



Executive Committee Minutes of Regular Meeting

Date: November 18, 2020
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (Victoria Office)
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Lisa Wilcox, Senior Intergovernmental Policy Advisor
Dilani Hippola, Acting Senior Policy Advisor
Lori Foster, Executive Coordinator/Recorder (Victoria Office)

Regrets: Julia Mobbs, Director of Administrative Services

All attendees participated electronically. The public could attend via webinar phone-in or electronic attendance.

1. CALL TO ORDER

At 9:04 a.m., Chair Luckham, called the meeting to order stating gratitude to live and work on Coast Salish traditional and treaty territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add to the agenda the following items:

- 8.1.1 Potential legislative and procedure change by the Islands Trust in relation to forest protection – Briefing
- 8.5 West Ballenas Island
- 9.10 Pare correspondence

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes

For information as presented.

3. ADOPTION OF MINUTES

3.1 Executive Committee October 21 draft minutes

By general consent, the Executive Committee October 21 draft minutes were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller spoke to his follow-up action list report and the status of items in progress. He addressed upcoming amendments to the current Islands Trust COVID-19 Safety Plan as Provincial Health Officer recommendations change and the number of COVID cases increase.

Director of Local Planning Services (DLPS) Marlor reviewed a Power Point entitled Local Planning Services Renewal for presentation at December Trust Council.

By general consent, the Power Point entitled Local Planning Services Renewal was added to 6.6.6 of the agenda.

Director of Trust Area Services (DTAS) Frater spoke to updates regarding TAS projects including the Policy Statement Amendment Project, website updates and secretariat services.

4.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC) gave verbal updates on recently attended and upcoming LTC meetings, committee meetings and, spoke to advocacy issues.

4.3 Islands Trust Conservancy Liaison Update

Vice Chair Fast spoke to the reports presented in today's agenda package being forwarded to Trust Council.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Mayne Island LTC Bylaw No. 180 (LUB Amendment)

Vice Chair Rogers spoke to the bylaw amendment report as presented.

EC-2020-151

It was Moved and Seconded,

That the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 180, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.1, 2020” in accordance with Section 27 of the Islands Trust Act.

Discussion followed on First Nations referral, which did not occur as noted in the report, regarding this bylaw amendment.

EC-2020-152

It was Moved and Seconded,

That Executive Committee withdraw motion EC-2020-151.

CARRIED

EC-2020-153

It was Moved and Seconded,

That Executive Committee return the Mayne Island Local Trust Committee Bylaw No. 180, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No.1, 2020” for referral to First Nations inconsideration of Trust Council’s reconciliation policies.

CARRIED

The meeting recessed for a break at 10:44 a.m. and reconvened at 10:51 a.m.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Trust Council Dec 1-3 draft schedule

CAO Hotsenpiller spoke to the schedule as presented. Discussion followed on refining timing for the session items.

EC-2020-154

It was Moved and Seconded,

That Trust Council meeting day, Thursday, December 3 begin at 8:30 a.m., and break at 10:00 a.m.

CARRIED

By general consent, add to the schedule and agenda, under Local Planning Services, the LPS Renewal Presentation.

6.2 Trust Council Dec 1-3 draft agenda

By general consent, forward to Trust Council as amended in item 6.1.

6.3 General Business Arising

6.3.1 September Trust Council draft minutes

By general consent, forward to Trust Council as presented.

6.3.2 Trust Council RWM Report

By general consent, present only the recent resolution without meeting (RWM) report, and forward to Trust Council as amended.

6.4 Executive

6.4.1 CAO Report

By general consent, add Union of British Columbia Municipalities (UBCM) resolution regarding liveboards and, topic of discussion with Minister Heyman at UBCM and forward to Trust Council as amended.

6.4.2 Executive Committee Work Program Report

By general consent, forward to Trust Council as presented.

6.4.3 Trust Council Follow-up Action List (FUAL)

Update item 8 under Local Planning Services as “in progress.”

By general consent, forward to Trust Council as amended.

6.4.4 Strategic Plan Update

Amend, on page 91 of the agenda package, item to request Regional Planning Committee report on the usefulness of mapping.

By general consent, forward to Trust Council as amended.

6.4.5 Continuous Learning Plan

By general consent, forward to Trust Council as presented.

6.4.6 Trust Council 2021 meeting and location schedule – RFD

By general consent, forward to Trust Council as presented.

6.4.7 Session Outline: Best Practices for Governance - Staff Relations

By general consent, forward to Trust Council as presented.

6.4.8 Delegation Requests

By general consent, Executive Committee approved 10 minutes for each delegation presentation.

6.4.8.1 Salt Spring Community Economic Development Commission & SSI Chamber of Commerce re: Ganges Village Area Planning

By general consent, forward to Trust Council as presented.

6.4.8.2 Michael Sketch Delegation re: Structure and Implementation of the Trust Policy Statement

By general consent, forward to Trust Council as presented.

6.4.9 Trustees re: Islands Trust Governance and Management Review 2021 – RFD

By general consent, forward to Trust Council as presented.

6.4.10 Trustee Morrison re: Accelerating Staffing Shifts to Support Strategic Plan Goals – RFD

By general consent, forward to Trust Council as presented.

6.4.11 Trust Council Priorities Chart

By general consent, forward to Trust Council as presented.

6.5 Trust Area Services

6.5.1 Director of Trust Area Services Report

By general consent, forward to Trust Council as presented.

6.5.2 Trust Programs Committee Work Program Report

By general consent, forward to Trust Council as presented.

6.5.3 Islands Trust Conservancy Report

By general consent, forward to Trust Council as presented.

6.5.4 Legislative Monitoring Report – Briefing

By general consent, forward to Trust Council as presented.

6.5.5 Policy Statement Amendment Project Update – Briefing

By general consent, forward to Trust Council as presented.

6.5.6 Climate Change Stewardship Education Program – Briefing

Change the phrase on page 167 “living on a network of protected islands” to “living in the Trust area”.

By general consent, forward to Trust Council as amended.

6.5.7 Community Benefit Land Trust Concept – Briefing

Page 170, first line, change the word “in” to “into”. Page 171, remove fourth paragraph, which starts “In summary...”

By general consent, forward to Trust Council as amended.

6.5.8 Moss Mountain NAPTEP Certificate, Salt Spring Island – RFD

Discussion was heard that this item had not been provided to the Salt Spring Island Local Trust Committee for information prior to being brought forward to this Trust Council.

DTAS Frater will provide clarity on the process of LTC referrals for comment regarding NAPTEP certificates.

By general consent, forward to Trust Council as presented.

6.5.9 Leader NAPTEP Certificate, Salt Spring Island – RFD

By general consent, forward to Trust Council as presented.

The meeting recessed for lunch at 12:02 p.m. and reconvened at 12:32 p.m.

6.6 Local Planning Services

6.6.1 Director of Local Planning Services Report

Clarify, under Groundwater Recharge Mapping Project, the select northern islands which come under the project and, remove the “three tenants” and, clarify the Regional Planning Committee’s approval regarding the usefulness of the mapping.

By general consent, forward to Trust Council as amended.

6.6.2 Regional Planning Committee Work Program Report

By general consent, forward to Trust Council as presented.

6.6.3 Cost of Local Trust Committee Application and Referral Processing – Briefing

By general consent, forward to Trust Council as presented.

6.6.4 Amendment to Strategic Plan for Heritage Preservation Overlay Mapping – RFD

By general consent, forward to Trust Council as presented.

6.6.5 Gabriola Island LTC UBCM Active Transportation Planning Grant Application – RFD

By general consent, forward to Trust Council as presented.

6.6.6 Local Planning Services Renewal – Presentation

By general consent, forward to Trust Council as presented.

6.7 Administrative Services

CAO Hotsenpiller noted Director of Administrative Services Mobbs could not be present and he would answer any questions.

6.7.1 Director of Administrative Services Report

By general consent, forward to Trust Council as presented.

6.7.2 Financial Planning Committee Work Program Report

By general consent, forward to Trust Council as presented.

6.7.3 September 30, 2020 Quarterly Financial Report – RFD

By general consent, forward to Trust Council as presented.

6.7.4 September 30, 2020 Financial Forecast – Briefing

By general consent, forward to Trust Council as presented.

6.7.5 Proposed 2021/22 Budget to Trust Council

By general consent, forward to Trust Council as presented.

6.7.5.1 Budget Session Overview

By general consent, forward to Trust Council as presented.

6.7.5.2 Budget Assumptions and Principles – Briefing

By general consent, forward to Trust Council as presented.

6.7.5.3 Draft 2021/22 Budget Overview and Highlights - Briefing

Ensure reference to the co-op student position is accurate.

By general consent, forward to Trust Council after review by staff.

6.7.5.4 Draft 2021/22 Budget Funding Requests

By general consent, forward to Trust Council as amended in 6.7.5.4.2.

6.7.5.4.1 Funding Requests Summary

By general consent, forward to Trust Council as presented.

6.7.5.4.2 Funding Requests Business Cases

Pages 280 and 282 of the agenda package, the word “urban” be replaced with village or community as the word “urban” threatens rural funding opportunities.

By general consent, forward to Trust Council as amended.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive – None

7.1.2 Trust Area Services

7.1.2.1 Policy Statement Amendment Project Charter v3 – RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision (RFD) and the revised project charter which proposes a special meeting of Trust Council in May.

EC-2020-155

It was Moved and Seconded,

That Executive Committee approve the Policy Statement Amendment Project Charter Version 3.

CARRIED

7.1.3 Local Planning Services – None

7.1.4 Administrative Services – None

7.2 Executive Committee Initiated

7.2.1 Executive

7.2.1.1 Executive Committee Sponsorship Application re: GL-RZ-2019.1 – RFD

Director of Local Planning Services Marlor (DLPS) Marlor spoke to the application which meets the criteria for sponsorship.

EC-2020-156

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$4950 for rezoning application GL-RZ-2019.1 which would amend the Official Community Plan and Land Use Bylaw to allow for an affordable housing development.

CARRIED

Vice Chair Rogers requested his abstention be recorded.

7.2.1.2 Executive Committee Sponsorship Application re: TH-DVP-2020.1 – RFD

DLPS Marlor spoke to the application.

EC-2020-157

It was Moved and Seconded,

THAT the Executive Committee approve financial sponsorship of \$935.00 for Development Variance Permit application TH-DVP-2020.1 (Ruxton Island Property Owners Association [Irish]) which would allow the Ruxton Island Property Owners Association to build a 42m2 emergency service equipment storage building. The Ruxton Island Property Owners Association sought to vary the Thetis Associated Islands Land Use Bylaw No. 94, 2014, Section 5.1(9) in order to permit the construction.

CARRIED

7.2.1.3 Use of CRD Boardroom Facilities – Briefing

Received as presented.

7.2.1.4 Endorse Vice Chair Fast conference funding request

EC-2020-158

It was Moved and Seconded,

That Executive Committee reimburse Vice Chair Fast's attendance at the 2020 Virtual Symposium on Water Stewardship in a Changing Climate, November 19, 26 and December 3 and cover the \$50.00 registration costs.

CARRIED

7.2.1.5 Executive Committee (EC) 2021 electronic versus in-person meetings budget and legislative considerations

CAO Hotsenpiller spoke to the recommendation and noted EC should maintain some budget for the year.

EC-2020-159

It was Moved and Seconded,

That in order to meet the principles of openness, transparency, and accessibility, meetings of the Executive Committee will be held electronically until Ministerial Orders under the Emergency Program Act and requirements or recommendations under the Public Health Act change regarding public attendance at trust body meetings; and that such meetings be live streamed, and the public invited to participate in meetings by connecting to the link or the phone number provided in the meeting notice, in order to observe proceedings and speak when invited by the Chair.

CARRIED

EC-2020-160

It was Moved and Seconded,

That Executive Committee hold its 2021 Executive Committee meetings electronically but reserve \$3000.00 for meeting contingency.

CARRIED

7.2.2 Trust Area Services

7.2.2.1 Chair letters to newly appointed Ministers and MLAs

EC-2020-161

It was Moved and Seconded,

That Executive Committee request that the Chair write letters introducing the Islands Trust to new elected Islands Trust Area Members of the Legislative Assembly, and to relevant new ministers.

CARRIED

CAO Hotsenpiller requested Executive Committee address the late item, overlooked under Trust Council meeting preparation, item 6.7.5.4.1 regarding a half-time communications position as a stand-alone item and, the budget reductions briefing, which will be included in the Trust Council package.

By general consent, these items were forwarded to Trust Council as presented.

7.2.3 Local Planning Services - None

7.2.4 Administrative Services - None

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 Potential legislative and procedure change by the Islands Trust in relation to forest protection – Briefing

CAO Hotsenpiller spoke to the briefing and verbally gave options on next steps regarding this resolution from June Trust Council and action moving forward.

EC-2020-162

It was Moved and Seconded,

That Executive Committee forward this report to Trust Council for the upcoming Trust Council meeting, for information, and that the report be brought to a future Executive Committee meeting for next steps.

CARRIED

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics - None

8.3 Local Planning Services – None

8.4 Administrative Services – None

8.5 West Ballenas Island

A verbal update was given that British Columbia (BC) Parks still has to close on the sale of this private island, but that the funds have been raised for purchase by BC Parks.

9. CORRESPONDENCE

9.1 **Trustee McConchie re: engage working islander families emails dated Oct 26-28, 2020**

Vice Chair Roger's asked that Chair Luckham request from Trustees feedback, after Trust Council, verbally or in writing, regarding the meeting format of holding an evening session.

9.2 **FLNRORD Deputy Minister Response to UBCM Minister Meeting dated October 19, 2020**

Received for information.

9.3 **S. Washington-Smyth re: release legal opinion re: SA-TUP-2020.1 email dated October 18, 2020**

CAO Hotsenpiller noted a report is pending on this item.

9.4 Islands Trust Conservancy letter re: Proposed Visual Quality Objectives (VQO) for Lasqueti Island dated October 14, 2020

Received for information.

9.5 Denman LTC forward L. Larkin CORR re: request for new regulations to protect our forests email dated Sept 15, 2020

Received for information.

9.6 Oceans Protection Plan - Cumulative Effects of Marine Shipping - Draft Framework for Review & Comment email dated November 3, 2020

Received for information.

9.7 Transition Salt Spring invitation to November 30 stakeholder hybrid meeting letter dated November 3, 2020

Received for information.

9.8 M. Murray re: West Ballenas Island email dated November 9, 2020

Received for information.

9.9 J. Roe re: dead boats email dated November 11, 2020

Chair Luckham will forward this email to Trustees, to communicate directly with the Dead Boats Society.

9.10 Pare Correspondence

By general consent, forward item 9.10 to December Trust Council correspondence.

10. WORK PROGRAM

10.1 Review and amendment of current work program

Received for information.

11. NEXT MEETING

The next Executive Committee business meeting will be held November 30, 2020 - the pre-Trust Council meeting - followed by December 16, 2020, the last scheduled business meeting for 2020.

At 2:10 p.m., the meeting was closed to the public.

12. CLOSED MEETING

EC-2020-163

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(i)(b) of the Community Charter in order to consider matters related to advice that is subject to solicitor-client privilege and personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition and that staff attend the meeting.

CARRIED

At 3:12 p.m., the meeting was re-opened to the public.

13. RISE AND REPORT DECISIONS FROM CLOSED MEETING

Chair Luckham reported that the legal opinion by Bill Buholzer regarding the Policy Statement Amendment Project was released to the public and, that staff are investigating the BC Reconciliation Award.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 3:13 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator