



Executive Committee Agenda

Date Tuesday, June 11, 2013
Time 11:30 am - 11:30 am
Location: Mayne Island Agricultural Hall
430 Fernhill Road, Mayne Island, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. MINUTES/COORDINATION	
3.1. Minutes of Meetings/Resolutions Without Meeting	
3.1.1. May 7, 2013	2 - 6
3.1.2. May 27-28, 2013	7 - 16
3.1.3. RWM 105-13	17 - 17
3.2. Follow-up Action List	18 - 19
4. BUSINESS ITEMS	
4.1. Succession Planning - Request for Decision	20 - 32
4.2. Executive Committee Consolidated Work Program – Review	33 - 38
5. NEW BUSINESS	
6. CLOSED SESSION	

That the meeting be closed to the public at pursuant to s. 90(2) (b) of the Community Charter related to information held in confidence between the Islands Trust and the provincial government, and that staff attend the meeting.

7. NEXT MEETING AND ADJOURNMENT



Executive Committee Minutes of Meeting

Date/Time: Tuesday, May 7, 2013 **Location:** Islands Trust Victoria Office

Trustees Present: Sheila Malcolmson, Chair
David Graham, Vice Chair, (by telephone)
Peter Luckham, Vice Chair
Ken Hancock, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer (part of the meeting by telephone)
Cindy Shelest, Administrative Services Director
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Clare Frater, Trust Area Policy Analyst
Stephanie Somers, Recorder

Public Present: Tracey Lorenson

1. CALL TO ORDER

The meeting was called to order at 10:09 am. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By General Consent, the agenda was approved as presented.

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

3.1.1 January 23-24, 2013

By General Consent, the Executive Committee adopted the January 23-24, 2013 Minutes of Meeting, as amended.

3.1.2 April 22-23, 2013

By General Consent, the Executive Committee adopted the April 22-23, 2013 Minutes of Meeting, as amended.

3.2 Follow-up Action List

Provided for information.

4. ADMINISTRATIVE SERVICES (C. Shelest)

4.1 Director's Update

Director of Administrative Services Cindy Shelest updated the Executive Committee on follow up action list items and current activities.

4.2 Trust Council Items

4.2.1 Carbon Neutrality Session Outline

Staff provided the proposed session outline for the Carbon Neutrality Session at the upcoming June Trust Council meeting, for review and comment. Executive Committee requested timeline changes additional information on the session outline prior to final approval at the next meeting.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 CAO Update

Chief Administrative Officer Linda Adams updated the Executive Committee on follow up action list items and current activities.

5.2 Other

5.2.1 Review of Minutes Guidelines Policy with Committee Chairs (C. Thiel)

Staff noted that the Legislative Services Manager is proposing to review the guidelines with Council Committee and Local Trust Committee chairs on May 27.

5.2.2 RFD re Approval of Denman Island Statutory Right of Way (C. Thiel)

Staff advised that this Resolution without Meeting is being requested of Trust Council in order to complete the request before the June Trust Council meeting.

Resolution EC 167-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee refer Approval of Denman Island Statutory Right of Way Request for Decision to Trust Council by way of Resolution Without Meeting.

CARRIED

5.2.3 Briefing re FOIPP Orientation Session for Trust Council (C. Thiel)

Staff noted that this proposed session would likely take place in at the September Council meeting on Lasqueti Island. Executive Committee requested that key points focus around use of Trust e-mail as opposed to personal e-mail and email management.

5.2.4 RFD re Policy 6.9.ii – Legal Services Access – potential policy amendments

Resolution EC 168-2014

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to develop a Request for Decision for the Islands Trust Council that would identify and recommend potential amendments to: Islands Trust Policy 2.2.iii – Trust Council Resolutions Without Meeting; Islands Trust Council Policy 2.4.ii – Executive Committee and Trust Fund Board Resolutions Without Meeting; Islands Trust Council Policy 4.1.v – Local Trust Committee Section 26 Resolutions Without Meeting; and other policies that may require amendments in regards to Resolution Without Meeting Procedures.

CARRIED

5.2.7 RFD re Executive Committee Work Program Management

Staff noted that the Executive Committee already acted on Recommendation #3 at its April 22 meeting.

Executive Committee members provided input and suggested amendments for clarity prior to final consideration at the May 28 meeting.

Resolution EC 169-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to prepare a further draft of a policy for Executive Committee Meeting Preparation and to prepare for future Executive Committee meetings in general accordance with the draft policy and points discussed on May 7, 2013.

CARRIED

Resolution EC 170-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff, on a trial basis, to present decision items to Executive Committee meetings by using the Executive Committee Request For Decision template amended May 7, 2013.

CARRIED

5.2.5 RFD re Resolution without Meeting procedures – potential policy amendments

Resolution EC 171-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff develop a Request for Decision for Islands Trust Council that would identify and recommend potential amendments to Islands Trust Council's *Policy 6.9.ii – Legal Services Access* to clarify when and how members of advisory groups could access legal counsel related to a potential conflict of interest or bias.

**1 Opposed
CARRIED**

5.2.6 Union of BC Municipalities 2013 Provincial Election Platform - Building Tomorrow Together

Provided for information.

5.3 Trust Council Items

5.3.1 Difficult Decision Making session – discussion with T. Lorenson

Tracey Lee Lorenson addressed the Executive Committee via teleconference to provide an overview and receive Executive Committee feedback about the session she will be conducting for Trust Council at its June meeting on Making Difficult Decisions.

5.3.2 Fernwood and Highland Water Districts – support letters re delegation of power to Salt Spring Island Local Trust Committee

The Executive Committee directed staff to include the letters as part of the Trust Council Bylaw 154 submission for consideration at the June 2013 meeting.

5.3.3 June Trust Council 3-day Schedule

Executive Committee members reviewed and discussed the proposed agenda program for the June 11-13, 2013 Islands Trust Council meeting on Mayne Island.

By General Consent, the June 2013 Trust Council agenda program was approved, as amended, for inclusion with the news release and posting on the website.

6. LOCAL PLANNING SERVICES (D. Marlor)

6.1 Updates

6.1.1 Director's Update

Director of Local Planning Services David Marlor updated the Executive Committee on follow up action list items and current activities.

6.1.2 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on their activities as local trust committee chairs.

7. TRUST AREA SERVICES (L. Gordon)

7.1 Updates

7.1.1 Director's Update

Director of Trust Area Services Lisa Gordon updated the Executive Committee on follow up action list items and current activities.

7.1.2 Trust Fund Board Update

Vice Chair Peter Luckham provided an update about activities arising from the recent meeting of the Trust Fund Board.

7.2 Other

7.2.1 Western Canada Marine Response Corporation reply to Nov. 16 letter re September 2012 Council presentation.

Provided for information.

7.2.2 Witt-O'Brien and Polaris invitation to review diluted bitumen fate and behavior modeling test

Staff was requested to decline the invitation on behalf of the Executive Committee due to time and logistical constraints.

8. NEW BUSINESS

There was no new business.

9. CLOSED MEETING

There was no closed meeting

10. RISE AND REPORT

There was no rise and report as there was no closed meeting.

11. WORK PROGRAM

11.1 Executive Committee Work Program

Chief Administrative Officer Linda presented a new format for the Executive Committee Work Program for review and comment. Executive Committee members provided feedback and suggestions for changes to format and content.

Resolution EC 172-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee amend the Executive Committee work program to replace item LS-10-03 with LS-12-01 as top priority for Legislative Services.

CARRIED

By General Consent, the Executive Committee adopted the Executive Committee Work Program top priorities, as amended.

12. NEXT MEETING AND ADJOURNMENT

Resolution EC 173-2013

It was Moved and Seconded:

To adjourn the meeting.

CARRIED

The meeting adjourned at 3:22 pm. Next meeting: May 27-28, 2013

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder



Executive Committee Minutes of Meeting

Date May 27-28, 2013

Location: Islands Trust Victoria Office

Trustees Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Peter Luckham, Vice Chair
Ken Hancock, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer
Cindy Shelest, Administrative Services Director
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator and Recorder

1. CALL TO ORDER

The meeting was called to order at 11:05 am. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Additions for consideration:

- 8.1 Trustee Stamford New Council Business Item re BC Ferries
- 8.2 Delegation Request – Christa Grace Warrick
- 8.3 Chair Letters to MLAs Newly Elected MLAs of the Legislative Assembly
- 8.4 Local Government Restructure Briefing
- 8.5 Delegation Request Jenny McClean

Remove: 5.2.4

By General Consent, the agenda was approved, as amended.

Executive Committee members agreed to re-arrange the agenda to address Section 6 – Local Planning Services first and defer Section 4 - Trust Area Services to May 28 to accommodate staff presence at the meeting.

6. LOCAL PLANNING SERVICES (D. Marlor)

6.1 Updates

6.1.1 Director's Update

Director of Local Planning Services David Marlor updated the Executive Committee on follow up action list items and current activities.

6.1.2 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs. The subject of 'Policy Statement Checklist and Strategic Plan on Local Trust Committee Meeting Agendas' was requested as an agenda item for discussion at the June 25 meeting.

6.1.3 Local Planning Committee Update

Vice Chair Graham provided a verbal update on the recent Local Planning Committee meeting.

6.2 Bylaws

6.2.1 Salt Spring Island LTC Bylaw 465

This bylaw will discharge Land Use Contract No. 12 from Lot 1, Section 86, South Salt Spring Island, Cowichan District, Plan 17652 (265 Blackburn Road). The Salt Spring Island Conservancy intends to purchase the subject property and use the land as an administrative and education centre and for conservation purposes.

Resolution EC 174-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 465, cited as "Salt Spring Island Local Trust Committee Land Use Contract Authorization By-Law No. 12, 1978 (Blackburn Farm Society), Amendment No. 1, 2013", under Section 24 of the Islands Trust Act.

CARRIED

6.2.2 Salt Spring Island LTC Bylaw 466

This bylaw will change the Salt Spring Island Land Use Bylaw zoning designation of the aforementioned property from Agriculture 2 to Agriculture 2 Zone Variation (b) – A2 (b).

Resolution EC 175-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 466, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 2, 2013", under Section 24 of the Islands Trust Act..

CARRIED

6.2.2 Galiano Island LTC Bylaw 235

This bylaw will amend the Galiano Island Official Community Plan by seeking a site specific designation to permit the creation of subdivision with a minimum average parcel size as low as two hectares on the Rural Residential designated lands once land representing not less than 72% is transferred to the Crown represented by BC Parks.

Resolution EC 176-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 235, cited as "Galiano Island Official Community Plan No. 108, 1995, Amendment No. 1, 2012", under Section 24 of the Islands Trust Act.

CARRIED

6.2.3 Galiano Island LTC Bylaw 236

This bylaw will amend the Galiano Island Land Use Bylaw by rezoning six lots from the Forest 1 (F1) zoning designation to Nature Protection (NP) and Rural Residential (RR (b)) along Bodega Beach Drive. Of the subject area, 72.8% (65.24 hectares) is proposed to be rezoned to NP and transferred to BC

Parks, thus expanding Bodega Ridge Provincial Marine Heritage Park; and 27.2% (24.34 hectares) is proposed for rezoning to RR(b) for future subdivision into 12 residential lots.

Resolution EC 177-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 236, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2012", under Section 24 of the Islands Trust Act.

CARRIED

6.3. Other

6.3.1. Further Discussion re Water Shoreline Jurisdiction (verbal)

Executive Committee members discussed the water shoreline jurisdiction issue in the Denman Island Local Trust Area related to aquaculture operations and the need for staff to consider consultation with Comox Valley Regional District staff about this.

6.4 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its June 2013 meeting:

6.4.1 Director of Local Planning Services Report

As amended.

6.4.2 Local Planning Committee Work Program Report

As amended.

6.4.3 Local Planning Services Three Year Plan Report

As amended.

6.4.4 Bylaw Enforcement Report

As presented.

The meeting recessed at 11:57 am.
The meeting reconvened at 2:20 pm.

CLOSED SESSION

Resolution EC 178-2013

It was Moved and Seconded:

That the meeting be closed to the public at pursuant to s. 90(1) (b), (c), (g) and (i) of the Community Charter to discuss matters related to awards, personnel issues, litigation or potential litigation and solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed at Closed again at 2:21 pm and reopened at 3:05 pm.

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

No items.

3.2 Follow-up Action List

Provided for information.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 CAO Update

Deferred to May 28.

5.2 Other

Deferred to May 28.

5.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its June 2013 meeting:

5.3.1 June Trust Council Agenda Program

Deferred to May 28.

5.3.2 Decision and Information Items Agenda

Deferred to May 28.

5.3.3 Chief Administrative Officer's Report

As amended.

5.3.4 Executive Committee Work Program Report

Deferred to May 28.

5.3.5 Trust Council Bylaw to Delegate Powers to the Salt Spring LTC RFD

As amended.

5.3.6 Trust Council Plan for Continuous Learning 2011-2014

As presented.

5.3.7 Draft September Trust Council Agenda Program and Trustee Johnston Request re Coastal Douglas Fir information session

As amended. Trustee Johnston's request will be forwarded to Islands Trust Fund staff to see if any on-island people would be available to provide an on island tour and/or information session.

5.3.8 Priorities Chart

Deferred to May 28.

5.3.9 Draft March 2013 Trust Council Minutes

As amended.

5.3.10 Closed Session Outline

As presented.

5.3.11 Dialogue with San Juan County Council Members Session Outline

As Amended

5.3.12 Delegations: Experience the Gulf Islands, Mayne Island Recycling Society, T. Varzeliotis

Staff will advise the delegates of their appointment to address Council at its June meeting and of their allotted eight minute speaking time.

5.3.13 Strategic Plan Update Briefing

Deferred to May 28.

7. ADMINISTRATIVE SERVICES (C. Shelest)

7.1 Director's Update

Director of Administrative Services Cindy Shelest updated the Executive Committee on follow up action list items and current activities.

7.2 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its June 2013 meeting:

7.3.1 Director of Administrative Services Report

As presented.

7.3.2 Financial Planning Committee Work Program Report

As presented.

7.3.3 March 31, 2013 Audited Financial Statement and Report RFD

As presented.

7.3.4 Carbon Neutral Policy - RFD

As presented.

7.3.5 Carbon Neutrality Session Outline

As amended.

The meeting recessed at 4:35 pm.

TUESDAY, MAY 28, 2013

The meeting reconvened at 9:05 am.

4. TRUST AREA SERVICES (L. Gordon)

4.1 Updates

4.1.1 Directors Update

Director of Trust Area Services Lisa Gordon updated the Executive Committee on follow up action list items and current activities.

4.1.2 Trust Programs Committee

Vice Chair Hancock provided a verbal update on the recent Trust Programs Committee meeting.

4.2 Other

4.2.1 Union of BC Municipalities (UBCM) Invitation for Session Proposals

Staff advised that proposals for sessions at the 2013 UBCM Convention in Vancouver will be accepted until June 21, 2013.

4.2.2 Correspondence from Bowen Councillor Morse re potential UBCM session on abandoned and derelict vessels

Resolution EC 179-2013

It was Moved and Seconded:

That the Executive Committee direct staff to develop a proposal for a derelict vessel clinic at the 2013 UBCM Convention subject to Bowen Island Municipality's agreement to partner in the request.

CARRIED

4.2.3 Update on fallow deer issue in Southern Gulf Islands (verbal)

Islands Trust Fund Manager Jennifer Eliason provided a verbal update on the current fallow deer issue in the Southern Gulf Islands, in particular as it relates to Mayne and Saturna Islands.

4.2.4 Chair Letter to Tanker Safety Expert Panel – Request for Decision

Resolution EC 180-2013

It was Moved and Seconded:

That the Executive Committee direct the Chair to write to the Transport Canada Tanker Safety Expert Panel to convey detailed concerns about the shipsource oil spill preparedness and response regime.

CARRIED

Resolution EC 181-2013

It was Moved and Seconded:

That the Executive Committee invite San Juan County to participate in a letter to Transport Canada Safety Expert Panel to express regional concern about the shipsource oil spill preparedness and response, with joint letterhead and the signatures of both chairs.

CARRIED

4.2.5 Proposed Items for Bowen Island Municipality Agenda – Request for Decision

Resolution EC 182-2013

It was Moved and Seconded:

That the Executive Committee direct the Chair to write to the Mayor and Council of Bowen Island Municipality to: 1) Inform the municipality that 20 years of 100% census data has been purchased; 2) Invite input on an Islands Trust staff plan to interpret the 1991 to 2011 data; 3) Provide San Juan County Vessel Moorage Compliance Program reports to support management strategies for BIM's derelict vessel prevention and removal program; and 4) Invite the municipality to partner on a joint Union of BC Municipalities clinic on derelict vessels.

CARRIED

4.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its June 2013 meeting:

4.3.1 Director of Trust Area Services Report

As amended.

4.3.2 Trust Fund Board Report

As presented.

4.3.3 Natural Area Protection Tax Exemption Program Application, Salt Spring Island RFD

As presented.

4.3.4 Trust Programs Committee Work Program Report

As presented.

4.3.5 2012-2013 Islands Trust Annual Report RFD

As amended.

4.3.6 Advocacy re Housing in the Agricultural Land Reserve RFD

Resolution EC 183-2013

It was Moved and Seconded:

To delete Alternative 1 from the Request for Decision.

1 in favour (Luckham)
3 opposed
DEFEATED

As amended.

4.3.7 2013 Community Stewardship Awards Briefing

As presented.

4.3.8 Legislative Monitoring Chart

As amended.

4.3.9 Kinder Morgan Canada Session Outline/A. Stone Request for Time Extension

As amended to extend the session to one hour.

4.3.10 Trustee Steeves – Trust Council new business request re Smart Metering

Trustee Steeves email and BC Hydro letter to be added as a New Business Item.

4.3.11 Trustee Johnston – Trust Council new business item re Fraser Surrey
Docks/Texada Island Coat Export

Subject to be added as a New Business Item; Chair to advise Trustee Johnston to forward any background information for inclusion the agenda package, if desired.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 CAO Update

Chief Administrative Officer Linda Adams updated the Executive Committee on follow up action list items and current activities.

5.2 Other

5.2.1 Discussion Draft – CAO Contingency Succession Plan

Executive Committee members reviewed and suggesting changes for further consideration at the next Executive Committee meeting.

5.2.2 New BC Government Liaison

To be addressed under Item 8.3.

5.2.3 Executive Committee Meeting Preparation Policy

Resolution EC 185-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee endorse draft Policy 2.4.vi – Executive Committee Meeting Preparation and review in four months.

CARRIED

5.3 Trust Council Items - continued

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its June 2013 meeting:

5.3.1 June Trust Council Agenda Program

As amended.

5.3.2 Decision and Information Items Agenda

As amended.

5.3.4 Executive Committee Work Program Report

As amended.

5.3.8 Priorities Chart

As amended.

5.3.13 Strategic Plan Update Briefing

As amended.

CLOSED SESSION

Resolution EC 186-2013

It was Moved and Seconded:

That the meeting be closed to the public at pursuant to s. 90(1) (g) and (i) of the Community Charter to discuss matters related to litigation or potential litigation and solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed at 1:25 pm and reopened at 1:53 pm.

NEW BUSINESS

8.1 Trustee Stamford – Trust Council New Business Request re: ‘Supervision of Young Children on BC Ferries to and from School’

To be added as a New Business Item; Chair to advise Trustee Stamford to forward any background information for inclusion in the agenda package, if desired.

8.2 Delegation Request – Christa Grace-Warrick

Staff will advise the delegate of their appointment to address Council at its June meeting and of their allotted eight minute speaking time.

8.3 Chair Letters to Newly Elected Members of the Legislative Assembly

Resolution EC 187-2013

It was Moved and Seconded:

That the Executive Committee direct the Chair to write to Islands Trust Area Members of the Legislative Assembly, and new ministers and new opposition critics responsible for portfolios relevant to the Islands Trust mandate to provide background information on the Islands Trust.

CARRIED

8.4 Local Government Restructure Briefing

Resolution EC 188-2013

It was Moved and Seconded:

That the Executive Committee direct the Chief Administrative Officer to include a cover briefing for the Local Government Restructure Briefing dated November 2012 and forward to Trust Council for review at its June 2013 meeting.

CARRIED

8.5 Delegation Request - Jenny McClean

Staff will advise the delegate of their appointment to address Council at its June meeting and of their allotted eight minute speaking time.

9. RISE AND REPORT

No items.

10. WORK PROGRAM

10.1 Work Program – Review and confirm

This was deferred to the June 11 meeting for further discussion.

12. NEXT MEETING AND ADJOURNMENT

Resolution EC 100-2013

It was Moved and Seconded:

That the meeting be adjourned.

CARRIED

The meeting adjourned at 2:45 pm.

Next meeting: June 11, 2013, 11:30 am on Mayne Island.

Islands Trust Executive Committee
SECTION 24 RESOLUTION WITHOUT MEETING

Staff To Complete RWM Number: 105-13

The following matter is considered urgent and necessary in order to approve a new business item requested by Municipal Trustees Stone and Duntz for inclusion in the June 2013 Islands Trust Council agenda package, which will be distributed to trustees and posted on the Islands Trust website on May 31, 2013.

It was Moved by Vice Chair Sheila Malcolmson and Seconded:

That the Executive Committee approve forwarding the following item to the Islands Trust Council under New Business for review and consideration at its June 2013 meeting:

1. Stop the Docks Campaign, Bowen Island

Please vote on the above motion by completing the ballots below:

IN FAVOUR

OPPOSED

Sheila Malcolmson
Signature/Phone/Email Approval

May 30, 2013
Date

IN FAVOUR

OPPOSED

Peter Luckham
Signature/Phone/Email Approval

May 30, 2013
Date

IN FAVOUR

OPPOSED

David Graham
Signature/Phone/Email Approval

May 31, 2013
Date

IN FAVOUR

OPPOSED

Ken Hancock (absent)
Signature/Phone/Email Approval

Date

IN ACCORDANCE WITH THE ISLANDS TRUST
VOTING REGULATION, THE CHAIR DECLARED
THE ABOVE NOTED RESOLUTION

CARRIED
Carried or Defeated

CHAIR'S Signature

Date

RECEIVED BY THE ISLANDS TRUST SECRETARY

May 31, 2013

Date


SECRETARY'S or DESIGNATE'S Signature

May 31, 2013

Date

RECORDING STAFF'S Signature (if applicable)



Executive Committee Follow-up Action List

EC Mtg	Bold = regular items	WHO / Activity	WITH/TO	TARGET
LINDA ADAMS (<i>bold italics for current priorities</i>)				
		Executive Committee Report - review work program priorities		Every mtg.
May 28/13		Advise staff to use Policy 2.4.iv re EC meeting preparation and review in 4 months		Sept
May 28/13		Develop next draft of CAO Contingency Succession plan		June
May 28/13		Develop a cover briefing for Local Government Restructure Briefing		done
May 28/13		Forward Trust Council items as amended		done
May 7/13		Finalize session outline re difficult decision-making, with references sent by T Lorenson		done
Apr 23/13		Provide advice about assigning existing EC work program items to Council Committees		July
Apr 23/13		Place evaluation of new format of EC Work Program on a July agenda		July
Feb 19/13		Amend Council Committee work program format re Council approval		July
Jul 28/09		Consider attending LTC meetings (in consultation with LTC Chairs)		Ongoing
DAVID MARLOR				
May 27/13		Add Policy Statement Checklist and Strategic Plan on Local Trust Committee Meeting Agendas to post Council meeting		June 25
May 27/13		Forward Trust Council items as amended	w/MS	done
Feb 5/13		Affordable housing – assist SM with email to trustees re existing affordable housing material (when new website is launched)	w/LG	Pending
Jan 23/13		Develop advice re bylaw enforcement updates to EC		May
Nov 20/12		Provide advice re application sponsorship policy re sponsorship of gov. bodies		Aug
Nov 20/12		Establish consistent use of bylaw checklist with planners		Aug
Nov 20/12		Incorporate Rise and Report motions into incamera staff report templates	w/CT	May
Oct 30/12		Report on ideas to provide LTCs with context for strategic plan		2013
Aug 14/12		Further info to EC members re Islands Trust jurisdiction	w/LA	2013
Aug 14/12		Review and report on process for development of RD/LTC protocol agreements	w/LG to TC	2013
Aug 14/12		Review and report on ILMB process regarding tenure referrals	w/LG to TC	2013
Nov 22/11		Develop bylaw enforcement strategy for EC re unlawful foreshore structures	w/MD	2013
Nov 22/11		Develop bylaw enforcement strategy for EC re unlawful dwellings	w/MD	2013
Nov 22/11		Work with CVRD and Thetis LTC re bylaw violations on remote islands	w/MD	2013
CINDY SHELEST				
May 27/13		Forward approved items to Trust Council, as amended		done
Mar 19/13		Include info re special tax requisition at a future TC meeting	w/FPC	Sept
Feb 5/13		Provide advice re TC continuous learning plan delivery by webinar – technical	w/mgmt	2013
July 3/12		Forward draft Council Committee meeting agenda to respective Executive Committee rep - EC rep to correspond with CC Chair/staff prior to meeting		ongoing

EC Mtg	WHO / Activity	WITH / TO	TARGET
LISA GORDON (<i>bold italics</i> for proposed priorities)			
	Legislative Monitoring Chart (bi annual)	w/CF	June
May 28/13	Prepare for discussion of EC work program priorities		June 11
May 28/13	Provide information to Bowen Island Municipality re census and derelict vessels		done
May 28/13	Draft chair letters to Tanker Safety Expert Panel and invite San Juan County signatory	w/CF	June
May 28/13	Develop outline for UBCM clinic re derelict vessels, subject to BIM interest		June
May 28/13	Forward items to Trust Council as amended		done
Apr 23/13	Draft Chair letter seeking referrals related to seaweed harvesting		June
Mar 5/13	Prepare Annual Report		done
Feb 19/13	Draft op-ed re ferry fares	w/CF	On hold
Jan 24/13	Provide advice re amendments to Policy 6.2.ii (AVICC/UBCM) re convention attendance	w/CF	June
Jan 24/13	Integrate communications plan with committee work program/priorities		2013
Dec 18/12	Implement decision re Lasqueti funding	w/SS	June
Nov 20/12	Develop advice re Seymour Park correspondence	w/LA/CT	Post June TC
Oct 30/12	Place on future agenda - Clarify scope of activity re support for comprehensive Howe Sound management plan	w/CF	2013
Oct 16/12	Place on future agenda - Puget Sound Partnership re Vessel Traffic Risk Assessment	w/CF	2013
Aug 14/12	Refer S. Steil letter to ITPS topic review inventory (Chair to reply by email)	SM	2013
Aug 14/12	Meeting package standards for webposting of EC and Council Committee agendas		June
July 3/12	Letter to First Nations to cover distribution of Council decisions re: pipeline – pending new content		2013
June 20/12	Represent Object during Kinder Morgan public consultation processes	w/CF	2013
Mar 29/12	Respond to S Steil re pleasure craft sewage pollution issue	w/SM/KH	2013
Nov 22/11	Proceed with next phase of video project		2013
Nov 3/10	Develop a Continuous Learning session about advocacy/media relations		2013
Nov 2/10	Develop letter to minister re First Nations issues (part of \$10,000 program item)	w/LA	2013
Oct 14/09	Draft letter to BC Ferries re protocol agreement	w/SM	2013
MARIE SMITH			
May 28/13	Put EC consolidated work program on June 11 agenda for review		done
May 28/13	Place Policy 2.4.vi on EC September meeting agenda for review		Aug
May 27/13	Add to a future agenda: Use of ITPS checklist; Use of Strat Plan on LTC agendas	w/DM	July
May 27/13	Advise delegations of approval to appear before Council		done
May 27/13	Forward Trust Council items as amended – include Local Government Restructure briefing from FPC		done
May 27/13	Amend San Juan County session outline before forwarding to Trust Council		done
May 27/13	Advise Galiano LTC re outcome of Bylaws 235 and 236 by deadline		done
May 27/13	Advise Salt Spring LTC re outcome of Bylaws 465 and 466 by deadline		done
Feb 5/13	Arrange meeting with Minister re TFB and other current matters		Pending
Dec 18/12	Add ALC videotape distribution to a future agenda, following new website launch		2013
CARMEN THIEL			
May 7/13	Proceed with FOIPPA session plans for Sept TC – focus on email handling (personal email and how/when to delete email)		Aug
May 7/13	Add to work program - Develop RFD for TC regarding RWM procedures		Done
May 7/13	Add to work program – Develop RFD for TC re access to legal advice		Done



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: June 5, 2013

From: Linda Adams, Chief Administrative Officer

Date: June 11, 2013

SUBJECT: CHIEF ADMINISTRATIVE OFFICER (CAO) CONTINGENCY SUCCESSION PLAN – DRAFT OUTLINE FOR DISCUSSION

RECOMMENDATION: That the Executive Committee adopt Policy 8.4.1 – Chief Administrative Officer Contingency Succession Plan and request staff to implement it

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Chief Administrative Officer (CAO) Contingency Succession Plan addresses the unlikely, but potentially difficult situation of an unplanned and extended absence by the CAO. Development and adoption of such a plan is consistent with best practices in organizational governance.

ISSUE SCREENING

1. ORIGIN OF ISSUE

- TRUST COUNCIL
- COUNCIL COMMITTEE: _____
- EXECUTIVE COMMITTEE
- LTC or BIM
- INDIVIDUAL TRUSTEE _____
- OTHER GOVERNMENT BODY
- NON GOVERNMENTAL BODY
- CONSTITUENT
- STAFF
- OTHER _____

2. EXECUTIVE COMMITTEE DECISION IS:

- MANDATORY DUE TO:
 - TRUST COUNCIL REQUEST,
 - LEGISLATION,
 - POLICY
 - COORDINATION AGREEMENT
 - OTHER _____
- DISCRETIONARY

3. ISSUE IS MOST CLOSELY RELATED TO :

- EXECUTIVE COMMITTEE TERMS OF REFERENCE
- LOCAL PLANNING COMMITTEE TERMS OF REFERENCE
- TRUST PROGRAMS COMMITTEE TERMS OF REFERENCE
- FINANCIAL PLANNING COMMITTEE TERMS OF REFERENCE
- OTHER _____

4. RELATED TO ISLANDS TRUST POLICY STATEMENT

- YES
- NO
- N/A

5. RELATED TO CURRENT STRATEGIC PLAN

- YES – REFERENCE NO. _____
- NO

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The plan prepares the Islands Trust organization for the potentially difficult situation where an unplanned and extended (potentially permanent) absence of the CAO occurs. It identifies roles and establishes processes to follow in appointing an acting or interim CAO, and in recruiting a new CAO, if necessary.

FINANCIAL:

Adoption of the plan indicates that, during an unplanned absence of the CAO, the Executive Committee would appoint an acting or interim CAO and that compensation would be at the level associated with the CAO's entry level salary (currently 90% of full salary, as noted in the existing CAO Employment Contract).

In some events where the permanent CAO becomes temporarily absent (such as due to illness or injury), this could mean additional salary expenses, as in some circumstances the Islands Trust could be responsible for two CAO-level salaries. In the case of illness or injury of the regular CAO, the Islands Trust would be responsible for the CAO's salary during the 6-month period covered by the employee's 'Short Term Illness and Injury Plan'. After that period, the employee's 'Long-Term' disability plan takes on this responsibility. Because there are several variables involved, actual amounts payable in any particular circumstance are difficult to predict. They could be adjusted, if other factors were involved, such as a workplace injury with WorkSafe BC compensation.

If the current plans for employee illness and injury continue to apply within the public service and if the CAO Contingency Succession Plan was implemented as proposed, the *maximum* potential exposure of the Islands Trust is understood to be equivalent to six month's salary for the permanent CAO. This amount would be covered by the contingency funds that have been set aside in the Islands Trust's budget to cover these types of extraordinary expenses. Alternatively the Executive Committee could amend the CAO Contingency Succession Plan and decide not to appoint an Acting or Interim CAO, if it determined that the organization did not have the financial resources to do so. The Contingency Succession Plan indicates that it should be reviewed and either ratified or amended before being implemented.

POLICY:

If adopted by the Executive Committee, this would be a new policy for inclusion in the Islands Trust Policy Manual.

IMPLEMENTATION/COMMUNICATIONS:

If adopted, the policy would be included in the Islands Trust Policy Manual and may be posted on the Islands Trust website, if the Executive Committee directs. Before this step is taken, the Executive Committee may wish to advise Trust Council of its CAO Contingency Succession Plan.

The Executive Coordinator would be responsible for placing the policy on the Executive Committee's business agenda annually for review.

The CAO would be responsible for familiarizing senior staff with the policy and ensuring it was implemented, including related staff orientation and training and the development of supporting materials such as a CAO Handbook.

OTHER: N/A

BACKGROUND

The Islands Trust Council has delegated, to the Executive Committee, the responsibility to hire and supervise the CAO. Best practices for governance indicate that it is preferable to develop a contingency succession plan for this position, in the event of an unplanned and extended absence of the CAO.

In March, 2013 the Executive Committee reviewed an outline for a CAO contingency succession plan and requested the CAO to use it as a guide for preparation of a draft plan. A draft plan was reviewed by the management team in April 2013. The Executive Committee reviewed a first draft of a contingency succession plan at its meeting on May 7, 2013 and provided comments and suggestions for further amendment.

REPORT/DOCUMENT:

Trust Council's Bylaw 3 delegates responsibility to the Executive Committee regarding the hiring and supervision of a CAO. Additional policies of Trust Council refer to the Executive Committee's role in management liaison.

Attached: *CAO Contingency Succession Plan – Second Draft*, dated June 11, 2013

KEY ISSUE(S)/CONCEPT(S):

Preparation for the unlikely, but potentially difficult circumstances that may be associated with the unplanned and extended absence of the CAO.

RELEVANT POLICY:

Existing Trust Council policies support best practices in good governance. As indicated in the plan, its provisions would be subject to any valid requirements that may apply through the *Public Services Act* or other provincial acts that may apply from time to time.

DESIRED OUTCOME:

A plan to guide the Executive Committee should there be an unplanned and extended absence of the CAO.

RESPONSE OPTIONS

Recommended: As above.

Alternative:

1. To amend the draft CAO Contingency Succession Plan before adopting it.
2. To request staff to recommend further amendments to the CAO Contingency Succession Plan before considering it further.
3. Not to consider development of a CAO Contingency Succession Plan at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date:

Linda Adams, Chief Administrative Officer

8.4.i. Guidelines

SECOND DRAFT – June 11, 2013 **CHIEF ADMINISTRATIVE OFFICER** **CONTINGENCY SUCCESSION PLAN**

Adopted by Executive Committee: mmm dd, yyyy

A. PURPOSE:

To ensure continuous coverage of those executive duties that are critical to the ongoing operation and sustainability of the Islands Trust, in the event of the *unplanned* and *extended* absence of the Islands Trust's Chief Administrative Officer (CAO).

To provide procedures for the temporary appointment of an Acting CAO in the event of the *unplanned* and *extended* absence of the Islands Trust's CAO.

This plan covers all situations where an *unplanned* and *extended* absence of the Islands Trust's CAO occurs, whether that absence is *temporary* or *permanent*.

This plan does not apply to absences that are *planned*. It is the CAO's responsibility to inform the Executive Committee of a *planned temporary* or *short-term* absence, and to plan accordingly.

B. REFERENCES:

1. CAO Position Profile
2. Islands Trust organizational chart
3. Public Service Act

C. BACKGROUND:

1. Legislative and Policy Framework

1.1 Section 88 of the Islands Trust Act requires the Islands Trust Council to '*appoint officers and other employees*' subject to other sections of the *Islands Trust Act* and the *Public Service Act*.

1.2 Trust Council Bylaw 3 delegates the power of appointment to the Islands Trust Executive Committee.

1.3 Trust Council's Policy 2.4.1 -- Executive Committee Terms of Reference indicate that it is the Executive Committee's role to '*coordinate recruitment, appraisal, discipline and/or termination actions associated with the Executive Director (now called the CAO) in consultation with Trust Council as required*'.

1.3 The Islands Trust's CAO's Position Profile indicates that the CAO reports to the Executive Committee and is in turn given a number of responsibilities, including the hiring of all other employees of the Islands Trust Council.

2. Best Practices

While the Executive Committee acknowledges that an unplanned and extended absence of the CAO is improbable, it also understands that best practices in governance suggest that

a contingency succession plan should be in place, in the event of an unplanned extended or permanent absence of CAO.

D. DEFINITIONS:

In this policy:

Acting refers to a person who has been appointed to perform the duties of a permanent employee who is temporarily absent.

Chief Administrative Officer or CAO refers to the senior staff position at the Islands Trust.

Extended absence means an absence of greater than one month and includes a *permanent absence*.

Interim refers to a person to has been appointed to perform the duties of a vacant position while recruitment is underway.

Temporary absence means one in which it is expected that the Chief Administrative Officer will return to their position once the events precipitating the absence are resolved.

Permanent absence means one in which it has been confirmed that the Chief Administrative Officer will not return to their position.

Planned absence means one that arises after at least one month's notice or one where the Chief Administrative Officer has has an opportunity to make the necessary arrangements for coverage of their duties.

Unplanned absence means one that arises unexpectedly, leading to an absence with no notice or less than one month's notice and where the Chief Administrative Officer has not had an opportunity to make the necessary arrangements for coverage of their duties.

Short-term absence means an absence of one month or less.

Table 1 illustrates some examples of absences. Those examples where this plan will apply are indicated in italics:

Table 1 – Examples of Absences

Italics indicate examples of absences covered by this plan

	Planned	Unplanned
Short-term (≤ 1 mo)	Annual vacation Short-term medical leave	Short term temporary absence due to sudden illness or accident.
Extended (> 1 mo)	Extended absence due to an expected purpose such as medical operation or sabbatical	<i>Extended but temporary absence due to sudden illness or accident.</i>
Permanent	Retirement or resignation with notice of 1 month or more. Termination after 1 month notice.	<i>Sudden retirement or resignation. Sudden incapacity or death Termination with less than 1 month notice</i>

E. PLAN:**1. Plan Implementation**

The Executive Committee will implement the terms of this plan in the event of an unplanned and extended absence of the CAO, including an absence that is expected to be permanent.

It is the responsibility of the most senior staff member on duty to notify the Executive Committee of an unplanned and extended absence of the CAO, as soon as possible.

As soon as feasible after receiving notification of an unplanned and extended absence of the CAO, the Executive Committee Chair will convene a meeting of the Executive Committee to review and ratify this plan, or to modify it if needed.

This plan is subject to the provisions of the *Public Service Act* and regulations and any provincial legislation that may apply.

2. Key Interim Responsibilities

The full position profile for the CAO is attached as Appendix A.

Among the duties listed in the position profile, Table 2 lists the key functions to be covered during an unplanned and extended absence of the CAO.

Table 2 – Chief Administrative Officer Key Functions

CAO FUNCTION
Strategic support to Trust Council and Executive Committee
Trust Council and Executive Committee agenda preparation
Liaison with political and executive level representatives of other agencies
Leadership of Management Team
Authorities delegated to CAO subject to the <i>Public Services Act</i>

In addition to the duties identified in Table 2, the Executive Committee will, in consultation with the senior management team, identify key priorities that must be addressed during the interim period before the CAO returns or a new CAO is appointed.

3. Authority and Restrictions

The person appointed as Acting or Interim CAO will have the full authority for decision-making and independent action as the regular CAO, except for the following decisions which must be ratified by the Executive Committee:

- termination or permanent hiring of directors
- direction to legal counsel in regards to litigation defence

4. Contract and Compensation

The person appointed as Acting or Interim CAO will receive a temporary salary increase to the entry level salary of the CAO or to 5% above his/her current salary, whichever is

greater, subject to any limitations that may be properly imposed under the *Public Service Act* or other relevant legislation.

5. Communications

As soon as possible after a Acting or Interim CAO has begun covering an unplanned absence, the Executive Committee and the Acting CAO will communicate the temporary leadership structure to the following audiences, in order:

1. Islands Trust staff
2. Islands Trust Council members
3. Trust Fund Board members
4. Bowen Island Municipality and staff
5. Islands Trust legal counsel
6. Ministry responsible for the *Islands Trust Act*

After the above contacts have been notified, the Executive Committee will consider developing a news release to announce the absence of the regular CAO, the time of their expected return, if known and the temporary leadership structure.

6. Guidelines for Appointment of an Acting or Interim CAO

6.1 Short-Term Temporary Unplanned Absence

In the event of a unplanned absence of the CAO that is expected to last one month or less, the position of Acting CAO will be filled by the Director of Local Planning Services, subject to ratification of this appointment by resolution of the Executive Committee.

Should the Director of Local Planning Services be unable to serve, the back-up appointees for the position of Acting CAO will be the Director of Trust Area Services or the Director of Administrative Services, as determined by the Executive Committee.

If the Director of Local Planning Services is new to their position or to the Islands Trust organization (less than 1 year), the Executive Committee may appoint one of the back-up appointees to be Acting CAO, or may decide to divide the duties of the position among the designated appointees.

6.2 Long-Term Temporary Unplanned Absence

In the event of a unplanned absence of the Chief Administrative Officer that is expected to last for more than one month, section 6.1 of this plan applies, and the Acting Chief Administrative Officer will consider temporarily appointing an acting replacement to the position they have left vacant.

6.3 Permanent Unplanned Absence

In the event of an unplanned absence of the CAO that is confirmed to be permanent, and where the Islands Trust has no obligation to hold the CAO position open for an absent employee, section 6.2 of this plan applies until an Interim CAO has been appointed.

7. Recruitment of Permanent CAO Replacement

In the event of an unplanned absence of the CAO that is confirmed to be permanent, and where the Islands Trust has no obligation to hold the CAO position open for an absent

employee, the Executive Committee will appoint a CAO Transition and Search Sub-committee as soon as possible to plan and carry out a transition to a new permanent CAO.

Members of the CAO Transition and Search Sub-committee could consist only of Executive Committee members, or could include other trustees, an executive search or human resources contractor or senior staff who are not candidates for the position. The Executive Committee will consider the need for outside assistance, depending upon the circumstances of the transition and the Executive Committee's capacity to plan and manage the transition and the search.

The CAO Transition and Search Sub-committee will make recommendations to the Executive Committee about the appointment of an *Interim* CAO as soon as possible. A person appointed as *Interim* CAO should not be a candidate for permanent appointment to the position and will provide support to the CAO Transition and Search Sub-committee in completing its tasks.

F. PREPARATIONS

1. Training of Potential Appointees to Acting CAO Position

For each of the positions that are identified in Section E.6 as potential appointees to the Acting CAO position, the incumbents will receive training as follows to prepare them to act as CAO in a contingency situation:

1. Regular opportunities to take perform as in the Acting CAO role during planned absences of the CAO, such as during vacations.
2. Regular opportunities to chair meetings of the management team.
3. Support for attendance at relevant training courses and opportunities.
4. Occasional opportunities to 'shadow' the CAO, in order to acquire knowledge unique to the Islands Trust CAO position.
5. Upon initial hiring, orientation regarding CAO responsibilities.

2. Development of a CAO Handbook

A CAO Handbook will be developed and maintained, to catalogue information determined to be useful for an Acting or Interim CAO.

G. IMPLEMENTATION

1. Approval

The Executive Committee will approve of the Chief Administrative Officer Contingency Succession Plan.

2. Review

The Executive Committee will review the Chief Administrative Officer Contingency Succession Plan, including any appendices, annually in January of each year, in consultation with the senior management team.

It is the responsibility of the Executive Coordinator to add the topic to the Executive Committee's meeting agenda each year.

3. Maintenance of Record

The Chief Administrative Officer Contingency Succession Plan will be maintained in the Islands Trust Policy Manual.

The Chief Administrative Officer is authorized to make minor, non-substantive, amendments to the plan to maintain its currency, such as updates to references to legislation and position titles. A log of such minor amendments will be maintained to be considered during the annual review process.

4. Implementation and Communications Tools

To assist in implementation of this plan, the Chief Administrative Officer may attach implementation and communication tools in Appendix B – Implementation and Communication *Tools*, attached to the Chief Administrative Officer Contingency Succession Plan.

APPENDIX A – Islands Trust CAO Position Profile
(CAO Position Profile – signed January 20, 2011)

APPENDIX B – Implementation and Communication Tools

Appendix B-1
Temporary Unplanned CAO absence - Process Checklist

- A member of staff receives notification that the CAO will be absent for an unplanned and extended period.
- The member of staff who has received the notification advises the most senior staff person on duty as soon as possible.
- Most senior staff person on duty notifies Executive Committee of the absence as soon as possible.
- Executive Committee Chair calls for a special meeting of the Executive Committee as soon as possible.
- Executive Committee reviews CAO Contingency Succession Plan and ratifies or amends it.
- Executive Committee ratifies appointment of an Acting Chief Administrative Officer
- Acting Chief Administrative Officer determines whether to appoint an acting replacement for the position they have temporarily left vacant.

Appendix B-2

Permanent Unplanned CAO absence – Process Checklist

- A member of staff receives notification that the CAO will be absent for an unplanned and permanent period.
- The member of staff who has received the notification advises the most senior staff person on duty as soon as possible.
- Most senior staff person on duty notifies Executive Committee of the absence as soon as possible.
- Executive Committee Chair calls for a special meeting of the Executive Committee as soon as possible.
- Executive Committee reviews CAO Contingency Succession Plan and ratifies or amends it.
- Executive Committee ratifies appointment of an Acting Chief Administrative Officer to serve until an Interim Chief Administrative Officer is appointed.
- Acting Chief Administrative Officer determines whether to appoint an acting replacement for the position they have left vacant.
- Executive Committee confirms that there are no legal obligations to hold the CAO position open for the absent employee.
- Executive Committee appoints a CAO Transition and Search Sub-committee to manage the transition and search for an interim and a new permanent CAO.
- CAO Transition and Search Sub-committee makes recommendations to the Executive Committee regarding appointment of an Interim Chief Administrative Officer who is not a candidate for the permanent position.
- Interim Chief Administrative Officer determines whether to appoint an acting replacement, if they have left a position vacant within the Islands Trust.
- CAO Transition and Search Sub-committee searches for a new permanent CAO and makes recommendations to the Executive Committee.
- Executive Committee hires a new permanent CAO.



Islands Trust Executive Committee Work Program Top Priorities

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Activity Summary ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX-12-03	1	Clarify jurisdictional issues related to Islands Trust boundary	2012 12 12	TC-R	2013 05 24 initial ministerial discussion 2013 04 Legal advice obtained 2012 11 Preliminary discussions with one RD 2012 09 Presentation to Trust Council	LA	2015	Not started	Y 2.4.8	N	Y
EX-13-02	2	Recommend policy amendments related to Bylaw 154	2013 03 06	TC-R	2013 05 28 RFD forwarded to TC with initial ID of policies 2013 04 23 EC received briefing with draft bylaw and initial ID of policy amendments	LA	2013 09	In progress	Y 3.4.2	Y	Y
EX-10-01	3	Develop contingency CAO succession plan	2010 09 27	EC-R	2013 06 05 Second draft prepared and RFD re adoption of plan 2013 05 28 EC comments on 1 st draft 2013 05 23 First discussion draft circulated to EC for comment 2013 05 02 First discussion draft circulated to management team for input 2013 04 17 Prepare first draft 2013 04 04 Mgmt Team discussion 2013 03 19 EC approval of outline	LA	2013 07	In progress	N	N	Y

¹ Numbered chronologically by group, year and next consecutive number

² Date of originating resolution – in the case of policy, provide date of policy

³ TC=Trust Council; EC=Exec Comm; R=resolution; P=policy; ITA=Islands Trust Act

⁴ Summarize activity to date, in reverse chronological order

⁵ SP = Referenced in current Trust Council Strategic Plan

⁶ PS = Referenced in *Islands Trust Policy Statement*

⁷ ToR = Consistent with Executive Committee Terms of Reference of policy assignments

BOLD = non-discretionary (required by legislation or Trust Council policy)

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Activity Summary ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
					2013 03 14 RFD to EC to approve draft outline						
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
TS-	1	Launch new website	2011 04 01	TC	2013 06 05 website launched	LG	2013 06 05	Complete	N	N	Y
TS-	2	Draft Annual Report	2013 04 01	ITA	2013 05 28 Draft forwarded to TC for approval	LG	2013 05	In progress	N	N	Y
TS-	3	Invite Kinder Morgan to a session at June TC; brief trustees and solicit submissions from them in advance. Develop session outline.	2013-04-22	EC	2012 05 28 EC approves session outline Invitation made for June 12 2:30-3:15	LG	May	Complete	Y	N	Y
Administration (ADMIN)											
AD-13-01	1	Develop recommendations about TC session on carbon credits	2013 03 19	EC	2012 05 28 Session outline approved	CS	2013 06	Complete	Y 1.7.3	N	Y
LTC Assistance (LPS)											
LP-13-01	1	Develop advice re bylaw enforcement updates to EC	2013 01 23	EC	2013 05 29 A new report format submitted for June TC. Further work on tweaking will occur in time for September. 2013 05 29 Working on developing and clarifying reporting structure to TC, EC and LTCs.	DM	2013 06	In progress	N	N	
Legislative Services, Procedures, Administrative Fairness (LS)											
LS-10-03	1	Develop recommended amendments for LTC correspondence handling policy	2010 08 17 2010 02 09	EC-R	2012 04 06 Research/prepare first draft 2012 07 23 CAO review of 1 st draft 2012 10 11 CAO review of 2 nd draft 2012 10 12 Draft circulated to RPMs/LPS Admin. staff for comment 2012 11 07 Review RPM Feedback resulting in amendments and need to separate policy and procedure in draft	CT	2013 09	In progress	N	N	Y

Executive Committee Work Program Long List

Project No	Long List Priority No	Description	Date Initiated	Origin	Activity Summary	Owner	Target Completion Date	Status	SP	PS	ToR
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX 13-01	3	Provide advice re EC work program management	2013 01 24	EC-R	2013 05 28 Meeting prep policy endorsed – for review in September 2013 05 23 Draft meeting prep policy prepared for adoption consideration 2013 05 02 EC work program and FUAL revised for next agenda 2013 04 23 Partially discussed at EC meeting 2013 04 17 Revise RFD and attachments 2013 04 04 Mgmt Team discussion 2013 03 14 Develop initial RFD for EC with draft policy for EC meeting preparations (review incomplete at two EC meetings due to time constraints)	LA	2013 09	In progress	N	N	Y
EX-12-02	4	Prep IT for potential incorporation of SSI (Islands Trust Impact Analysis study)	2012 09 12	TC-R	2013 06 10 Draft ToR received for comment (anticipated date) 2013 04 08 Input to MCSCD re ToFR re Islands Trust Impact Analysis	LA	03 2014	Pending prov action	Y 6.3	N	Y
EX 12-04	5	Improve policy development process	2012 12 08	EC-R	2013 04 internal discussions and research	LA	2014	In progress	N	N	Y
EX-12-01	6	Seek legislative change regarding TFB corporate structure and name change	2012 09 12	TC-R	2013 Chair letter to Minister 2012 Initial discussion with ministry staff	LA	2015	Next steps pending prov readiness	Y 1.4.1	N	Y
EX 10 02	7	Develop long-term CAO succession plan	2010 09 27	EC-R	Some research completed	LA	2013	Not started	N	N	Y
EX-12-05	8	Develop policy regarding litigation defence	2012 12 08	EC-R		LA	2013	Not started	N	N	Y
EX-12-06	9	Improve documentation about prep of RFDs and briefings	2012 12 08	EC-R		LA	2013	Not started	N	N	Y
EX-10-02	10	Facilitate annual meeting between EC and BIM	2010	TC-R		LA	2012 10	Not started	N	N	Y
EX-12-07	11	Liaison between IT and SSI governance committee	2012 12 08	EC-R	2013 04 Attended inaugural meeting of SSI governance committee	LA	2014	On-going	N	N	Y
EX-12-08	12	Develop liaison program re new provincial government	2012 12 08	EC-R		LA	2013	Not started	N	Y	Y

Project No	Long List Priority No	Description	Date Initiated	Origin	Activity Summary	Owner	Target Completion Date	Status	SP	PS	ToR
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
	4	Provide advice re amendments to Policy 6.2.ii (AVICC/UBCM) re convention attendance	2013-01-24	EC	CF shared proposed changes with CAO	LG	Sept TC?	On hold	N	N	Y
	5	Draft Chair letter seeking referrals related to industrial seaweed removal	2013-04-23	EC		LG	May	Not started	N	N	Y
	6	Draft op-ed re ferry fares	2013-02-19	EC	CF drafted for Chair March 6	SM	May	In progress	Y	Y	Y
	7	Integrate communications plan with committee work program/priorities	2013-01-24	EC	LS drafting 2013 communication plan	LG	2013	In progress	N	N	Y
	8	Implement decision re Lasqueti funding	2012-12-18	EC	Awaiting NRCan contract	LG	June	Pending	N	N	N
	9	Develop advice re Seymour Park correspondence from D Hooper	2012-11-20	EC	Monitoring clippings re Cape Roger Curtis docks	LG	May	On hold			
	10	Place on future agenda - Clarify scope of activity re support for comprehensive Howe Sound management plan	2012-10-30	EC	On hold pending next Howe Sound Community Forum	LG	2013	On hold	Y	N	Y
	11	Place on future agenda - Puget Sound Partnership re Vessel Traffic Risk Assessment	2012-10-16	EC	Questionable relevance as province has contracted their own. Focus on working with the province to convey IT interests.	LG	2013	Consider deleting	Y	N	Y
	12	Refer S. Steil letter to ITPS topic review inventory (Chair to reply by email)	2012-08-14	EC	Added "size of dwelling" to topic review inventory Oct 2012. Unknown if Chair replied.	SM	2013	In progress	N	Y	Y
	13	Letter to First Nations to cover distribution of Council decisions re: pipeline	2012-07-03	EC	Drafted but on hold pending relevant new content to hook it to.	LG	2013	On hold	Y	N	y
	14	Represent Object during Kinder Morgan public consultation processes	2012-06	EC	See #6 & #7 above	LG	2013	In progress	Y	N	Y
	15	Respond to S Steil re pleasure craft sewage pollution issue	2012-03-29	EC		SM/KH	2013	?	Y	N	Y
	16	Proceed with next phase of video project	2011-11-12	EC		LG	2013	On hold	N	N	Y
	17	Develop a Continuous Learning session about advocacy/media relations	2010-11-3	EC		LG	2013	On hold	N	N	Y
	18	Develop letter to minister re First	2010-11-2	EC		LG	2013	On hold	N	N	Y

Project No	Long List Priority No	Description	Date Initiated	Origin	Activity Summary	Owner	Target Completion Date	Status	SP	PS	ToR
		Nations issues (part of \$10,000 program item)									
	19	Draft letter to BC Ferries re protocol agreement	2009-10-14	EC		LG	2013	On hold	N	N	Y
	20	Identify resource needs for improved First Nations consultation and engagement		TC / SP		LG	2014	Not started	Y	N	Y
Administration (ADMIN)											
AD 10 02	2	Develop info re special tax requisition at future TC mtg	2013 03 19	EC		CS	2013	Not started			
LTC Assistance (LPS)											
LT-12-02		Provide advice re application sponsorship policy re sponsorship of gov. bodies	2012 11 20	EC					N	N	N
LT-12-03		Establish consistent use of bylaw checklist with planners	2012 11 20	EC					N	Y	Y
LT-12-04		Incorporate Rise and Report motions into in-camera staff report templates	2012 11 20	EC					N	N	N
LT-12-01		Report on ideas to provide LTCs with context for strategic plan	2012 10 30	EC					N	N	N
LT-12-01		Further info to EC members re Islands Trust jurisdiction	2012 08 12	EC					Y	N	N
LT-12-		Review and report on process for development of RD/LTC protocol agreements	2012 08 12	EC					N	N	Y
Lt-12		Review and report on ILMB process regarding tenure referrals	2012 08 12	EC					N	N	N
LT-11		Develop bylaw enforcement strategy for EC re unlawful foreshore structures	2011 11 22	EC	This is with LPC so should be removed from EC work program				Y	N	N
LT-11		Develop bylaw enforcement strategy for EC re unlawful dwellings	2011 11 22	EC	This should go to LPC				N	N	N
LT-11		Work with CVRD and Thetis LTC re bylaw violations on remote islands	2011 11 22	EC					N	N	N
LT-13-02		Affordable housing - assist SM with email to trustees re existing	2013 02 05	EC					Y	N	N

Project No	Long List Priority No	Description	Date Initiated	Origin	Activity Summary	Owner	Target Completion Date	Status	SP	PS	ToR
		affordable housing material									
Legislative Services, Procedures, Administrative Fairness (LS)											
LS-12-02	2	Develop presentation to TC re FOIPPA	2012	EC-R	2013 05 07 Session outline developed	CT	2013 09	In progress	N	N	Y
LS-12-01	NA	Implement new procedures for minute taking		TC	2013 05 29 Chair training planned 2013 05 07 Briefing to EC re Chair training 2013 Training for contract minute takers and staff 2012 Training for contract minute takers and staff 2012 06 13 Minutes Guidelines adopted	CT	2013	Complete	N	N	Y
LS-10-02	3	Develop policy/procedures to ensure consistent approach to CIMs and PHs, use of notice, agendas, minutes, etc.	2010 07 13	EC-R	2012 Staff training to ensure that CIMs are treated as special meetings	CT	TBD	In progress	N	N	Y
LS-09-01	4	Develop policy/procedures about LTC meetings/open meetings/staff presence	2009 02 24	EC-R	2011-12 on-going advice to trustees and staff with reference to orientation materials 2011 Trustee orientation re open meetings 2009 03 Flowchart created (Is this discussion a meeting?)	CT	TBD	In progress	N	N	Y
LS-13-01	5	Develop RFD for TC re RWM procedures	2013 05 07	EC-R	Not started	CT	TBD	Not started			
LS-13-02	6	Develop RFD for TC re access to legal advice	2013 05 07	EC-R	Not started	CT	TBD	Not started			

Notes:

1. Tasks assigned by Trust Council, either by resolution (R) or policy (P) (e.g. Annual Report development) should normally appear as the highest priority projects from the date of initiative until complete, unless variance approved by EC resolution.
2. Cyclical tasks with defined deadlines (i.e. Preparation of Trust Council agenda package) will occasionally displace discretionary projects.