



## Executive Committee Minutes of Regular Meeting

**Date:** October 27, 2021  
**Location:** Electronic meeting, 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 (Victoria boardroom)  
Laura Patrick, Vice Chair, Salt Spring Island Trustee (Victoria boardroom)  
Sue Ellen Fast, Vice Chair, Bowen Island Municipal Trustee (electronic)

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO) (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)  
Lori Foster, Executive Coordinator/Recorder (Victoria boardroom)  
Heather Kauer, Regional Planning Manager (electronic)  
Robert Kojima, Regional Planning Manager (electronic)

**Members of the public:** There were no attendees who joined the webinar

The meeting was livestreamed and recorded.

### 1. CALL TO ORDER

At 9:01 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 item(s) at:

- Addendum, circulated October 25th including
  - 7.1.1 September Trust Council draft minutes
  - 10.6, S. Gale, 10.7, M. Leichter and 10.8, D. Kelly correspondence
- 5.1 Director Reports include
  - Trust Policy request for proposal (RFP) update
  - Vaccine Mandate
- 9.5 Metro (Vancouver) 2050

## **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**

### **3.1 October 6, 2021 Closed Meeting**

Chair Luckham reported that at the October 6, 2021, Executive Committee closed meeting, the September 8<sup>th</sup> in-camera minutes were adopted.

## **4. ADOPTION OF MINUTES**

### **4.1 October 6th regular meeting draft minutes**

**By general consent**, the October 6th regular meeting draft minutes were adopted as presented.

### **4.2 October 13th special meeting draft minutes**

**By general consent**, the October 13th special meeting draft 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.

Staff spoke to:

- Bill 26 provincial news release amending local government legislation including amendments to the Islands Trust Act,
- Sending Islands Trust news release re: Bill 26,
- Vaccine mandate for Islands Trust staff, provincial guidelines and responding to Deputy Minister Sadler's letter,
- Draft budget process, further refinements from the Financial Planning Committee coming to Trust Council,
- Staffing updates, general human resources issues working with BC Public Service,
- Policy Statement Request for Proposal deadline is November 12.

## 5.2 Local Trust Committee Chair Updates

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

## 5.3 Islands Trust Conservancy Liaison Update

Islands Trust Conservancy Vice Chair/Municipal Trustee Fast noted that Carmen Smith joined staff as the new part-time communications specialist and a resolution without meeting was conducted to adjust the Moss Mountain covenant.

## 6. BYLAWS FOR APPROVAL CONSIDERATION

### 6.1 Hornby Island Local Trust Committee Bylaw No. 166 (OCP amendment)

Vice Chair Fast deferred to Regional Planning Manager (RPM) Kauer who spoke to the official community plan (OCP) amendment and request for decision (RFD) regarding Minimum Average Lot Area (MALA) providing clarification on lot size and use.

#### **EC-2021-140**

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

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 166, cited as "Hornby Island Official Community Plan, 2014, Amendment No. 1, 2021", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

### 6.2 Hornby Island Local Trust Committee Bylaw No. 167 (LUB amendment)

Vice Chair Fast deferred to Regional Planning Manager (RPM) Kauer who spoke to the land use bylaw amendment (LUB) and request for decision (RFD) regarding Minimum Average Lot Area (MALA).

#### **EC-2021-141**

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

THAT the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 167 cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2021", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

### 6.3 Gabriola Island Local Trust Committee Bylaw No. 310 (LUB amendment)

Vice Chair Rogers spoke to the land use bylaw amendment (LUB) and request for decision (RFD) which would permit community resource centres as a principal use on any lot that is zoned IN1 and add a site-specific use to repair used items for sale by the Gabriola Island Recycling Organization.

**EC-2021-142**

**It was Moved and Seconded**

THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 310, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2021”, in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 September Trust Council draft minutes**

Vice Chair Rogers requested amendments to resolution number TC-2021-092.

**By general consent**, the September Trust Council draft minutes were amended as follows: that resolution number TC-2021-092 be amended by adding the words “to receive advice whether” before the words “senior staff”.

**By general consent**, the draft minutes, as amended, were received for information.

**7.1.2 Trust Council Follow-up Action List (FUAL)**

The September Trust Council (TC) FUAL, presented for information, was reviewed by Executive Committee. The TC FUAL will be reviewed by Council at the Nov/Dec TC quarterly.

Discussion followed on adding a cover briefing to both the FUAL and Strategic Plan with status updates for reporting to council.

**7.1.3 Nov/Dec draft Trust Council schedule – Discussion**

Executive Committee discussed the live in-person meeting format when to hold the public engagement session.

**EC-2021-143**

**It was Moved and Seconded,**

That Executive Committee direct staff to hold delegations and town hall mid-day Wednesday offering both in-person and electronic options for speakers.

**CARRIED**

**By general consent**, Executive Committee rescheduled its Monday, November 29<sup>th</sup> meeting to Tuesday November 30<sup>th</sup> starting at 10:00 a.m. to 12 p.m., in-person, at the Coast Victoria Hotel.

**By general consent**, Executive Committee request staff conduct a resolution without meeting regarding Executive Committee, acting as a local trust committee (LTC) for Ballenas Winchelsea LTC to hold an in-person meeting on November 30 at 9:30 a.m. at the Coast Victoria Hotel.

The meeting recessed for lunch at 12:22 p.m. and reconvened at 12:52 p.m.

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

## 8. EXECUTIVE COMMITTEE PROJECTS

### 8.1 Trust Council Initiated

#### 8.1.1 Executive

##### 8.1.1.1 Executive Committee adoption of 2022 draft schedule & Trust Council 2022 schedule recommendations – RFD

#### **EC-2021-144**

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

That Executive Committee adopt Islands Trust Executive Committee 2022 Draft Meeting Schedule, Attachment 1, as its meeting dates for 2022.

**CARRIED**

#### **EC-2021-145**

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

That Executive Committee recommends Trust Council adopt the following meeting dates for its 2022 schedule: March 8-10, June 21-23, September 20-22 and November 1-3.

**CARRIED**

##### 8.1.1.2 Proposed Amendments to Trust Council Procedure Bylaw No. 101 - RFD

#### **EC-2021-146**

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

That staff be directed to draft an amendment bylaw which incorporates the agreed upon amendments, for review at the November 17, 2021 Executive Committee meeting, and consideration by Trust Council at its November 30 to December 2, 2022 meeting.

**CARRIED**

##### 8.1.1.3 Trustee Feedback to Standards of Conduct Policy – Briefing

Vice Chair Rogers will forward to Legislative Services Manager Thiel his feedback on the trustee amendments received.

**EC-2021-147**

**It was Moved and Seconded,**

That Executive Committee schedule a Special meeting to deal with the Standards of Conduct policy amendments.

**CARRIED**

8.1.1.4 Trustee Morrison re: sustained learning email dated October 8, 2021 – Discussion

Executive Committee discussed the request as presented in the email considering aspects of budget, policy, staff resources and capacity.

**EC-2021-148**

**It was Moved and Seconded,**

That Executive Committee request the Chair to respond to Trustees Morrison and Wolverton suggesting there are no policy impediments to their idea, that the project would require budget and capacity.

**CARRIED**

8.1.2 Trust Area Services

8.1.2.1 Executive Committee FY2022/23 Business Cases - RFD

Director of Trust Area Services (DTAS) Frater introduced the request for decision (RFD).

Discussion on the recommended list, as presented in the RFD, followed.

**EC-2021-149**

**It was Moved and Seconded,**

That the Application Sponsorship budget be reduced to \$5,000 and that the NAPTEP Regulation Exemption Reduction Tax Shift Analysis be deferred to another year.

**CARRIED**

Discussion on the business case for an engagement planner position ensued.

**EC-2021-150**

**It was Moved and Seconded,**

That Executive Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget, the business case for a full-time permanent engagement planner position at \$101,310 annually.

**EC-2021-151**

**It was Moved and Seconded,**

That motion **EC-2021-150** be amended to “for a part-time (50%) permanent engagement planner position at \$52,529 annually”.

**DEFEATED**

Chair Luckham called the question on motion **EC-2021-150**.

**DEFEATED**

**EC-2021-152**

**It was Moved and Seconded,**

That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2022/23 Budget the list as amended by **EC-2021-149** as follows:

- \$17,000 for Reconciliation Action Plan
- \$5,000 for History and Heritage Grants in Aid
- Application Sponsorship (**reduced to \$5,000 from \$15,000**)
- \$50,000 for Communications
- \$5,000 for NAPTEP Regulation Exemption reduction tax shift analysis (**deferred to another year**)
- \$15,000 for Website design or functionality changes
- \$5,000 for Policy Statement Amendment Project
- \$1,000 for NAPTEP application sponsorship

**CARRIED**

**EC-2021-153**

**It was Moved and Seconded,**

That Executive Committee resolve to meet electronically for two-thirds of its remaining term and reduce the Executive Committee meeting budget 2022/2023 to \$5,000.

**CARRIED**

The meeting recessed for a break at 3:05 p.m. and reconvened at 3:10 p.m.

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

8.2.3.1 IAP2 level for Official Community Plan and other bylaw reviews – Discussion

Discussion ensued on levels of engagement as presented in the IAP2 infographic, fettering of discretion, and that each opportunity to engage has to be clarified and customized.

8.2.4 Administrative Services - None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council**

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

Regarding the Zim Kingston freighter incident, it was reported that 109 sea containers were swept overboard off the west coast of Vancouver Island.

**9.3 Local Planning Services** - None

**9.4 Administrative Services** – None

**9.5 Metro (Vancouver) 2050**

Vic Chair Fast spoke to Metro Vancouver’s regional growth strategy “Metro 2050” which was presented to Bowen Council noting that Bowen’s mapping layers were not showing properly in the draft.

**EC-2021-154**

**It was Moved and Seconded**

That Executive Committee request staff to submit “protected areas map layers” to Metro 2050 staff for Bowen Island.

**CARRIED**

**EC-2021-155**

**It was Moved and Seconded,**

That Executive Committee ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.

**CARRIED**

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

**10.1 Modernizing Forest Policy - Fall Local Government Engagement Session Invitation letter dated October 13, 2021**

**By general consent,** forward to trustees for information.



**10.2 AVICC Call for Resolutions and Nominations 2022 email dated October 19, 2021**

Received for information.

**10.3 Salish Sea Ecosystem Conference Call for Submissions extended to November 1, 2021**

Received for information.

**10.4 F. Attorp email dated October 10, 2021, re: SSI LTC conduct complaint**

**By general consent,** Vice Chair Rogers will work with staff on a response to F. Attorp.

**10.5 R. Bergerud email dated October 5, 2021, re: Vortex letter**

Received for information.

**10.6 S. Gale email dated October 19, 2021, re: MIRR contact**

Received for information.

**10.7 M. Leichter letter dated October 23, 2021, re: Residential Floor Area Ratio Report**

Item 10.7 was forwarded to Regional Planning Committee and Nov/Dec Trust Council correspondence.

**10.8 D. Kelly Forest Tenures Branch letter dated October 22, 2021, cc'd Chair Luckham re: B. Keefer & PMFL**

Received for information.

**11. WORK PROGRAM**

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

Received for information.

**12. NEXT MEETING**

The next meeting of the Executive Committee is scheduled for November 17, 2021.

**13. CLOSED MEETING (scheduled)**

At 3:39 p.m. the meeting was closed to the public.

**EC-2021-156**

**It was Moved and Seconded**

That the meeting be closed to the public subject to Sections 90(1) (j) of the Community Charter in order to consider matters related to; 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 5:00 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 5:00 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**