



## Executive Committee Minutes of Regular Meeting

**Date:** May 4, 2022  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**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) Boardroom  
David Marlor, Director, Legislative Services (DLS)  
Clare Frater, Director, Trust Area Services (DTAS)  
Julia Mobbs, Director, Administrative Services (DAS)  
Warren Dingman, Bylaw Compliance & Enforcement Manager (BCEM)  
Lori Foster, Executive Coordinator/Recorder Boardroom

**Others Present:** One member of the public attended electronically

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:04 a.m. and humbly stated gratitude to live and work on Coast Salish First Nations traditional and treaty territory then introduced elected officials and staff.

### 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

Provided for information re: item 3. Rise and Report and item 8.1.1.2 Trustee Starter Kit.

### 3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham reported that at the April 13th closed meeting, the in-camera minutes of February 23 and March 23 were adopted as presented.

### 4. ADOPTION OF MINUTES

#### **4.1 April 13, 2022**

Item 4.2., second bullet to read: “Southern Gulf Islands Forum update hosted by Member of the Legislative Assembly (MLA) Olsen,”

**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**

Chief Administrative Officer (CAO) Hotsenpiller and directors reviewed their FUAL list items as presented and gave verbal updates on emerging issues including staffing updates.

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

Local Trust Committee (LTC) chairs gave verbal updates on recently attended LTC meetings, applications in progress and projects status.

Some members reported on attending the Salish Sea Ecosystem Conference hosted April 26 -28, electronically, by Western Washington University’s Salish Sea Institute.

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

##### **5.3.1 March 15, 2022 ITC Board Special Meeting Highlights**

The next Conservancy Board meeting is May 24<sup>th</sup>; a new edition of the Heron newsletter was recently published.

### **6. BYLAWS FOR APPROVAL CONSIDERATION - None**

### **7. TRUST COUNCIL MEETING PREPARATION**

#### **7.1 Executive**

##### **7.1.1 June Trust Council Agenda Schedule Setting – Briefing**

Discussion ensued on the briefing as presented. Items for inclusion on the Trust Council agenda included:

- A presentation/update on National Marine Conservation Areas (NMCA) in the Trust Area by Parks Canada staff,
- Update on Islands 2050 engagement,
- Holding a 3-day, rather than a 2-day meeting.

Executive Committee discussed the Governance and Management Review report presented at March Trust Council.

**EC-2022-058**

**It was Moved and Seconded,**

That Executive Committee request Chief Administrative Officer Hotsenpiller to provide a high level advice/report with respect to process in advancing the Governance and Management Review report.

**CARRIED**

7.1.2 Draft March Trust Council Minutes

Chair Luckham commented the resolutions didn't flow regarding addition of budget late items and will work with staff to clarify.

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 2022 Elections Process and Key Dates – Briefing

DLS Marlor spoke to the briefing and timelines to amend the election bylaw which will come to Trust Council in June.

8.1.1.2 2018-2022 Trustee Starter Kit

The kit is being updated for new term trustees and has been circulated for comment to current trustees.

Executive Committee comments on the kit included:

- Make a distinction between trustee roles and committee roles,
- Offer that all trustees attend the first Local Government Leadership Academy in February each year,
- Teach how to craft a motion.

8.1.2 Trust Area Services - None

8.1.3 Local Planning Services - None

8.1.4 Administrative Services - None

**8.2 Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 Vice-Chair Assignment – Briefing

Change noted to local trust committee chair assignments as presented in the briefing.

Website pages and distribution lists have been updated.

#### 8.2.1.2 Human Resources Update – Briefing

DAS Mobbs spoke to the briefing as presented.

Discussion followed regarding deferred salary leave and a timeframe on the restructuring of some staff roles.

#### 8.2.2 Trust Area Services

##### 8.2.2.1 History and Heritage Grant in Aid applications – RFD

DTAS Frater spoke to the request for decision (RFD) as presented. Changes to policy 2.1.14 are in progress.

##### **EC-2022-059**

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

That Executive Committee approve History Heritage & Grant funding of \$1,000 for MakeWay/Howe Sound Marine Stewardship and \$1,000 for Stqeeye' Learning Society and reserve \$2,000 for later.

##### **EC-2022-060**

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

That motion EC-2022-059 be amended to increase the funding amounts to \$2000 each and no reserve.

**CARRIED**

Chair Luckham called the question on motion **EC-2022-059 as amended.**

That Executive Committee approve History Heritage & Grant funding of \$2,000 for MakeWay/Howe Sound Marine Stewardship and \$2,000 for Stqeeye' Learning Society with no reserves.

**CARRIED**

Discussion ensued regarding:

- Reporting to Trust Council on the substantive applications received,
- Possible request for more funding from Trust Council,
- Applicants' time and effort when submitting an application.

##### **EC-2022-061**

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

That Executive Committee request staff continue to work with K'ómoks First Nation and Gabriola Historical Society in terms of its funding request and Executive Committee consider ways to allocate funds for such requests.

**CARRIED**

8.2.2.2 Funding Request for Additional In-Person Special Trust Programs Committee Meeting in Summer 2022 - RFD

DTAS Frater spoke to the briefing as presented.

**EC-2022-062**

**It was Moved and Seconded,**

That Executive Committee approve an increase in spending of \$1,300 to support an additional in-person special Trust Programs Committee meeting in Summer 2022 to review Islands 2050 engagement feedback from the public, First Nations, and referral agencies.

**CARRIED**

The meeting recessed for a break at 12:10 p.m. and reconvene at 12:40 p.m.

8.2.3 Local Planning Services

8.2.3.1 Report Back on Request for Information on Limiting Number of Projects – Briefing

DLS Marlor spoke to the briefing on this long standing follow-up action list item. With receipt of the briefing, the FUAL item was marked complete.

8.2.4 Administrative Services - None

**9. NEW BUSINESS** - None

**9.1 Executive/Trust Council**

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics

**9.3 Local Planning Services**

**9.4 Administrative Services**

**10. CORRESPONDENCE**

**10.1 B. Keefer re: Islands Trust Proposed Policies on Desalination, Docks and Seawalls letter dated April 26, 2022**

**EC-2022-063**

**It was Moved and Seconded,**

That item 10.1 B. Keefer re: Islands Trust Proposed Policies on Desalination, Docks and Seawalls letter dated April 26, 2022, and 10.4 S. Brands re: Lawns email dated April 20, 2022 be forwarded to Islands 2050.

**CARRIED**

**10.2 D. G. Courtenay emails re: Patrons of Route 6 dated April 9 and April 24, 2022**

DG Courtney cc'd all trustees on this email.

**10.3 AVICC endorsement of 2022 resolutions letter dated April 20, 2022**

Received for information.

**10.4 S. Brands re: Lawns email dated April 20, 2022**

See resolution EC-2022-063.

**10.5 New Sidney Spill Response Base open house invitation email dated April 20, 2022**

This item was received as a bcc email and was forwarded to Executive Committee.

**10.6 S. de Stein re: Policy Statement email dated April 20, 2022**

This email was sent to Islands 2050 and posted to the website.

**10.7 A. Hodson-Deggan re: Policy Statement letter dated April 6, 2022**

**EC-2022-064**

**It was Moved and Seconded,**

That item 10.7 A. Hodson-Deggan re: Policy Statement letter dated April 6, 2022 be forwarded to Islands 2050.

**CARRIED**

**11. WORK PROGRAM**

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

Received for information.

**12. NEXT MEETING**

The next Executive Committee meeting is scheduled for May 25, 2022, to be held electronically.

**13. CLOSED MEETING**

The meeting was closed to the public at 12:57 p.m.

**EC-2022-065**

**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**

The meeting was reopened to the public at 1:50 p.m.

**14. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 1:50 p.m.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**