



Executive Committee Minutes of Regular Meeting

Date: October 2, 2019

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Peter Luckham, Chair
Dan Rogers, Vice Chair
Laura Patrick, Vice Chair
Sue Ellen Fast, Vice Chair (by video conference)

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
Carmen Thiel, Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:05 AM and acknowledged that the meeting was being held on Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additions to the agenda was presented for consideration:

7.1.1.1 Call for Independent Audit of the Islands Trust

8.1.2 Rural Islands Economic Forum

By general consent the agenda was approved as amended.

2.2.1 Agenda Context Notes

For information.

3. ADOPTION OF MINUTES

3.1 September 4, 2019

By general consent the minutes of September 4, 2019 were adopted as presented.

3.2 September 16, 2019

By general consent the minutes of September 16, 2019 were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List (FUAL)

It was pointed out that there are items on the FUAL that are not in the strategic plan. It was agreed that the CAO will bring back a report which rationalizes the Executive Committee FUAL and interim strategic plan.

Chief Administrative Officer (CAO) Hotsenpiller reviewed in-progress items 1 through 3.

Director Mobbs spoke to the leaflet on the application of special property tax requisitions within local trust areas, which is proposed to be distributed to all trustees. She indicated that the Surveyor of Taxes has agreed that the Islands Trust can include a leaflet with the tax notices. It was noted that the leaflet will come before the Financial Planning Committee or Trust Council prior to distribution.

Director Marlor indicated that he hopes to get a meeting with Ministry of Transportation and Infrastructure to address items that have been raised.

Director Frater reported on the following FUAL items:

- Policy Statement Amendment Project - Trust Programs Committee (TPC) is coordinating the policy statement work. Timing for involvement of new appointees who want to become involved in future phases of this work could wait until November. Director Frater will talk to the TPC Chair about the structure of TPC agendas to accommodate items related to the policy statement review.

Chair Luckham indicated that he will make the additional appointments to TPC soon.

- Herring Roe Fishery Advocacy Letter (from March 2019 Trust Council)
No response has been received from First Nations (FN) in the Trust Area on the prospect of a joint FN, Bowen Island Municipality and Islands Trust herring fishery letter to the Minister of Fisheries and Oceans and the Canadian Coast Guard.

EC-2019-152

It was MOVED and SECONDED,

that Executive Committee direct Director Frater to send the herring letter.

There was discussion about adding a disclaimer at the bottom of the letter to the effect that "Islands Trust has not heard from First Nations with respect to this but if it did hear from them, it remains open to considering their input".

There was consensus to add the words "and add the disclaimer to the letter" to the end of the motion.

The question on the motion, with the additional wording, was then called.

CARRIED

- Salish Sea Share Waters Forum – November 14, 2019

EC-2019-153

It was MOVED and SECONDED,

that Vice-Chair Rogers attend the Salish Sea Waters Forum on November 14, 2019.

CARRIED

4.2 Director/CAO Updates

CAO Hotsenpiller provided updates on:

- Interim plans in the absence of the Executive Coordinator;
- Staff are refining budget estimates and business cases will be prepared for strategic plan items;
- Considering whether to relinquish former office space at 1627 Fort after it has been emptied of stored items and whether there is still interest in a Sidney office location; and
- A report will be prepared on the final costs of the office renovations.

Director Mobbs stated that the 2020/2021 budget is the focus now. There was discussion on how to get information on the Islands Trust's tax levy to each member of Bowen Island Municipal (BIM) Council. Director Mobbs noted that all three Bowen Island tax levy analysis reports requested by the Financial Planning Committee are posted on the BIM website with a copy to BIM's Chief Financial Officer. Vice-Chair Fast indicated that on Monday BIM Council discussed the matter of the tax levy analysis and a possible meeting with Islands Trust representatives to further consider it. It was agreed to wait to hear back from BIM Council with regard to this topic.

Director Marlor reviewed the following matters:

- In mid-October Local Planning Services (LPS) staff will tour marine and fresh water shorelines around the Cowichan Bay area with a Qualified Environmental Professional;
- His focus over the next three months will be the LPS Review implementation and how it aligns with the strategic plan. Decisions on how to divide planning staff will be workshopped;
- Budget preparation and the Islands Trust's website renewal will also require some planner time;
- Changes will be made to staff reporting to include a progress bar on ongoing issues; and
- Heather Kauer, the new Regional Planning Manager for the northern office, is still being oriented and touring the northern islands.

Director Frater gave the following updates:

- Hiring processes continue for two communications positions;
- Islands 2050 is the dominant project right now. Open houses have gone well and story boards are educational and paving way for future conversations about planning for the future. The Galiano Island session went well with 50 – 60 people attending. No meetings have been held with indigenous communities yet but one is planned. We are through the first third of island meetings on this project;
- Islands Trust is on Facebook now;
- The other major project is the new website; and
- There will be follow up on rescheduling the meeting with Squamish FN.

Chair Patrick asked if there could be an Islands 2050 poster to put up at LTC meetings.

Chair Luckham outlined a discussion he had with James Gordon, Parks Canada lead re national marine conservation area reserve. Director Frater recommended that Islands Trust arrange for a session at December Council to update Council on this topic.

4.3 Local Trust Committee (LTC) Chair Updates

Vice-Chair Patrick indicated that Saturna Island LTC passed a motion to regulate STVR.

Vice-Chair Rogers reported on:

- Mayne Island LTC discussions about Cotton Park which was donated and requires rezoning; and
- an upcoming Gambier Island LTC agenda item re FN sign-on of UN Biosphere application and making motions that involve FN consent; and disposition of dock on Gambier Island.

Vice-Chair Fast noted that public participation guidelines are on the agenda for the next Denman Island LTC meeting.

Chair Luckham reported that Lasqueti Island LTC is advancing its Official Community Plan (OCP) review process which is embracing a community led OCP group. The Salt Spring LTC is receiving community input on housing and a Development Approval Information bylaw. A new location is being sought for the Capital Region Emergency Service Telecommunications antenna on Salt Spring Island.

4.4 Islands Trust Conservancy (ITC)/Executive Committee Meeting - items of mutual interest

It was reported that a joint meeting is coming up and input is being sought for agenda items. Vice-Chair Fast indicated that she now holds the position of Vice-Chair of ITC.

Chair Luckham noted that this is a new standing item and suggested changing it to: ITC Conservancy Liaison Update.

5. BYLAWS APPROVAL CONSIDERATION

5.1 Bowen Island Municipality Bylaw No. 474 (OCP amendment)

It was explained that Bowen Island Municipality Bylaw No. 474 is intended to amend the Bowen Island Official Community Plan to facilitate community uses on a municipal parcel, specifically parks and public works yard use.

EC-2019-154

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Bylaw No. 474, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 474, 2018” pursuant to Section 38 of the *Islands Trust Act*.

During discussion the following points were raised:

- Would like to encourage BIM to do FN engagement on things of this nature;
- Referrals in general between BIM and Islands Trust could use review;
- Trust Council has made a declaration including some encouraging language with regard to FN referrals;
- Trust Council policies on FN could be updated to provide commentary to BIM to undertake FN referrals; and
- Staff could be directed to bring back a report on how to deal with Bowen OCP referrals.

The question on motion was then called.

CARRIED

EC-2019-155

It was MOVED and SECONDED,

that staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.

CARRIED

6. TRUST COUNCIL MEETING REVIEW AND PREPARATION

6.1 Executive

6.1.1 Post September Trust Council

6.1.1.1 Trust Council Business Decision Highlights

CAO Hotsenpiller indicated that the decision highlights still need to be amended to reflect specific motions about changes to the Strategic Plan.

EC-2019-156

It was MOVED and SECONDED,

that the Islands Trust Council September decision highlights be approved in principle, as amended.

CARRIED

6.1.1.2 Roundtable

Executive Committee members discussed the Islands 2050 open house, the introduction of the consent agenda, the two-day format of the meeting, the logistics of travel choices, and timeliness, amount and lack of diversity of food choices.

Staff concurred that the consent agenda created space for more trustee conversation and noted that further consideration about going from four Trust Council meetings per year to three meetings would require bylaw and policy changes. It was also pointed out that the strategic plan has been organized to address commonality for LTCs and that getting wording for climate emergency would be helpful.

There was discussion about ensuring, prior to livestreaming, that the importance of respectful conduct and training on FN sensitivities be considered by Trust Council.

6.1.1.3 Trustee Comments/Feedback

Vice-Chair Rogers relayed trustee feedback that there should be the ability to review Executive Committee (EC) member performance. It was suggested that EC could consider providing a process for feedback in a formal way at the LTC and Trust Council level.

6.1.2 December Trust Council – Draft Schedule

During review of the draft schedule there was discussion about the residential school presentation. It was explained that a session outline will be provided and that the session will present points raised in the Truth and Reconciliation report. This is part of implementing United Nations Declaration on the Rights of Indigenous Peoples.

There was also consideration of whether there was a better way to bring a trustee sponsored Request for Decision to the Trust Council table.

EC-2019-157

It was MOVED and SECONDED,

that a conversation around advancing new business at Trust Council be placed on the next Executive Committee agenda.

CARRIED

CAO Hotsenpiller agreed to provide existing policy on this topic for the next meeting.

EC-2019-158

It was MOVED and SECONDED,

that an invitation for a National Marine Conservation presentation from Parks Canada be included in the December schedule.

CARRIED

EC-2019-159

It was MOVED and SECONDED,

that Trust Council continue with advancing the consent agenda format process at the December Trust Council meeting.

CARRIED

6.3 Administrative Services – N/A

6.4 Local Planning Services – N/A

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Call for Independent Audit of the Islands Trust

There was discussion about what the CAO should communicate to the Province when transmitting Trust Council's motion on this topic.

The CAO confirmed that he will send the motion with one or two contextual sentences.

7.1.2 Trust Area Services

7.1.2.1 TPC Climate Change Speaking Notes - draft - (Late item)

By general consent it was agreed to add this item to the next agenda.

7.1.3 Local Planning Services – N/A

7.1.4 Administrative Services – N/A

7.2 Executive Committee Initiated

7.2.1 Executive – N/A

7.2.2 Trust Area Services – N/A

7.2.3 Local Planning Services – N/A

7.2.4 Administrative Services – N/A

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 UBCM Follow Up and Discussion

There was discussion about EC's practice of writing a collaborative report/email to trustees with any conclusions and follow-up regarding their attendance at UBCM, i.e. which sessions they attended, items of interest and business endeavours undertaken during UBCM.

Chair Luckham asked that Vice-Chairs' email their reports on this topic to him and he will compile them into one document to which the CAO can add his input.

The CAO agreed to summarize the breakfast meetings and topics discussed and noted the following:

- Follow up meeting with Minister Fraser is next week; Chair Luckham, Vice-Chair Rogers and two to three staff members will attend;
- Discussions about fibre optic connectivity; and
- Islands Trust policy statement work and our reconciliation efforts and how we deal with referrals.

8.1.2 2019 Rural Islands Economic Forum

It was reported that forum organizers tried to invite one trustee from each island, San Juan councillors are coming and BIM is one of the funders.

CAO Hotsenpillier and Chair Luckham indicated that they would like to attend. The CAO enquire whether attendance is by invitation only and let EC know.

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Patrick noted that housing groups are getting organized.

8.2.2 Social Media Guidelines

Director Frater indicated that concurrent with the Islands Trust launching its Facebook page, the guidelines are already posted on our website and are based on what other local governments and the Province of BC are using. A formal policy will be brought to Trust Council for consideration. It was noted that any infractions will be reinforced by providing a copy of the guidelines.

8.2.3 Legislative Monitoring Report to Trust Council

Staff indicated that this monitoring report has merit and the timely delivery of it will be more useful to Trust Council.

EC-2019-160

It was MOVED and SECONDED,

that staff be requested to provide the legislative monitoring chart to Trust Council quarterly.

It was requested that items most pertinent to Trust Council be flagged in the report.

CARRIED

8.3 Local Planning Services

8.3.1 Unregulated Shellfish Infrastructure - Request from Denman Island LTC

Director Marlor reviewed an area of confusion about this issue where two bodies have authority, e.g. the Province of BC is responsible for licences of occupation and the Federal Government is responsible for the management of shellfish. There is a question about which of those two agencies would require signage as requested by the Denman Island Local Trust Committee.

There was discussion about the safety issues associated with current shellfish practices and that Islands Trust has advocated extensively for 10 years or more on this topic with no response.

EC-2019-161

It was MOVED and SECONDED,

that staff be asked to prepare a letter under signature of the Chair to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Department of Fisheries and Oceans asking them to enforce current regulations around aquaculture in Baynes Sound.

CARRIED

8.3.2 Provincial Guidance for Treatment of Rainwater Harvested for Potable Use in BC - Draft Consultation

Director Marlor clarified that the purpose of the draft guidance document is to assist water suppliers in ensuring harvested rainwater is made potable.

EC-2019-162

It was MOVED and SECONDED,

that Executive Committee forward the *Guidance for Treatment of Rainwater Harvested for Potable Use in British Columbia* draft document to all trustees.

CARRIED

8.4 Administrative Services – N/A

9. CORRESPONDENCE (for information unless raised for action)

9.1 Imke and Silvaine Zimmermann re Islands Trust Mandate dated September 23, 2019

Received for information.

10. WORK PROGRAM

10.1 Review and amendment of current work program

Received for information.

11. NEXT MEETING

The next meeting of the Executive Committee will be held October 30, 2019 at the Victoria office. Vice-Chair Rogers asked about moving the EC meeting start time to later during the winter.

It was agreed to keep the 9:00 am start time and if it takes Trustee Rogers longer to travel to Victoria, then other participants will wait.

12. CLOSED MEETING

EC-2019-163

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

The meeting was closed at 2:22 PM.

13. ADJOURNMENT

By general consent, the meeting adjourned at 3:05 PM.

Peter Luckham, Chair

Certified Correct

Carmen Thiel, Recorder