



Executive Committee Minutes of Regular Meeting

Date: April 15, 2020
Location: Victoria Boardroom & Electronic
#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, present at boardroom
David Marlor, Director of Local Planning Services
Julia Mobbs, Director of Administrative Services
Clare Frater, Director of Trust Area Services
Heather Kaur, Regional Planning Manager
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Lori Foster, Executive Coordinator/Recorder

Others Present: There were no call-ins to phone number toll-free 885-703-8985 code 723569162#

1. CALL TO ORDER

At 9:03 AM, Chair Luckham called the meeting to order stating gratitude for the ability to widely meet across Coast Salish territory of many First Nations.

1.1 Acknowledge Standing Resolution

Presented for information.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following items:

6.3.2 Financial Plan Bylaw

8.1.1 Accelerated EC meeting schedule

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 April 8th draft minutes

Under item 4. ROUNDTABLE replace first bullet following “It was heard that:” with

- A news release from Salt Spring Island Business and Farm Response & Recovery Task Force discouraging travel was circulated.

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 commented on present office functions, what emerging from COVID-19 response may involve, and consideration to review the Executive Committee Work Program.

Senior Intergovernmental Policy Advisor (SIPA) Wilcox gave a verbal update on engagement and work towards reconciliation, reporting will follow.

Directors spoke to the progress of FUAL items and the COVID-19 response which is an aspect of every area of work.

Discussion was heard on communications and messaging regarding anchorages due to the recent collision in Plumper Sound.

4.2 Local Trust Committee Chair Updates

Local Trust Committee (LTC) Chairs spoke on common themes including the increase of processing resolutions without meeting (RWM's), LTC's that do not have electronic meeting bylaws, and general LTC updates while meetings are on hold.

Chair Luckham reported he has been electronically meeting with various health authorities, regional districts and attending ministry calls.

4.3 Islands Trust Conservancy Liaison Update

Discussion was heard on consulting the Conservancy on possible changes to the budget.

The meeting recessed for a break at 10:03 AM and reconvened at 10:10 AM.

5. BYLAWS FOR APPROVAL CONSIDERATION – None

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 Cancellation of the in-person regular June Trust Council meeting on Hornby Island

CAO Hotsenpiller spoke to the request for decision and the process for holding a Trust Council Special Electronic Meeting to conduct urgent business.

EC-2020-051

It was Moved and Seconded,

That Executive Committee request staff provide a report on the viability of holding a regular electronic meeting of Trust Council for the proposed June dates, or similar dates.

CARRIED

6.1.2 Proposed Procedure for Amending Trust Council Financial Plan Bylaw for Fiscal Years 2020/21 through 2024/25 – Briefing

CAO Hotsenpiller addressed the proposed procedure for amending the Financial Plan Bylaw as presented in the report.

6.2 Local Planning Services – None

6.3 Administrative Services – None

6.3.1 FPC Recommendation to TC to Amend 2020/21 Financial Plan Bylaw

Director of Administrative Services (DAS) Mobbs spoke to the Financial Planning Committee recommendations contained in the report and the process for amending the current readings of Financial Plan Bylaw No. 178.

EC-2020-052

It was Moved and Seconded,

That Executive Committee request staff conduct a resolution without meeting (RWM) with Trust Council to arrange a Special Electronic Trust Council meeting for Monday April 20th at 1:00 p.m. to consider Financial Planning Committee's recommendation regarding a budget amendment and to consider Executive Committee's recommendation to cancel the in-person June Trust Council meeting.

CARRIED

6.3.2 Financial Plan Bylaw No. 178 2020/21

DAS Mobbs provided the amended bylaws for information which would be forwarded to the Trust Council Special Electronic Meeting.

Forward as presented.

6.4 Trust Area Services - None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated - None

- 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 – None
- 7.2.2 Trust Area Services - None
- 7.2.3 Local Planning Services

7.2.3.1 Applications Statistics from March 1 to April 9, 2020 – Briefing

Director of Local Planning Services (DLPS) Marlor provided the report for information and will update EC as required regarding any backlog of applications that require a public process.

- 7.2.4 Administrative Services - None

8. NEW BUSINESS – None

8.1 Executive/Trust Council

8.1.1. Accelerated EC meeting schedule

Executive Committee (EC) discussed the present schedule of special meetings convened for decision-making options at the start of the COVID-19 response. It seemed unlikely they would continue further special meetings and will reassess as needed.

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick reported on fleets of vans working on Salt Spring and other islands to deliver local farm products.

8.3 Local Planning Services

8.3.1 Gabriola Housing Project Budget Request – RFD

Regional Planning Manager (RPM) Kauer spoke to the request for decision and why the project has had an anticipated budget change.

Discussion was heard on changing information to the project charter.

EC-2020-053

It was Moved and Seconded,

That the Executive Committee refer the *Gabriola Housing Options and Impacts Review Project Budget* request and staff report back to the Gabriola Island Local Trust Committee for reconsideration.

CARRIED

8.4 Administrative Services - None

9. CLOSED MEETING - None

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING - None

11. CORRESPONDENCE

11.1 Howe Sound Community Forum re: meeting updates - email dated April 2, 2020

Received for information.

11.2 Salish Sea Ecosystem Conference to hold virtual sessions April 21-22

By general consent, Executive Committee request staff forward this email to all Trustees.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Executive Committee discussed amending the Top Priorities of their work program.

EC-2020-054

It was Moved and Seconded,

That Executive Committee add the following two items to their Top Priorities List, following #3:

- #4. Business response to COVID-19.
- #5. The development of electronic meetings to conduct business.

CARRIED

13. NEXT MEETING

The next Executive Committee meeting is April 22, 2020 and is scheduled as a Special Electronic meeting.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 11:25 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator