Executive Committee
Minutes of Regular Meeting

Date: November 17, 2021
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Staff Present:
Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria boardroom)
Clare Frater, Director, Trust Area Services (DTAS) (electronic)
Julia Mobbs, Director, Administrative Services (DAS) (electronic)
Carmen Thiel, Legislative Services Manager (LSM) (Victoria boardroom)
Lisa Wilcox, Senior Intergovernmental Policy Advisor (electronic)
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)

Members of the public: **There were no attendees who joined the webinar**

The meeting was livestreamed and recorded.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following item(s) at:
7.4.4. Draft Freshwater Strategy – RFD (late item addendum circulated Tuesday, November 16)

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING

Chair Luckham reported that at the October 27, 2021, in-camera meeting, the minutes of the October 6th in-camera meeting were adopted.

4. ADOPTION OF MINUTES

4.1 October 27th meeting draft minutes

By general consent, amend the October 27th draft minutes as follows:

- At item 7.1.3, replace the word "from" with the words "starting at" in the text to read – "**By general consent**, Executive Committee rescheduled its Monday, November 29th meeting to Tuesday November 30th starting at 10:00 a.m. to 12 p.m., in-person, at the Coast Victoria Hotel."
- At item 9.5, first paragraph, replace the word "presentation" with the word "draft".

By general consent, the October 27th regular meeting draft minutes were adopted as amended.

5. FOLLOW UP ACTION LIST AND UPDATES

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

Chief Administrative Officer (CAO) Hotsenpiller and directors gave status updates on FUAL items as presented in the report.

Discussion on the broadcasting and recording of meetings via Zoom ensued while addressing CAO FUAL item #2.

EC-2021-157
It was Moved and Seconded,
That Chief Administrative Officer follow-up action list (FUAL) item #2 – "Trust Council referred the matter of electronic meetings back to Executive Committee for further consideration including cost/benefits and all comments at Trust Council" be marked as completed.

CARRIED

Discussion on clarifying administrative processes to support vice chairs and attendees at local trust committee (LTC) meetings where broadcasting and livestreaming occurs followed.

EC-2021-158
It was Moved and Seconded,
That Executive Committee request an update on the operational side of electronic meetings at the December 15th Executive Committee meeting.

CARRIED

EC-2021-159
It was Moved and Seconded,
That Chief Administrative Officer follow-up action list (FUAL) item #4 – "That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K'òmoks and Minister Conroy" be removed from the list.

CARRIED

5.2 Local Trust Committee Chair Updates

Chair and Vice Chairs gave verbal updates on recently attended forums, local trust committee (LTC) meetings, status of local trust committee applications, rezoning's, and projects.

5.3 Islands Trust Conservancy (ITC) Liaison Update

Islands Trust Conservancy Vice Chair/Municipal Trustee Fast provided updates including ITC budget requests moving forward to Trust Council from the recently held Financial Planning Committee meeting, and a new issue of the Heron newsletter has been released.

6. BYLAWS FOR APPROVAL CONSIDERATION – None

The meeting recessed for a break for a break at 10:07 a.m. and reconvened at 10:17 a.m.

7. TRUST COUNCIL MEETING PREPARATION

Executive Committee reviewed the following items in preparation for the upcoming Trust Council Meeting:

7.1 Executive

7.1.1 September Trust Council draft meeting minutes

Forward as presented.

7.1.2 Resolution without Meeting Report

Forward as presented.

7.1.3 Executive Committee Work Program Report

Forward as presented.

7.1.4 Continuous Learning Plan

Forward as presented.

7.1.5 Chief Administrative Officer's Report

EC discussed the CAO's report requesting some prose and grammatical amendments.

Forward as amended.

7.1.6 Trust Council Follow-up Action List

Forward as presented.

7.1.7 Annual Strategic Plan Update – Briefing

EC discussed the briefing and requested some prose and grammatical amendments.

Forward as amended.

7.1.8 Strategic Plan Quarterly Report

Forward as presented.

7.1.9 Amendments to Trust Council Policy 2.1.2 Standards of Conduct – RFD

Forward as presented.

7.1.10 Proposed Amendments to Trust Council Bylaw No. 101 Meeting Procedures – RFD

By general consent, Executive Committee requested the following changes:

- Delegation Application Form – Overview change (c) to read "public comment sessions.
- Section 8.12 – change to gender neutral; trustee voting by raising hand physically, electronically or by voice.

Forward as amended.

7.1.11 2022 Trust Council Meeting Schedule – RFD

Discussion followed on:

- Which quarterly meetings would be held in-person following Financial Planning Committee's recommendation to fund only 2 live meetings in 2022.
- The meeting schedule is reviewed in a calendar year, not a fiscal year format.
- March (adoption of budget) and November (following local government election) should be in-person meetings.

EC-2021-160
It was Moved and Seconded,
That Executive Committee request staff amend recommendation #2 in the Trust Council Meeting Schedule request for decision; that the words after "2022" be removed and that the word "electronic" be inserted before the word meeting.

CARRIED

EC-2021-161
It was Moved and Seconded,
That Executive Committee request staff amend recommendation #3 to read as follows: That Trust Council adopt the following meeting locations for its 2022 schedule: March (in-person, Nanaimo), June (electronic), September (electronic), November (in-person, Victoria).

CARRIED

Forward as amended.

7.2 Administrative Services

With the exception of amendments to item 7.2.5.3, all items under 7.2 were forwarded as presented to the Trust Council agenda.

7.2.1 Financial Planning Committee Work Program Report
7.2.2 Directors Report
7.2.3 September 30, 2021 Quarterly Financial Report - RFD
7.2.4 September 30, 2021 Financial Forecast - Briefing
7.2.5 Proposed 2022/23 Budget to Trust Council
7.2.5.1 Budget Session Outline
7.2.5.2 Budget Assumptions and Principles – BRF

7.2.5.3 FPC Changes to the Draft 2022/23 Budget – BRF

See item 7.2.5.4.1

Forward as amended.

7.2.5.4 Draft Budget 2022/23 Overview – BRF

7.2.5.4.1 Numerical Budget Details

EC discussed the numerical budget details and requested amendments to the preceding briefing, item 7.2.5.3 to clarify the Bowen contribution with regards to surplus.

7.2.5.4.2 2022/23 Strategic Plan and Operating Projects - Business Cases

7.2.5.5 SSI LTC Special Property Tax Request

7.2.5.5.1 SSIWPA Special Requisition $75,500

7.2.5.5.2 SSIWPA Reserve funds project: Strat plan for watersheds $40,900

7.2.5.6 ITCB 2022/23 Budget Request

7.2.5.6.1 ITC Board Budget Request Summary

7.2.5.6.2 ITCB new staff business case

7.3 Delegation Requests

7.3.1 Provincial Groundwater Licensing - Ministry of Forests, Lands, Natural Resource Operations, and Rural Development

By general consent, move item 7.3.1 to Trust Area Services Section 9 of the agenda, following the Director's report, giving 15 – 20 minutes, including questions and answers to this session.

7.3.2 Gulf Islands Alliance - Draft Bylaw No. 183 Trust Policy Statement and Affordable Housing

Forward as presented.

7.3.3 David Dunnison - Extent of the CDF Zone

Forward as presented.

7.3.4 Stand earth - Pollution from Vessels; Exhaust Gas Cleaning Systems

Forward as presented.

7.3.5 Cathy Peters - Human Trafficking

Executive Committee discussed the delegation request with regards to the Islands Trust mandate.

By general consent, Chair Luckham and Vice Chair Patrick will communicate with the delegation applicant that as a land use planning agency, advocacy by Islands Trust may not be a fit, and offer options for community outreach.

7.3.6 Saturna Island Ratepayers and Residents Association - Budget and Feedback Process

Forward as presented.

7.3.7 Jennifer Margison - Friends of the Gulf Islands Petition

Forward as presented.

7.3.8 Michael Sketch - Constructive criticism of the current implementation of Islands Trust governance with remedy for compliance with the federation structure establish in the Act

By general consent, Executive Committee request the delegate clarify incorrect information - that the Director of Trust Area Services oversees the Policy Statement amendment project, not the Director of Local Planning services.

7.4 Regional Planning Services

By general consent, amend this session to be correctly named Local Planning Services.

7.4.1 Regional Planning Committee Work Program Report

Forward as presented.

7.4.2 Director's Report

By general consent, Executive Committee request the following amendments:

- The floor area discussion will be returned to Regional Planning Committee for review.
- Update bullets on page 337 regarding official community plans.

Forward as amended.

7.4.3 Amendments to Policy 5.5.1 Bylaw Compliance and Enforcement – RFD

Forward as presented.

7.4.4 Draft Freshwater Sustainability Strategy - RFD (late item circulated)

The consultant on this project, Kirk Stinchcombe from Econics, will be coming to Trust Council to introduce this item and be added after the Director’s report.

Forward as presented.

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

7.5 Trust Area Services

7.5.1 Trust Area Services Work Program Report

Forward as presented.

7.5.2 Legislative Monitoring Report – BRF

By general consent, amend summary, page 371 add bullet, "amend Local Governments to allow regional districts to implement business licenses regarding short-term vacation rentals.

Forward as amended.

7.5.3 Policy Statement Amendment Project Update – BRF

By general consent, amend on pages 380 and 381 to add LTC resolutions by Mayne and Saturna (the agency referral table).

Forward as amended.

7.5.4 Director's Report

Forward as presented.

7.5.5 Islands Trust Conservancy Report

Forward as presented.

7.5.6 Engagement and Intergovernmental Relations between Islands Trust, First Nations and Other Agencies Quarterly Report August 2021 to mid-November 2021

Forward as presented.

7.5.7 Nighthawk Hill NAPTEP Expansion Application, North Pender Island Local Trust Area – RFD

Forward as presented.

7.5.8 Livingstone Forest NAPTEP Certificate, Lasqueti Island – RFD

Forward as presented.

7.5.9 Reinstatement of Islands Trust Community Stewardship Awards Program – RFD

By general consent, amend B. Policy 1.2 and 1.3 to be end of term, every four years, initiated in February.

Forward as amended.

7.6 New Business

7.6.1 Housing Equity and Workforce Shortage Crisis - Trustee RFD

Forward as presented.

7.7 Summary Updates

7.7.1 Xwe'etay/Lasqueti Archaeology Project - Trustee Johnston Report

Forward as presented.

7.7.2 Freighter Anchorages Update - Trustee Fenton Report

Forward as presented.

7.8 Priorities Chart

7.9 Draft Nov/December Trust Council Agenda

By general consent, amend the agenda by the responses to Section 7. items as indicated.

Forward as amended.

7.10 Draft Nov/Dec Trust Council Schedule

By general consent, amend the schedule by the responses to Section 7. items as indicated adding recess for the day is approximate.

Forward as amended.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Summary of Trust Council session on development of a tree cutting authority for the Islands Trust – BRF

Discussion on next steps included, staff-to-staff work with the ministry, reporting back to Executive Committee, returning to Trust Council with update next year, and referring to the authority as “tree protection” rather than “tree cutting” was heard.

Correction, page 502 to read: “Fast – Bowen has no tree cutting bylaws.”

8.1.2 Trust Area Services

8.1.2.1 AVICC/UBCM Resolution Selection Process – RFD

It was discussed that trustees can work with active forums, i.e. Baynes Sound, Southern Gulf Islands and Atl'ka7tsem/Howe Sound to bring forward resolutions for proposal to the Association of Vancouver Coastal Communities (AVICC) and the Union of BC Municipalities (UBCM) and that resolutions come through a trustee.

EC-2021-162
It was Moved and Seconded,
That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2022 AVICC/UBCM conventions.

CARRIED

8.1.2.2 Province request re: collaborative outreach on groundwater licensing deadline – BRF

Senior Freshwater Specialist Shulba joined the meeting. Discussion followed on communications regarding the March 2022 deadline.

EC-2021-163
It was Moved and Seconded,
That the Executive Committee request staff to collaborate with provincial staff to develop, deliver, and promote a webinar on groundwater licensing.

CARRIED

8.1.2.3 Draft Communications Strategy – BRF

Director of Trust Area Services Frater spoke to the briefing, discussion followed.

EC-2021-164
It was Moved and Seconded,
That the draft communications strategy be deferred to the December 15, 2021 Executive Committee Meeting.

CARRIED

8.1.3 Local Planning Services - None
8.1.4 Administrative Services - None

8.2 Executive Committee Initiated - None
8.2.1 Executive
8.2.2 Trust Area Services
8.2.3 Local Planning Services
8.2.4 Administrative Services

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Most Recent Mail out – Discussion

Received for information.

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 M. Herrmann email dated November 2, 2021 re: IT Operations

By general consent, Chair Luckham will respond to the writer and thank them for their email.

10.2 A. Hodson email dated October 28, 2021 re: letter to Executive Committee

EC-2021-165
It was Moved and Seconded,
That item 10.2 - A. Hodson email dated October 28, 2021 re: letter to Executive Committee correspondence be forwarded to the Islands 2050 email inbox.

CARRIED

10.3 D. Paton re Islands Trust Budget 2022/23 email dated October 26, 2021

EC-2021-166
It was Moved and Seconded,
That items 10.3 and 10.4 be forwarded to the budget consultation process.

CARRIED

10.4 J. Hutchinson re Budget 2022/23 email dated October 27, 2021

See item 10.3.

10.5 Winter 2022 OPP Forum announced email dated November 10, 2021

By general consent, forward to trustees for information.

10.6 J. Eastick email dated November 6, 2021 re fettered discretion

Discussion on Executive Committee sponsorship of applications ensued.

Director of Local Planning Services Marlor spoke to the policy 4.1.13 citing sections 7 and 8.

EC-2021-167
It was Moved and Seconded,
That Executive Committee request the Director of Local Planning Services respond to J. Eastick on behalf of Executive Committee.

CARRIED

10.7 G. Horvath email dated November 6, 2021 re Hornby Island tourism is a mess

Received for information.

10.8 G. Danford letter received November 1, 2021 re broken roads Pender Island

EC-2021-168
It was Moved and Seconded,
That item 10.8 G. Danford letter received November 1, 2021 re broken roads Pender Island be forwarded to North and South Pender Local Trust Committees.

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee meeting is scheduled for November 30, 2021, pre-Trust Council.

13. CLOSED MEETING (Separate Agenda)

At 2:20 p.m., the meeting was closed to the public.

EC-2021-169
It was Moved and Seconded,
That this meeting be closed to the public subject to Section 90(1) of the Community Charter in order to consider matters related to (c) labour relations or other employee relations, (g) litigation affecting the Islands Trust; and (i) receipt of advice that is subject to solicitor-client privilege and that staff be invited to attend the closed session.

CARRIED

At 3:00 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, at 3:00 p.m., the meeting was adjourned.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Executive Coordinator/Recorder