



Executive Committee

Minutes of Regular Meeting

Date: April 27, 2016

Location: Islands Trust Office, Salt Spring Island

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Cindy Shelest, Director, Administrative Services (by phone)
Lisa Gordon, Director, Trust Area Services (by phone)
Robert Kojima, Acting Director, Local Planning Services (by phone)
Clare Frater, Policy Analyst, Trust Area Services (by phone)
Mandy Giesbrecht, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

2.2 Approval of Agenda

By General Consent, the agenda was approved as presented.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 April 5, 2016 Trust Fund Board / Executive Committee Liaison Meeting

By General Consent, the Minutes of the April 5, 2016 Trust Fund Board/Executive Committee Liaison Meeting were adopted as presented.

3.2 April 6, 2016 Executive Committee Meeting

By General Consent, the Minutes of the April 6, 2016 Executive Committee Meeting were adopted as presented.

4. FOLLOW UP ACTION LIST AND UPDATES

4.1 Follow Up Action List

Staff provided updates on outstanding items in the Follow Up Action List.

4.2 Director/CAO Updates

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

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. 403

Staff provided a briefing to the Executive Committee.

EC-2016-054

It was MOVED and SECONDED,

That the Executive Committee advise Bowen Island Municipality that the Bylaw 403, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 403, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

CARRIED

5.2 Bowen Island Municipality Bylaw No. 404

EC-2016-055

It was MOVED and SECONDED,

That the Executive Committee advise Bowen Island Municipality that the Bylaw 40, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 404, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Draft June 2016 Council Schedule Content

The Executive Committee approved the schedule with the addition of Marine Shipping as an agenda item.

6.2 Draft Trust Council Continuous Learning Plan

The Executive Committee requested Marine Shipping to be moved from September to June. Staff were requested to update the document to accurately reflect which sessions have been completed.

6.3 Trust Council Linear Agenda & Schedule – Sample Format

Staff presented a sample linear agenda package for Executive Committee's review and endorsement.

EC-2016-056

It was MOVED and SECONDED,

That the Executive Committee request staff to implement the linear agenda format for June meeting of Trust Council.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

7.2.1 AVICC Conference

Executive Committee members and staff debriefed on this conference. Executive Committee requested staff to compile a summary document indicating sessions attended by EC members and staff at this event.

7.2.2 Salish Sea Ecosystem Conference

Executive Committee members and staff debriefed on this conference. Staff will compile a summary document to be circulated to Trustees with links to relevant conference proceedings.

7.2.3 Chamber of Shipping of British Columbia Conference

Executive Committee members and staff debriefed on this conference. Staff advised of the appointment of new Chief Executive Officer, Robert Lewis-Manning.

EC-2016-057

It was MOVED and SECONDED,

That the Executive Committee request staff to extend an invitation to Robert Lewis-Manning to attend the June Trust Council Meeting on North Pender Island and provide an address to Council.

CARRIED

7.2.4 Clear Seas Conference

Executive Committee members and staff debriefed on this conference.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 LTC Chairs Report on Local Advocacy Topics

Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

8.1.2 Transport Canada/Canadian Coast Guard Response Planning Initiative – Trustee Expenses

Staff provided insight on the content and intent of this event being held on May 25, 2016 in Nanaimo.

EC-2016-058

It was MOVED and SECONDED,

That the Executive Committee endorses Chair Luckham's attendance at the Transport Canada/Canadian Coast Guard Response Planning Initiative in Nanaimo on May 25th.

CARRIED

8.1.3 RFD – Islands Trust Public Relations Program

Staff provided a briefing to the Executive Committee.

EC-2016-059

It was MOVED and SECONDED,

That the Executive Committee delegates the planning, management and implementation of the public relations program to the CAO;
And that the Executive Committee continues to approve broad communications principles and strategic goals.

CARRIED

8.2 Local Planning Services

8.2.1 North Pender Island LTC Request for EC Review of MOTI LOU

Staff provided a briefing to the Executive Committee. Executive Committee agreed this item is a separate issue from a similar matter listed in the Follow Up Action List.

EC-2016-060

It was MOVED and SECONDED,

That the Executive Committee directs staff to prepare a report detailing options for how to deal with the Ministry of Transportation and Infrastructure (MOTI) Letter of Understanding.

CARRIED

8.3 Administrative Services

8.3.1 Briefing – Lasqueti Energy Budget

Staff provided a briefing to the Executive Committee.

EC-2016-061

It was MOVED and SECONDED,

That the Executive Committee receive the briefing cited as, “Grant Revenues – Lasqueti Energy Project” as information and forward it to the Financial Planning Committee.

CARRIED

8.3.2 Victoria Office Lease

Staff provided a briefing to the Executive Committee.

EC-2016-062

It was MOVED and SECONDED,

That the Executive Committee supports renewal of the Victoria Office spaces lease for an additional one-year term, completing September 30, 2017.

CARRIED

8.4 Executive/Trust Council

8.4.1 SARA Briefing from TFB/EC Liaison Meeting

Executive Committee discussed the Species At Risk documentation that had been provided at the April 5, 2016 Trust Fund Board/Executive Committee Joint Liaison meeting.

EC-2016-063

It was *MOVED and SECONDED*,

That the Executive Committee requests staff to develop an information session on Protected Species at a future Trust Council meeting;
And that the Executive Committee requests staff to review and report back on how Islands Trust is responding to referrals about Species At Risk in the Islands Trust area.

CARRIED

The order of business on the agenda was varied to address item 11. *Correspondence* ahead of items 9 and 10.

11. CORRESPONDENCE

11.1 Request to meet re: Proposed Malahat LNG and Island Gas Connector Projects

EC-2016-064

It was *MOVED and SECONDED*,

That the Executive Committee directs CAO Hotsenpiller to respond to Steelhead LNG declining the invitation to meet at this time.

CARRIED

11.2 Request for Cost Sharing - Public Info Town Hall Meeting - Steelhead-Malahat LNG Proposal

EC-2016-065

It was *MOVED and SECONDED*,

That the Executive Committee decline the request from North Saanich to cost share a public information town hall meeting regarding Steelhead LNG;
And that the Executive Committee supports representation from the Islands Trust at this event.

CARRIED

11.3 Report from BC Ombudsperson Office
Received for information.

The meeting recessed at 12:05 p.m. and resumed at 12:09 p.m.

The order of business on the agenda was varied to address item 9. *Closed Meeting* and item 10. *Rise and Report* before resuming item 11.

9. CLOSED MEETING

EC-2016-066

It was *MOVED and SECONDED*,

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

CARRIED

The meeting closed to the public at 12:10 p.m. and reopened at 12:35 p.m.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

The Executive Committee released a motion from the Closed meeting and expressed their thanks to Ms. McErlean for taking on this important role.

EC-IC-2016-009

It was MOVED and SECONDED,

That the Executive Committee appoint Becky McErlean to the office of Deputy Secretary for the Northern Office, effective immediately.

CARRIED

The meeting recessed at 12:36 p.m. and resumed at 1:00 p.m.

11.4 GAFA - letter and MOU between Port Metro Vancouver and Nanaimo Port Authority

EC-2016-067

It was MOVED and SECONDED,

That the Executive Committee direct staff to draft a letter for the Chair's signature responding to the Gabriolans Against Freighter Anchorages Society letter regarding the MOU between Port Metro Vancouver and Nanaimo Port Authority and advising GAFA of the procedures associated to making formal presentations to Trust Council.

CARRIED

11.4.1 GAFA - request for special meeting

Received for information.

11.4.2 NPA Response to GAFA Press Release April 19, 2016

Received for information.

12. WORK PROGRAM

12.1 Review and Amendment of Current Work Program

By General Consent, the Executive Committee endorsed the Work Program dated April 21, 2016 as presented.

13. NEXT MEETING: May 18, 2016, 8:45 a.m. at the Victoria office.

14. ADJOURNMENT

EC-2016-068

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 1:26 p.m.

Peter Luckham, Chair

Certified Correct

Mandy Giesbrecht, Executive Coordinator (Recorder)