



# Executive Committee

## Minutes of Regular Meeting

Date: July 6, 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  
Ann Kjerulf, Acting Director, Local Planning Services  
Clare Frater, Policy Analyst  
Pamela Hafey, Communications Specialist  
Fiona MacRaid, Senior Intergovernmental Policy Advisor  
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

Two new business items were added to the agenda:

8.5 Marine Safety & Tanker Moratorium Roundtable

8.2.5 Correspondence Policy

The order of business was varied to address item 6.3 ahead of item 6.2.

#### 2.2 Approval of Agenda

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

##### 2.2.1 Agenda Context Notes

Provided for information.

### 3. ADOPTION OF MINUTES

#### 3.1 June 1, 2016 Executive Committee Meeting

**By General Consent**, the Minutes of the June 1, 2016 Executive Committee Meeting were adopted as presented.

#### 3.2 June 14, 2016 Executive Committee Meeting

**By General Consent**, the Minutes of the June 14, 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. Director Gordon introduced Fiona MacRaild, the successful applicant for the Senior Intergovernmental Policy Advisor role, and provided an overview of the priorities for this position.

##### 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 Salt Spring Island Proposed Bylaw No. 475

Chair Luckham provided a briefing to the Executive Committee. Vice Chair Grams provided background information relevant to the bylaw amendment.

##### **EC-2016-088**

##### **It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 475, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 6, 2013," under Section 24 of the Islands Trust Act.

**CARRIED**

#### 6. TRUST COUNCIL MEETING PREPARATION

##### 6.1 Post June Trust Council Joint Session

##### 6.1.1 June 2016 Draft Trust Council Meeting Minutes

The following changes were requested to the draft minutes:

- Page 15: Add "Trustee Brent opposed" to motion TC-2016-053
- Page 2: Add "By General Consent, Trust Council approved the new business item"
- Page 5: Replace Trustee Brent's specific comments with general commentary.

**By General Consent**, the Minutes of the June 2016 Trust Council Meeting were referred to the September Trust Council meeting package, as amended.

##### 6.1.2 Roundtable

Staff and Executive Committee members debriefed on the June Trust Council meeting as follows:

- Meeting was well organized;
- The new agenda format helped keep business on track and seemed to promote better Trustee engagement;
- Agenda timing could still be refined further so business does not have to be moved around to fill gaps;
- The sound system needs better placement and better quality, particularly considering the intention to allow electronic meeting participation;

- The lapel microphone is especially hard to hear;
- Audio recording of meetings would be a helpful reference for the minute taker;
- Special attention should be taken to hire a caterer that primarily uses locally sourced products;
- Need to ensure delegation materials are queued up ready to go to avoid awkward delays; and
- It creates tension to exclude public from the refreshment break on the Wednesday afternoon, consider additional snacks and coffee for this day only.

It was agreed that:

- Delegation and presentation materials will be handled in accordance with the Correspondence Policy to ensure content is not defamatory. Expectations and submission requirements will be clearly communicated to participants well in advance of Trust Council meetings and late changes will not be accepted;
- Staff will identify better speaker placement options to promote optional sound quality;
- Staff will research the technical feasibility of audio recording the meetings;
- Additional refreshments will be made available for the public during the Wednesday afternoon public participation session; and
- Staff will research feasibility of refinements to Strategic Plan related documents as well as the potential for having backup presentations prepared as time fillers, if needed.

### **6.1.3 Trustee Comments / Feedback**

Refer to commentary under item 6.1.2.

### **6.3 September Trust Council Meeting – Preliminary Schedule**

CAO Hotsenpiller provided an overview of the draft schedule noting that business is recommended to begin Tuesday morning to accommodate the facilitated Visioning session. The Executive Committee discussed logistical issues associated to this time change and requested staff to proceed with circulating the draft agenda to Trustees for their information as soon as possible.

### **6.2 Visioning Session – Preliminary Recommendations**

CAO Hotsenpiller provided an overview of his briefing. The Executive Committee supported the recommendations but expressed concern that the meeting venue would not accommodate the facilitated Visioning session. Staff was requested to source potential alternate space.

## **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

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

#### 8.1.2 Islands Trust Tagline

Director Gordon provided background on the Islands Trust tagline and sought direction on the appropriate process to discuss potential changes, noting that Trustee Council was not involved in this process in the past. The Executive Committee debated whether this matter presented a compelling need to allocate staff resources away from other priorities. It was agreed this exercise would be best undertaken late into the Visioning exercise and that no immediate changes are necessary.

#### 8.1.3 Briefing – State of the Islands Public Polling

Clare Frater provided an update on the State of the Islands Project suggesting that general metrics from communities in respect of “top of mind” issues may help to inform the Visioning exercise scheduled for September. Ms. Frater advised that the Capital Regional District has hired a statistician and survey designer who is willing to assist the Islands Trust in creating a public poll. Director Gordon noted that there is available budget in the existing project to undertake this data gathering exercise. The Executive Committee was in support of staff proceeding with this option.

#### 8.1.4 Briefing – Representation on the Southern Gulf Islands Anchorages Working Group

Clare Frater provided an overview of the briefing noting that while participation on this working group is not recommended at this time, Islands Trust will be invited to participate as an observer to these meetings. Ms. Frater also noted that this group has been receptive and respectful of Islands Trust feedback in the past.

The Executive Committee expressed the need to advocate for better citizen engagement in this process noting that Islands Trust may have greater influence as a member of the working group. Chair Luckham supported taking staff’s advice at this time, noting the likelihood that this issue will need to be revisited in the future.

**By General Consent**, the report was received for information.

#### 8.1.5 RFD – Draft Chair Letter re Transport Canada Area Response Planning Session

Clare Frater suggested minor updates to be made before the letter is finalized.

**EC-2016-089**

**It was MOVED and SECONDED,**

That the Executive Committee direct the Chair to finalize and send a letter to Transport Canada before July 15, 2016 with comments on the pilot Area Response Planning Initiative and associated Area Risk Assessment Methodology.

**CARRIED**

## 8.2 Local Planning Services

### 8.2.1 RFD – Changes to BC Contaminated Sites Regime

Ann Kjerulf provided an overview to the Executive Committee.

#### **EC-2016-090**

#### **It was MOVED and SECONDED,**

That the Executive Committee request that the Director of Local Planning Services provide a written response to the proposed changes to the Contaminated Sites Regulation.

**CARRIED**

### 8.2.2 Briefing – Species At Risk

Ann Kjerulf provided an overview of the briefing. Trustees were invited to contact Ms. Kjerulf for further information or education on this matter.

**By General Consent,** the report was received for information.

### 8.2.3 Staff Report Format

Ann Kjerulf provided rationale for the proposed changes to the form and invited Executive Committee members to provide feedback.

**By General Consent,** the report was received for information.

### 8.2.4 Briefing – FLNRO and MOTI Staff to Staff Meetings

Ann Kjerulf provided an overview of the report noting specifically:

- Local Planning Services staff are pleased with the MOTI relationship but the FLNRO relationship is more challenging;
- Local Trust Committees are encouraged to contact road maintenance contractors directly with questions; and
- Local Trust Committees have the authority to enter into local area agreements to address service level concerns.

Executive Committee members expressed concern with road conditions and associated service levels in their local trust areas and will take this information back to their local trust committees for further discussion.

#### **EC-2016-091**

#### **It was MOVED and SECONDED,**

That the staff briefing regarding FLNRO and MOTI Staff to Staff meetings be circulated to local trust committees and Bowen Island Municipality.

**CARRIED**

The meeting recessed at 11:58 a.m. and resumed at 12:32 p.m.

### 8.2.5 Correspondence Policy

Vice Chair Busheikin expressed concern about public access to correspondence items that relate to public hearing processes. The Executive Committee and staff agreed that consistent communication about the correspondence process and easy access to reference documents is essential for public awareness.

### 8.3 Administrative Services

No updates given.

### 8.4 Executive/Trust Council

#### 8.4.1 Protocol Agreement with Ministry of Community, Sport and Cultural Development

CAO Hotsenpiller provided an overview of his report noting a more detailed briefing on this issue will be prepared for review at the September Trust Council meeting.

#### 8.4.2 Upcoming Agricultural Land Commission (ALC) Meeting

The Executive Committee discussed priorities to be drafted for discussion at this meeting including:

- How the Islands Trust can inform a collaborative decision making process with the Agricultural Land Commission;
- How to build a strong relationship with the Agricultural Land Commission in order to communicate community interests in agricultural land uses on the islands;
- How to create a deeper understanding about how the two agencies arrive at decisions;
- Strategies to reconcile the Agricultural Land Commission's mandate with island communities' wishes; and
- How to assist island communities in understanding the rationale behind Agricultural Land Commission decisions.

#### EC-2016-092

##### It was **MOVED** and **SECONDED**,

That the Executive Committee direct staff to compile an inventory of recent Agricultural Land Commission referrals and outcomes, in support of a meeting with the ALC panel to understand the ALC decision making criteria and process.

**CARRIED**

#### 8.4.3 Lab Wise Training Program

CAO Hotsenpiller provided an overview on this initiative noting current staff capacity and workload precluded submission of an application this year. CAO Hotsenpiller advised that Trustee Masselink has notified the program host that Islands Trust would be a good partner for this program in the future.

#### 8.4.4 Training Opportunity: Managing Aggressive Clients

CAO Hotsenpiller noted this item's entry on the Follow Up Action List. The Executive Committee directed that staff not proceed with a facilitated training session due to logistical challenges and associated costs and requested the item be removed from the Follow Up Action List.

#### EC-2016-093

##### It was **MOVED** and **SECONDED**,

That the Follow Up Action List entry regarding safety wording in the EC toolkit be removed.

**CARRIED**

### 8.5 Marine Safety & Tanker Moratorium Roundtable

Clare Frater provided an overview on the content of this session and its association to Islands Trust advocacy work.

**EC-2016-094**

**It was MOVED and SECONDED,**

THAT the Executive Committee approves associated expenses for Chair Luckham's attendance at the Marine Safety & Tanker Moratorium Roundtable in Vancouver on Friday, July 8, 2016.

**CARRIED**

The order of business on the agenda was varied to address items 11, 12 and 13 ahead of item 9.

**11. CORRESPONDENCE**

**11.1 Canadian Union of Postal Workers re Canada Post Review – Request for Feedback**  
Received for information.

**11.2 MLA Weaver re Environmental Bill of Rights Act**  
Received for information.

**11.3 Minister Garneau re Ports Asset Transfer Program**  
Received for information.

**11.4 Gabriola's Concerned Citizens re Anchorage Report Discrepancies**  
Received for information.

**11.5 Jan Slakov re Protecting Open Process and ALR**  
Received for information.

**11.6 Edi Johnston re DFO and Bylaw Concerns**  
**EC-2016-095**  
**It was MOVED and SECONDED,**  
That this item be referred to the Director of Local Planning Services for response.

**CARRIED**

**11.7 Mayne Island Conservancy Society re NEB Act Section 58**  
Received for information.

**11.8 Gabriolans Against Freighter Anchorages re Thank You Letter**  
Received for information.

**11.9 Clear Seas re Connecting With Clear Seas**  
**EC-2016-096**  
**It was MOVED and SECONDED,**  
That the Executive Committee request staff to invite a representative from Clear Seas to speak at a future Executive Committee meeting.

**CARRIED**

**11.10 UBCM re Provincial Response to the 2015 Resolution**  
Received for information.

**11.11 Howe Sound Community Forum – Save the Date**  
Received for information. Vice Chair Morrison will plan to attend this meeting.

**11.12 Minister Polak re Water Sustainability Act**  
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 June 30, 2016 as presented.

**13. NEXT MEETING:** 10:00 a.m. on July 27, 2016 at the Northern (Gabriola) Office.

**9. CLOSED MEETING**

**EC-2016-097**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Section 90(1) of the Community Charter:

A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that staff be invited to attend the meeting.

**CARRIED**

The meeting was closed to the public at 1:54 p.m. and reopened at 2:13 p.m.

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

No business items were reported out from the closed session.

**14. ADJOURNMENT**

**EC-2016-098**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 2:13 p.m.

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Peter Luckham, Chair

Certified Correct

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Mandy Giesbrecht, Executive Coordinator (Recorder)