



Executive Committee

Minutes of Regular Meeting

Date: June 1, 2016

Location: Boardroom, Victoria Office

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

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Mandy Giesbrecht, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 8:45 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 May 18, 2016 Executive Committee Meeting

By General Consent, the Minutes of the May 18, 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 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 **Thetis Island LTC Bylaw No. 100**

Vice Chair Morrison provided a briefing to the Executive Committee.

EC-2016-079

It was MOVED and SECONDED,

That the Executive Committee approves Thetis Island Local Trust Committee Bylaw No. 100, cited as Thetis Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 90, 2011, Amendment No. 1, 2016, under Section 24 of the Islands Trust Act and returns it to the Thetis Island Local Trust Committee for final adoption.

CARRIED

6. **TRUST COUNCIL MEETING PREPARATION**

6.1 **Trust Area Services**

6.1.1 **Director of Trust Area Services Report**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.1.2 **Trust Programs Committee Work Program Report**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.1.3 **Trust Fund Board Report**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.1.4 **RFD: 2015-16 Annual Report**

Executive Committee requested changes to the Annual Report as follows:

- Text on the map page adjusted to a more readable font;
- Verification of accuracy of dates used throughout the report; and
- Reference to Community Stewardship Awards removed from Chair's message and included in its own section.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.1.5 **RFD: NAPTEP Application – Link Island**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.1.6 **Trust Council Position on Moratorium for new Anchorages**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.2 **Local Planning Services**

6.2.1 **Director of Local Planning Services**

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.2.2 Local Planning Committee Work Program Report

By General Consent, this item was referred to the June 2016 Trust Council meeting as presented.

6.2.3 Bylaw Enforcement Report

By General Consent, this item was referred to the June 2016 Trust Council meeting.

6.2.4 RFD: Grants and Donations Policy May 2016

Executive Committee requested staff to remove the clean version of the policy from the attachments and include only the tracked changes version with policy-specific changes visible.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

Director Shelest joined the meeting for item 6.3.

6.3 Administrative Services

6.3.1 Director of Administrative Services Report

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.3.2 Financial Planning Committee Work Program Report

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.3.3 Quarterly Financial Statement

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.3.4 Audited Financial Statements

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.3.5 2015-16 Allocated Financial Statements

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

Director Shelest left the meeting.

6.4 Executive / Trust Council

6.4.1 June 2016 Trust Council Schedule & Agenda

Executive Committee requested changes to the Annual Report as follows:

- Add the word “panel” to the Marine Shipping Session; and
- Reverse the order of the Governance-Administration Session and the Executive items

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.4.2 Follow Up Action List

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.3 CAO's Quarterly Report

6.4.3.1 Transition Plan

Executive Committee requested minor revisions to the Transition Plan document including the addition of a hyperlink to the referenced Principles & Objectives and updating the dates listed in the project charter.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.4.4 Executive Committee Work Program Report

Executive Committee requested staff to remove the detailed summary column of this report.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.4.5 Continuous Learning Plan

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.6 Priorities Chart

Executive Committee requested staff to update the priorities associated to Thetis Island and increase the font size of the date at the top of the page.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as amended.

6.4.7 Draft September 2016 Trust Council Program

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.8 Strategic Plan Updates

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.9 Session Outline: Governance Session

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.10 Session Outline: Trustee Roundtable

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

6.4.11 Session Outline: Marine Shipping Safety

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

- 6.4.12 Session Outline: Visioning**
By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

- 6.4.13 Session Outline: Closed Meeting**
By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

- 6.4.14 Draft Amendments to “Islands Trust Council Meeting Procedures Bylaw 2004” re Electronic Meetings**
By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

- 6.4.15 Delegation Requests**
Executive Committee noted that each delegation should be advised they will have 10 minutes for their presentation.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

- 6.4.16 Community Presentations**
Executive Committee requested staff to include background information for the Moving Around Pender group in the Trust Council package.

By General Consent, this item was referred to the June 2016 Trust Council meeting, as presented.

7. EXECUTIVE COMMITTEE PROJECTS

- 7.1 Trust Council Initiated**
- 7.2 Executive Committee Initiated**

8. NEW BUSINESS

- 8.1 Trust Area Services**
 - 8.1.1 LTC Chairs Report on Local Advocacy Topics**
No updates were given.
- 8.2 Local Planning Services**
- 8.3 Administrative Services**
- 8.4 Executive/Trust Council**

9. CLOSED MEETING

EC-2016-080

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 10:44 a.m. and reopened at 11:00 a.m.

The meeting recessed at 11:02 a.m. and resumed at 11:10 a.m.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

No decisions were reported out from the Closed meeting.

Two late items were added to the agenda under New Business:

- 8.4.1 CAO Hiring Committee (Chair Luckham)
- 8.4.2 Indigenous Training Opportunity (CAO Hotsenpiller)

Clare Frater, Policy Analyst, joined the meeting.

11. CORRESPONDENCE

11.1 Malahat LNG Public Info Meeting

Staff provided an update from their attendance at this session.

11.2 Peter Lamb re: Climate Change

11.3 Area Response Planning Session Follow Up

Staff and Chair Luckham provided an update on their attendance at this session.

EC-2016-081

It was MOVED and SECONDED,

That the Executive Committee request staff to draft a response letter in follow up to the Area Response Planning Session, providing feedback on the Area Risk Assessment Methodology for Ship-Source Oil Spills in Canada Waters, to be brought back to the July 6 Executive Committee meeting for review.

CARRIED

By General Consent, the Correspondence Items were received for information.

The order of business on the agenda was varied to return to Item 8.4.

8.4 Executive/Trust Council

8.4.1 CAO Hiring Committee

Vice Chair Morrison offered to chair this upcoming meeting in Chair Luckham's absence.

8.4.2 Indigenous Training Opportunity

CAO Hotsenpiller invited members of the Executive Committee attend this event on June 11, 2016 hosted by the University of Victoria.

The order of business on the agenda resumed at Item 12.

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.

EC-2016-082

It was MOVED and SECONDED,

That items TA-11-01, LT-14-01 and EX-15-06 be removed from the Work Program.

CARRIED

13. NEXT MEETING: Tuesday, June 14, 2016 at 12 noon, North Pender Island.

14. ADJOURNMENT

EC-2016-083

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 11:58 a.m.

Peter Luckham, Chair

Certified Correct

Mandy Giesbrecht, Executive Coordinator (Recorder)