



## Executive Committee Minutes of Regular Meeting

**Date:** March 27, 2019  
**Location:** Oak Bay Recreation Centre, Sports View Lounge  
1975 Bee St, Victoria, BC V8R 5E6

**Members Present:** Peter Luckham, Chair  
Dan Rogers, Vice Chair  
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, Senior Intergovernmental Policy Advisor  
Miles Drew, Bylaw and Compliance Enforcement Manager (joined at 12:30)  
Lori Foster, Executive Coordinator/Recorder

### 1. CALL TO ORDER

Chair Luckham called the meeting was called to order at 9:45 AM and acknowledged it was being held on Coast Salish First Nations territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

- 8.5 Model LTC agendas
- 8.6 Rural status for grants
- 8.7 Climate implications in staff reports

#### 2.2 Approval of Agenda

**By General Consent**, the agenda was adopted as amended.

- 2.2.1 Agenda Context Notes  
Provided for information.

### 3. ADOPTION OF MINUTES

#### 3.1 February 27, 2019

Amend the February 27<sup>th</sup> minutes to indicate Vice Chair Fast attended the meeting electronically.

**By General Consent**, the minutes were adopted as amended.

#### 3.2 March 12, 2019

**By General Consent**, the minutes were adopted as presented.

#### 4. FOLLOW UP ACTION LIST AND UPDATES

##### 4.1 Follow Up Action List

Staff reviewed their items on the Follow Up Action List (FUAL). Discussion ensued on the following:

- Further work on delivery and integration of services to be put on the Trust Programs Committee agenda for discussion. This item is more closely related to Salt Spring Island LTA and came out of the referendum.
- Victoria office renovation updates including floor leveling and fire protection status of some office spaces.

##### 4.2 Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller reported out on the following:

- Hornby by-election winner, Trustee Scott, has an upcoming orientation scheduled at the Victoria office,
- Victoria office renovation screen size and electronics regarding boardroom updates,
- The Squamish Leadership Forum held in North Vancouver attended with Vice Chair Rogers,
- Islands Trust asked to comment on terms of reference (TOR) regarding Capital Regional District (CRD) water feasibility study on Salt Spring Island using the Cowichan Valley Regional District model.

Directors answered question regarding the earned time off (ETO) changes from BC Public service and its implications on planner working hours.

Trustee Kaile had made a request of staff for specific financial information. It was discussed that this should go through the Financial Planning Committee. It was noted that Bowen Island Municipality (BIM) is seeking information on Islands Trust responsibilities to BIM regarding the levy.

Director of Local Planning Services (DLPS) Marlor commented on the completed Housing Needs Reports, that Islands Trust is ahead of the curve regarding Ministry regulation which should be in place by the fall.

Director of Trust Area Services (DTAS) Frater answered questions regarding her report on the following items:

- Anchorage advocacy,
- Howe Sound Forum and Secretariat,
- Trust Area Services work program project list.

The following staff joined the meeting at 10:53 AM: Program Coordinator Nichols and Communications Specialist Templeton.

**By General Consent**, the Executive Committee request staff bring back to the next meeting, a report which prioritizes Trust Area Services projects and work items.

DTAS Frater reported out on the recent Baynes Sound Forum as a successful event which struck 3 working groups and may consider a possible fall meeting.

Discussion followed on the Baynes Sound Forum as a shared workload regarding funding, administrative support and that notification of the forum was communicated late.

DTAS Frater will bring a final report on the Baynes Sound Forum.

DTAS Frater finished her report commenting on the following items:

The Annual Report is due,  
Community Stewardship Awards deadline,  
Trust Programs Committee has not secured its meeting schedule,  
Sea Level Rise workshop culminating on Bowen Island,  
Policy Statement amendment project updates,  
Submitting a summary report on the Website Discovery Project.

Director of Administrative Services (DAS) Mobbs reported out that the financial bylaws approved at Trust Council are going to the Minister and that year-end and audit preparation are in the works. There is a Financial Programs Committee meeting in May which will include a report on the Bowen levy analysis.

#### **4.3 Local Trust Committee Chair Updates**

Vice Chair Fast reported no meetings attended since Trust Council. She commented on the following:

- Denman LTC farm plan where a special meeting will address this,
- Staff shortages in the Northern office,
- Gambier/Keats information session (electronic meeting) on riparian area regulations (RAR).

Vice Chair Patrick reported out on the following:

- Meeting processes and connecting with community,
- Saturna Island issues including STVR's and logging,
- LTC's discussing business within emails.

DLPS Marlor commented that regional planning managers (RPM's) do caution trustees as needed however, he will follow-up with RPM Kojima.

Vice Chair Rogers reported on the following LTC business meetings:

- Mayne Island's third reading of bylaws for commercial rezoning,
- Mayne Island LTC not consulted regarding island office space which they don't want,
- Salt water intrusion mapping by the province and its implications,
- Acted as alternate chair at the last Salt Spring Island LTC (SSI) meeting.

Chair Luckham reported on the following:

- SSI LTC met to prioritize their strategic planning,

- Ocean Protections Plan (OPP) forum was disappointing with weakness around messaging and seems to have stalled, he questioning what can we do during the election transition,
- Islands Trust must be engaged in the Proactive Vessel Management conversation.

**5. BYLAWS FOR APPROVAL CONSIDERATION**

**5.1 Gabriola Island Local Trust Committee Bylaw No. 301 - (OCP amendment)**

Vice Chair Rogers spoke to the Official Community Plan amendment, which would add an extension to the bike route in the plan.

**EC-2019-037**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 301, cited as "Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.2 Thetis Island Local Trust Committee Bylaw No. 102 - (APC bylaw)**

Vice Chair Patrick spoke to the Advisory Planning Commission bylaw which gives formal capabilities instead of using standing resolutions.

**EC-2019-038**

**It was Moved and Seconded,**

THAT the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 102, cited as "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2018", under Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.3 Thetis Island Local Trust Committee Bylaw No. 107 (BEN bylaw)**

Vice Chair Patrick spoke to the bylaw enforcement notification bylaw.

**EC-2019-039**

**It was Moved and Seconded,**

THAT the Thetis Island Local Trust Committee approve Thetis Island Local Trust Committee Bylaw No. 107, cited as "Thetis Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 90, 2011, Amendment No. 1, 2019.", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Post March Trust Council**

**6.1.1 March 2019 Decision Highlights – Briefing**

CAO Hotsenpiller discussed the question of an internal performance audit which was discussed at March Trust Council (TC).

There was discussion on the climate change emergency declaration adopted at March TC and how prioritizing it would unfold.

**EC-2019-040**

**It was Moved and Seconded,**

That the Executive Committee request staff amend the March Trust Council Decision Highlights to indicate the total funding of \$10,000 for First Nations engagement and state what the total 2019/20 budget is.

**CARRIED**

Senior Intergovernmental Policy Advisor (SIPA) Wilcox requested that the word “gifts” be replaced with “protocol” in future communications.

**EC-2019-041**

**It was Moved and Seconded,**

That the Executive Committee request staff forward the March Trust Council Decision Highlights, as amended, to subscribers and post to the website.

**CARRIED**

The meeting recessed for lunch at 12:11 PM and reconvened at 12:40 PM.

There was discussion on the following items:

- Connecting with BIM on an informal business lunch level,
- Live-streaming meetings, working trustee who brought this forward at TC,
- Speaking notes on what a climate emergency means and pulling information from the Green House Gas Toolkit.

DLPS Marlor will bring a report to June Trust Council on speaking notes and being visible regarding climate emergency declaration and consult with RFD trustee sponsors on their expectations to the outcomes.

Chair Luckham read from a list, the following suggestions:

- Low carbon diet at Trust Council,
- Carpooling,
- Electric vehicles,
- Transit passes for staff,
- Electronic committee meetings.

Discussion on the Continuous Learning Plan followed.

**By General Consent**, add training for committee chairs to the Continuous Learning Plan.

Discussion ensued on trustees leaving early at TC.

**EC-2019-042**

**It was Moved and Seconded,**

That Executive Committee request staff add Trust Council scheduling and Trustee attendance to the next business meeting agenda.

**CARRIED**

6.1.2 Roundtable

The Executive and staff discussed March Trust Council in a roundtable forum. The following outlying items were discussed:

- Abandoned vessels,
- Tankers,
- Preparing a webinar before the June TC meeting,
- Strategic plan discussions from sessions,
- The RFD process and working with trustees.

6.1.3 Trustee Comments/Feedback

None

**6.2 June Trust Council - draft schedule**

The following items were discussed for inclusion on the June TC schedule:

- Focused dialogue groups and space for free thinking forums,
- Water licensing branch piece,
- Policy 4.2.2 regarding the Denman affordable housing issue.

**6.3 Trust Council Follow Up Action List**

Presented and received for information.

**7. EXECUTIVE COMMITTEE PROJECTS**

**7.1 Trust Council Initiated**

7.1.1 Executive

None

7.1.2 Trust Area Services

None

7.1.2.1 Island Visions 2100 (Policy Statement/ITA Amendment) Engagement Strategy – RFD

Director of Trust Area Services presented the request for decision and was supported by Program Coordinator Nichols and Communications Specialist Templeton.

**By General Consent,** staff were directed to amend the name of the project, add the lens of climate change and take out \$1000 prize and use small gifts instead.

**EC-2019-043**

**It was Moved and Seconded,**

That the Executive Committee endorse the draft revised Policy Statement Amendment Engagement Plan as amended, dated March 27, 2019, and refer the draft plan as amended to the Trust Programs Committee for comment.

**CARRIED**

**EC-2019-044**

**It was Moved and Seconded,**

That the Executive Committee endorse the amended Policy Statement Amendment project charter, dated March 27, 2019.

**CARRIED**

7.1.3 Local Planning Services  
None

7.1.4 Administrative Services  
None

**7.2 Executive Committee Initiated**

7.2.1 Executive

7.2.1.1 AVICC Resolutions for AGM & Convention April 12-14  
Presented for information.

7.2.1.2 Executive Committee Calendar Review

**By General Consent**, staff were requested to add BIM and SSI meetings to the calendar.

7.2.2 Trust Area Services  
None

7.2.3 Local Planning Services  
None

7.2.4 Administrative Services  
None

**8. NEW BUSINESS**

**8.1 Executive/Trust Council**

None

**8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics  
Tabled to next meeting.

**8.3 Local Planning Services**

None

**8.4 Administrative Services**

None

**8.5 Model LTC agendas**

Vice Chair Fast raised this item for discussion.

DLPS Marlor noted that local trust committees own their agendas.

**8.6 Rural status for grants**

Vice Chair Fast raised this item for discussion.

**8.7 Climate implications in staff reports**

Vice Chair Fast raised this item for discussion.

**9. CLOSED MEETING**

**EC-2019-045**

**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 to the public at 3:10 PM and reopened at 3:28 PM.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

**11. CORRESPONDENCE**

**11.1 BC Ferries response re: winter storm - dated March 8, 2019**

**By General Consent**, staff were requested to post this to the website.

**11.2 D. Denning re: Please act this week to establish an Islands Trust Community Energy Manager dated March 9, 2019**

Received for information.

**11.3 District of Highlands Council re Municipal Survivor Climate Challenge - dated March 5, 2019**

Received for information.

**12. WORK PROGRAM**

**12.1 Review and amendment of current work program**

Received for information.

**13. NEXT MEETING**

The next meeting of the Executive Committee is April 17 and the location is to be determined.



- 14. ADJOURNMENT**  
**By General Consent**, the meeting was adjourned at 3:35 PM.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**