social Media Session Outline

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.4 Communications Plan - Briefing

The Committee noted that no briefing was provided. Director Frater clarified that if the Committee should approve the Communications Plan Request For Decision at agenda item 8.2.2.2, then a briefing will be generated for Trust Council's information in regards to that Executive Committee decision.

By general consent the Committee will forward to Trust Council a Briefing reviewed by Chair Luckham if the Executive Committee should approve the Communications Plan later in the agenda.

7.4.5 Legislative Monitoring - Report & Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.6 Climate Change - Briefing

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.7 Islands Trust Conservancy Report

By general consent the Committee forwarded the item as presented to Trust Council.

7.4.8 Trust Programs Committee Work Program

By general consent the Committee forwarded the item as presented to Trust Council.

7.5 New Business

7.5.1 Advice to Trust Council - Improve Trustee Access to Agendas in HTML – Request For Decision

By general consent the Committee forwarded the item as presented to Trust Council.

7.6 Delegation Requests

7.6.1 Maxine Leichter, Friends of the Gulf Islands Society

The Committee noted that Maxine Leichter spoke during the Public Comment Period at the December, 2023 Trust Council meeting in regards to this topic.

7.6.2 Ian Peace, Gulf Islands Alliance

EC-2024-029
It was MOVED and SECONDED,
that the delegation request from Ian Peace of the Gulf Islands Alliance be accepted, and that the delegation request from Maxine Leichter of the Friends of the Gulf Islands Society be declined, as both delegations have similar materials and the Friends of the Gulf Islands Society will be able to speak during the Public Comment Period at the upcoming March Trust Council meeting.

CARRIED

By general consent the Committee forwarded both pieces of correspondence to Trust Council.

7.7 Correspondence

7.7.1 2024-01-19 Regional District of Nanaimo - Legislative Reform Initiative Update

By general consent Executive Committee forwarded item 7.7.1 to trustees advising them to contact the Chief Executive Officer of the Regional District of Nanaimo if they are interested in participating.

7.7.2 2024-02-05 M. Wilde - Trust Mandate

By general consent Executive Committee forwarded to Trust Council this correspondence item.

7.7.3 2024-02-06 E. Kelly - Gabriola

By general consent Executive Committee forwarded to Trust Council this correspondence item.

7.7.4 2024-02-08 V. Poster - Protect the Gulf Islands. It's your job!

By general consent Executive Committee forwarded to Trust Council this correspondence item.

7.7.5 2024-02-15 G. Bywater - Secret Change to the Trust Act

By general consent Executive Committee forwarded to Trust Council this correspondence item.

The Committee then returned to agenda item 7.1.1.

7.1.1 March Trust Council 3-day Schedule

The Committee identified a need to rename the Media and Social Media Training Session on Wednesday, March 13, as “Trust Area Services” which will include the training session and to indicate the start time of 1:45 p.m., immediately after Delegations and the Public Comment Period. Other items for Trust Area Services can be continued and completed on the Thursday, March 14 at 10:15 a.m.

The Committee also discussed the need to change the end time of the Trustee Roundtable to end at 11:30 a.m. rather than at 11:00 a.m.

By general consent the Committee forwarded the item as amended to Trust Council.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive - None

8.1.2 Trust Area Services

8.1.2.1 Islands Trust 50th Anniversary Logo – Briefing

Received for information.

8.1.3 Planning Services - None

8.1.4 Administrative Services - None

The Committee then addressed a request from Trustee Morrison to attend a meeting on April 12, 2024, of the Association of Vancouver Island and Coastal Communities.

EC-2024-030
It was MOVED and SECONDED,
that Executive Committee approve Trustee Morrison’s attendance at Association of Vancouver Island and Coastal Communities with funding coming from the Executive Committee budget.

CARRIED

8.2 Executive Committee Initiated

8.2.1 Executive - None

8.2.2 Trust Area Services

8.2.2.1 Advocacy re: guidance for heritage protection - Briefing

Received for information.

8.2.2.2 Islands Trust Communications Strategy - Request For Decision

EC-2024-031
It was MOVED and SECONDED,
that Islands Trust Executive Committee approve the Islands Trust Communications Strategy and forward to Trust Council for information.

CARRIED

8.2.3 Planning Services

8.2.3.1 Withdraw Complete Communities Grant Application – Request For Decision

EC-2024-032
It was MOVED and SECONDED,
that Islands Trust Executive Committee request staff to withdraw the application for the Union of British Columbia Municipalities Complete Communities Grant to advance data gathering and mapping work supporting Official Community Plan reviews and Housing Projects.

CARRIED

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Potential next steps with MOTI re: the establishment of an Interagency Task Force per agreements - Verbal

CAO Hotsenpiller indicated that next steps would need to be developed.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 Planning Services - None

9.4 Administrative Services

9.4.1 Forecasted Areas of Overspending - Briefing

Director Mobbs noted that the Briefing has been provided to Financial Planning Committee.

10. CORRESPONDENCE

10.1 Salt Spring Bylaw No. 537

10.1.1 2024-01-28 D Campbell - Please don't pass Bylaw 537
10.1.2 2024-01-28 E Poole - Bylaw 537
10.1.3 2024-01-28 M Leichter - Regarding bylaw 537 for Executive Committee decision
10.1.4 2024-01-28 R Wright - Salt Spring proposed Bylaw 537
10.1.5 2024-01-28 P Lockie - BL 537
10.1.6 2024-01-28 F Attorp - SSI Bylaw 537
10.1.7 2024-01-30 L Bulman - Bylaw 537 Salt Spring Island
10.1.8 2024-01-30 B Henderson - Do not pass bill 537
10.1.9 2024-02-02 Tsawout - Objection to Proposed Salt Spring Bylaw 537
10.1.10 2024-02-26 Tollefson Law - Salt Spring Proposed Bylaw No. 537

EC-2024-033
It was MOVED and SECONDED,
that Islands Trust Executive Committee request the Chair respond to the letter writers of Bylaw 537 thanking them for their letter and that their issues were considered in light of the Policy Statement.

CARRIED

The Committee noted that the response to 10.1.9 from the Tsawout First Nation will need to be customized.

10.2 2024-01-04 F Weller - Sue Big Oil Initiative

EC-2024-034
It was MOVED and SECONDED,
that Islands Trust Executive Committee add the January 4, 2024 letter to the Gabriola Local Trust Committee from Fay Weller et al. to the material that Trust Council will be considering regarding the Sue Big Oil initiative.

CARRIED

By general consent Executive Committee received for information all the following items:

10.3 2024-01-25 K Ross - HO DE Ferry Advisory Committee
10.4 2024-02-01 A Medeiros - Sidney Island Deer Cull
10.5 2024-02-02 UBCM - Transit-oriented development - Engagement about proposed Land Act changes
10.6 2024-02-05 K Langereis - Friends of the Gulf Islands - Questions submitted
10.7 2024-02-08 Statistics Canada - 2026 Census of Population Dissemination Consultation
10.8 2024-02-09 AVICC - 2024 AVICC AGM & Convention: Registration is now open!

10.9 2024-02-13 UBCM - Housing Summit Day 1
10.10 2024-02-13 ITC - Ministerial approval of ITC acquisition, North Pender
10.11 2024-02-13 ITC - Ministerial approval of ITC acquisition, Gabriola
10.12 2024-02-14 ITC - Highlights of meetings November 21, 2023 and January 23, 2024
10.13 2024-02-21 HO LTC - Support for STVR licensing feasibility study

11. WORK PROGRAM

11.1 Executive Committee Work Program

By general consent the Committee forwarded the Executive Committee Work Program as presented to Trust Council.

12. NEXT MEETING

The next Executive Committee meeting will be held in person at the Coast Bastion Hotel in Nanaimo on March 12, 2024 starting at 9:00 a.m.

13. CLOSED MEETING

EC-2024-035
It was MOVED and SECONDED,
that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, subject to Sections 90(1),(g) litigation or potential litigation affecting the municipality; and that the recorder and staff attend the meeting.

CARRIED

The Committee closed the meeting at 2:19 p.m. and reconvened in open meeting at 3:22 p.m.

Chair Luckham reported on the following:

- the Executive Committee minutes of the in camera meeting of January 17, 2024 were adopted
- the Executive Committee minutes of the in camera meeting of January 31, 2024 were adopted
- the Executive Committee has developed the agenda for the Trust Council in camera meeting scheduled for March 14, 2024.

14. ADJOURNMENT

By general consent the meeting adjourned at 3.25 p.m.

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Peter Luckham, Chair

Certified Correct:

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Robert Barlow, Legislative Services Clerk/Recorder