



Executive Committee Minutes of Regular Meeting

Date: September 4, 2019
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair
Dan Rogers, Vice Chair (electronic)
Laura Patrick, Vice Chair
Sue Ellen Fast, Vice Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director Administrative Services
Lisa Wilcox, kwakwemtenaat, Senior Intergovernmental Policy Advisor
Gary Richardson, Island Planner for item 5.1

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:01 AM stating gratitude for living and working on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add or amend the following:

- 7.1.1.3 Add Trustee Poll re: Trust Council (TC) meeting locations
- 7.1.1.4 Add Executive Committee/Trust Council draft 2020 meeting schedule
- 6.1.16 Add Trustee Wright correspondence re: June TC resolution
- 6.4.4 Address after item 5. and before item 7.1.1.1

2.2 Approval of Agenda

By General Consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes

For information.

3. ADOPTION OF MINUTES

3.1 August 14, 2019

Amend the minutes as follows:

Item 4.4., amend the sentence, "A/Chair Rogers thanked Mr. Oudry for calling in and informed him he may speak to the bylaws at the next Town Hall and business meeting on Salt Spring." to read – "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."

By General Consent, the minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Chief Administrative Officer (CAO) Hotsenpiller addressed CAO FUAL items 1, 2, and 3. Item 2 is complete and can be removed; item 3 to remain on the list.

Director Mobbs noted the FAQ tax leaflet will be complete pending revisions.

Director Frater addressed Trust Area Services (TAS) items noting the solar letter requires a bit more review; the Highlands vegetation strategy is not appropriate for the Trust; work continues on proactive vessel management and the Oceans Protection Plan - the Trust will continue its presence as the federal election nears.

4.2 Director/CAO Updates

CAO Hotsenpiller updated Executive Committee on the following:

- Galiano Island bylaw enforcement action which resulted in an unlawful short term vacation rental (STVR) presently ceasing operation,
- Trustee communications and engagement via distribution list emails.

Director Mobbs reported she is filling staffing vacancies and working on the budget cycle.

Chair Luckham noted that the only available venue for gatherings on Thetis Island is the school regarding discussion of the upcoming all staff meeting.

Vice Chair Rogers discussed the trustee poll on Trust Council locations as a conversation coming out of June Trust Council.

Director Marlor reported on staffing updates for bylaw and Regional Planning Manager positions, supporting Islands 2050 engagement, and budgeting for strategic planning items.

Director Frater spoke to possible reclassification of some Trust Area Services (TAS) staffing positions for exclusion, accommodating monthly Trust Programs Committee (TPC) meetings and the Community Stewardship awards being customized for final presentation.

4.3 Local Trust Committee Chair Updates

Vice Chair Rogers reported on Galiano Island and recent media interviews regarding the illegal STVR enforcement, vetting delegations and application updates.

Vice Chair Fast; none.

Vice Chair Patrick spoke to a recent Thetis meeting where she practiced protocol honouring elder Auggie Sylvester, Penelakut Tribe, who spoke.

Chair Luckham discussed cell tower and antenna siting issues on Salt Spring Island; Southern Resident Killer Whale (SRKW) engagement feedback regarding Saturna presentation by Department of Fisheries and a community information meeting by the Saturna Island Local Trust Committee.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Saturna Island LTC Bylaw No.127 (OCP Amendment)

Planner Richardson gave a summary of the request for decision regarding the draft bylaws that would, in general, create guidelines for commercial vacation rentals. He reviewed referral feedback regarding water supply and discussed the applicant’s duty to meet ministry requirements.

Vice Chair Rogers left the meeting at 10:07 AM ending his electronic participation.

Discussion ensued and Planner Richardson answered questions.

EC-2019-137

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 127, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2019” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed for a break at 10:17 AM and reconvened at 10:29 AM.

6. TRUST COUNCIL MEETING PREPARATION

By General Consent, items 6.1.8, 6.4.4, and 7.1.1.1 were discussed together, in consideration of a seamless presentation of the strategic plan and climate change items at Trust Council.

EC-2019-138

It was Moved and Seconded,

That Executive Committee forward item 6.4.4 to Trust Council.

CARRIED

EC-2019-139

It was Moved and Seconded,

THAT Executive Committee edit the draft 2018-2022 Islands Trust Strategic Plan by adding to the governance section; provide a secretariat role to forums in the Trust Area.

