



Executive Committee Minutes of Regular Meeting

- Date:** August 14, 2019
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC
- Members Present:** Peter Luckham, Chair, Thetis (electronically)
Dan Rogers, Vice Chair, Gambier
Laura Patrick, Vice Chair, Salt Spring (electronically)
Sue Ellen Fast, Vice Chair, Bowen
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Lori Foster, Executive Coordinator/Recorder
Andrew Templeton, Communications Specialist at 2:10 PM
- Others:** Olivier Oudry, Salt Spring Island resident with others called in at 10:35 AM

1. CALL TO ORDER

Acting Chair Rogers called the meeting to order at 10:06 AM and acknowledged the meeting was being held on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add:

4.4 Town Hall session

11.4 Islands Trust Conservancy Chair Stamford re: participation at the Union of British Columbia Municipalities (UBCM) email dated August 14.

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes
Provided for information.

3. ADOPTION OF MINUTES

3.1 July 24, 2019

Item 7.2.1.1 second paragraph change the word “frequency” to “location”.

EC-2019-121

It was Moved and Seconded,

That the July 4th Executive Committee minutes be adopted as amended.

CARRIED

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List (FUAL)

Discussion on Chief Administrative Officer (CAO) Hotsenpiller's FUAL item #1. ensued. This was last term's council item that sat with Trust Programs Committee (TPC), needs review, check-in, and report out.

EC-2019-122

It was Moved and Seconded,

That the Executive Committee request Chief Administrative Office Hotsenpiller provide a report on possible future steps regarding item #1. on the Follow Up Action List:

“Discuss with the province and report to Trust Council [at the December Trust Council meeting] on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area;”

and discuss this with Trust Program's Committee Chair Morrison.

CARRIED

By General Consent, the 2019 Union of British Columbia Municipalities (UBCM) Islands Trust sponsored breakfast invitation list will be circulated to Executive Committee for consideration.

4.2 Director/CAO Updates

CAO noted an upcoming ministry meeting re the *Island Trust Act* amendments and with Member of the Legislative Assembly (MLA) Olsen regarding North Pender's Gardom Pond.

Director of Trust Area Services (DTAS) Frater spoke on the upcoming Policy Statement Engagement sessions.

Director of Administrative Services (DAS) Mobbs noted the budget cycle and is amending the FAQ re tax requisitions.

Director of Local Planning Services (DLPS) Marlor spoke to, Northern office Regional Planning Manager recruitment, meeting with Ministry of Transportation and Infrastructure (MOTI) staff and will be including the Gabriola active transportation issue.

Olivier Oudry called in to the meeting via the conference bridge at 10:38 AM; others were present with Mr. Oudry but were not identified. Acting Chair Rogers welcomed Mr. Oudry and reviewed the procedure for addressing the Executive Committee.

At 10:38 AM, the agenda was reordered to address Item 4.5 Town Hall next.

4.4 Town Hall

Mr. Oudry spoke to the Salt Spring Island draft bylaws, item 5.1 on the agenda. He did not support the bylaws stating, among other things, as an affected resident he had not been informed.

A/Chair Rogers thanked Mr. Oudry for calling in and, if Executive Committee approves the bylaws, he may speak on them at the next Salt Spring Island Town Hall Local Trust Committee meeting.

Mr. Oudry left the meeting at 10:48 AM.

A/Chair Rogers continued with item 4.2 from the agenda.

4.2 Director/CAO Updates

DTAS Frater reviewed FUAL items.

Executive Committee (EC) comments followed:

- Islands 2050 communications and engagement, sense of place, ecosystem protection,
- Communications Specialist vacancy impact on projects,
- Highlands Vegetation mitigation re fires request to be addressed for next agenda,
- Cowichan Valley Regional District (CVRD) and the anchorages file co-work,
- Climate Caucus Vancouver and Vancouver Island Climate Change working group representative.

EC-2019-123

It was Moved and Seconded,

That the Executive Committee designate Chair Luckham as representative to the Vancouver Island Climate Action working group meeting September 6 in Nanaimo.

CARRIED

4.3 Local Trust Committee Chair Updates

Executive Committee members gave verbal reports on recently attended meetings in their roles as local trust area chairs.

Updates included:

- Gardom Pond, North Pender upcoming MLA meeting,
- Cell tower proposal on Thetis, cable versus towers on Hornby,
- Boat slowdown around Saturna for whales,
- Affordable housing on Denman,
- Community Stewardship recipient Elder Geraldine Manson to be recognized in shared meal event,
- Feedback still active on Galiano rezoning.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Salt Spring Island LTC Bylaws No. 488, 489, 490 (OCP & LUB amendments)

Chair Luckham spoke to the bylaws known as the industrial lands designations which has been ongoing for many years with extended public process.

Discussion regarding neighbourhood communication, farming zoning and the Agricultural Land Commission, Cowichan Tribes concern regarding 30 meters from the foreshore and detailed follow-up needed with First Nations engagement ensued.

EC-2019-124

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 488, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, Amendment No. 1, 2016” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2019-125

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 489, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2016” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2019-126

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 490, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2016” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 Gambier Island LTC Bylaws No. 148 & 149 (OCP & LUB amendments)

A/Chair Rogers noted these bylaws conclude Riparian Area Regulations on Gambier Island with its challenging watersheds, now there is a Development Permit Area around every watercourse on Gambier Island. There are still smaller islands to address in the local trust area.

EC-2019-127

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 148, cited as “Gambier Island Official Community Plan, 2001, Amendment No. 1, 2018” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2019-128

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 149, cited as “Gambier Island Land Use Bylaw, 2004, Amendment No. 1, 2018” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed for a break at 11:32 AM then reconvened 11:37 AM.

By General Consent, item 7.1.1.1 was addressed next.

7.1.1.1 Review of Draft #1 Strategic Plan 2018-2022

CAO Hotsenpiller presented the draft Strategic Plan and introduced an implementation plan for comment. He spoke on timeframes regarding the Policy Statement and *Islands Trust Act* amendments. The implementation plan will bring back costs involved. He spoke to a harmonizing of committees with local trust committees and outcomes of a successful Strategic Plan.

Discussion was heard on the following:

- Inclusive referral of the draft plan to committees and trustees,
- Shift of resources taking work from the LTC's and allocating resources,
- Most every LTC has challenges with short-term vacation rentals (STVR's)/tourism,
- Fresh water projects from a budget perspective, regional management strategy and in-house work,
- Housing,
- Province paid for water budget on Salt Spring why not other LTC's, using water budgets for licensing,
- Rename "create a new website and social media platform" to "digital communications platform and livestreaming,"
- Guiding principles, three goals from the Policy Statement, primary responsibility, rural and island character language moving away from euro-descriptions,
- Inclusion of Bowen Island Municipality i.e. writing LTC's/BIM,
- Linear length of eel grass mapping but not the extent,
- Amending the Trust Policy Statement is it a review or update – language to communicate this,
- Incorporate nearshore and foreshore in a review for marine items,
- Natural Area Protection Tax Exemption Program (NAPTEP), eel grass, adoption of public engagement practices/policies items appeared in draft not brought up in council,
- Tourism component and the task of our unique government mandate, anecdotal references to Cape Cod/Nantucket natural environment and tourism impacts.

Chair Luckham left the meeting at 12:50 PM.

The meeting recessed for lunch at 12:50 PM and reconvened at 1:15 PM.

Director of Trust Area Services (DTAS) Frater referenced a 2007 Trust Council tourism project which culminated in a forum that left a large body of work.

EC-2019-129

It was Moved and Seconded,

Amend Draft #1 Strategic Plan 2018-2020 to include reference to tourism metrics and the impacts on ecosystems and communities.

CARRIED

EC-2019-130

It was Moved and Seconded,

That the full Strategic Plan draft as amended be referred to Trust Programs Committee, Local Planning Committee, Financial Planning Committee and non-committee trustees.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

- 6.1.1 Draft September Trust Council schedule - for discussion
CAO Hotsenpiller reviewed the schedule.

By General Consent, amend the draft September Trust Council schedule as follows:

- Move Dispositions of Delegations and Town Hall after Correspondence,
- Trustee roundtable request focused topic verbal report i.e. climate focus,
- Off-site lunch Wednesday, co-op affordable housing, driving trip or local walk.

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

- 7.1.1.1 Review of Draft #1 Strategic Plan 2018-2022
Address after item 5.2

7.1.2 Trust Area Services

None

7.1.3 Local Planning Services

None

7.1.4 Administrative Services

None

7.2 Executive Committee Initiated - None

7.2.1 Executive

7.2.2 Trust Area Services

7.2.3 Local Planning Services

7.2.4 Administrative Services

8. NEW BUSINESS

None

8.1 Executive/Trust Council

- 8.1.1 Trustee sponsored RFD's - discussion

See 2.2.1 Agenda Context Notes in the agenda package.

Discussion ensued on process for bring RFD's to council. Vice Chair Patrick shared documents re: consensus decision making. Making a notice of motion for support of idea prior to engaging staff time in a two-stage process was presented.

EC-2019-131

It was Moved and Seconded,

That staff provide a report to Executive Committee on options for trustees to bring trustee generated motions to Trust Council and that the issue be placed on the December Trust Council agenda for round table discussion.

CARRIED

Communications Specialist (CS) Templeton joined the meeting at 2:10 PM.

8.2 Trust Area Services

8.2.1 Increasing Islands Trust Social Media Presence – Briefing

CS Templeton spoke to the various social media platforms, the goals of participation and the processes for managing.

CS Templeton left the meeting at 2:17 PM.

8.2.2 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick noted a Community Information Meeting scheduled on Saturna Island, August 15th re: Southern Resident Killer Whale recovery plan.

8.2.3 Policy Statement Working Group resolution - RFD

A/Chair Rogers spoke to the report, he has communicated with Trust Programs Committee Chair, Deb Morrison on this request for decision.

EC-2019-132

It was Moved and Seconded,

That the Executive Committee recommend that the Trust Programs Committee amend its work program to add a project to consider the requirements and scope of future phases of the Policy Statement Amendment Project, and that Trust Programs Committee invite other trustees to participate in project discussions as ex-officio members.

CARRIED

8.3 Local Planning Services

8.3.1 Inter-Local Trust Committee Bylaw Referrals - RFD

Director of Local Planning Services (DLPS) Marlor spoke to the report regarding inter-local trust committee referrals which asks for options to receive these referrals.

By General Consent, Executive Committee took no action.

8.4 Administrative Services

8.4.1 Reimbursement of Prior Year Trustee Expense Claims – RFD

DAS Mobbs informed EC that prior year trustee claims require Executive Committee approval.

EC-2019-133

It was Moved and Seconded,

That Executive Committee approve the reimbursement of Trustee Critchley's prior year expense claim dated July 12, 2019 in the amount of \$631.37.

CARRIED

- 8.4.2 Trustee Expenses Financial Reporting Allocation - Briefing
DAS Mobbs spoke to the report.

9. CLOSED MEETING

EC-2019-134

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

At 2:39 PM, the meeting was closed to the public.

At 2:54 PM, the meeting was reopened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

A/Chair Rogers reported the in-camera minutes of June 5th, 2019 were adopted a presented.

11. CORRESPONDENCE

11.1 OPP Framework for input closes Sept 27 - email dated July 30, 2019

DTAS Frater spoke to this ongoing advocacy and recent request for feedback on the Draft National Proactive Vessel Management Framework.

EC-2019-135

It was Moved and Seconded,

The Executive Committee request that Director of Trust Area Services Frater work with the Chair to respond to the Oceans Protection Plan correspondence Proactive Vessel Management Framework input request.

CARRIED

11.2 Howe Sound Community Forum - Oct 25, 2019

Area trustees plan to attend.

11.3 Bowen Island Union Steamship Co. re: Marina water lot lease renewal dated August 1, 2019

Discussion ensued regarding referral from Bowen Island Municipality on behalf of Oydis Nickle.

DLPS Marlor provided comment on zoning.

EC-2019-136

It was Moved and Seconded,

That staff be requested to respond to Bowen Island Municipality re: Bowen Island Union Steamship Company Marina water lot lease correspondence that the item is outside our zoning we will be offering no comment.

CARRIED

- 11.4 Islands Trust Conservancy (ITC) Chair Stamford re: participation at UBCM**
ITC Chair Stamford sent an email requesting presence at UBCM to represent the Islands Trust Conservancy.

By General Consent, staff work with Conservancy to organize and cooperate around the Islands Trust breakfast.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

13. NEXT MEETING

The next Executive Committee meeting is September 4th 2019.

14. ADJOURNMENT

By General Consent, the meeting was adjourned at 3:10 PM.

Dan Rogers, Acting Chair

Certified Correct

Lori Foster, Executive Coordinator