



## Executive Committee Minutes of Regular Meeting

**Date:** November 22, 2017

**Location:** Victoria Boardroom

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

**Regrets:**

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Emma Restall, Executive Coordinator (Recorder)

**1. CALL TO ORDER**

The meeting was called to order at 8:47 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**

**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 November 1, 2017 Executive Committee Meeting**

**By General Consent**, the Minutes of the November 1, 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.

5. **BYLAWS FOR APPROVAL CONSIDERATION**

6. **TRUST COUNCIL MEETING PREPARATION**

6.1 **Executive**

6.1.1 **December Trust Council Draft Schedule**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

6.1.2 **December Trust Council Regular Agenda**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

6.1.3 **Chief Administrative Officer's Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

6.1.4 **Trust Council Follow Up Action List**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

6.1.5 **Continuous Learning Plan**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

6.1.6 **Draft March 2018 Trust Council Schedule**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

6.1.7 **Priorities Chart**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

6.1.8 **Strategic Plan Quarterly Updates**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

6.1.9 **Delegation Requests**

6.1.9.1 Michael Sketch of Pender Island re Significance of the joint Confederation and Federation governance model in preserving and protecting Trust Area agricultural soil ecosystems

6.1.9.2 Peter Lamb of Salt Spring Island re Islands Trust Act Amendments

**By General Consent**, the Executive Committee approved all delegation requests.

Michael Sketch and Peter Lamb were each allotted 10 minutes.

Carmen Thiel joined the meeting at 10:30 a.m.

**6.1.10 Islands Trust Act Session Outline**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

**6.1.11 Revised Trust Council 2018 Meeting Dates  
EC-2017-142**

**It was MOVED and SECONDED,**

That the item 6.1.11 be amended to include a Trust Council special meeting in January.

**CARRIED**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

**6.1.12 Amendment to Trust Council Meeting Procedure Bylaw - RFD**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.1.13 Appointment of Deputy Secretary for the Salt Spring Office EC-2017-143**

**It was MOVED and SECONDED,**

That the Executive Committee appoint Daniela Murphy to the office of Deputy Secretary for the Salt Spring Office, effective November 27, 2017.

**CARRIED**

Carmen Thiel left the meeting at 10:50 a.m.

**6.1.14 Islands Trust Act Amendments – Briefing**

**EC-2017-144**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to place the Trust Fund Board name change and corporate status to the top of “Appendix A - SUMMARY: Proposed amendments to the *Islands Trust Act*.”

**DEFEATED**

Chair Luckham and Vice-Chair Grams opposed

There was discussion over how to properly reflect the presence and importance of the Trust Fund Board name and corporate status change.

**EC-2017-145**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to place “Appendix A - SUMMARY: Proposed amendments to the *Islands Trust Act*” be amended to include an information note at the top regarding the Trust Fund name and corporate structure change and explain the numbering does not represent prioritization.

**DEFEATED**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended as discussed.

**6.1.15 Islands Trust Vision Statement – RFD**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

**6.2 Local Planning Services**

**6.2.1 Director of Local Planning Services Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.2.2 Local Planning Committee Work Program Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.2.3 Bylaw Enforcement Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.3 Trust Area Services**

**6.3.1 Director of Trust Area Services Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.3.2 Trust Programs Committee Work Program Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.3.3 Trust Fund Board Report**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.3.4 Legislative Monitoring Report – Briefing**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

**6.3.5 Islands Trust Fund 2018-2022 Plan – RFD**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.3.6 San Juan County Joint Meeting Session Outline**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

- 6.3.7 National Marine Conservation Area for Southern Strait of Georgia Session Outline**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.3.8 Ocean Protection Plan Session Outline**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.3.9 Policy Statement Amendment Project Update – Briefing**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.3.10 Geoduck Advocacy Strategies – Briefing**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.4 Administrative Services**

- 6.4.1 Administrative Services Report**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.2 Financial Planning Committee Work Program Report**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.3 2017/18 Forecast - Briefing**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.4 Revisions to Policy 6.5.3 Procurement Policy - RFD**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.5 2016/17 Allocated Financial Statements - Briefing**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.6 Quarterly Financial Report - RFD**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.
- 6.4.7 Revisions to Policy 7.2.vi Municipal Tax Requisition Calculation - RFD**  
**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5 Budget Session**

**6.5.1 Budget Session Outline**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.2 Budget Overview**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.3 Budget Assumptions and Principles**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.4 Budget Detail**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.5 Analysis of Surplus Funds**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.6 Summary of Budget Requests**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

**6.5.7 Support for Budget Requests**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as presented.

Vice-Chair Morrison left the meeting at 11:34 a.m.

**6.6 New Business**

**6.6.1 Islands Trust Standards of Conduct Policy 2.7 - RFD**

**By General Consent**, this item was referred to the December 2017 Trust Council meeting as amended.

**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 Industrial Logging on Bowen Island**

Received for information

**8.1.3 Funding and resources for Policy Statement engagement process – Briefing**

Received for information

**8.1.4 Annual email to First Nations for Trust Council meetings – RFD EC-2017-146**

**It was MOVED and SECONDED,**

that the Executive Committee direct staff to send an annual e-mail to Trust Area First Nations advising them of options for staying informed on Trust activities and methods for communicating with Trust Council.

**CARRIED**

**8.1.5 Geoduck Potential Strategies - RFD EC-2017-147**

**It was MOVED and SECONDED,**

that Executive Committee request:

1. That the Chair write to Minister of Fisheries and Oceans requesting that, as a priority, the department undertake an ecosystem-based study of potential and cumulative impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea.
2. That Local Planning Services and Trust Area Services staff collaborate on the preparation of a briefing for local trust committees about the land-use planning implications of the DFO 2017 Integrated Geoduck Management Framework.
3. That Trust Area Services staff continue to monitor policy developments related to geoduck aquaculture in the Salish Sea.

**CARRIED**

The meeting recessed at 12:05 p.m. and resumed at 12:40 p.m.

**8.1.6 Policy Statement Engagement– RFD EC-2017-148**

**It was MOVED and SECONDED,**

that the Executive Committee adopt the Policy Statement Amendment Engagement Plan, dated November 6, 2017.

**CARRIED**

**8.1.7 Recent Request for Meaningful Engagement from Snuneymuxw First Nation – Briefing**

Received for information

**8.2 Local Planning Services**

**8.2.1 Fee Increase to Cover First Nations Referrals  
EC-2017-149**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to report back on options for First Nations referral costs applied to applications.

**CARRIED**

**8.3 Administrative Services**

**8.4 Executive/Trust Council**

**8.4.1 Request to Invite the BC Farm Industry Review Board to Trust Council  
Received for Information**

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

**11 CORRESPONDENCE (for information unless raised for action)**

**11.1 Saanich Inlet Oct 2017 Roundtable Minutes**

Received for Information

**11.2 Coastal Douglas Fir Referral letter**

**EC-2017-150**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to write a letter in response to the Coastal Douglas Fir Referral letter.

**CARRIED**

**11.3 Ellen Burack of Transport Canada re Stakeholder Engagement Sessions on the National Strategy to Address Abandoned and Wrecked Vessels**

**EC-2017-151**

**It was MOVED and SECONDED,**

that the Executive Committee support Vice-Chair George Grams' attendance at the Transport Canada Stakeholder Engagement Session on behalf of the Executive Committee.

**CARRIED**

**11.4 Fisheries and Oceans Canada Stakeholder Letter re New Unprotected Sponge Reef Aggregations in Howe Sound**

Received for Information

**11.5 Invitation for Submissions - Cannabis Regulation in British Columbia**

Received for Information



**11.6 Email from Yvette Myers re Draft Interim Anchorages Protocol  
EC-2017-152**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to forward the email from Yvette Myers regarding the Draft Interim Anchorages Protocol to all trustees seeking comments back to the chair to support a response.

**CARRIED**

**11.7 2018 AVICC Convention Resolutions and NominationsEC-2017-153**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to solicit 2018 AVICC/UBCM resolution ideas from trustees and staff and return with advice in January.

**CARRIED**

**12 WORK PROGRAM**

**12.1 Review and amendment of current work program**

Received for information

**9 CLOSED MEETING**

**EC-2017-154**

**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 1:26 p.m.

**10 RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)**

**13 NEXT MEETING – December 5<sup>th</sup> in Victoria**

**14 ADJOURNMENT**

The meeting adjourned at 2:16 p.m.

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Peter Luckham, Chair

Certified Correct

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Emma Restall, Recorder