



## Executive Committee Minutes of Regular Meeting

- Date:** October 11, 2017
- Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria BC
- Members Present:** Peter Luckham, Chair  
Susan Morrison, Vice Chair  
George Grams, Vice Chair  
Laura Busheikin, Vice Chair
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Cindy Shelest, Director, Administrative Services  
Clare Frater, Director, Trust Area Services  
David Marlor, Director, Local Planning Services  
Emma Restall, Executive Coordinator (recorder)
1. **CALL TO ORDER**  
The meeting was called to order at 8:46 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**
      - 4.4 UBCM Debrief
    - 2.2 **Approval of Agenda**  
**By General Consent**, the agenda was approved as amended.
  3. **ADOPTION OF MINUTES**
    - 3.1 **August 30, 2017 Executive Committee Meeting**  
**By General Consent**, the Minutes of the August 30, 2017 Executive Committee Meeting were adopted as amended.
    - 3.2 **September 12, 2017 Executive Committee Meeting**  
**By General Consent**, the Minutes of the September 12, 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.
    - 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.

**4.4 UBCM Debrief**

Executive Committee members and staff discussed successes and opportunities arising from the UBCM conference in September.

**EC-2017-119**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to provide and distribute to Trustees a report on UBCM.

**CARRIED**

The meeting recessed at 10:10 p.m. and resumed at 10:18 p.m.

**5. BYLAWS FOR APPROVAL CONSIDERATION**

**5.1 Galiano Island Local Trust Committee Bylaw No. 264 (Meeting Procedures)**

**EC-2017-120**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 264, cited as "Galiano Island Local Trust Committee Meeting Procedure Bylaw No 162, 2004, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Post Trust Council**

**6.1.1 September Trust Council Minutes**

**EC-2017-121**

**It was MOVED and SECONDED,**

THAT Executive Committee forward the September 2017 Trust Council minutes to the December 2017 Trust Council meeting as amended.

**CARRIED**

**6.1.2 Roundtable**

Executive Committee members and staff provided feedback regarding the September 2017 Trust Council meeting, noting what went well and identifying areas for improvement.

**6.1.3 Trustee Comments/ Feedback**

Executive Committee discussed feedback received regarding the September 2017 Trust Council meeting.

**6.1.4 Decision Highlights**

**EC-2017-122**

**It was MOVED and SECONDED,**

That the Executive Committee approve the September 2017 Islands Trust Council Decision Highlights for circulation.

**CARRIED**

**6.2 December Trust Council – Preliminary Schedule**

Executive Committee members reviewed the draft December 2017 Trust Council meeting schedule and made some amendments. Staff will provide the revised schedule to the next meeting.

**6.3 Trust Council Follow Up Action List**

**By General Consent,** the Executive Committee approved the Trust Council Follow Up Action List as presented.

**6.4 Continuous Learning Plan**

Executive Committee members reviewed the Continuous Learning Plan and made some amendments. Staff will provide the revised plan to the next meeting.

**By General Consent,** the Executive Committee approved the Continuous Learning Plan as amended.

**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 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 Draft Advocacy Flow Chart – Briefing**

Director Frater gave an overview of the Draft Advocacy Flow Chart.

**8.1.3 Policy Statement Engagement Plan – RFD**

The Executive Committee members discussed the best approaches and timing of the Policy Statement Engagement Plan.

The meeting recessed at 12:12 p.m. and resumed at 12:40 p.m.

Discussion continued with concerns over the best next steps.

**EC-2017-123**

**It was MOVED and SECONDED,**

that the Executive Committee receive the Draft Engagement Plan for the Policy Statement Amendment Project, request that staff provide a revised Engagement Plan to Trust Programs Committee for comment, revise the First Nations Engagement letter to include input from the Executive Committee, draft communications to communities to inform Trust Area residents and return to the Executive Committee with a revised Engagement Plan.

**CARRIED**

**8.2 Local Planning Services**

Nothing to report.

**8.3 Administrative Services**

Nothing to report.

**8.4 Executive/Trust Council**

**8.4.1 2018 Executive Committee meeting dates**

**EC-2017-124**

**It was MOVED and SECONDED,**

THAT the Executive Committee approve the proposed meeting schedule for 2018.

**CARRIED**

**8.4.2 Extended Executive Committee meetings**

The Executive Committee discussed options for scheduling additional meeting time for lengthier agendas, if needed in the future.

**8.4.3 Salt Spring Island Referendum Follow-Up**

**EC-2017-125**

**It was MOVED and SECONDED,**

that the Executive Committee direct staff to engage with the Salt Spring Island Local Trust Committee, other service providers and community to coordinate a framework to address service delivery and governance issues for Salt Spring Island.

**CARRIED**

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

**11. CORRESPONDENCE**

**11.1 Minister of Municipal Affairs re SSI Governance Review**

**EC-2017-126**

**It was MOVED and SECONDED,**

that the Executive Committee respond to Minister Selina Robinson's letter of September 21, 2017 stating that we would like to meet.

**CARRIED**

- 11.2 Anchorages Concern Thetis re Bylaw infractions in Trincomali Channel  
EC-2017-127**  
It was **MOVED** and **SECONDED**,  
that the Executive Committee direct staff to forward the letter to Thetis Island Local Trust Committee.

**CARRIED**

- 11.3 Harlene Holm of DCLTA re Land Use Application**  
Received for information.

- 11.4 Trustee Rogers re various motions**  
Received for information.

- 11.5 Laurie Gourlay re Salish Sea World Heritage Site Recognition**  
Received for information.

- 11.6 Invitation to Oceans Protection Plan Introductory Dialogue Forum, Fall 2017  
EC-2017-128**  
It was **MOVED** and **SECONDED**,  
that the Executive Committee support the attendance of Trust Council Chair Luckham at the Oceans Protection Plan Dialogue Forum, Fall 2017.

**CARRIED**

- 11.7 Saanich Inlet Roundtable Draft Agenda  
EC-2017-129**  
It was **MOVED** and **SECONDED**,  
that the Executive Committee support the attendance of Trust Council Chair Luckham at the Saanich Inlet Roundtable.

**CARRIED**

**12. WORK PROGRAM**

- 12.1 Review and amendment of current work program**  
Received for information.

**9. CLOSED MEETING**

**EC-2017-130**

- 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.

**CARRIED**

The meeting closed to the public at 1:50 p.m. and reopened at 2:35 p.m.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (not applicable)**

Chair Luckham reported that in the Closed Meeting the Executive Committee discussed legal issues around the Tucker Bay case and agreed to decline the option of participating in the Tucker Bay court case by virtue of the fact that this is an issue within the jurisdiction of the Ministry of Transportation.

**13. NEXT MEETING – November 1<sup>st</sup> in Nanaimo**

**14. ADJOURNMENT**

**EC-2017-131**

**It was MOVED and SECONDED,**

To adjourn the meeting.

The meeting adjourned at 2:36 p.m.

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Peter Luckham, Chair

Certified Correct

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Emma Restall, Recorder