



# Executive Committee Agenda

Date: Thursday, November 8, 2018  
Time: 1:00 pm  
Location: Parkside Hotel & Spa  
810 Humboldt Street, Victoria BC

---

|                                                                           | <b>Pages</b> |
|---------------------------------------------------------------------------|--------------|
| <b>1. CALL TO ORDER</b>                                                   |              |
| <b>2. APPROVAL OF AGENDA</b>                                              |              |
| 2.1 Introduction of New Items                                             |              |
| 2.2 Approval of Agenda                                                    |              |
| 2.2.1 Agenda Context Notes                                                | 3 - 3        |
| <b>3. ADOPTION OF MINUTES</b>                                             |              |
| 3.1 October 24, 2018                                                      | 4 - 10       |
| <b>4. FOLLOW UP ACTION LIST AND UPDATES</b>                               |              |
| 4.1 Follow Up Action List                                                 | 11 - 15      |
| <b>5. TRUST COUNCIL MEETING PREPARATION</b>                               |              |
| 5.1 Executive                                                             |              |
| 5.1.1 January 2019 Trust Council Schedule                                 | 16 - 16      |
| 5.2 Local Planning Services                                               |              |
| 5.3 Administrative Services                                               |              |
| 5.4 Trust Area Services                                                   |              |
| <b>6. NEW BUSINESS</b>                                                    |              |
| 6.1 Executive/Trust Council                                               |              |
| 6.1.1 Review of Local Trust Committee Vice Chair Assignments              | 17 - 17      |
| 6.1.2 Election of Executive Committee member to Islands Trust Conservancy |              |
| see context notes 2.2.1                                                   |              |
| 6.1.3 Council Committee Assignments                                       |              |
| Financial Planning Committee                                              |              |
| 6.1.4 Proposed 2018/19 Executive Committee Schedule                       | 18 - 18      |
| See context notes 2.2.1                                                   |              |

|       |                                                                                                                                                                                                                                                                                                                     |         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6.1.5 | Executive Committee Orientation                                                                                                                                                                                                                                                                                     | 19 - 19 |
| 6.1.6 | San Juan County Backgrounder / Annual Meeting                                                                                                                                                                                                                                                                       | 20 - 21 |
|       | See Context Notes 2.2.1                                                                                                                                                                                                                                                                                             |         |
| 6.2   | Trust Area Services                                                                                                                                                                                                                                                                                                 |         |
| 6.3   | Local Planning Services                                                                                                                                                                                                                                                                                             |         |
| 6.4   | Administrative Services                                                                                                                                                                                                                                                                                             |         |
| 7.    | <b>CLOSED MEETING (if applicable)</b>                                                                                                                                                                                                                                                                               |         |
|       | 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. |         |
| 8.    | <b>RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)</b>                                                                                                                                                                                                                                                |         |
| 9.    | <b>CORRESPONDENCE</b>                                                                                                                                                                                                                                                                                               |         |
| 10.   | <b>WORK PROGRAM</b>                                                                                                                                                                                                                                                                                                 |         |
| 10.1  | Review and amendment of current work program                                                                                                                                                                                                                                                                        | 22 - 22 |
| 11.   | <b>NEXT MEETING</b>                                                                                                                                                                                                                                                                                                 |         |
|       | The next meeting of the Executive Committee will be held on November 14, 2018 at 8:45 a.m. in the Victoria office boardroom.                                                                                                                                                                                        |         |
| 12.   | <b>ADJOURNMENT</b>                                                                                                                                                                                                                                                                                                  |         |

| Agenda No. | From | Context Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1.2      | LSM  | From section 40 <i>Islands Trust Act (1) The board of trustees for the trust fund (sic) is comprised of the following: (a) one member of the executive committee, elected from among its members by the executive committee;</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.1.4      | CAO  | It is our administrative practice for EC to select its preferred meetings, Council Committees then follow as does LTCs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6.1.6      | DTAS | <p>As noted in the agenda item “Highlights of San Juan County/Islands Trust relationship” the Islands Trust Council and San Juan County Council have a Transboundary Agreement San Juan County and a history of meeting annually. There has not been a meeting in 2018.</p> <p>San Juan County Council has a Council meeting on December 10 meeting and could add us to that agenda. They could also meet us on December 14 but it means travel for their Council members and a special meeting.</p> <p>There is a charter airline available from Victoria on both days with approximate departure from Victoria at 9:30 a.m., leaving San Juan at 5:00 p.m. Logistics would depend somewhat on where Executive Committee members live, with travel costs estimated between \$1800 to \$2500.</p> |
| 11.        |      | In accordance with the Executive Committee policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee’s business.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12.1       |      | The EC work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the Executive Committee can provide direction regarding new items or the order of priorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



# **DRAFT**

## **Executive Committee Minutes of Regular Meeting**

**Date:** October 24, 2018  
**Location:** Islands Trust - Victoria  
200 - 1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair  
George Grams, Vice Chair  
Susan Morrison, Vice Chair  
Laura Busheikin, Vice Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director Local Planning Services  
Julia Mobbs, Director, Administrative Services  
Clare Frater, Director, Trust Area Services  
Lori Foster, Executive Coordinator

### **1. CALL TO ORDER**

Chair Luckham called meeting to order at 8:46 a.m. and acknowledged the meeting was being held on Coast Salish territory.

### **2. APPROVAL OF AGENDA**

#### **2.1 Introduction of New Items**

6.1.5.2 Executive Committee Agenda for the meeting of November 8, 2018

#### **2.2 Approval of Agenda**

**By General Consent**, the agenda was adopted as amended.

##### **2.2.1 Agenda Context Notes**

Provided for information.

### **3. ADOPTION OF MINUTES**

#### **3.1 October 10, 2018 regular meeting minutes**

For consideration to amend the minutes:

Item 5.6 page 3, change the first sentence from "Vice Chair Morrison reviewed..." to "Vice Chair Busheikin reviewed..."

Item 6.1.3 change language from "blessing" to "open" in General Consent.

**By General Consent**, the minutes were adopted as amended.

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

#### **4.1 Follow Up Action List**

Staff reviewed the status of items on the Follow up Action list.

#### **4.2 Director/CAO Updates**

Directors provided updates on their follow up action list items and current activities.

Discussion ensued regarding:

- Bylaws still sitting in the minister's office for approval, Follow up with ministry staff on First Nations engagement,
- Committees work,
- Covenant changes and the referral process regarding the Salt Spring Island Local Trust committee tree girdling covenant,
- Director Frater will request that covenant notification to the local trust committees be placed on the next Islands Trust Conservancy Board meeting agenda.

#### **4.3 Local Trust Committee Chair Updates**

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

### **5. BYLAWS FOR APPROVAL CONSIDERATION**

#### **5.1 Bowen Island Municipality Bylaw No.468 (LUB Amendment)**

Director Marlor reviewed the land use bylaw amendment which allow a medical clinic as a permitted use in the Village Commercial 1 zone.

**EC-2018-159**

**It was MOVED and SECONDED,**

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 468 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 468, 2018" is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

### **6. TRUST COUNCIL MEETING PREPARATION**

#### **6.1 Executive**

##### **6.1.1 November Trust Council Schedule**

Discussion on schedule details followed including:

- CAO Hotsenpiller reviewed training and orientation for trustees and the Executive Committee,
- Legislative Services Manager (LSM) Thiel presented the oath forms with the option to swear or affirm at the ceremony,
- Local trust committee discussions may be accommodated from 2:45 p.m. to 3:15 p.m. on November 7,
- Clarify that roundtable discussion by trustees is not an indication of what will go on the strategic plan,
- Tighten up dinner service timing on Wednesday.

Forward as amended.

6.1.2 January Trust Council Schedule

**By General Consent**, staff were requested to amend the schedule to give the Budget Review more time.

Forward as amended.

6.1.3 September Trust Council Minutes

Remove Director Winn's comments as they were a reflection of his term.

Forward as amended.

6.1.4 Follow Up Action List

**By General Consent**, the Follow up Action list will be added as a business decision item.

Forward as amended.

6.1.5 Trust Council Orientation

6.1.5.1 Big Picture: Overview of the Islands Trust

CAO Hotsenpiller reviewed the presentation and intention of the various training sessions.

**By General Consent**, staff were directed to spell out acronyms for ease of use.

6.1.5.2 Notice of Elections for Executive Committee & Islands Trust Conservancy

Forward as presented.

6.1.5.3 Governance and Getting Things Done

Forward as presented.

6.1.5.4 Council Roundtable - what's important

Forward as presented.

6.1.5.5 Trustee Questions and Answers

Forward as presented.

6.1.5.6 Candidate Presentations

Forward as presented.

6.1.5.7 Budget Session

Forward as presented.

6.1.5.8 LPS Session

Forward as presented.

6.1.5.9 Elections for Executive Committee and Islands Trust Conservancy  
Forward as presented.

6.1.5.10 Business Decision Items

6.1.5.10.1 2019 Trust Council Meeting Schedule – RFD

**By General Consent**, staff were requested to add the Executive Committee meeting schedule to the November 8 Executive Committee meeting agenda business decisions.

Conversation followed on:

- Location suggestions for the full 4 year term,
- Tracy Lorenson will lead a training session on legislative requirements at the November 28<sup>th</sup> Executive Committee meeting.

**By General Consent**, staff were requested to set up a meeting with San Juan county and ensure vice chairs have their passports in order.

**By General Consent**, staff were requested to add the Orientation for Executive Committee report to the Trust Council agenda as a briefing.

**By General Consent**, staff were requested to amend the proposed Trust Programs Committee proposed meeting dates to reflect the customary 4 meetings per year.

6.1.5.10.2 Executive Committee Agenda for the meeting of November 8, 2018

Discussion followed on Council committee assignments. Forward all items by general consent as amended the TPC dates in the schedule.

**6.2 Local Planning Services**  
None

**6.3 Administrative Services**  
None

**6.4 Trust Area Services**

6.4.1 Islands Trust Representation on the Gulf Islands National Park Reserve Advisory Board – RFD.

Discussion ensued on amending the recommendation wording to suggest that an Executive Committee member whose Local Trust Committee is affected by

the National Park policies and an additional liaison be suggested as liaisons to the Gulf Islands National Park Reserve.

Staff were asked to reword the recommendation which was addressed after the closed meeting.

## **6.5 Priorities Chart**

Forward as presented.

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Trust Council Initiated**

7.1.1 Executive  
None

7.1.2 Trust Area Services

7.1.2.1 Annual Meeting with San Juan County Council  
See Agenda Context Notes 2.2.1

7.1.3 Local Planning Services  
None

7.1.4 Administrative Services  
None

### **7.2 Executive Committee Initiated**

There were no items of business to address under 7.2.

7.2.1 Executive

7.2.2 Trust Area Services

7.2.3 Local Planning Services

7.2.4 Administrative Services

## **8. NEW BUSINESS**

### **8.1 Executive/Trust Council**

8.1.1 2019 Executive Committee Meeting Schedule

### **8.2 Trust Area Services**

8.2.1 LTC Chairs Report on Local Advocacy Topics

### **8.3 Local Planning Services**

8.3.1 Request for EC sponsorship of development application fee DE-RZ-2018.1 (Denman Housing Association)

Vice Chair Busheikin left the room at 10:50 a.m. citing a perceived conflict of interest as she is a neighbour of this property.

Vice Chair Morrison spoke to the rezoning application which would create 20 affordable housing units.



**EC-2018-160**

**It was MOVED and SECONDED,**

THAT the Executive Committee approve financial sponsorship of \$4,950.00 for rezoning application DE-RZ-2018.1 (Denman Housing Association) which would amend Denman Island Official Community Plan Bylaw No. 185, 2008 and the Denman Island Land Use Bylaw no. 186, 2008 to allow for an affordable housing development.

**CARRIED**

Vice Chair Busheikin returned at 10:52 a.m.

**8.4 Administrative Services**

None

**By General Consent**, items 11. , 12. , and 13. were addressed before item 9.

**11. CORRESPONDENCE**

**11.1 Interim Anchorages Protocol Monthly Report #7 - August 2018**

**General consent**, staff were requested to post links to the website and send to trustees.

**11.2 Invitation to tour an oil spill response exercise for the Southern Gulf Islands**

For information.

**11.3 Herring Pre-Season Planning Update**

For information.

**11.4 October 5, 2018 letter from NEB re Trans Mountain Reconsideration Ruling No. 1 - List of Parties**

Conversation followed that Islands Trust cannot produce evidence in the allotted time and that Living Oceans will champion this item.

**11.5 October 12, 2018 letter from NEB re Trans Mountain Reconsideration Hearing Order**

Received for information.

**11.6 Supplemental Report - Pacific Region Interim Anchorages Protocol**

Discussion that this is a framework for anchorage locations, not a conversation about reduction or changing authority. Islands Trust should connect with the minister where practices can be recommended on a federal level.

**12. WORK PROGRAM**

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

Received as presented.

**13. NEXT MEETING**

The next meeting of the Executive Committee will be held November 8th in Victoria at the Parkside Hotel, 810 Humboldt Street.

At 11:17 a.m. the meeting was closed to the public.

**9. CLOSED MEETING**

**EC-2018-161**

**It was MOVED and SECONDED,**

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

**CARRIED**

At 11:40 the meeting was reopened to the public.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

Item 6.4.1 was addressed as staff were asked to reword the suggested recommendation.

**By General Consent,** the wording of the recommendation for the Request for Decision will read: That the Islands Trust Council recommend to Parks Canada that Trustee (to be determined by Council) be Trust Council's liaison to the Gulf Islands National Park Reserve and direct that the Executive Committee recommend an Islands Trust Council Vice-Chair who is Chair of a Local Trust Committee affected by National Park policies as an additional Islands Trust Council liaison.

**14. ADJOURNMENT**

**By General Consent,** the meeting was adjourned at 11:50 a.m.

---

**Peter Luckham, Chair**

**Certified Correct**

---

**Lori Foster, Executive Coordinator**

## Follow Up Action Report

### Executive Committee

#### Chief Administrative Officer

| No | Activity    | Activity                                                                                                                                                                                                                                                                                                              | Responsibility    | Target Date | Status   |
|----|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|----------|
| 1  | 12-Sep-2017 | Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. | Russ Hotsenpiller | 05-Dec-2017 | On Going |
| 2  | 19-Jun-2018 | Trust Council maintain the status quo (re council committees) and direct that specific improvements: trustee remunerations, maintaining working groups and electronic communications, be considered within the current structure to improve various service elements.                                                 | Russ Hotsenpiller | 11-Sep-2018 | On Going |
| 3  | 01-Oct-2018 | That the Executive Committee request staff to request that the Province include representation of the interests of the Islands Trust in their commenting to the National Energy Board regarding the Trans Mountain Pipeline Expansion Reconsideration Project.                                                        | Russ Hotsenpiller | 10-Oct-2018 | Done     |
| 4  | 10-Oct-2018 | By General Consent, the Executive Committee request staff invite First Nation elder to the opening of November Trust Council.                                                                                                                                                                                         | Russ Hotsenpiller | 24-Oct-2018 | On Going |
| 5  | 10-Oct-2018 | By General Consent, the Executive Committee endorsed the format of the November Trust Council Schedule.                                                                                                                                                                                                               | Russ Hotsenpiller | 24-Oct-2018 | Done     |

## Follow Up Action Report

### Director, Local Planning Services

| No | Activity    | Activity                                                                                                                                                                                                                                                                                                                   | Responsibility | Target Date | Status   |
|----|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------|
| 1  | 06-Jun-2018 | Fee amendment - for First Nations site visits - request Staff to bring back to Executive Committee after Trust Council.                                                                                                                                                                                                    | David Marlor   | 01-Mar-2019 | On Going |
| 2  | 10-Oct-2018 | LTC bylaws - items 5.1 - 5.8 adopted as presented and LTC's notified.                                                                                                                                                                                                                                                      | David Marlor   | 24-Oct-2018 | Done     |
| 3  | 10-Oct-2018 | Quorum discrepancy between TC Bylaw 101 and Policy 2.3.1 Council Committee System Policy Presented for information as a new business item for the January meeting.                                                                                                                                                         | David Marlor   | 15-Jan-2019 | On Going |
| 4  | 24-Oct-2018 | THAT the Executive Committee approve financial sponsorship of \$4,950.00 for rezoning application DE-RZ-2018.1 (Denman Housing Association) which would amend Denman Island Official Community Plan Bylaw No. 185, 2008 and the Denman Island Land Use Bylaw no. 186, 2008 to allow for an affordable housing development. | David Marlor   | 14-Nov-2018 | Done     |
| 5  | 24-Oct-2018 | THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 468 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 468, 2018" is not contrary to or at variance with the Islands Trust Policy Statement.                                                                | David Marlor   | 08-Nov-2018 | Done     |

## Follow Up Action Report

### Director, Trust Area Services

| No | Activity    | Activity                                                                                                                                                                                                                                         | Responsibility              | Target Date | Status   |
|----|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|----------|
| 1  | 21-Jun-2017 | With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.                                                                                                         | Clare Frater                | 31-Mar-2019 | On Going |
| 2  | 13-Sep-2016 | Explore the potential for expanding its advocacy role to other levels of government for increased funding for affordable housing in the Islands Trust Area.                                                                                      | Clare Frater                | 31-Mar-2019 | On Going |
| 3  | 11-Apr-2018 | That the Executive Committee request staff to prepare an explanatory leaflet articulating its position with regard to the application of special property tax requisitions within local trust areas.                                             | Clare Frater<br>Julia Mobbs | 15-Jan-2019 | On Going |
| 4  | 15-Aug-2018 | Prepare a Chair opinion editorial about anchorage issues for local and regional newspapers.                                                                                                                                                      | Clare Frater                | 30-Nov-2018 | On Going |
| 5  | 15-Aug-2018 | Organize roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.                                                                                          | Clare Frater                | 14-Dec-2018 | On Going |
| 6  | 15-Aug-2018 | Write a letter to BC ferries to remind sub contractors to adhere to Transport Canada regulations with respect to sewage dumping.                                                                                                                 | Clare Frater                | 28-Sep-2018 | Done     |
| 7  | 18-Sep-2018 | Provide feedback on Transport Canada Proactive Vessel Management discussion paper in the form of a position paper and that a consultant be hired if necessary.                                                                                   | Clare Frater                | 05-Oct-2018 | Done     |
| 8  | 05-Sep-2018 | Staff, with the assistance of an outside consultant if necessary, to prepare a Chair letter regarding of the <i>Strengthening Marine Environmental Protection and Response Potential Legislative Amendments Discussion Paper (August 2018)</i> . | Clare Frater                | 05-Oct-2018 | Done     |

## Follow Up Action Report

|    |             |                                                                                                                                                                                                                                                         |              |             |          |
|----|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|----------|
| 9  | 01-Oct-2018 | That the Executive Committee request the Chair to write to the National Energy Board to comment on the Trans Mountain Expansion Project Reconsideration process.                                                                                        | Clare Frater | 05-Oct-2018 | Done     |
| 10 | 10-Oct-2018 | THAT Executive Committee request staff review the policy surrounding referrals regarding amendments to covenants that would affect lands in the local trust committee jurisdiction.                                                                     | Clare Frater | 24-Oct-2018 | On Going |
| 11 | 10-Oct-2018 | That the Executive Committee direct staff to provide the province with information that would support them in intervening in the National Energy Board process on priority issues for the Islands Trust and to draft a letter of comment for the Chair. | Clare Frater | 24-Oct-2018 | On Going |
| 12 | 10-Oct-2018 | THAT the Executive Committee request staff to write a cover letter to reply to the Oceans Protection Plan consultation on response to spills of hazardous and noxious substances and attach the letter of 2014.                                         | Clare Frater | 24-Oct-2018 | Done     |
| 13 | 10-Oct-2018 | R. Simmons re: Howe Sound Forum Chair to respond to the Howe Sound Forum, forward to Trust Programs Committee and the Gambier LTC could support this.                                                                                                   | Clare Frater | 24-Oct-2018 | On Going |
| 14 | 24-Oct-2018 | Interim Anchorages Protocol Monthly Report #7 - August 2018 , staff were requested to post links to the website and send to trustees.                                                                                                                   | Clare Frater | 14-Nov-2018 | Done     |

### Executive Coordinator

| No | Activity    | Activity                                                           | Responsibility | Target Date | Status   |
|----|-------------|--------------------------------------------------------------------|----------------|-------------|----------|
| 1  | 24-Oct-2018 | October 10 minutes Executive Committee minutes adopted as amended. | Lori Foster    | 14-Nov-2018 | On Going |

## Follow Up Action Report

### Legislative Services Manager

| No | Activity    | Activity                                                                                                                                                                                                                 | Responsibility              | Target Date | Status   |
|----|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|----------|
| 1  | 15-Feb-2017 | Amend Policy 2.2.ii and Policy 7.4.2 (DONE) to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting so that all policies are consistent. | Carmen Thiel<br>Lori Foster | 24-Oct-2018 | On Going |

---

**Trust Council Quarterly Meeting Schedule**  
**January 15-16**  
**Nanaimo, Coast Bastion Hotel, 11 Bastion Street**

| Tuesday, January 15                                          | Wednesday, January 16                                                                                         |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>7:30 Breakfast</b>                                        | <b>7:30 Breakfast</b>                                                                                         |
| 8:30 Executive Committee Meeting                             | 8:30 Strategic Planning                                                                                       |
| 9:00 Chair's Welcome                                         | <b>10:00 Break</b>                                                                                            |
| 9:10 Standards of Conduct / Conflict of Interest - session 1 | 10:15 Strategic Planning - continued                                                                          |
| Making Fair Decisions                                        |                                                                                                               |
| <b>10:00 Break</b>                                           |                                                                                                               |
| 10:30 Trust Area Services - session                          |                                                                                                               |
| 11:30 Trust Fund Conservancy - session                       |                                                                                                               |
| <b>12:30 Lunch</b>                                           | <b>12:00 Lunch</b>                                                                                            |
| 1:30 Standards of Conduct / Conflict of Interest - session 2 | 1:00 Business Decision Items and Town hall                                                                    |
| 2:30 Administrative Services                                 | 2:00 LTC Session                                                                                              |
| <b>3:30 Break</b>                                            | <b>3:00 Break</b>                                                                                             |
| 3:45 Local Planning Services - session                       | 3:15                                                                                                          |
| 4:45 First Nations                                           |                                                                                                               |
| <b>5:30 Adjournment for the day</b>                          | <b>5:00 Adjournment</b>                                                                                       |
|                                                              | <br><b>Islands Trust</b> |
| 5:45 Dinner                                                  | 5:45 Dinner                                                                                                   |

DRAFT



| Chair Assignment Matrix |            | 2018              |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
|-------------------------|------------|-------------------|----|-------------|----------|----------------------|-----------------------------|------------------------|-----------------------------------|--------------|----------------|-------|-----------------|
| Trustees                |            | Regular           |    | Preferred   |          | Estimated            |                             | Current LTC Priorities |                                   |              | Meeting Access | Chair | Alternate Chair |
|                         |            | Meetings per year |    | Meeting Day |          | Workload             |                             | 1st Priority           | 2nd Priority                      | 3rd Priority |                |       |                 |
| Northern Region         |            |                   |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
| Ballenas-Winchelsea     | EC         | EC                | 2  | EC meeting  | VERY LOW | Advocacy             | FN Relationship             | None                   | at EC Meeting                     | TC Chair     | TC Vice-Chairs |       |                 |
| Denman                  | Critchley  | Busheikin         | 8  | Tuesday     | MEDIUM   | Farm Plan            | FN Relationship             | Housing                | Car ferry hourly                  |              |                |       |                 |
| Gabriola                | Colbourne  | Langeries         | 9  | Thursday    | MID-HIGH | Mudge OCP Target     | Water Taxi                  | Housing                | Car ferry ev. 75 minutes          |              |                |       |                 |
| Gambier                 | Rogers     | Stamford          | 8  | Thursday    | MEDIUM   | RAR                  | Gambier OCP FULL            | Keats OCP/LUB          | Varies**                          |              |                |       |                 |
| Hornby                  | Allen      | VACANT            | 8  | Friday      | MEDIUM   | LUB Amendments       | Groundwater                 | STVRs                  | Car ferry hourly to 6pm           |              |                |       |                 |
| Lasqueti                | Johnston   | Peterson          | 6  | Monday      | LOW      | Subdivision Regs     | OCP/LUB FULL                | Freshwater             | Infrequent passenger only***      |              |                |       |                 |
| Thetis                  | Luckham    | Fenton            | 8  | Tuesday     | LOW      | RAR                  | Ruxton Private Moorage      | FN Relationships       | Car ferry ev 80-90 minutes        |              |                |       |                 |
|                         |            |                   |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
| Southern region         |            |                   |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
| Galiano                 | Rockafella | Wolverton         | 10 | Monday      | MEDIUM   | Housing              | Docks                       | None                   | 4 sailings per day to Victoria    |              |                |       |                 |
| Mayne                   | Dodds      | Maude             | 10 | Monday      | LOW      | Commercial Land Use  | Contractor Yards            | RAR                    | 5 sailings per day to Victoria    |              |                |       |                 |
| North Pender            | McConchie  | Morrison          | 10 | Thursday    | MID-HIGH | Waste Management LU  | Housing                     | FN Relationship        | 7 sailings per day to Victoria    |              |                |       |                 |
| Saturna                 | Brent      | Middleton         | 5  | Thursday    | LOW      | FN Relationship      | LUB Technical Review        | Secondary Suites       | 4 sailings per day to Victoria    |              |                |       |                 |
| South Pender            | Thorn      | Wright            | 5  | Tuesday     | LOW      | FN Relationship      | Pedestrian and Cycle Routes | None                   | 7 sailings per day to Victoria    |              |                |       |                 |
|                         |            |                   |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
| Salt Spring             | Grove      | Patrick           | 12 | Thursday    | HIGH     | Watershed Management | Ganges Village Plan         | Industrial Zones       | Car ferry ev. 2 hours to Victoria |              |                |       |                 |
|                         |            |                   |    |             |          |                      |                             |                        | 14 sailings per day to Crofton    |              |                |       |                 |
|                         |            |                   |    |             |          |                      |                             |                        |                                   |              |                |       |                 |
| Bowen Municipality      | Fast       | Kaile             | -  | -           | -        |                      |                             |                        | 16 sailings per day               |              |                |       |                 |

**Legend**  
 Returning  
 Former Trustee  
 New Trustee

Former trustee under the 1992 Islands Trust Act

**\*\* Gambier** - LTC meetings normally held in Gibson. One meeting a year in West Vancouver, Keats Island and Gambier Island (New Brighton)  
 Travel usually involves seaplanes and water taxis  
**\*\*\* Lasqueti** - Labour Day to last Wednesday of June no sailings Tue and Wed Summer - no sailings Tuesday. Three sailings per day other days, except Sunday which has two sailings. All sailings passenger only.



## Islands Trust Executive Committee 2019 DRAFT Meeting Schedule

All meetings will be held in the Islands Trust Victoria office (#200, 1627 Fort Street) on Wednesdays, starting at 9:00 AM unless otherwise noted.

**January 2**

**January 15, 8:30 AM (Tuesday) @ Trust Council Nanaimo**

**January 30**

**February 13**

**February 27**

**March 6, 10:00 AM (Ballenas-Winchelsea LTC Mtg)**

**March 12, 12:00 PM (Tuesday) @ Trust Council Galiano**

**March 27**

**April 17**

**May 8, 10:00 am (Northern Office)**

**June 5**

**June 18, 12:00 PM (Tuesday) @ Trust Council Gabriola**

**July 3**

**July 10 (Ballenas-Winchelsea LTC Mtg)**

**July 16, 1:00 – 2:30 AM (Tuesday) Islands Trust Conservancy Liaison Mtg**

**July 24**

**August 14, 10:00 am (Salt Spring Island)**

**September 4**

**September 17, 12:00 pm (Bowen – Trust Council)**

**October 2**

**October 16 (Ballenas-Winchelsea LTC Mtg)**

**October 30**

**November 27**

**December 3 12:00 PM (Tuesday @ Trust Council Victoria)**

**December 18**

### TRUST COUNCIL MEETINGS

January 15 – 16 Nanaimo (adopted)

March 12-14– Galiano

June 18-20 – Gabriola

September 18-20 – Bowen

December 3-5 - Victoria

### COUNCIL COMMITTEE MEETINGS\*

TPC – Jan 23, May 13, Aug 19, Oct 21

LPC – Feb 7, May 23, Aug 22, Oct 10

FPC – Jan 21, Feb 20, May 22, Aug 28, Oct 23, Nov. 20

\*TPC = Trust Programs Committee, LPC = Local Planning Committee, FPC = Financial Planning Committee

**2018-2019 Post Election Training and Orientation schedule for Trust Council and Committees Attachment 1.**

| <b>Governance</b>          | <b>Date</b>                             | <b>Orientation &amp; Training</b>                                                                                                                                                                                                                                                                                        | <b>Who</b>                                                     |
|----------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
|                            | <b>October 24/29</b>                    | <b>Joint Council Orientation (Regional event hosted by Township of Esquimalt. General elected official orientation attended by local officials across Capital Regional District)</b>                                                                                                                                     | <b>Township of Esquimalt</b>                                   |
| <b>Trust Council</b>       | <b>Nov 5/6<br/>Nov 7<br/><br/>Nov 8</b> | <ul style="list-style-type: none"> <li>■ Trustee visits to Victoria office</li> <li>■ Big Picture #1: Overview of the Islands Trust CAO</li> <li>■ Big Picture #2 TAS/LPS/Admin/Conservancy – Directors</li> <li>■ Governance and Good Decision making session</li> <li>■ 2019-2020 Budget and Financial Plan</li> </ul> | <b>CAO and Admin<br/>CAO<br/>CAO<br/>Dir of Administration</b> |
|                            | <b>Jan 15</b>                           | <ul style="list-style-type: none"> <li>■ Standards of Conduct / Conflict of Interest</li> <li>■ Trust Area Services</li> <li>■ Local Planning Services</li> <li>■ Administrative Services</li> </ul>                                                                                                                     | <b>CAO<br/>Directors</b>                                       |
|                            | <b>Jan 16</b>                           | <ul style="list-style-type: none"> <li>■ Strategic Planning #1 (Strat Plan #2 at March Trust Council)</li> </ul>                                                                                                                                                                                                         | <b>consultant</b>                                              |
| <b>Executive Committee</b> | <b>Nov 14</b>                           | <b>First EC meeting</b> <ul style="list-style-type: none"> <li>■ Legislative role</li> <li>■ Policy framework</li> <li>■ Role of Chair and Vice Chairs</li> <li>■ LTC bylaw approvals</li> <li>■ Committee Toolkit Review</li> </ul>                                                                                     | <b>staff</b>                                                   |
|                            | <b>Nov 28</b>                           | <b>Professional consultant: TBD</b> <ul style="list-style-type: none"> <li>■ Governance principles</li> <li>■ Chairing public meetings, conflict resolution</li> <li>■ Legal</li> <li>■ Conflict of interest</li> </ul>                                                                                                  | <b>consultant<br/>staff</b>                                    |
| <b>Committee members</b>   | <b>Jan TC ongoing</b>                   | <b>Committee Toolkits<br/>Staff sessions on service areas</b>                                                                                                                                                                                                                                                            |                                                                |
| <b>LTCs</b>                | <b>Nov 7<br/>Jan 16</b>                 | <b>LTC Roundtables Regional Planning Managers<br/>General LTC session: land use planning basics, authorities, applications</b>                                                                                                                                                                                           | <b>CAO, Director of LPS, RPMs</b>                              |

## **Highlights of San Juan County/Islands Trust relationship**

### **Shared common values:**

- protecting significant terrestrial and marine environmental features,
- preserving the unique quality of life on the islands,
- managing the impact of population growth and development in a manner consistent with the values of island communities, and
- encouraging island communities to achieve and maintain a viable economy.

### **Transborder Island Agreement (signed in 1998, updated in 2007) focuses on:**

- identifying current and emerging transboundary issues;
- sharing information;
- undertaking research and policy development projects;
- promoting communications and public education; and
- supporting cooperative initiatives with other organizations, government agencies and the private sector

### Meetings/Presentations/Visits

#### **Common themes discussed during past joint annual meetings (2004-2015):**

- |                                          |                                          |
|------------------------------------------|------------------------------------------|
| • Affordable housing                     | • Climate change and adaptation planning |
| • Tourism benefits and impacts           | • Oil spill prevention / response        |
| • Marine stewardship initiatives         | • Ferry issues                           |
| • Groundwater issues                     | • Shoreline protection options           |
| • Land use planning issues and solutions |                                          |

**2012, 2013, and 2015:** Islands Trust elected officials and staff attended the San Juan Marine Resource Committee's Marine Manager Workshops

**2006:** Dr. Bob Myhr, San Juan County Vice-Chair was a panellist at Islands Trust's Tourism Forum

**2006:** Islands Trust staff trip to San Juan County

**2013:** Victoria Compton, Executive Director, San Juan Economic Development Council presented at the Islands Trust's economic sustainability workshop

**2014:** San Juan County Councillors joined the Islands Trust Council on Saturna Island and presented on their priorities

**2015:** San Juan County Councillors joined the Islands Trust Council on Galiano Island and presented on their priorities,

**2016:** San Juan County Councillors joined the Islands Trust Council in Sidney, presented on their priorities, and participated in visioning session

**2017:** San Juan County Councillors the Islands Trust Council in Victoria, presented on their priorities and heard presentations on the National Marine Conservation Area Reserve and the Ocean Protection Plan.

#### Joint initiatives

**1999:** Established a joint program to facilitate the stewardship of transborder marine environment through public awareness and voluntary stewardship by many stakeholders

**2001:** Jointly produced a guide entitled: *Unspoiled Seascapes Forever: How to establish a Marine Stewardship Site in the Salish Sea*

**2005:** Islands Trust assisted San Juan County's understanding of the Capital Regional District liquid waste management plan.

**2010:** Joint Chair letter requesting a joint United States of America and Canada cooperative review of maritime safety standards

**2010-2015:** Five-year collaboration on Green Shores for Homes voluntary credits and incentives program

**2013:** Joint Chair letter to Canada's Tanker Safety Expert Panel requesting oil spill regime improvement that reflect the special political and geographic circumstances of the Salish Sea.

**2018:** Joint letter to the Honourable Marc Garneau, Minister of Transport re Islands Trust and San Juan County joint request for standby rescue tug

**2018:** Joint letter to Prime Minister requesting reconsideration of the expansion of the Trans Mountain pipeline (with news release)

#### **Other transboundary initiatives** *(not with San Juan County)*

A Place in the Islands publication (2007) was a joint venture between the Islands Trust, the Islands Trust Fund and the *San Juan Preservation Trust*. Still used today, it includes information on water conservation, tips on building, siting and landscaping, preserving rural character and island services.



**Executive Committee**

| No. | Description                           | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | R/Initiated | Responsibility    | Target Date |
|-----|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|-------------|
| 1   | Islands Trust Act Amendments          | Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect.                                                                                                                                                                                                                                                                                                                        | 26-Oct-2016 | Russ Hotsenpiller |             |
| 2   | Anchorage Advocacy Strategies         | Implement advocacy strategy relating to temporary freighter anchorages in the Trust Area, including an opinion editorial about anchorage issues for local and regional newspapers; letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol and roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders. | 16-Nov-2018 | Clare Frater      |             |
| 3   | Update Islands Trust Policy Statement | Undertake a First Nations and public engagement process to prepare for Policy Statement amendments.                                                                                                                                                                                                                                                                                                                                                                                                         |             | Clare Frater      | 31-Mar-2019 |