



Executive Committee Minutes of Regular Meeting

Date: June 3, 2020
Location: Electronic & Islands Trust - Victoria
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

Others Present: None were present through call-in number 855-703-8985 code 655 3704 7930#

1. CALL TO ORDER

At 9:05 AM, Chair Luckham called the meeting to order stating gratitude for the ability to meet far and wide across the Salish Sea and Coast Salish traditional territory via electronic means.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items – None

2.2 Approval of Agenda

By general consent, the agenda was adopted as presented.

2.2.1 Agenda Context Notes

Presented for information.

3. ADOPTION OF MINUTES – None

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List (FUAL)/Director/CAO Updates

There were no questions for Chief Administrative Officer (CAO) Hotsenpiller regarding FUAL items in the CAO section of the report.

Director of Local Planning Services (DLPS) Marlor, noted FUAL items 3 and 4 as completed. He spoke to recent meetings with Agricultural Land Commission (ALC) staff regarding bylaws, enforcement and other ALC issues. DLPS Marlor gave staffing updates on Northern Office and Salt Spring Island planner changes.

Director of Trust Area Services (DTAS) Frater updated the Executive Committee regarding:

- Recent conversations with Michelle Porter at the Ministry of Forestry, Land, Natural Resource Operations and Rural Development (FLNRORD) on forestry issues within the Islands Trust area,
- The recent Baynes Sound Forum and helping to put a grant application forward,
- A trustee request for the detailed feedback received on the Policy Statement Engagement project,
- A federal response to the oil spill recovery / Coast Guard issue.

Senior Intergovernmental Policy Advisor (SIPA) Wilcox reported that capacity funding letters are being sent to First Nations regarding engagement on the Policy Statement Amendment Project and, that June is National Indigenous History month and she will be sending out informational emails to all staff and, as directed, to trustees.

4.2 Local Trust Committee Chair Updates

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

Vice Chair Rogers experienced connectivity problems through this portion of the meeting.

4.3 Islands Trust Conservancy Liaison Update - None

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Mayne Island Local Trust Committee Bylaw No. 179 (administrative)

Vice Chair Rogers spoke to the electronic meeting bylaw.

EC-2020-072

It was Moved and Seconded,

THAT the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 179, cited as "Mayne Island Local Trust Committee Meeting Procedure Bylaw No. 126, 2004, Amendment No. 1, 2020" in accordance with Section 27 of the Islands Trust Act.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 June Trust Council Schedule – draft

By general consent, the Executive Committee amended the June Trust Council schedule as follows:

- Amend Tuesday morning session to go until 11:30 AM,
- At disposition of delegations, indicate space for Council regarding any action coming out of the Trustee Roundtable,
- Circulate pre-meeting electronic instructions,
- Chair Luckham to work with staff regarding consent agenda items,
- Chair Luckham will reach out to San Juan Council regarding attendance at Trust Council.

Forward as amended.

6.1.2 Trust Council RWM Report

At May 13th EC meeting, forwarded to June Trust Council.

6.1.3 Trust Council April 20, 2020 draft minutes

At May 13th EC meeting, forwarded to June Trust Council.

6.1.4 Trust Council March 10-12, 2020 draft minutes

At May 13th EC meeting, forwarded to June Trust Council.

6.1.5 Trust Council Follow-up Action List (FUAL)

Forward as presented.

6.1.6 CAO Report

Minor grammatical changes were requested.

Forward as amended.

6.1.7 Executive Committee Work Program Report

Item in the Top Priorities report, “Business Response to COVID-19” needs a descriptor sentence.

Forward as amended.

6.1.8 Proposed Amendments to Trust Council Meeting Procedures Bylaw No. 101 – RFD

Forward as presented.

The meeting recessed for a break at 10:30 AM and reconvened at 10:40 AM.

6.1.9 Trustee Langereis - PMFL Act Amendments – RFD

Forward as presented.

6.1.10 Islands Trust COVID-19 Pandemic Response Planning – Briefing

Amend by adding Trust Council’s resolution requesting this report.

Forward as amended.

6.1.11 Islands Trust COVID-19 Recovery Planning - Briefing

CAO Hotsenpiller spoke to the report, which was received as a late item.

Discussion was heard on the following:

- This is an organizational document which, among other things, references how staff conduct themselves publicly,
- The plan should indicate who the owner of the plan is,
- Material Safety Data Sheet (MSDS) as needed,
- Signage indicating occupancy numbers in reception areas and staff common areas,
- The plan references “adoption”, who adopts this plan?
- Forwarding the report to Trust Council and publishing to the website,
- Work from home agreements and union contracts.

EC-2020-073

It was Moved and Seconded,

That Executive Committee receive the June 2nd draft version of the “Recovery Planning Briefing” and request the briefing be forwarded to Trust Council for information.

CARRIED

6.1.12 Strategic Plan Update

Amend item 6, the funding column, with the correct fiscal year amounts.

Forward as amended.

6.1.13 Continuous Learning Plan

Amend the Continuous Learning Plan as follows:

- Add San Juan County, Dr. Hebda and forestry follow-up to the September schedule.

Forward as amended.

6.1.14 Delegation Requests

6.1.14.1 SIRRA Saturna Is. Ratepayers & Residents re: budget & transparency

Forward as presented.

6.1.14.2 Dr. Penn re: Coastal Douglas-fir Health, Carbon Emissions and Fire Risk from Logging, Current Tools and Implications for Policy

Forward as presented.

6.1.14.3 Gulf Islands Alliance re: regulating forestry

Forward as presented.

6.1.14.4 MP Paul Manly re: anchorages

Designate MP Manly as the first presenter.

Forward as presented.

6.1.14.5 Michael Sketch re: Islands Trust Act

Forward as presented.

6.1.15 Trustee Summary Updates

6.1.15.1 Mayne FAC Trustee Maude

Forward as presented.

6.1.15.2 Howe Sound Forum - (pending)

This report will be reviewed at the June 15th EC meeting.

6.1.15.3 SSIWPA - June Trust Council Report

Forward as presented.

6.1.16 Trust Council Priorities Chart

Forward as presented.

6.1.17 Proposed September Trust Council Schedule

Executive Committee discussed the September Trust Council schedule with regards to COVID-19 restrictions and the ability to convene a physical meeting.

EC-2020-074

It was Moved and Seconded,

That the Executive Committee request staff prepare a Request for Decision for Trust Council recommending that the in-person meeting on Saturna be cancelled in September and this be included on the June Trust Council agenda.

CARRIED

6.2 Local Planning Services

6.2.1 LPS Director's Report

Amend to address the ability for Advisory Planning Commission meetings to be held.

Forward as amended.

6.2.2 Local Planning Committee Work Program Report

The report may change pending the Local Planning Committee continued meeting June 11th.

Forward as presented pending any updates following the LPC June 11th meeting.

6.2.3 Application Processing Procedures in Relation to Trust Council Policy – Briefing

Forward as presented.

6.2.4 Development Application Volumes – April 9, 2020 – May 8, 2020 – Briefing

Forward as presented.

6.2.5 Bylaw Compliance and Enforcement Resources Report – Briefing

Forward as presented.

6.3 Administrative Services

6.3.1 Administrative Services Director's Report

Forward as presented.

6.3.2 Financial Planning Committee Work Program Report

Forward as presented.

6.3.3 March 31, 2020 Audited Financial Statements – RFD

Forward as presented.

6.3.4 March 31, 2020 Financial Results – Briefing

Forward as presented.

6.3.5 March 31, 2020 Allocated Financial Statements – Briefing

Forward as presented.

6.4 Trust Area Services

6.4.1 TAS Director's Report

Forward as presented.

6.4.2 Trust Programs Committee Work Program Report

Forward as presented.

6.4.3 Annual Report – RFD

Amend reconciliation language and add territorial acknowledgements to appear up front in the report.

Forward as amended.

The meeting recessed for a break at 12:01 PM and reconvened at 12:23 PM.

6.4.4 First Nations and COVID-19 – Briefing

Forward as presented.

6.4.5 Policy Statement Amendment (Islands 2050) Project Update – Briefing

Amend the report to be from both Executive Committee and Trust Programs Committee.

Forward as amended.

6.4.6 Integration of UNDRIP into Policy Statement – Briefing

Forward as presented.

6.4.7 Legislative Monitoring - Briefing

DTAS Frater informed EC of a recent update regarding Southern Resident killer whales (SRKW) which she forwarded to trustees and will add to the monitoring report.

Forward as amended.

6.4.8 Islands Trust Conservancy (ITC) Report

Forward as presented.

6.4.9 ITC Financial Statements – Briefing

Forward as presented.

6.4.10 Baile NAPTEP Application (North Pender) – RFD

Forward as presented.

6.4.11 Coastal Douglas-fir / NAPTEP Communications – Briefing

Amend agenda title to match briefing title.

Forward as amended.

6.4.12 ITC Climate Projections Report – Briefing

Forward as presented.

7. EXECUTIVE COMMITTEE PROJECTS – None

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

7.2.1.1 San Juan County Council - Joint Meeting

Chair Luckham will reach out to San Juan County Council to discuss logistics.

7.2.2 Trust Area Services

7.2.2.1 Islands Trust Conservancy - Executive Committee liaison meeting draft agenda

Executive Committee requested the following amendments to the agenda:

4.2.1 add Provincial Funding Request,

4.2.2 add Ecosystem Based Management.

By general consent, the Executive Committee endorsed the joint Executive Committee/Islands Trust Conservancy Joint Meeting agenda as amended.

7.2.3 Local Planning Services

7.2.3.1 Notification of APC status to LPC's and community – discussion

Vice Chair Rogers requested messaging be sent to Advisory Planning Commissions (APC) and local trust committees regarding the ability for APC meetings to convene.

EC-2020-075

It was Moved and Seconded,

That the Executive Committee request that the issue of facilitating Advisory Planning Commission work thru electronic or other means and cost and logistics be on the agenda for the July 8, Executive Committee meeting.

CARRIED

7.2.3.2 LTC Project Funding - discussion

Vice Chair Rogers addressed concerns regarding messaging on funding for local trust committee projects.

DLPS Marlor and DAS Mobbs will clarify project funding with Regional Planning Manger Kauer.

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

Vice Chair Fast spoke to the Woodfibre LNG application extension, that Bowen Island Municipal Council and community correspondence did not support the application. BIM Council will seek support from Islands Trust regarding the Mt. Gardner dirt bike trails item. The Gambier/Keats LTC will be adding its support to a regional recycling initiative by the Sunshine Coast Regional District.

8.3 Local Planning Services - None

8.4 Administrative Services - None

9. **CLOSED MEETING** - None

10. **RISE AND REPORT DECISIONS FROM CLOSED MEETING** – None

11. **CORRESPONDENCE**

11.1 **Transport Canada re: SRKW 2020 Measures email dated May 8, 2020**

Received for information.

11.2 **UBCM the Compass – Updates**

Received for information.

11.3 **M. Gang re: support for electronic meetings dated May 19, 2020**

Received for information.

11.4 **J. Eastwick re: parks and homeless dated May 11, 2020**

Received for information.

11.5 **Island Responses to COVID-19 email dated May 27, 2020**

Received for information.

12. **WORK PROGRAM**

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

Received for information.

13. **NEXT MEETING**

The next Executive Committee business meeting is June 15, 2020 at 9:00 AM, via Zoom.

14. **ADJOURNMENT**

By general consent, the meeting was adjourned at 1:35 PM.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator