



# Executive Committee

## Minutes of Regular Meeting

**Date:** February 15, 2017

**Location:** Grand Hotel Nanaimo, Meeting Room 103

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

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Clare Frater, Director, Trust Area Services (teleconference)  
Cindy Shelest, Director, Administrative Services (teleconference)  
Ann Kjerulf, Regional Planning Manager, Northern Team  
Teresa Rittemann, Planner 1, Gabriola  
Emma Restall, Executive Coordinator (Recorder)

**1. CALL TO ORDER**

The meeting was called to order at 9:31 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

**2. APPROVAL OF AGENDA**

**2.1 Introduction of New Items**

8.2.1 Lasqueti Minister Stone meeting

**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**

**January 18, 2017 Executive Committee Meeting**

**By General Consent**, the Minutes of the January 18, 2017 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.

Executive Committee decided that the request from December 6, 2016 meeting to draft a letter for the Chair to the Premier of British Columbia making a case for withholding approval of the Trans Mountain Pipeline Expansion project be rescinded without motion.

**4.2 Director/CAO Updates**

CAO and 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**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Trust Area Service**

Nothing to report.

**6.2 Local Planning Services**

Nothing to report.

**6.3 Administrative Services**

Nothing to report.

**6.4 Executive**

**6.4.1 Archaeological Sites Protection Session - Outline**

Executive Committee members reviewed the draft Archaeological Sites Protection Session Outline.

**6.4.2 Water Sustainability Act Session**

Executive Committee members discussed the difficulty in securing speakers for the draft *Water Sustainability Act* session.

**By General Consent**, it was decided that the *Water Sustainability Act* session be postponed until later in 2017.

**6.4.3 March Trust Council Draft Schedule**

Executive Committee members reviewed the draft March 2017 Trust Council meeting schedule and made some amendments including the removal of the *Water Sustainability Act* session due to lack of availability of presentation staff. Staff will provide the revised schedule to the next meeting.

**6.4.4 Discussion on Invitation of First Nations representatives to Trust Council**

Executive Committee directed staff to invite Chief John Wesley to upcoming Gabriola welcome session and first day and dinner.

**7. EXECUTIVE COMMITTEE PROJECTS**

**7.1 Trust Council Initiated**

Nothing to report.

**7.2 Executive Committee Initiated**

Nothing to report.

**8. NEW BUSINESS**

**8.1 Trust Area Services**

**8.1.1 LTC Chair's 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 2017 AVICC/UBCM resolutions and backgrounder -RFD  
EC-2017-24**

**It was MOVED and SECONDED,**

THAT the Executive Committee directs staff to finalize and forward a resolution with backgrounder for consideration at the 2017 Association of Vancouver Island and Coastal Communities and Union of BC Municipalities conventions requesting that the provincial and federal governments implement measures that discourage rigid foam pollution in the marine environment.

**CARRIED**

**8.1.3 2016-2017 Annual Report outline – RFD  
EC-2017-25**

**It was MOVED and SECONDED,**

THAT the Executive Committee approves the format and outline of contents for the 2016-2017 Annual Report.

**CARRIED**

The meeting recessed at 11:00am and resumed at 11:05am.

**8.1.4 Marine Protection Tools recommendations - Briefing  
EC-2017-23**

**It was MOVED and SECONDED,**

THAT the Executive Committee Request staff to forward this briefing to Trust Fund Board.

**CARRIED**

**8.2 Local Planning Services**  
Nothing to report.

**8.3 Administrative Services**

**8.3.1 Appointment of Auditors 2016/17 – RFD**

EC reviewed options and discussed reasoning behind choosing KPMG.

**EC-2017-26**

**It was MOVED and SECONDED,**

THAT KPMG be appointed auditor for the Islands Trust and the Islands Trust Fund 2016/17 financial statements.

**CARRIED**

It was agreed that item 8.4.1 be considered ahead of item 8.3.2.

**8.4 Executive/ Trust Council**

**8.4.1 Inviting US and Canadian consulate representatives to Council  
EC-2017-27**

**It was MOVED and SECONDED,**

THAT the Executive Committee invite the US and Canadian consulate representatives to attend Trust Council.

**CARRIED**

The meeting recessed at 12:00pm and resumed at 12:25pm

- 8.3 Administrative Services**
- 8.3.2 Electronic Meeting Procedures – Briefing**  
Staff provided information on a defined electronic meeting procedure. Executive Committee gave feedback on the need for special attention to the required technology and resources.
- 8.4 Executive/ Trust Council**
- 8.4.2 Victoria Office Relocation – Briefing**  
Staff provided information on the Victoria Office lease status.
- 8.4.3 Requirement for Delegation and Presentation Material in Advance of Trust Council and Council Committee Meetings – Briefing  
EC-2017-28**  
**It was MOVED and SECONDED,**  
THAT the Executive Committee direct staff to propose amendments to Policy 2.2.ii and Policy 7.4.1 to require advance submission of speaker/delegation material intended for presentations at a Trust Council or Council Committee meeting.  
**CARRIED**
- 8.4.4 Trustee Responsibilities**  
Executive Committee requested that staff create a session outline on Trustee Conduct and a review of the material and presentation given at the beginning of their term to next EC.

It was agreed that items 11 and 12 be considered ahead of items 9 and 10.

- 11. CORRESPONDENCE**
- 11.1 Peter Johnston of Lasqueti re June TC schedule**  
Received for information.
- 11.2 AVICC Call for Resolutions and Nominations**  
Received for information.
- 11.3 Brenda McCorquodale re AMAC January 25  
EC-2017-29**  
**It was MOVED and SECONDED,**  
THAT the Executive Committee direct staff to research the ability for Islands Trust to obtain membership with AMAC.  
**CARRIED**
- 11.4 Invitation to Howe Sound Community Forum May 5  
EC-2017-30**  
**It was MOVED and SECONDED,**  
THAT Executive Committee direct the Chair to attend the Howe Sound Community Forum.  
**CARRIED**
- 11.5 Invitation to 2017 Marine Managers Workshop April 4**  
Received for information with a suggestion that staff attend.

- 11.6 Peter Frinton of Sea-to-Sky Clean Air Society re Symposium Invitation Mar 14 2017**  
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 February 9, 2017 as amended.

**EC-2017-31**

**It was MOVED and SECONDED,**

THAT staff undertake a review of applications across the islands trust for potential inclusion in a future annual report.

**CARRIED**  
Trustee Busheikin opposed

**9. CLOSED MEETING**

**EC-2017-32**

**It was MOVED and SECONDED,**

THAT That the meeting be closed to the public subject to Sections 90(1)(c)(g)(i) and (l) 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 discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report] and that staff attend the meeting

**CARRIED**

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

No items to report

**EC-2017-33**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 3:00p.m.

---

Peter Luckham, Chair

Certified Correct

---

Emma Restall, Recorder