CARRIED

EC-2019-140

It was Moved and Seconded,

That Executive Committee amend the draft Strategic Plan, item 6.1.8, by adding as an appendix, the draft committee responses briefing 7.1.1.1.

CARRIED

6.1 Executive

6.1.1 CAO Report

Amend 2nd paragraph, “Trustees are encouraged to reviews” to “Trustees are encouraged to review.”

Forward as amended.

- 6.1.2 Trust Council September 2 day Schedule
Amend schedule to show only ferry departures after 5:00 PM; move Live Streaming report to Wednesday; add discussion re: Trust Council locations to Roundtable.

Forward as amended.

- 6.1.3 Draft Trust Council June 2019 Minutes
Forward as presented.

- 6.1.4 Trust Council Follow Up Action List
Forward as presented.

- 6.1.5 Continuous Learning Plan
At present, there were no items chosen for the December Trust Council session. Senior Intergovernmental Policy Advisor, Lisa Wilcox suggested more in depth Indigenous law sessions including a joint all staff/trustee session on residential/industrial schools.

- 6.1.6 Election of the Executive Committee – Briefing
Forward as presented.

- 6.1.7 Role of Executive Committee – Briefing
On the Trust Council agenda, present 6.1.7 first followed by 6.1.6.

- 6.1.8 Draft Strategic Plan – RFD
Discussion ensued presenting the draft plan to Trust Council.

By General Consent, Executive Committee request the following changes to the draft plan:

- Amend wording in draft plan, page 1, “Statement of Trust Council” second sentence to read, “It has been developed by local trustees and informed by the election process itself.”
- Amend CDF budget, page 11 draft plan from \$18,000 to \$15,000.
- Amend appendices to make correct references.
- Update Table of Contents
- Format tables, remove “x” use shading.

Forward as amended.

- 6.1.9 Proposed December Trust Council Draft Agenda Program
A two-day schedule for December Trust Council was presented for consideration.

EC-2019-141

It was Moved and Seconded,

That Executive Committee request staff amend the draft two-day December Trust Council schedule to a three-day draft schedule.

CARRIED

Forward as amended.

- 6.1.10 Priorities Chart
Forward as presented.
- 6.1.11 Executive Committee Work Program Report
Forward as presented.
- 6.1.12 Summary updates FACC Trustee Maude – Briefing
Forward as presented.
- 6.1.13 South Coast Ship Watch Alliance - Delegation Request
- 6.1.14 Bowie Keefer - Delegation Request
- 6.1.15 Gulf Islands Alliance - Delegation Request

By General Consent, the delegation requests 6.1.13-6.1.15 were approved for forwarding as presented.

By General Consent, staff were asked to follow-up on a potential late delegation request by SeaChange Conservation Society.

By General Consent, staff were asked to provide an opportunity for Vice Chair Patrick to send in a report on Salt Spring Island Watershed Protection Alliance (SSIWPA).

- 6.1.16 Trustee Wright Correspondence re: June Trust Council Resolution
Forward as presented.

The meeting recessed for lunch at 12:19 PM and reconvened at 12:42 PM.

6.2 Local Planning Services

- 6.2.1 DLPS Report
Forward as presented.
- 6.2.2 Local Planning Committee Work Program Report
Forward as presented.
- 6.2.3 Local Planning Services Review Update – Briefing
By General Consent, amend unfinished sentence in table .2 Action, to read, “Grants to go to Program Coordinator.”

Forward as amended.
- 6.2.4 Bylaw Enforcement Statistics – Briefing
By General Consent, once technical issue in the report application have been resolved, replace last two charts and forward to Trust Council as amended.

6.3 Administrative Services

- 6.3.1 DAS Report
- 6.3.2 Financial Planning Committee Work Program Report
- 6.3.3 Allocated Financial Statements – Briefing
- 6.3.4 Statement of Financial Information (SOFI) – Briefing
- 6.3.5 June 30, 2019 Quarterly Financial Report – RFD
- 6.3.6 2020/21 Draft Budget Assumptions, Principles and Timelines – Briefing
- 6.3.7 Provincial Funding to Islands Trust – RFD
- 6.3.8 Interest in Committee Meeting Streaming – Briefing

Forward items 6.3.1 to 6.3.8 as presented.

- 6.3.9 Public Meeting Streaming Options - Briefing
Comments on a piloted stepped approach and contacting Bowen Island Municipality were heard.

- 6.3.10 Bowen Island Municipality Tax Requisition Analysis: Part 3 - Briefing
This report was just requested, Financial Planning Committee (FPC) to review for inclusion on Trust Council agenda.

Forward when received.

6.4 Trust Area Services

- 6.4.1 DTAS Report
- 6.4.2 Trust Programs Committee Work Program Report
- 6.4.3 Indigenous Law – Session
- 6.4.4 Climate Change Recommendations from TPC, LPC, ITC – Briefing
- 6.4.5 Legislative Monitoring Report – Briefing
- 6.4.6 Islands Trust Conservancy Manager's Report
 - 6.4.6.1 Islands Trust Conservancy March 31, 2019 Audited Financial Statements – Briefing
- 6.4.7 Request for Support in Principle for Lasqueti Island Community Archaeology Project – RFD

Forward items 6.4.1 to 6.4.7 as presented.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

- 7.1.1 Executive
 - 7.1.1.1 Draft Strategic Plan Committee Responses – Briefing
See item 6.
 - 7.1.1.2 UBCM Logistics and Program – Briefing
For information.

7.1.1.3 Trustee Poll

By General Consent, amend the report to include chart showing inconclusive results.

EC-2019-142

It was Moved and Seconded,

That the Executive Committee request staff forward the Trustee Poll report, as amended, to September Trust Council.

CARRIED

EC-2019-143

It was Moved and Seconded,

That the Executive Committee request staff add the Trustee Poll report to the Trust Council agenda item Round table Discussion as a line item.

CARRIED

7.1.1.4 Executive Committee/Trust Council draft 2020 meeting schedule

EC-2019-144

It was Moved and Seconded

That Executive Committee request staff forward a Request for Decision to Trust Council re: Trust Council 2020 meeting dates as presented.

CARRIED

7.1.2 Trust Area Services

7.1.2.1 Cultural Working Group membership - RFD

Senior Intergovernmental Policy Advisor (SIPA) Wilcox demonstrated protocol covering food and lighting a candle before presenting the Request for Decision.

SIPA Wilcox will forward to First Nations for comment.

EC-2019-145

It was Moved and Seconded

That the Executive Committee approve the creation of a Wa Ihtimá (Culture) Working Group and that the group be comprised of the 15 people who responded to a request for an expression of interest as well as the Chair of Trust Council and the Chief Administrative Officer as ad hoc participants.

CARRIED

7.1.2.2 Trust Program Committee (TPC) Policy Statement next steps project - Briefing

Director Frater updated Executive Committee on the Islands 2050 engagement plan showing a video being prepared for public distribution.

Discussion was heard on the Thought Exchange tool being used to generate conversations with the public.

The project will launch Friday, September 6th.

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

8.1 Executive/Trust Council

None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Comments were heard that a climate action plan is well underway on Salt Spring Island.

8.2.2 UBCM Resolutions

For information.

8.3 Local Planning Services

None

8.4 Administrative Services

None

By **General Consent**, item 11, Correspondence, was addressed next.

11. CORRESPONDENCE

11.1 Salish Sea Share Waters Forum - November 14, 2019

Vice Chair Rogers offered to attend.

11.2 BC Hydro Community Input Session

For information.

11.3 Howe Sound Biosphere Region Initiative re: request for endorsement

The sender requests that their correspondence be considered for inclusion on the September Trust Council agenda.

EC-2019-146

It was Moved and Seconded,

That Executive Committee request staff forward the correspondence re: Howe Sound Biosphere Region to September Trust Council for support pending First Nations consent.

CARRIED

**11.4 Call for an Independent Review of the Trust - Trustee Brent
EC-2019-147**

It was Moved and Seconded,

That Executive Committee request staff add as new business "Call for an Independent Review of the Trust" as presented, to the September Trust Council agenda.

CARRIED

9. CLOSED MEETING

EC-2019-148

It was Moved and Seconded,

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

CARRIED

At 2:32 PM, the meeting was closed to the public.

At 3:05 PM, the meeting was reopened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

12. WORK PROGRAM

12.1 Review and amendment of current work program

For information.

13. NEXT MEETING

The next meeting of the Executive Committee will be September 16, 2019 at Bowen Island Trust Council followed by, October 2, 2019 in the Victoria office boardroom.

14. ADJOURNMENT

By General Consent, the meeting adjourned at 3:05 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator