



Executive Committee Minutes of Regular Meeting

Date: February 26, 2020
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair, Thetis
Dan Rogers, Vice Chair, Gambier/Keats
Laura Patrick, Vice Chair, Salt Spring
Sue Ellen Fast, Vice Chair, Bowen Municipality

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
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add as a late item:

7.1.4.1 Transfer from General Revenue Surplus Fund to local trust committee (LTC)-Project Specific Reserve Fund - Briefing

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 5, 2020 EC draft minutes

Item 5.2., replace first sentence with, “Chair Luckham reviewed the bylaw, which would permit zoning for a liquor store on the subject property.”

By general consent, the minutes were adopted as amended.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller noted Trust Council’s September request and letter to the Auditor General of Local Government (AGLG); however, the AGLG announced it will be closing its office. CAO Hotsenpiller spoke to the recent staff survey results and will follow-up with the island offices. He also commented on the emerging issue of the Wet’suwet’en and demonstrations at the legislature.

Director of Administrative Services (DAS) Mobbs briefed Executive Committee on the upcoming continuous learning webinar on water licensing, electronic expense claim forms and human resources.

Director of Local Planning Services (DLPS) Marlor elaborated on the webinar logistics set for March 3rd and the March 4th Local Planning Services professional development day in Nanaimo.

Director of Trust Area Services (DTAS) Frater commented on anchorages advocacy and the opinion/editorial item on the FUAL. It was heard that First Nations share this concern and to build alliances. She briefed EC on the website build.

At 9:59 AM, Senior Intergovernmental Policy Advisor (SIPA) Wilcox joined the meeting.

SIPA Wilcox spoke to a planned workshop/engagement with Bowen Council and, is making contacts with government staff regarding mariculture and aquaculture issues.

Discussion was heard on Crown Land referrals not being raised with local trust committees and internal processes needing to be altered regarding their management.

EC-2020-027

It was Moved and Seconded,

That Executive Committee direct staff to prepare a report on the issues around the Crown Land referrals process and how we would approach that as a body.

CARRIED

4.2 Local Trust Committee Chair Updates

Chairs gave verbal updates on recently attended local trust committee (LTC) meetings reporting on the status of rezoning applications, short-term vacation rental updates, model antenna telecommunications strategies for some LTC’s, affordable housing, and various stakeholder meetings.

Vice Chair Fast noted Bowen Island Municipality is holding interviews for the vacant CAO position.

4.3 Islands Trust Conservancy Liaison Update - None

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipality (BIM) Bylaw Nos. 498 and 499 (OCP & LUB amendments)

Executive Committee (EC) reviewed the proposed bylaws, brought to EC after First Reading by BIM Council.

Discussion followed that amendments may occur between First and Third reading of the proposed bylaw and to clarify that EC finds the present draft of the bylaws are not contrary with Islands Trust Policy Statement.

EC-2020-028

It was Moved and Seconded,

THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 498, cited as “Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018” at First Reading, is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

EC-2020-029

It was Moved and Seconded,

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 499 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 499, 2019” at First Reading is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

By general consent, the following items were forward as presented or amended to Trust Council.

6.1.1 Chief Administrative Officer's Report

Remove “as of course” from the last paragraph about how Council wants to pursue something.

Forward as amended.

6.1.2 Trust Council Follow Up Action List

Forward as presented.

6.1.3 Continuous Learning Plan

Forward as presented.

6.1.4 Priorities Chart

Forward as presented.

6.1.5 March Trust Council Schedule

Amend the following items:

- Rename Community Engagement to Lunch and Learn,
- SIPA Wilcox will include a summation to the Strategic Plan update,
- Add the TAS Director's Report to Discussion/Decision items,
- Trustee Roundtable to include local updates.

Forward as amended.

6.1.6 December Trust Council Draft Minutes

Forward as presented.

6.1.7 Update on Strategic Planning Actions from December 2019 to March 2020 – Briefing

CAO Hotsenpiller added four items in his report, as presented in the agenda package, that are not on the Strategic Plan including International Association of Public Participation (IAP2) and public engagement policy.

It was heard to add Crown Land Referrals to the list; change item 8 to say March 2020 not 21 in the table on page 69; item 2 show alignments regarding Coastal Douglas-fir and item 4; attachment 2 at 7.1 not completed add subsequent meeting planned.

Forward as amended.

6.1.8 Amendment to the Annual Meeting Frequency of Trust Council – Briefing

Change measurement units to be the same.

Forward as amended.

6.1.9 Victoria Office Renovation – Briefing

Forward as presented.

6.1.10 Proposed Amendments to Trust Council Meeting Procedures Bylaw 101 – RFD

Forward as presented.

6.1.11 Proposed June Trust Council Agenda Program

Forward as presented.

6.1.12 Delegations to Trust Council

By general consent, staff were directed to contact delegation presenters to remind them of the deadline to receive presentations and that late presentations would not be received.

6.1.12.1 Maxine Leichter - Bylaws Should Be Enforced

Forward as presented.

6.1.12.2 Eric Booth - Application Fees

Forward as presented.

6.1.12.3 Salt Spring Community Energy Society re: Community Energy Manager

Forward as presented.

6.1.12.4 Gulf Island Frontlines - The Way Forward in a time of Reconciliation - requesting support for a resolution

Senior Intergovernmental Policy Advisor (SIPA) Wilcox addressed the resolution request presented by the delegation.

EC-2020-030

It was Moved and Seconded,

That Executive Committee request staff include the solidarity statement, as presented by Senior Intergovernmental Policy Advisor Wilcox at today's meeting, in the Trust Council agenda package.

CARRIED

6.1.12.5 Gulf Islands Alliance re: Forestry

Forward as presented.

6.1.13 Community Engagement - Tine Rossing re: ecosystems and climate change

Forward as presented.

6.1.14 In-Camera Legal Session - Alyssa Bradley / Young Anderson Barristers and Solicitors

Session outline addressed under separate cover.

The meeting recessed for lunch at 11:57 AM and reconvened at 12:20 PM.

6.2 Local Planning Services

6.2.1 Director of Local Planning Services Report

Vice Chair Rogers requested clarification on “resource allocations and priorities” as contained in the report.

Forward as amended.

6.2.2 Local Planning Committee Work Program

Forward as presented.

6.2.3 LPS Review / Implementation – Briefing

DLPS Marlor will update the briefing to include the requested graphic representation.

Forward as amended.

6.2.4 Bylaw Compliance and Enforcement Statistical Reports – Briefing

Forward as presented.

6.3 Administrative Services

By general consent, all items listed under 6.3 Administrative Services, were forwarded to Trust Council as presented.

6.3.1 Director of Administrative Services Report

6.3.2 Financial Planning Committee Work Program

6.3.3 December 31, 2019 Financial Report – RFD

6.3.4 2019/20 Financial Forecast – Briefing

6.3.5 2020/21 Budget Public Consultation Feedback – Briefing

6.3.6 2020/21 Budget Recommendation to Trust Council

6.3.6.1 Draft 2020/21 Budget Session Outline

6.3.6.2 Draft 2020/21 Budget Assumptions and Principles

6.3.6.3 Draft 2020/21 Budget Overview

6.3.6.4 Draft 2020/21 Budget Funding Requests

6.3.6.5 SSIWPA Tax Requisition – RFD

6.3.7 Ministry Bylaws for Trust Council

6.3.7.1 Financial Plan Bylaw No. 178 – RFD

6.3.7.2 Revenue Anticipation Bylaw No. 179 - RFD

6.4 Trust Area Services

6.4.1 Director of Trust Area Services Report

DTAS Frater will address website updates and timeframe roll out at Trust Council.

Forward as amended.

6.4.2 Trust Programs Committee Work Program

Forward as presented.

6.4.3 Legislative Monitoring Report – Briefing

Forward as presented.

6.4.4 Islands 2050 Update – Briefing

By general consent, item 7.1.2.1 Policy Statement Amendment Project Charter V2 – RFD was addressed next.

EC-2020-031

It was Moved and Seconded,

That the Executive Committee approve the Policy Statement Amendment Project Charter V2.

CARRIED

After adopting the Project Charter in item 7.1.2.1, EC reviewed the Islands 2050 Update Briefing and requested the Connections graphic be removed.

Forward as amended to Trust Council.

6.4.5 Redress of Historical Wrongs Against Japanese Canadians in BC – RFD

Forward as presented.

6.4.6 Community Stewardship Awards Program Policy 2.1.11 and Nomination Form – RFD

Forward as presented.

6.4.7 Islands Trust Conservancy Report

Forward as presented.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

7.1.1.1 Response letter to Minister Robinson's AGLG response

Discussion was heard on local trustee responses to the Minister's response.

7.1.2 Trust Area Services

7.1.2.1 Policy Statement Amendment Project Charter V2 – RFD

Addressed with 6.4.4 Islands 2050 Update – Briefing

7.1.2.2 History and Heritage Grant Application - RFD

SIPA Wilcox spoke to the successful Galiano event, Union of BC Municipalities reconciliation grant money, and inviting others for support.

EC-2020-032

It was Moved and Seconded,

That Executive Committee authorize a grant of \$4,500 to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees.

CARRIED

7.1.2.3 Coast Guard Oil Spill Response Planning Process - Trustee Report

Vice Chair Rogers raised discussion regarding Islands Trust engagement in the process of oil spill and emergency response planning.

Discussion was heard on:

- Notification processes and lists,
- Guiding community response,
- Communications program,
- Lack of funding and authority,
- Having a system in place to implement,
- Have a June roundtable discussion at Trust Council,
- Sharing of mapping resources.

EC-2020-033

It was Moved and Seconded,

That Executive Committee request staff contact the Coast Guard and other federal entities and offer our data sets for their local consideration plans and bring this issue back to next agenda.

CARRIED

7.1.3 Local Planning Services - None

7.1.4 Administrative Services

7.1.4.1 Transfer from General Revenue Surplus Fund to LTC-Project Specific Reserve Fund

DAS Mobbs explained the briefing comes as a late item for consideration to forward to March Trust Council.

EC-2020-034

It was Moved and Seconded,

That Executive Committee request staff forward the Transfer from General Revenue Surplus Fund to LTC-Project Specific Reserve Fund report to the March Trust Council agenda package as presented.

CARRIED

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Trustee Johnston Briefing and Request for Consideration for March Trust Council

By general consent, forward Trustee Johnston Briefing to March Trust Council agenda under correspondence.

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

7.2.4.1 Anticipated Over Expenditure by General Ledger Budget Line – Briefing

DAS Mobbs spoke to Trust Council policy to 6.5.2 and reported on the anticipated over expenditure table contained in the briefing.

8. NEW BUSINESS

8.1 Executive/Trust Council - None

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick spoke to the well-attended climate action workshop recently held February 20th on South Pender Island.

8.3 Local Planning Services - None

8.4 Administrative Services - None

8.5 Legal Costs Discussion

Discussion was heard on the increased legal costs due to increased litigation and legal services requests.

By general consent, items 9 and 10, Closed Meeting and Rise and Report were addressed after item 12.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Provincial Responses to UBCM Resolutions - February 2020

By general consent, forward to Trust Council for discussion and clarification.

11.2 UBCM - The Compass Newsletters dated February 5th and 12th

Received for information.

11.3 PM Trudeau's Office - response re: Working Together in the Islands Trust Area dated February 11, 2020

By general consent, staff will post correspondence to web and circulate to trustees for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received as presented.

At 3:06 PM, the meeting was closed to the public.

9. CLOSED MEETING (if applicable, under separate cover)

EC-2020-035

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(c)(g)(i)(k) and (2)(b) of the Community Charter in order to consider matters related to labour relations or other employee relations; litigation or potential litigation affecting the Islands Trust; receipt of advice that is subject to solicitor-client privilege; negotiations and related discussions respecting the proposed provision of a trust area service that are at their preliminary stages and that, in the view of the Executive Committee, could reasonably be expected to harm the interests of the Islands Trust if they were held in public; and the consideration of information received and held in confidence relating to negotiations between the Islands Trust and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and that staff attend the meeting.

CARRIED

At 4:00 PM, the meeting was reopened to the public.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

13. NEXT MEETING

The next regular business meeting of the Executive Committee is March 25, 2020 following the EC pre-Trust Council meeting on March 10, 2020.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 4:00 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder
