



## Executive Committee Minutes of Regular Meeting

- Date:** April 14, 2021
- Location:** Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8
- Members Present:** Peter Luckham, Chair, Thetis Island Trustee  
Sue Ellen Fast, Vice-Chair, Bowen Island Municipal Trustee  
Laura Patrick, Vice-Chair, Salt Spring Island Trustee  
Dan Rogers, Vice-Chair, Gambier/Keats Island Trustee
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Lisa Wilcox, Senior Intergovernmental Policy Advisor  
Lori Foster, Executive Coordinator/Recorder
- Others:** Trustee Johnston and one member of the public attended the meeting

All participants attended the meeting electronically via Zoom. The meeting was livestreamed and recorded. The public could view and attend the meeting via web links which were posted on the [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) website.

### 1. CALL TO ORDER

At 9:03 a.m., Chair Luckham called the meeting to order stating gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add the following items:

- 7.2.1.1 Electronic Meetings – verbal discussion
- 8.1.1 Robert’s Rule of Order Book - verbal discussion
- 8.1.2 Trustees presenting staff reports – verbal discussion
- 8.1.3 Traveling to the Gulf Islands – verbal discussion
- 9.3 Trustee Johnson correspondence date March 31, 2021, re: First Nations Wood Licence (FNWL) on Lasqueti
- 9.4 G. Scott Lasqueti Island Nature Conservancy correspondence dated April 1, 2021, re: FNWL on Lasqueti
- 9.5 Sunshine Coast Conservation Association re Visual Quality Objectives correspondence dated April 12, 2021
- 12. A closed meeting session re: potential litigation, a minister meeting, and employee relations

## 2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

2.2.1 Agenda Context Notes - None

## 3. ADOPTION OF MINUTES

### 3.1 March 24, 2021 draft minutes

By general consent, the March 24, 2021, 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 gave verbal updates on:

- forestry and tree-cutting powers advocacy,
- COVID updates including provincial health order extensions,
- Select Committee request for proposal status,
- Service Grant application consideration.

Director of Local Planning Services (DLPS) Marlor reported an large increase in applications and general planning inquiries over the last 5 years. This has resulted in delayed processing times.

Discussion on sending out messaging regarding the delays was heard.

#### **EC-2021-052**

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

That Executive Committee request staff to prepare communications and provide the information that applications to Islands Trust are up substantially and delayed timelines for processing can be expected.

**CARRIED**

Director of Trust Area Services (DTAS) Frater spoke to updates on:

- the Crown Land agreements project,
- Policy Statement Amendment Project draft bylaws,
- soon to be released Corporate Identity Guide,
- staffing updates, Programs Coordinator away on temporary assignment (TA) and Communications Specialist returning from TA,
- new website build status.

### 4.2 Local Trust Committee Chair Updates

Chairs of their local trust committees gave verbal updates on recently attended business meetings.

**4.3 Islands Trust Conservancy Liaison Update - None**

The meeting recessed for a break at 10:25 a.m. and reconvened at 10:32 a.m.

**5. BYLAWS FOR APPROVAL CONSIDERATION**

**5.1 South Pender Island LTC Bylaws No. 119 (OCP amendment) and No.120 (LUB amendment)**

Vice Chair Patrick spoke to the official community plan (OCP) and land use bylaw (LUB) amendment as presented. In general, this is a temporary use permit (TUP) process regarding short term vacation rentals (STVR).

Discussion was heard on the recording of the public hearing comments.

**EC-2021-053**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 119, cited as "South Pender Island Official Community Plan Bylaw No. 107, 2011, Amendment No. 1, 2020" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2021-054**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 120, cited as "South Pender Island Land Use Bylaw No. 114, 2016, Amendment No. 1, 2020" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.2 South Pender Island LTC Bylaw No.121 (LUB amendment)**

Vice Chair Patrick spoke to the land use bylaw (LUB) amendment which limits uses of recreational vehicles on a property.

**EC-2021-055**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 121, cited as "South Pender Island Land Use Bylaw No. 114, 2016, Amendment No.1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.3 Denman Island LTC Bylaw No. 233 (OCP amendment)**

Director of Local Planning Services (DLPS) Marlor spoke to the official community plan (OCP) amendment regarding the associated affordable housing project as present in the report.

**EC-2021-056**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 233, cited as "Denman Island Official Community Plan, 2008", Amendment 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.4 Denman Island LTC Bylaw No. 234 (LUB amendment)**

DLPS Marlor spoke to the land use bylaw amendment (LUB), as presented, noting that conditions of approval include a housing agreement and restrictive covenant.

**EC-2021-057**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 234, cited as "Denman Island Land Use Bylaw, 2008, Amendment 1, 2019", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.5 North Pender Island LTC Bylaw No. 222 (OCP amendment)**

Vice Chair Patrick spoke to the official community plan (OCP) amendment which adds new short term vacation rental (STVR) and temporary use permit guidelines (TUP).

**EC-2021-058**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 222, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2020" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.6 Salt Spring Island LTC Bylaw No. 522 (APC bylaw amendment)**

Chair Luckham spoke to the advisory planning commission (APC) bylaw amendment.

**EC-2021-059**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 522, cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

6. TRUST COUNCIL MEETING PREPARATION - None

6.1 Executive - None

6.2 Local Planning Services - None

6.3 Administrative Services - None

6.4 Trust Area Services – None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive – None

7.1.2 Trust Area Services

7.1.2.1 Draft Islands Trust Tax Notice Insert for 2021/22 for Bowen Island – Briefing

Director of Trust Area Services (DTAS) Frater spoke to feedback received from Bowen Island Municipal staff who wish for more conversation on the insert and recommend the insert be deferred for one year.

**EC-2021-060**

**It was Moved and Seconded,**

That Executive Committee request staff to collaborate with Bowen Island Municipal staff on an insert for the tax notice and a delay for a year would be appropriate.

**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. Electronic Meetings

Chief Administrative Officer (CAO) Hotsenpiller gave a verbal report on delivering electronic meetings post COVID.

Discussion followed on:

- providing a physical space for public meetings,
- what electronic participation with the public would look like,
- electronic meeting management, role of trustees and staff.

Further reporting on this item will be forth coming.

7.2.2 Trust Area Services - None

7.2.3 Local Planning Services

7.2.3.1 Service Delivery Grant - Verbal Update

Director of Local Planning Services (DLPS) Marlor gave a verbal report in consideration of moving forward with the service delivery grant application.

DLPS Marlor will bring to the May 5<sup>th</sup> Executive Committee business meeting, a full report and draft application for consideration.

7.2.4 Administrative Services – None

**8. NEW BUSINESS**

**8.1 Executive/Trust Council**

8.1.1 Robert's Rules of Order Book

Executive Committee members were each mailed and received a copy of Robert's Rules of Order newly revised in brief version for reference.

8.1.2 Trustees Presenting Staff Reports

Vice Chair Fast wishes to no longer introduce staff reports on bylaw amendments to Executive Committee and will defer to staff for this.

8.1.3 Travel to the Gulf Islands

Executive Committee discussed waiting for provincial updates regarding the consideration of travel restrictions before making any communications decisions.

**8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice Chair Patrick and other southern Gulf Island trustees met with Member of Parliament (MP) Olsen. Discussion included the speculation tax and housing authority.

**8.3 Local Planning Services**

8.3.1 Vice Chair Fast letter re: Denman Housing Association

Vice Chair Fast's letter was brought forward from the last business meeting in support of sponsorship of item 8.3.2.

8.3.2 EC Sponsorship Request re: DE-RZ-2021.1 (Denman Housing Association / Denman Green) – RFD

Director of Local Planning Services (DLPS) Marlor spoke to the request for sponsorship.

**EC-2021-061**

**It was Moved and Seconded,**

THAT the Executive Committee approve financial sponsorship of \$4,950.00 for rezoning application DE-RZ-2021.1 (Denman Housing Association [Denman Green]) which would amend Denman Island Official Community Plan Bylaw No. 185, 2008 and the Denman Island Land Use Bylaw No. 186, 2008 to allow for a proposed affordable housing project on Denman Island.

**CARRIED**

Discussion followed on budgeting and policy regarding Executive Committee sponsorship applications.

**By general consent,** Executive Committee agreed to table further discussion of this item until after the lunch break.

8.3.3 Memorandum of Understanding– Weston Lake Water Availability and Climate Change Assessment – Briefing

The briefing is presented to Executive Committee (EC) for comment per policy 2.1.4. (4.2).

No comments were provided by the Executive Committee.

**8.4 Administrative Services – None**

The meeting recessed for lunch at 12:22 p.m. and reconvened at 1:02 p.m.

Chair Luckham welcomed back those watching livestream and the attendees present at today's meeting. He stated gratitude to live and work on Coast Salish First Nations treaty and traditional territory.

Executive Committee returned to discussion and consideration of item 8.3.2

8.3.2 EC Sponsorship Request re: DE-RZ-2021.1 (Denman Housing Association / Denman Green) – RFD

Discussion followed on:

- reporting and accounting of sponsorship applications,
- supporting sponsorship of an application may be seen as supporting an application.

**EC-2021-062**

**It was Moved and Seconded,**

That Executive Committee request that, in preparation of the next Trust Council budget, staff and Financial Planning Committee include an appropriate expense item for Executive Committee application sponsorships made pursuant to the Trust sponsorship policy.

At 1:08 p.m., Chair Luckham lost connectivity and left the meeting.

Vice Chair Fast assumed role of chair and called the question on the motion.

**CARRIED**

At 1:11 p.m., Chair Luckham regained connectivity and returned to meeting.

**EC-2021-063**

**It was Moved and Seconded,**

That Executive Committee request staff review the sponsorship policy and report back recommendations on local trust committee approvals, communications and funding mechanisms.

**CARRIED**

**9. CORRESPONDENCE (for information unless raised for action)**

**9.1 AVICC May 28th Virtual Convention registration opens deadline May 21<sup>st</sup>**

**EC-2021-064**

**It was Moved and Seconded,**

That all members of the Executive Committee be funded to attend the Association of Vancouver Island Coastal Communities (AVICC) May 28<sup>th</sup> virtual convention.

**CARRIED**

**9.2 K. Lertzman re: First Nations Woodland Licence on Lasqueti Island**

Executive Committee discussed the following points regarding the Lasqueti Island woodland license letters, items 9.2 to 9.5:

- the Trust's roll regarding this discussion between the First Nation and the province,
- our preserve and protect mandate which is nested in our reconciliation work,
- on-going staff to staff ministry meetings addressing crown land agreements.

**By general consent,** that Executive Committee respond, thanking the writers for their concerns, that we are having conversations with the ministry and First Nations going forward.

**9.3 Trustee Johnson correspondence date March 31, 2021, re: First Nations Wood Licence (FNWL) on Lasqueti**

See item 9.2



**9.4 G. Scott Lasqueti Island Nature Conservancy correspondence dated April 1, 2021, re: FNWL on Lasqueti**

See item 9.2

**9.5 Sunshine Coast Conservation Association re Visual Quality Objectives correspondence dated April 12, 2021**

Discussion that Executive Committee respond to Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD) asking for an extension on behalf of all local trust committees, Bowen Island Municipality and the Islands Trust Conservancy.

**By general consent**, the Director of Local Planning Services will work with the Chair to request an extension to the consultation period.

**10. WORK PROGRAM**

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

Presented for information. There were no amendments.

**11. NEXT MEETING**

The next Executive Committee meeting is scheduled to be held electronically, May 5, 2021 at 9:00 a.m.

**12. CLOSED MEETING**

At 1:45 p.m., the meeting was closed to the public.

**EC-2021-065**

**It was Moved and Seconded,**

That the Executive Committee close this meeting to the public subject to Section 90(1)(a)(c) and (g) of the Community Charter in order to consider matters related to an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust or another position appointed by the Islands Trust; labour relations or other employee relations and, litigation or potential litigation affecting the Islands Trust and that staff be invited to remain in the meeting.

**CARRIED**

At 2:15 p.m., the meeting was reopened to the public.

**13. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

**14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 2:15 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**