



Executive Committee Minutes of Regular Meeting

- Date:** September 8, 2021
- Location:** Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8
- Members Present:** Peter Luckham, Chair, Thetis Island Trustee
Dan Rogers, Vice Chair, Gambier/Keats Island Trustee
Laura Patrick, Vice Chair, Salt Spring Island Trustee
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Local Planning Services (DLPS)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Carmen Thiel, Legislative Services Manager (LSM)
Warren Dingman, Bylaw Compliance and Enforcement Manager (BCEM)
Lisa Wilcox, Senior Intergovernmental Policy Advisor (SIPA)
Lori Foster, Executive Coordinator/Recorder
- Members of the public:** 0 members of the public were in attendance

1. CALL TO ORDER

At 9:03 a.m., Chair Luckham called the meeting to order and humbly 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 adopted as presented.

3. RISE AND REPORT DECISIONS FROM PREVIOUS CLOSED MEETING - None

4. ADOPTION OF MINUTES - None

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

Staff reviewed follow-up action list (FUAL) items giving verbal updates and status reports on work in progress.

By general consent, that target dates on the FUAL list should be adjusted and speaking notes regarding the award of a grant to Islands Trust from the province under the Development Application Service Delivery and Technology Improvement Program be circulated to trustees, with an associated news release to follow.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs gave verbal updates on recently attended and upcoming meetings and the status of some current applications.

5.3 Islands Trust Conservancy Liaison Update

5.3.1 ITC Report Highlights of August 24, 2021 Board Special Meeting

Islands Trust Conservancy's, Vice Chair Fast, noted that item 7.4.5 of the agenda package includes the Conservancy's regular quarterly report.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 September Trust Council DRAFT schedule

7.1.1.1 Late Item

Forward as presented.

7.1.2 September Trust Council DRAFT agenda

7.1.2.1 Late Item

By general consent, move Directors Reports from the consent agenda sections to discussion/decision section. Move trustee reports from Executive section to Trustee Updates section.

7.1.3 July Trust Council Special Meeting DRAFT minutes

Forward as presented.

7.1.4 Trust Council Follow-up Action List

Forward as presented.

7.1.5 Chief Administrative Officer's Report

Forward as presented.

7.1.6 Executive Committee Work Program Report

See item 12.1

7.1.7 Strategic Plan Update

By general consent, amend item 5.3 Governance and Management Review to be under the responsibility of the Select Committee and adjust pagination of the report to not overlap with the main number of the agenda package.

CAO Hotsenpiller spoke to adding a cover report on top of the plan every second Trust Council, as an editorial.

Forward as amended.

7.1.8 Continuous Learning Plan

Forward as presented.

7.1.9 Update on development of electronic meetings capability for Local Trust Committee, Trust Council and Council Committees – Briefing

Forward as presented.

7.1.10 Backgrounder for Trust Council session on tree cutting authority – Briefing

Forward as presented.

7.1.11 Amendments to Trust Council Policy 2.1.2 Standards of Conduct – RFD

By general consent, amend Section 2 Background adding a hyperlink to the Union of British Columbia Municipalities (UBCM) model code of conduct document.

Forward as amended.

7.1.12 Revised Policy 2.2.3 Trust Council Resolutions without Meeting (RWM) – RFD

By general consent, amend to clarify that if there is objection to an RWM, there is a procedure to follow.

Forward as amended.

7.1.13 Amendments to Trust Council Policy 7.6.1 FOI Policy and 7.6.2 FOI Procedure – RFD

The meeting recessed for a break at 10:00 a.m. and reconvened at 10: 13 a.m. due to a fire alarm test at the Victoria office.

7.1.14 Delegation Request - Stephen MacLean

Forward as presented.

7.1.15 Delegation Request - Raincoast Conservation Foundation

Forward as presented.

7.1.16 Delegation Request - Salish Sea Institute

Forward as presented.

7.1.17 Delegation Request - Michael Sketch A Rewritten Trust Policy Statement

Corrections to the original submission were circulated as a late item in the addendum package.

7.1.17.1 Late Item

Forward as presented.

7.1.18 Delegation Request - Moving Around Pender

A PowerPoint presentation was circulated as a late item in the addendum package.

7.1.18.1 Late Item

Forward as presented.

By general consent, Executive approved delegation requests 7.1.14 through to 7.1.17 as presented and requested staff notify delegations they will each be given 10 minutes to present.

7.1.19 Presentation - Oil Spill Planning in the Islands Trust Area

Vice Chair Rogers noted he could also introduce this presentation.

Forward as presented.

7.1.20 Presentation - Vessel Drift and Response Analysis

Jamie Stephens, Council Member District 3 with San Juan County will give a council update at the end of the presentation.

Forward as presented.

7.1.21 Trustee Johnston - Xwe'etay/Lasqueti Archaeology Project Report

Forward as presented to the Trustee Updates section.

7.1.22 Trustee Maude - Ferry Advisory Committee Update

Forward as presented to the Trustee Updates section.

7.1.23 Trust Council Priorities Chart

Forward as presented.

7.1.24 DRAFT December Trust Council meeting schedule

Forward as presented.

7.2 Local Planning Services

7.2.1 Director of Local Planning Services Report

Forward as presented.

7.2.2 Regional Planning Committee Work Program Report

Forward as presented.

7.2.3 Shoreline and Residential Density Reports Strategic Plan – RFD

Forward as presented.

7.2.4 Bylaw Enforcement Statistical Reports – Briefing

Forward as presented.

7.3 Administrative Services

7.3.1 Director of Administrative Services Report

Forward as presented.

7.3.2 Financial Planning Committee Work Program Report

Forward as presented.

7.3.3 March 31, 2021 Allocated Financial Statements – Briefing

Forward as presented.

7.3.4 2020/21 Statement of Financial Information – RFD

Forward as presented.

7.3.5 June 30, 2021 Quarterly Financial Report – RFD

Forward as presented.

7.3.6 2022/23 Draft Budget Assumptions, Principles, and Timelines – Briefing

Forward as presented.

7.4 Trust Area Services

7.4.1 Director of Trust Area Services Report

Forward as presented.

7.4.2 Trust Programs Committee Work Program Report

Forward as presented.

7.4.3 Policy Statement Amendment Project Phase 3 Public Engagement Plan - RFD

The request for decision was circulated as a late item in the addendum package.

7.4.3.1 Late Item

Executive Committee discussed and considered endorsement and recommendations of the options as presented in the request for decision.

EC-2021-120

It was Moved and Seconded,

That Executive Committee recommend Trust Council approve the Islands 2050 Phase 3 Public Engagement Project charter scenario 3 and approve an additional transfer of up to \$82,000 from the general revenue surplus fund in fiscal 2021/2022 to support implementation.

WITHDRAWN

EC-2021-121

It was Moved and Seconded,

That Executive Committee withdraw motion EC-2021-120

CARRIED

EC-2021-122

It was Moved and Seconded,

That Executive Committee recommend Trust Council approve the Islands 2050 Phase 3 Public Engagement Project Charter scenario 3 and approve a budget of an additional \$82,000, consisting of an additional transfer of \$62,000 from the general revenue surplus fund and the remainder to be funded by any reallocation of funds from the approved 2021/2022 budget to support implementation.

CARRIED

By general consent, change the project charter in scenario 3 to add wording relating to deeper relationships of engagement.

By general consent, add a consultant in scenario 3, or staff.

By general consent, advance to Trust Council as amended.

7.4.4 Legislative Monitoring – Briefing

Forward as presented.

7.4.5 Islands Trust Conservancy Quarterly Report

Forward as presented.

7.4.6 Policy Direction: NAPTEP Fees – RFD

Forward as presented.

7.4.7 Islands Trust Conservancy Audit Report – Briefing

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:35 p.m.

8. RECESS

There was a planned recess from 1:45 p.m. to 2:30 p.m. which was not needed as Executive Committee completed its business by 1:32 p.m.

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

- 9.1.1 Executive – None
- 9.1.2 Trust Area Services – None
- 9.1.3 Local Planning Services

- 9.1.3.1 Indigenous Youth and Elder Engagement on Healthy Watersheds with Naut'sa mawt and Islands Trust Additional Funding – RFD

- 9.1.3.1.1 Late Item

Senior Intergovernmental Policy Advisor (SIPA) Wilcox spoke to the request for decision as presented.

EC-2021-123

It was Moved and Seconded,

That Executive Committee support an amendment to current funding from the provincial Healthy Watersheds Initiative to receive additional grant funding of up to \$55,000 to support work with Naut'sa mawt Tribal Council and the Islands Trust.

CARRIED

- 9.1.4 Administrative Services - None

9.2 Executive Committee Initiated

- 9.2.1 Executive

- 9.2.1.1 Trustee Rogers re: Webinars on Indigenous perspectives on Climate Change – Discussion

Vice Chair Rogers requested that staff follow-up on the status of the proposed webinars which EC endorsed via the Climate Change Stewardship Education Program project charter Phase 2 at its December 16, 2020 meeting.

DTAS Frater noted this was an initiative from Trust Programs Committee to approve the project charter.

EC-2021-124

It was Moved and Seconded,

That Executive Committee request staff to provide a briefing on the potential for webinars on Indigenous perspectives on climate change.

CARRIED

- 9.2.2 Trust Area Services - None
- 9.2.3 Local Planning Services - None
- 9.2.4 Administrative Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.1.1 Trustee Patrick re: tracking the expenses of local trust committees – Discussion

Discussion on receiving more detailed reporting on total resources spent by local trust committees ensued.

Director of Administrative Services Mobbs noted that time-tracking of staff's specific activities on projects occurs but this is not reported as an LTC expense.

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

The next meeting of the Southern Gulf Islands Forum is scheduled for September 24.

The Comox Valley Regional District joint meeting with northern trustees is scheduled September 27.

- 10.3 Local Planning Services - None**
- 10.4 Administrative Services – None**

11. CORRESPONDENCE

11.1 J. Eastick email dated August 24, 2021 re: request to council

By general consent, item 11.1 was forwarded to Trust Council.

11.2 M. Johnston email dated August 20, 2021 re: Policy Statement engagement plan

Received for information.

11.3 M. Hanacek PMFL CAO response to "Public engagement plan in development for Policy Statement review" letter dated August 30, 2021

Received for information.

11.4 H. Holm submission to Sept 21 Trust Council meeting letter dated Sept 2, 2021

By general consent, item 11.4 was forwarded to Trust Council.

11.5 J. Crerar letter dated August 31, 2021, re: Response to Policy 2050 (Desalination)

Received for information.

11.6 Assistant Deputy Minister letter re: COVID-19 updates dated August 27, 2021

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent, item 12.1 was forwarded to Trust Council as presented.

13. NEXT MEETING

The next Executive Committee meeting is scheduled September 20, 2021, to be held electronically.

14. CLOSED MEETING

At 1:05 p.m., the meeting was closed to the public.

EC-2021-125

It was Moved and Seconded,

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

At 1:31 p.m., the meeting was reopened to the public.

15. ADJOURNMENT

By general consent, at 1:32 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder