



# **EXECUTIVE COMMITTEE SPECIAL** **ELECTRONIC MEETING**

April 3, 2020

**To:** Peter Luckham, Dan Rogers, Laura Patrick, Sue Ellen Fast  
Russ Hotsenpiller

**From:** Lori Foster

**Re:** **EXECUTIVE COMMITTEE SPECIAL ELECTRONIC MEETING**  
**For the meeting of Wednesday, April 8, 2020**

---

1. Call to Order
  - 1.1 Acknowledge Standing Resolution Page 2
2. Approval of Agenda
  - 2.1 Introduction of New Items
  - 2.2 Approval of Agenda
3. Adoption of Minutes
  - 3.1 April 1, 2020 EC draft minutes Pages 3 - 5
4. Round Table
5. Surveyor of Taxes re: timelines and mechanics - Briefing (Pending)
6. New Business
7. Adjournment



Islands Trust

## Standing Resolutions Log

### Executive Committee

Resolution Number	Action	Date
<p><b>2020-001</b></p> <p>That Executive Committee waive the restrictions in section 11.11 (c) and (d) of Trust Council Meeting Procedure Bylaw No. 101, c) at a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities, and (d) an individual member of the Executive Committee may not participate by means of electronic communication facilities in: i.) two consecutive regular meetings of the Executive Committee, or ii.) more than half the regular meetings of the Executive Committee in any one calendar year provided that (e) waiver of these restrictions does not conflict with provincial legislation and regulation that enables electronic meetings and that this motion become a standing resolution for following meetings.</p>	<p><b>In Favour</b></p>	<p><b>25-Mar-2020</b></p>



## Executive Committee Minutes of Special Electronic Meeting

<b>Date:</b>	April 1, 2020
<b>Location:</b>	Victoria Boardroom #200 1627 Fort Street, Victoria BC
<b>Members Present:</b>	Peter Luckham, Chair, Thetis Dan Rogers, Vice Chair, Gambier/Keats Laura Patrick, Vice Chair, Salt Spring Sue Ellen Fast, Vice Chair, Bowen Municipality
<b>Staff Present:</b>	Russ Hotsenpiller, Chief Administrative Officer David Marlor, Director of Local Planning Services (present at Victoria office) Julia Mobbs, Director of Administrative Services Clare Frater, Director of Trust Area Services Lori Foster, Executive Coordinator/Recorder
<b>Others Present:</b>	There were no call-in participants to phone number toll-free 885-703-8985 code 723569162#

### 1. CALL TO ORDER

Chair Luckham called the electronic meeting to order at 9:02 AM stating gratitude for being on Coast Salish territory.

Director Marlor was present in the Victoria boardroom.

#### 1.1 Acknowledge Standing Resolution

Presented for information.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add:

- 6.1 Trustee Wright Correspondence
  - 7. Closed Meeting
  - 8. Rise and Report
- and renumber the agenda accordingly.

#### 2.2 Approval of Agenda

Discussion on the special electronic meeting agenda regarding content and formality ensued noting the intent was to address COVID emergency business.

**By general consent,** the agenda was approved as amended.

### 3. Adoption of Minutes

#### 3.1 March 25th EC draft minutes

**By general consent**, the minutes were adopted as presented.

#### 3.2 RWM Report

Provided for information.

#### 3.3 Executive Committee Follow-up Action List (FUAL)

Chief Administrative Officer (CAO) Hotsenpiller spoke to FUAL items, provided for information, as the current focus has been COVID oriented. He updated Executive Committee on internal/external communications to public, trustees and staff.

Director of Administrative Services (DAS) Mobbs gave updates regarding staff working from home, communications from the BC Public Service Agency (PSA), and the work her team has done to accomplish the work from home transition including the extra workload to accommodate staff and trustee requests.

Director of Local Planning Services (DLPS) Marlor spoke to adjusted resolution-without-meeting (RWM) process and the April 15<sup>th</sup> moratorium on holding local trust committee meetings.

Director of Trust Area Services (DTAS) Frater noted that because of the recent collision of two freighters in Plumper Sound, the anchorage opinion letter work has restarted.

### 4. ROUND TABLE

Local Trust Committee Chairs reported out on recently attended electronic meetings and actions taken to address the response to COVID-19.

Discussion was heard on the following:

- BC Ferries regarding essential travel service, Salt Spring Island group to lobby the province,
- Some island groups creating local emergency operations centres,
- Potential consideration to change the budget including reducing or deferring taxes,
- Chair attendance on provincial and health authority conference calls,
- Ministerial order changing local government public attendance requirement not applicable to Islands Trust,
- Bylaw enforcement regarding Air B&B properties.

#### **EC-2020-045**

#### **It was Moved and Seconded,**

That Executive Committee ask staff to prepare a report on the deadlines and mechanics on amending our tax requisition with the Surveyor of Taxes.

**CARRIED**

The meeting recessed for a break at 10:36 AM and reconvened at 10:41 AM.

**5. UPDATE ON ISLANDS TRUST COVID-19 RESPONSE**

Discussion was heard on all communications, to date, regarding the COVID-19 response and the frequency, length of the communications and sharing of all information as it is received.

**6. NEW BUSINESS**

6.1 Trustee Wright Correspondence

Discussion on responding to a letter submitted by Trustee Wright, received March 31, and signed by 10 other trustees ensued.

CAO Hotsenpiller referred to Islands Trust Policies, 2.4.1 Executive Committee Terms of Reference and 6.10.2, Communications.

At 11:25 AM, the meeting was closed to the public.

**7. CLOSED MEETING**

**EC-2020-046**

**It was Moved and Seconded,**

That the Executive Committee close this meeting to the public subject to Section 90(1)(i), of the Community Charter in order to consider matters related to receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and that staff be invited to remain in the meeting.

**CARRIED**

At 11:52 AM, the meeting was reopened to the public.

**8. RISE AND REPORT - None**

**9. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 11:52 AM

\_\_\_\_\_  
**Peter Luckham, Chair**

**Certified Correct**

\_\_\_\_\_  
**Lori Foster, Executive Coordinator**