



ADOPTED

Executive Committee Minutes of Regular Meeting

Date: September 5, 2018
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair
Susan Morrison, Vice-Chair
Laura Busheikin, Vice-Chair
George Grams, Vice-Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director of Administrative Services
Lori Foster, Executive Coordinator

1. CALL TO ORDER

The meeting was called to order at 8:48 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following item was presented for addition to the agenda:

2.1.1 Jan Slakov, Citizens Climate Lobby Delegation

To be addressed when the delegate arrives from Salt Spring.

Chair Luckham requested that Delegations be added as a standing item to the agenda.

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Received for information.

3. ADOPTION OF MINUTES

3.1 August 15, 2018

The following amendments were presented for consideration:

Item 4.2 last paragraph, first sentence, after the word “interested” add “in”.

Item 5.2.1 first sentence, change Bowen Island Municipality to Galiano Island LTC.

By General Consent, the August 15, 2018 Executive Committee draft minutes were adopted as amended.

3.2 Resolution Without Meeting Report

Received for information.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff provided updates and answered questions regarding the Follow Up Action Report.

By General Consent, the Executive Committee requested that the UBCM minister meeting speaking notes and the Trans Mountain open letter speaking notes be circulated to all members of the Executive Committee.

Director Marlor addressed the First Nation fee amendment project, item 2 on the FUAL list.

By General Consent, the Executive Committee resolved to defer the fees for First Nations site visits project until after the election.

4.2 Director/CAO Updates

CAO Hotsenpiller gave a verbal update on the upcoming Whistler Union of BC Municipalities (UBCM) meeting requests and new trustee orientation planning.

4.3 Local Trust Committee Chair Updates

Chairs gave verbal updates on recently attended local trust committee meetings and ongoing advocacy issues.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Saturna Island Local Trust Committee Bylaws

5.1.1 Saturna Island LTC Bylaw No. 119 (LUB)

Vice Chair Grams reviewed the amendment to the land use bylaw noting the outdated logo on the document.

EXEC-2018-122

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No.119, 2018, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.1.2 Saturna Island LTC Bylaw No. 120 and No. 121 (OCP and LUB)

Vice Chair Grams explained the density transfer amendments.

EXEC-2018-123

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No.120, cited as "Saturna Official Community Plan Bylaw No.70, 2000, Amendment No.1, 2018" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EXEC-2018-124

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No.121, cited as "Saturna Island Land Use Bylaw No. 78, 2002, Amendment No.1, 2018" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2 Salt Spring Island Local Trust Committee Bylaws

5.2.1 Salt Spring Island LTC Bylaws No. 498 and 499 (OCP and LUB)

Director Marlor explained the boundary adjustment application and amendments to the bylaws and Official Community Plan.

EXEC-2018-125

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 498, cited as "Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EXEC-2018-126

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 499, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.2.2 Salt Spring Island LTC Bylaws No. 500 and 501 (OCP and LUB)

Chair Luckham reviewed the amendments commencing from the Gulf Islands Brewing application.

EXEC-2018-127

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 500, cited as "Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 2, 2017" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EXEC-2018-128

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 501, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2017", in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.3 Gabriola Island Local Trust Committee Bylaws

5.3.1 Gabriola Island LTC Bylaw No. 300 (administrative)

Vice Chair Busheikin spoke to the administrative fees bylaw amendment.

EXEC-2018-129

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 300, cited as “Gabriola Island Local Trust Committee Fees Bylaw, 2018”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.3.2 Gabriola Island LTC Bylaw No. 298 (BEN)

Vice Chair Busheikin reviewed the bylaw which would reduce penalties for voluntary compliance.

EXEC-2018-130

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 298, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, 2011, Amendment No. 1, 2018”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

5.4 Thetis Island Local Trust Committee Bylaws

5.4.1 Thetis Island LTC Bylaw No. 105 (administrative)

Vice Chair Morrison spoke to the amendment which adds electronic meeting procedures.

EXEC-2018-131

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 105, cited as “Thetis Island Local Trust Committee Meeting Procedures Bylaw No. 105, 2018”, in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The meeting recessed at 9:55 a.m. for a break.

New staff were introduced to the Executive Committee. Victoria Receptionist, Cassandra Rahman; Planning Team Assistant, Maple Hung; and Acting Policy Advisor, Lisa Wilcox were introduced.

The meeting reconvened at 10:11 a.m.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 September Trust Council Schedule

Forward as presented.

Discussion to accommodate Gambier residents wishing to attend Trust Council on Keats ensued.

EXEC-2018-132

It was Moved and Seconded,

That the Executive Committee supports the provision of transportation on the Stormaway ferry for residents of Gambier Island to attend the Wednesday, September 19th afternoon session of Trust Council on Keats Island.

CARRIED

6.1.2 September Trust Council Regular Agenda

Forward as presented.

6.1.3 Proposed November Trust Council Schedule

Discussion on session layout for the new term followed. See item 6.1.9

Forward as amended.

6.1.4 Follow Up Action List

Forward as presented.

6.1.5 Chief Administrative Officer's Report

Forward as presented.

6.1.6 Executive Committee Work Program Report

By General Consent, the Executive Committee request staff update the Islands Trust object and history project to “develop a communications strategy”; revisions to Crown Land protocol to “negotiate with Bowen Island Municipality and Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD)”; and oil spill and shipping safety to “include various advocacy activities including Chair letters and participation forums”.

Forward as amended.

6.1.7 Continuous Learning Plan

Forward as presented.

6.1.8 Strategic Plan Quarterly Report

By General Consent, the Executive Committee request staff amend the report Objective 2. the interim anchorages protocol agreement be extended “for three months” and item 5.1.3 housing needs assessment changed from “initiated” to “completed.”

Forward as amended.

6.1.9 New Term Orientation – Briefing

CAO Hotsenpiller reviewed the briefing which recommended an additional Executive Committee meeting on November 14th.

EXEC-2018-133

It was Moved and Seconded,

That an additional Executive Committee meeting be added to the public schedule for Wednesday November 14, 2018.

CARRIED

By General Consent, the Executive Committee directed staff to amend the session name “staying out of trouble” to “lessons learned”.

By General Consent, the additional Executive Committee meeting be added to the public schedule for Wednesday November 14, 2018.

6.1.10 Connected Coast Fiber Optics – Briefing

Forward as presented.

6.1.11 Islands Trust Act Amendments – Briefing

This report will be presented to Trust Council as a request for decision.

Forward as presented.

6.1.12 Priorities Chart

By General Consent, the Executive Committee request staff format the document and update references to Islands Trust Conservancy from Trust Fund Board.

6.1.13 Community Presentation - Howe Sound Biosphere Region Initiative Society

Forward as presented.

6.1.14 Delegation Requests

6.1.14.1 Sea Change Marine Conservation Group

Forward as presented.

6.1.15 Victoria Office Renovation Project – Briefing

Forward as presented.

At 11:11 a.m. Chair Luckham acknowledged the delegation had arrived for presentation.

2.1.1 Jan Slakov, Citizens Climate Lobby Delegation

The delegate requested signatory support from the Executive Committee for an open letter to the Prime Minister calling on the federal government to extend the rising national price on carbon to the year 2030 noting the letter was supported by the City of Toronto and City of Victoria.

Discussion followed on how new business at the Executive Committee level was received and that decision making requiring research and analysis. It was suggested that a local trustee could champion the delegation and present the item as new business to Trust Council.

At 11:30 a.m. Chair Luckham continued with the agenda as presented.

6.2 Local Planning Services

6.2.1 Director of Local Planning Services Report

Forward as presented.

6.2.2 Local Planning Committee Work Program Report

Forward as presented.

6.2.3 LPS Review – Briefing

Director Marlor reviewed the Power Point session and briefing noting this item would be presented as a business case to Trust Council in September

By General Consent, this item was forwarded to Trust Council as presented.

6.2.4 LTC Agenda Model – Briefing

Forward as presented.

6.2.5 Bylaw Enforcement Local Summaries – Briefing

Forward as presented.

6.2.6 Implications of the Water Sustainability Act Learning Session

Forward as presented.

6.3 Administrative Services

By General Consent, all items under 6.3 Administrative Services were forwarded to Trust Council as presented.

6.3.1 Director of Administrative Services Report

6.3.2 FPC Top Priorities

6.3.3 June 30, 2018 Quarterly Financial Report – RFD

6.3.4 Statement of Financial Information (SOFI) Report – Briefing

6.3.5 2019-20 Budget

6.3.5.1 2019/20 Draft Budget Assumptions and Principles – Briefing

6.3.5.2 2019/20 Draft Budget Cycle Timelines

6.3.6 Amendment to Policy 7.2.6 Municipal Tax Requisition Calculation – RFD

6.4 Trust Area Services

By General Consent, all items under 6.4 Trust Area Services were forwarded to Trust Council as presented.

6.4.1 Director of Trust Area Services Report

6.4.2 Trust Programs Committee Work Program Report

6.4.3 Service Integration Committee – Briefing

6.4.4 Islands Trust Fund Audited Financial Statement – Briefing

6.4.5 Islands Trust Conservancy Quarterly Report – Briefing

7. EXECUTIVE COMMITTEE PROJECTS

The were no items of business to address under 7. Executive Committee Projects.

7.1 Trust Council Initiated

- 7.1.1 Executive
- 7.1.2 Trust Area Services
- 7.1.3 Local Planning Services
- 7.1.4 Administrative Services

7.2 Executive Committee Initiated

- 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
Chairs discussed advocacy topics pertinent to their local trust committees.
- 8.2.2 Chair Letter re Potential Marine Environmental Protection and Response Legislative Amendments – RFD
Director Frater reviewed the request for decision.

EC-2018-134

It was Moved and Seconded,

That Executive Committee direct staff, with the assistance of an outside consultant if necessary, to prepare a Chair's letter regarding of the *Strengthening Marine Environmental Protection and Response Potential Legislative Amendments Discussion Paper (August 2018)*.

CARRIED

- 8.2.3 Denman Island Local Trust Committee for Advocacy in Opposition to the Establishment of Geoduck Aquaculture – Briefing
Vice Chair Busheikin spoke to the briefing.

Discussion followed with comments on First Nations engagement, concern about isolating advocacy issues, and this is an item awaiting UBCM decision.

EC-2018-135

It was Moved and Seconded,

That Executive Committee inform the Denman Island Local Trust Committee that advocacy of geoduck aquaculture is ongoing and the resolution is awaiting a decision from the Union of British Columbia Municipalities (UBCM).

CARRIED

8.2.4 Gabriola Island Local Trust Committee for Advocacy on the Development of Rainwater Harvesting Standards – Briefing

Director Frater reviewed the briefing and commented on adopting an interagency approach.

Discussion followed; given that rainwater harvesting was currently under provincial review it was suggested this item be deferred until there is government response and perhaps amendment to the BC building code.

EC-2018-136

It was Moved and Seconded,

That the Executive Committee request staff to continue to monitor rainwater harvesting standards through the legislative monitoring program.

CARRIED

8.3 Local Planning Services

None

8.4 Administrative Services

None

8.5 Executive/Trust Council

8.5.1 Chair and Executive Committee Correspondence Policy – RFD

It was noted that this item was incorrectly placed on this agenda and should have been presented under item 6. Trust Council meeting preparation.

By General Consent, this item was forwarded to Trust Council as presented.

The meeting recessed for lunch at 12:00 p.m. and reconvened at 12:30 p.m.

9. CLOSED MEETING

EC-2018-137

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 12:32 p.m. Chair Luckham closed the meeting to the public.

At 12:55 p.m. Chair Luckham opened the meeting to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

11. CORRESPONDENCE

All items under 11. Correspondence were received for information.

- 11.1 Response from Premier Horgan re Rural Dividend Program
- 11.2 Response from Minister Heyman re BC Spills Regulations
- 11.3 Agricultural Waste Control Regulation re Summary of Comments
- 11.4 Open letter signatory request Jan Slakov re Climate Action
- 11.5 Green Communities Level Four Recognition
- 11.6 Minister Robinson UBCM meeting regret
- 11.7 Minister Fraser UBCM meeting confirmation - September 12
- 11.8 Response from MP Bains re WED Funding Program
- 11.9 UBCM - The Compass Newsletters August 15, 22 and 29
- 11.10 UBCM - Whistler Convention Bulletin August 20, 2018
- 11.11 Invitation to Panel - Salish Seas Shared Waters Forum

12. WORK PROGRAM

- 12.1 Review and amendment of current work program
See item 6.1.6.

13. NEXT MEETING

The next meeting of the Executive Committee will be held September 18, 2018 on Keats Island.

EC-2018-138

It was Moved and Seconded,

That the Executive Committee request staff add Trustee Stamford Gambier Island Power Point to the September Trust Council agenda under Presentations.

CARRIED

EC-2018-139

It was Moved and Seconded,

That the Executive Committee request staff change the January Trust Council meeting days from Wednesday, January 17 – Friday, January 19 to Tuesday, January 16 – Wednesday January 17 and delete Friday.

CARRIED

14. ADJOURNMENT

By General Consent, the meeting was adjourned at 1:05 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator