



## Executive Committee Minutes of Regular Meeting

**Date:** May 26, 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  
Dilani Hippola, Senior Policy Advisor  
Mark van Bakel, Information Services Manager  
Lori Foster, Executive Coordinator/Recorder

**Others:** There were no attendees

All participants attended the meeting electronically via Zoom. The meeting was live-streamed 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

Chair Luckham called the meeting to order at 9:01 a.m. and stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items – None

#### 2.2 Approval of Agenda

**By general consent**, the agenda was approved as presented.

##### 2.2.1 Agenda Context Notes

Notes were provided, for information, in the agenda package related to agenda items as indicated.

**3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING**

**3.1 May 5th Closed Meeting**

Chair Luckham reported from the May 5<sup>th</sup> Executive Committee (EC) closed meeting that the minutes of the March 24<sup>th</sup> and April 14<sup>th</sup> EC closed meetings were both adopted as presented.

**4. ADOPTION OF MINUTES**

**4.1 May 5, 2021 draft minutes**

Regarding Item 6.1.3., first bullet, remove the word “Chair” from the end of the phrase, to read “appointment of Select Committee members by Trust Council.”

**By general consent**, the minutes were adopted as amended.

**5. FOLLOW UP ACTION LIST AND UPDATES**

**5.1 Follow Up Action List (FUAL)/Director/CAO Updates**

Staff provided updates on outstanding FUAL items and gave verbal updates on the status of committee projects, staffing, and recently attended meetings.

Chief Administrative Officer (CAO) Hotsenpiller answered questions on FUAL item #4, “to hold a ½ day session with Chairs of Standing Committees”.

Discussion followed on keeping the FUAL list current.

**EC-2021-073**

**It was Moved and Seconded,**

That Chief Administrative Officer follow-up action list item #4, “That EC arrange a ½ day session” be removed from the list.

**CARRIED**

Vice Chair Fast noted that Bowen Island Municipal Council has moved forward with First Nations engagement with recently adopted policy.

**EC-2021-074**

**It was Moved and Seconded,**

That Director of Trust Area Services follow-up action list item #2, “that staff be requested to draft a letter to Bowen Island Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration”, be removed from the list.

**EC-2021-075**

**It was Moved and Seconded,**

That motion **EC-2021-074** be amended by adding “and remove FUAL item #10 from the list “Add Coast Guard as June Trust Council continuous learning session”.

The question on motion EC-2021-074, as amended, was called.

**CARRIED**

**5.2 Local Trust Committee Chair Updates**

Local Trust Committee (LTC) chairs provided verbal updates on recently attended LTC meetings, the status of current applications and projects, other meetings and current events.

**EC-2021-076**

**It was Moved and Seconded,**

That Executive Committee ask staff to write a letter to our minister respecting possible follow-up actions regarding the meeting with K’òmoks and Minister Conroy.

**CARRIED**

**5.3 Islands Trust Conservancy Liaison Update**

Islands Trust Conservancy Vice-Chair Fast gave updates from the recently held special meeting and public hearing. She gave updates on some acquisitions and noted the Conservancy is involved with the Sidney Island restoration plan which is addressing the removal of fallow deer.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

None

The meeting recessed for a break at 10:50 a.m. and reconvened at 11:00 a.m.

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 June Trust Council DRAFT schedule**

CAO Hotsenpiller spoke to the schedule as presented. He noted the Coast Guard could not attend and spoke to options including, having the Conservancy do a presentation and compressing the schedule.

**By general consent**, keep the 3-day schedule, add the Conservancy presentation, and remove the Continuous Learning title and the placeholder tag.

Forward as amended.

7.1.2 June Trust Council DRAFT agenda

Forward as amended.

7.1.3 March Trust Council Meeting Draft Minutes

Forward as presented.

7.1.4 Trust Council Follow Up Action List

Pulled for discussion, requested any updates, none were heard.

Forward as presented.

7.1.5 Strategic Plan Update

CAO Hotsenpiller will speak to the Strategic Plan at Trust Council.

It was suggested that the consultants report noted in item 2.3 of the Strategic Plan be forwarded to the Keats Island planner and Keats Island Conservation Group.

Forward as presented.

7.1.6 Continuous Learning Plan

Forward as presented.

7.1.7 Executive Committee Work Program Report

Forward as presented.

7.1.8 Chief Administrative Officer's Report

Forward as presented.

7.1.9 Provision of electronic meetings for Trust Council bodies on an ongoing basis – RFD

Director of Trust Area Services Mobbs will amend some figures. Add Lasqueti under “Implementation 2.”

Forward to Trust Council as amended.

7.1.10 Amendments to Trust Council Policy 2.3.1 Council Committee System – RFD

Legislative Services Manager (LSM) Thiel spoke to changes since this report was presented to Executive Committee on May 5.

Discussion ensued on:

- The voting status and membership of the chair as an ex-officio member ensued,
- Committee terms of reference approved by Trust Council,
- Number of standing committee meetings per year,

Amend the following policy items to read:

- 1.2.1 add “elected by Trust Council,
- 1.2.2 to read, “terms of reference established and approved by Trust Council,
- 1.2.3 should state “unless the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, [they] will be an ex-officio member,
- 3.2 a committee’s budget account assigned by “Trust Council”

Bring RFD back to Executive Committee June 7 meeting and forward to Trust Council as amended.

7.1.11 Amended Policy 7.4.1 Incoming Local Trust Committee Correspondence – RFD

LSM Thiel spoke to the request for decision.

Amend to add that correspondence regarding active projects will be posted to the website.

Forward as amended.

7.1.12 Legal Services Policies – RFD

LSM Thiel gave an overview of the request for decision noting that a definition of “restricted legal advice” has been added.

Amend the definition of restricted legal advice by adding to the end, “or as determined under this policy”.

Forward as amended.

7.1.13 Michael Sketch - Delegation Request

Forward as presented.

7.1.14 Galiano Conservancy Association - Delegation Request

Forward as presented.

7.1.15 Raincoast Conservation - Delegation Request

**By general consent**, Executive Committee requests that Raincoast Conservation delegation provide speaking notes for inclusion in the agenda package.

Forward as amended.

The meeting recessed for lunch at 12:55 p.m. and will reconvene at 1:30 p.m.

Chair Luckham humbly offered a land acknowledge, that the meeting was taking place of Coast Salish First Nations traditional and treaty territory.

**7.2 Local Planning Services**

7.2.1 Regional Planning Committee Work Program Report

Forward as presented.

7.2.2 Director of Local Planning Services Report

Forward as presented.

7.2.3 Application Processing Services Policy and Model Fees Bylaw – RFD

Forward as presented.

7.2.4 Update on Regional Planning Team Work Program – Briefing

Forward as presented.

**7.3 Oil Spill Response Session Outline**

Removed from agenda, the Coast Guard was unavailable for the Trust Council meeting date.

**7.4 Administrative Services**

DAS Mobbs gave a verbal update on item 5.1., follow-up action list spoke to staffing updates.

7.4.1 Financial Planning Committee Work Program Report – DRAFT

Director of Administrative Services (DAS) Mobbs noted the work program is presented as draft because Financial Planning Committee (FPC) has not met to approve the report and will be represented noted at Trust Council.

Forward as presented.

7.4.2 Director of Administrative Services Report

Forward as presented.

7.4.3 March 31, 2021, Financial Report (unaudited) - pending/late item

DAS Mobbs spoke to the report which was circulated as a late item during the lunch break addressing a few more changes which will be coming to the report. FPC has not reviewed this report.

Discussion on the underspending of local trust committee (LTC) budgets was heard including the process of LTC budget development.

Forward as amended.

**7.5 Trust Area Services**

All items under 7.5. be forwarded as presented to Trust Council.

7.5.1 Trust Programs Committee Work Program Report

7.5.2 Legislative Monitoring Briefing

7.5.3 Director of Trust Area Services Report

7.5.4 Islands Trust Conservancy Quarterly Report

7.5.5 Policy Statement Amendment Project Update – Briefing

7.5.6 Pare-Baile Property NAPTEP Certificate, North Pender Island – RFD

7.5.7 Annual Report – RFD

**7.6 Trustee Summary Updates**

7.6.1 Xwe'etay/Lasqueti Archaeology Project - Trustee Johnston

Forward as presented.

7.6.2 Átl'ka7tsem / Howe Sound Community Forum – Update

Remove the last sentence in bullet (d). Forward as amended.

7.6.3 Salt Spring Island Watershed Protection Alliance (SSIWPA) – Update

Forward as presented.

**7.7 Priorities Chart**

Forward as presented.

**7.8 Proposed September Trust Council Agenda Program**

Forward as presented.

**7.9 Correspondence**

**EC-2021-077**

**It was Moved and Seconded,**

That Executive Committee include correspondence received by 4 p.m. on May 26, 2021, regarding the Trust Policy Statement since the last Executive Committee meeting of May 5<sup>th</sup> be included in the Trust Council package.

**CARRIED**

7.9.1 F. Attorp re: for inclusion in Trust Council June agenda email dated May 8, 2021

Forward as presented.

7.9.2 L. Salter re: please reconsider the rejected motion email dated May 11, 2021

Forward as presented.

7.9.3 T. Beaver re: protecting the natural environment email dated May 12, 2021

Forward as presented.

7.9.4 M. Gross re: Policy Statement email dated May 12, 2021

Forward as presented.

7.9.5 E. Wttewaall re: natural environment protection email dated May 12, 2021

Forward as presented.

7.9.6 B. Young, Transition Salt Spring re: Policy Statement, letter dated May 12, 2021

Forward as presented.

7.9.7 T. Pickett re: attention Council Members, planners etc. email dated May 13, 2021

Forward as presented.

7.9.8 N. Wigen re: Protection of the natural environment email dated May 13, 2021



Forward as presented.

7.9.9 H. Holm re: Policy Statement dated May 16, 2021

Forward as presented.

7.9.10 C. de Menyhart re: Trust Policy Statement email dated May 17, 2021

Forward as presented.

7.9.11 D. Kennedy re: Policy Statement email dated May 17, 2021

Forward as presented.

7.9.12 M. Leichter re: a motion to prioritize protecting the natural environment letter dated May 17, 2021

Forward as presented.

7.9.13 M. Leichter re: revisions to the first draft of the Trust Policy Statement letter dated May 17, 2021

Forward as presented.

7.9.14 J. Henshall re: Islands Trust Policy review email dated May 18, 2021

Forward as presented.

7.9.15 M. MacMillen & G. Macdonald re: Revising the Islands Trust Policy Statement email dated May 18, 2021

Forward as presented.

7.9.16 J. Margison re: Policy Statement review letter dated May 18, 2021

Forward as presented.

7.9.17 G. Dusting re: Islands Trust Policy Review email dated May 19, 2021

Forward as presented.

7.9.18 M. Mikkelsen letter to reconsider motion received May 19, 2021

Forward as presented.

7.9.19 K. Maser re: grave concerns email dated May 19, 2021

Forward as presented.

7.9.20 D. McCreedy re: Changes in Trust Mandate email dated May 19, 2021

Forward as presented.

## 8. EXECUTIVE COMMITTEE PROJECTS

### 8.1 Trust Council Initiated

#### 8.1.1 Executive

##### 8.1.1.1 Cancellation of the Climate Action Revenue Incentive Program – Briefing

CAO Hotsenpiller spoke to the briefing as presented.

#### 8.1.2 Trust Area Services

##### 8.1.2.1 Policy Statement Amendment Project Charter v5 – RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision.

##### **EC-2021-078**

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

That Executive Committee approve the Policy Statement Amendment Project Charter v5.

**CARRIED**

##### 8.1.2.2 Special July 8, 2021 Trust Council Meeting - RFD

Director of Trust Area Services (DTAS) Frater reviewed the timeline in the request for decision (RFD).

##### **EC-2021-079**

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

That Executive Committee request that staff initiate a Resolution Without Meeting for Trust Council to schedule a Special Meeting from July 7, 2021 to July 8, 2021 to be held electronically, for the purposes of holding a Town Hall session and first reading of the draft Policy Statement bylaw.

**CARRIED**

##### 8.1.2.3 Executive Committee/Islands Trust Conservancy Board July 2021 Liaison Meeting – Briefing

Director of Trust Area Services (DTAS) Frater spoke to the briefing and on behalf of Executive Committee (EC), will convey to the

Conservancy EC's interest in the Nature Smart Solutions Fund and approval of the agenda as presented.

- 8.1.3 Local Planning Services - None
- 8.1.4 Administrative Services – None

## **8.2 Executive Committee Initiated**

- 8.2.1 Executive - None
- 8.2.2 Trust Area Services - None
- 8.2.3 Local Planning Services - None

### 8.2.4 Administrative Services

#### 8.2.4.1 Mental Health Services Coverage in Trustee Benefits Package - RFD

Director of Administrative Services (DAS) Mobbs spoke to the request for decision (RFD) as presented.

#### **EC-2021-080**

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

That the Employee & Family Assistance Plan (EFAP) be added to the trustee benefits plan effective June 1, 2021.

**CARRIED**

Executive Committee discussed the second half of the recommendation as presented, “that staff enrol the new term of trustees in the Union of British Columbia Municipalities (UBCM) enhanced benefits plan with the Employee & Family Assistance Plan add-on,” and requested more information be brought back regarding the financial implications of EFAP if the deductible changed.

## **9. NEW BUSINESS**

### **9.1 Executive/Trust Council**

- 9.1.1 Islands Trust Act (s.8) (2) (e) re: communicating with Province – Briefing

**By general consent**, item 9.1.1. be deferred to the June 23<sup>rd</sup> meeting Executive Committee business meeting.

### **9.2 Trust Area Services**

- 9.2.1 LTC Chairs Report on Local Advocacy Topics - None

### **9.3 Local Planning Services**

- 9.3.1 Building Permit and other referrals with known Archeological sites – Discussion

**EC-2021-081**

**It was Moved and Seconded,**

That Executive Committee add to its project list, “to develop a policy regarding referral responses where there is a known archeological sites”.

**CARRIED**

- 9.3.2 Coordinated Planning for Large Infrastructure Projects – Discussion

Vice Chair Patrick will message the Southern Gulf Islands Forum regarding coordinating with the Capital Regional District on large infrastructure projects.

- 9.4 **Administrative Services - None**

**10. CORRESPONDENCE**

- 10.1 Village of Gold River UBCM resolution re: support working forests in BC dated May 19, 2021**

Received for information.

**11. WORK PROGRAM**

- 11.1 Review and amendment of current work program**

Presented for information.

**12. NEXT MEETING**

The next Executive Committee meeting is scheduled June 7, 2021, at 9:00 a.m. and will be held electronically.

**13. CLOSED MEETING (under separate cover)**

At 4:08 p.m. the meeting was closed to the public.

**EC-2021-082**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Section 90(1)(g) of the Community Charter in order to consider matters related litigation or potential litigation affecting the Islands Trust that staff attend the meeting.

**CARRIED**

At 4:33 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 4:33 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**