



## Executive Committee Minutes of Regular Meeting

**Date:** October 6, 2021  
**Location:** Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

**Members Present:** Peter Luckham, Chair, Thetis Island Trustee (Victoria boardroom)  
Dan Rogers, Vice Chair, Gambier/Keats Island Trustee (electronic)  
Laura Patrick, Vice Chair, Salt Spring Island Trustee (Victoria boardroom)  
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee (Victoria boardroom)

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO) (Victoria boardroom)  
David Marlor, Director, Local Planning Services (DLPS) (Victoria boardroom)  
Clare Frater, Director, Trust Area Services (DTAS) (electronic)  
Julia Mobbs, Director, Administrative Services (DAS) (electronic)  
Carmen Thiel, Legislative Services Manager (LSM) (Victoria boardroom)  
Lisa Wilcox, Senior Intergovernmental Policy Advisor (electronic)  
Mark van Bakel, Information Services Manager (Victoria boardroom)  
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)

**Members of the public:** None in attendance

### 1. CALL TO ORDER

At 9:04 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

For consideration to add the following late item at:  
8.2.1.1 Executive Committee and Electronic Meetings – Briefing

#### 2.2 Approval of Agenda

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

##### 2.2.1 Agenda Context Notes

For information as contained in the agenda package.

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

#### **4. ADOPTION OF MINUTES**

##### **4.1 September 20, 2021 draft minutes**

By general consent, the September 20, 2021, minutes were adopted as presented.

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

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

Chief Administrative Officer (CAO) Hotsenpiller and Directors gave status updates on FUAL items as presented in the report.

CAO Hotsenpiller and Directors gave verbal updates on:

- Consideration for all BC Public Service workers be vaccinated,
- Legislative changes and policy work for electronic meetings.

Information Services Manager, van Bakel, spoke to the deployment of hardware kits via the Chair and Vice Chairs, for conducting electronic streaming and recording of LTC meetings open to the public at on-site locations.

##### **5.2 Local Trust Committee Chair Updates**

Chair and Vice Chairs gave verbal updates on recently attended local trust committee (LTC) meetings, status of LTC applications, rezonings, and projects.

A Southern Gulf Islands Forum was recently held and, there are Átl'ka7tsem/Howe Sound and Ocean Watch Forums being held October 22 as an in-person electronic hybrid meeting on Nexwlélexwm/Bowen Island.

##### **5.3 Islands Trust Conservancy Liaison Update**

Vice Chair of Islands Trust Conservancy/Municipal Trustee Fast said the Conservancy met yesterday and noted new member, Risa Smith recently joined the board.

The meeting recessed for a break at 10:46 a.m. and reconvened at 10:58 a.m.

#### **6. BYLAWS FOR APPROVAL CONSIDERATION**

##### **6.1 Galiano Island Local Trust Committee Bylaw No. 271 (LUB amendment) – RFD**

Vice Chair Rogers spoke to the land use bylaw amendment (LUB) request for decision (RFD) which would rezone the property, which is close to the ferry terminal, from Village Residential 1 to Retail Commercial 1.

**EC-2021-128**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 271, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2019” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6.2 Gabriola Island Local Trust Committee Bylaw No. 303 (LUB amendment) – RFD**

Vice Chair Rogers spoke to the land use bylaw amendment (LUB) request for decision (RFD) rezoning regarding a commercial cannabis production.

Discussion followed on indoor/outdoor cannabis production, staff work on setbacks and other regulations, public hearing comments and referral feedback.

**EC-2021-129**

**It was Moved and Seconded,**

THAT the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 303, cited as “Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2019”, under Section 27 of the *Islands Trust Act*.

**CARRIED**

**6.3 Denman Island Local Trust Committee Bylaw No. 239 (housing agreement) – RFD**

Director of Local Planning Services (DLPS) Marlor spoke to the housing agreement which accompanies Bylaws No. 233 and 234 for eight units of seniors’ affordable housing.

Executive Committee discussed the agreement as presented.

**EC-2021-130**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 239, cited as “Denman Island Housing Agreement Bylaw No. 239, 2020”, in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING REVIEW & PREPARATION**

**7.1 Executive**

**7.1.1 Roundtable Review September Trust Council – verbal**

Executive Committee and staff gave verbal reviews of the Trust Council meeting.

Comments included:

- Tightening up delegation application processes,
- Defining a delegation versus town hall,
- Recurring theme around centralization versus LTC autonomy,

- Budget implications arising from the Policy Statement Engagement implementation,
- Ongoing challenge of verifying which trustees are present in an electronic meeting.

7.1.1.1 Feedback - Trustee Grove

Trustee Grove’s email regarding COVID safety measures dated September 24<sup>th</sup> was received for information.

7.1.1.2 Feedback - Trustee Johnston

Executive Committee (EC) addressed Trustee Johnston’s feedback email dated September 23<sup>rd</sup>. EC discussed why Directors updates are outside the consent agenda format and the benefits of hearing from Directors at Trust Council due to any departmental changes between publication date of the agenda and meeting time and, familiarize Trustees with Directors.

7.1.2 September Trust Council Business Decision Highlights

Executive Committee discussed the order of the document’s items, that they be rearranged to match readers’ interests.

**EC-2021-131**

**It was Moved and Seconded,**

That the Continuous Learning Plan and Trust Council Policy Review Project items be moved to the end of the Business Decision Highlights document.

**CARRIED**

7.1.3 Trust Council Follow Up Action List (FUAL)

Staff noted the Trust Council FUAL will be brought to the October 27<sup>th</sup> Executive Committee meeting.

- 7.2 Local Planning Services - None**
- 7.3 Administrative Services - None**
- 7.4 Trust Area Services - None**

The meeting recessed for a break at 12:03 p.m. and reconvened at 12:33 p.m.

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated**

8.1.1 Executive

#### 8.1.1.1 UBCM Minister Meeting Synopsis – Briefing

Executive Committee and CAO Hotsenpiller spoke to the meeting with Minister Rankin and possible outcomes including forming a staff-to-staff working/focus group on reconciliation and agreements.

#### 8.1.1.2 Trust Council (TC) / Executive Committee (EC) 2022 draft schedule – Briefing

Discussion ensued on the draft TC/EC 2022 schedule, the upcoming election year meeting logistics and, potential additional Trust Council meetings for new trustee orientation in 2023.

Executive Committee will consider adopting its 2022 schedule at the October 27<sup>th</sup> EC meeting.

#### 8.1.1.3 December Trust Council Logistics

EC discussed December Trust Council meeting logistics, consideration of actual in-person attendees, and legislative requirements for bylaw readings.

##### **EC-2021-132**

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

That Executive Committee schedule a Special Electronic meeting on October 13, 2021, beginning at 9:00 a.m., and that staff be asked to canvas trustees as to their desires regarding an in-person November/December Trust Council meeting.

**CARRIED**

#### 8.1.2 Trust Area Services

##### 8.1.2.1 2022/23 Executive Committee project budget requests – Briefing

Director of Trust Area Services (DTAS) Frater referenced the agenda context notes, anticipating this be brought back to the October 27<sup>th</sup> meeting as a request for decision.

#### 8.1.3 Local Planning Services

##### 8.1.3.1 GL-RZ-2021.1 (GALI) Development Application Fee Sponsorship – RFD

Vice Chair Rogers spoke to the request for decision for Executive Committee sponsorship of the Galiano Affordable Living Initiative (GALI), formerly Galiano Green, rezoning application costs.

**EC-2021-133**

**It was Moved and Seconded,**

THAT the Executive Committee approve financial sponsorship of \$4400 for rezoning application GL-RZ-2021.1 (GALI) which would amend the land use bylaw to allow for an affordable housing development with up to 20 dwelling units.

**CARRIED**

8.1.4 Administrative Services - None

**8.2 Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 Executive Committee and Electronic Meetings – Briefing

Legislative Services Manager Thiel outlined options to resolve changes facing Executive Committee electronic meetings since Ministerial Order 192 ceased being in effect on September 29.

8.2.2 Trust Area Services - None

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council**

9.1.1 Trustee Busheikin Conference Funding Request

**EC-2021-134**

**It was Moved and Seconded,**

That Executive Committee approve Trustee Busheikin's funding request to attend Vancouver Island Economic Summit October 27-28.

**CARRIED**

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

Chair Luckham called for any verbal reports from members, there were none.

**9.3 Local Planning Services** - None

**9.4 Administrative Services** – None

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

**10.1 S. Brands re: News Release IT to improved development application process email dated Sept 14, 2021**

Received for information.

**10.2 D. Korbin re: Governance of the gulf islands email dated September 10, 2021**

Item 10.2 was referred by the Select Committee on September 13, 2021 and received for information by the Executive Committee.

**10.3 D. Korbin re: for addition to next agenda email dated August 4, 2021**

**EC-2021-135**

**It was Moved and Seconded,**

That a response to D. Korbin's August 8, 2021, email be sent from the Executive Committee.

**CARRIED**

Chair Luckham will work with staff to craft a response.

**10.4 S. Warwick re: News Release IT to improved development application process email dated Sept 9, 2021**

Received for information.

**10.5 Private Forest Landowners Association letter dated August 30, 2021**

Received for information.

**10.6 Rebuild Lytton Fund letter dated Aug 27, 2021**

Received for information.

**10.7 Minister Heyman re: rodenticide ban email dated July 21, 2021**

Received for information.

**11. WORK PROGRAM**

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

Received for information.

**12. NEXT MEETING**

Executive Committee scheduled a Special Electronic Meeting for October 13, 2021 beginning at 9:00 a.m. The next regular meeting of the Executive Committee is scheduled October 27, 2021.

**13. CLOSED MEETING**

At 2:18 p.m. the meeting was closed to the public.

**EC-2021-136**

**It was Moved and Seconded,**

That the meeting be closed to the public subject to Sections 90(1)(f) and (j) of the Community Charter in order to consider matters related to law enforcement if the committee considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment and; information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*, and that staff attend the meeting.

**CARRIED**

At 2:30 p.m., the meeting was re-opened to the public.

**14. ADJOURNMENT**

**EC-2021-137**

**It was Moved and Seconded,**

That the meeting be adjourned at 2:32 p.m.

**CARRIED**

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**