



Executive Committee Minutes of Meeting

Date/Time: Tuesday, January 10, 2012

Location: Islands Trust Victoria Office

Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Chair
Linda Adams, Chief Administrative Officer
Lisa Gordon, Trust Area Services Director
Craig Elder, Administrative Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator

Call to Order/Approval of Agenda

The meeting was called to order at 10:10 a.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

The following additions to the agenda were presented for consideration:

- 4.2.d. Correspondence re: Galiano: C. Stephenson (Dec 15/11); C. Nordin (Dec. 18/11); C. Jerome (Jan 9/12)
- 7.2.e Strategic Planning Process Update

By General Consent, the Agenda was approved as amended.

1. Executive Committee Orientation

1. Executive Committee Responsibilities – overview
2. Executive Committee Terms of Reference - intro
3. Executive Committee Legislative Role – intro
4. Trust Council Meeting Preparation
5. Administrative Fairness Complaints
6. Management Liaison
7. Local Trust Committee Chair Role

Chief Administrative Officer Linda Adams provided an orientation to Executive Committee members, through documentation and discussion covering the above noted topics. Executive Committee members asked a number of questions for clarification and some topics were identified for follow up.

8. EC Orientation Session with Eli Mina – February 16
 - a. Eli Mina session agenda
 - b. Eli Mina session background
 - c. EC Continuous Learning Plan

Executive Committee members reviewed and discussed background and topics for the proposed all day orientation session with parliamentarian Eli Mina to be held February 16. The afternoon session will be open to Council Committee Chairs, Trust Fund Board Chair and invited staff that would benefit from the subject matter to be addressed.

The meeting recessed at 12:00 p.m.
The meeting reconvened at 12:20 p.m.

2. Joint Session with Management

1. **Post December 2011 Council**
 - a. Roundtable

Executive Committee members and senior staff provided roundtable comments about the December 2011 Trust Council meeting.

b. Trustee Feedback and Evaluation Responses

Post Council meeting comments and a summary of evaluation responses from trustees about the December Council orientation sessions, were provided for review.

c. Trust Council Followup Action List

Provided for information.

d. Draft March 2012 Council Program

Reviewed and discussed.

e. December 2011 Decision Highlights

By General Consent, the Executive Committee approved the December 2011 Decision Highlights and directed staff send to trustees and post on the website.

3. Previous Meeting/Coordination Topics

1. Minutes of Previous Meetings

a. November 1, 2011

By General Consent, the Executive Committee adopted the Minutes of the November 1, 2011 meeting, as amended.

b. November 22, 2011

Approval of these minutes were deferred, pending clarification on content from Local Planning Services staff.

c. December 8, 2011

By General Consent, the Executive Committee adopted the Minutes of the December 8, 2011 meeting, as presented.

2. Follow-up Action List (review during Director Updates)

Reviewed and updated.

4. Local Planning Services (D. Marlor)

1. Updates

a. LPS Director/Follow up Action List Review

David Marlor updated the Executive Committee on his follow up action list items and current activities.

2. Other/Bylaws

a. AVICC Consultation on Aquaculture Regulation

A staff report was presented by Island Planner Courtney Simpson, regarding her participation in the Association of Vancouver Island Coastal Communities (AVICC) Consultation on Aquaculture Regulation meeting held in November 2011. The meeting was attended by staff and elected officials from several local governments and ministry officials from the Department of Fisheries and Oceans and the Province's Tenure Operations.

It was noted that the Department of Fisheries and Oceans plans to schedule further local government consultations through AVICC, and will be at the AVICC conference in Ucluelet in April, 2012.

It was Moved and Seconded that the Executive Committee delegate Vice Chair David Graham as the Executive Committee representative to participate in the AVICC's Consultation on Aquaculture Regulation.

CARRIED
UNANIMOUSLY

- b. Salt Spring Island LTC Bylaw No. 454

Proposed Salt Spring Bylaw 454 would amend the Salt Spring Island Land Use Bylaw No. 355 zoning designation from split zoned Agriculture 1 (A1), Residential 6 (R6), and Community Facilities 1 (CF1) to a new Community Facilities variant – CF1(c).

It was Moved and Seconded that the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 454, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

- c. Salt Spring Island LTC Bylaw No. 455

Proposed Salt Spring Bylaw 455 would amend the Salt Spring Island Official Community Plan Bylaw No. 434 land use designation from Agriculture (A) to Educational (E).

It was Moved and Seconded that the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 455, cited as "Salt Spring Island Official Community Plan Bylaw, 2008, Amendment No. 2, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

- d. Correspondence re: Galiano

- i. C. Stephenson (Dec 15/11)
- ii. C. Nordin (Dec. 18/11)
- iii. C. Jerome (Jan 9/12)

Executive Committee members reviewed the above noted correspondence referring to an offer by Richard Dewinetz related to land use decisions of the Galiano Island Local Trust Committee.

Staff was directed to prepare replies for the Chair's signature, noting that consideration regarding the Dewinetz offer is an issue for the Galiano Island Local Trust Committee.

5. Trust Area Services (L. Gordon)

1. **Director's Update/Follow Up Action List Review**

Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

2. **Other**

- a. C. Anderson correspondence re Smart Meters

Staff was directed to prepare a reply to the above noted correspondence for the Chair's signature.

- b. B. Hanby to Minister of Environment re Proposed Halkett Bay Artificial Reef

Provided for information.

- c. District of Port Hardy to Minister of Transport re Developing Geographic Plans for Oil Spills

Provided for information.

- d. Sara Steil re Marine Advocacy Program

Staff was directed to prepare a reply to the above noted correspondence for the Chair's signature and to forward the correspondence to trustees for their information.

- e. Allan Hughes re Canadian Coast Guard

Staff was directed to prepare a reply to the above noted correspondence for the Chair's signature.

- f. Tom Varzeliotis re December Trust Council delegation response

Staff was directed to prepare a reply to the above noted correspondence for the Chair's signature.

- g. Lovel Pratt, San Juan County re oil spill issues/Marine Managers Workshop

Executive Committee members reviewed an email from San Juan County Council Chair Lovel Pratt regarding our interest in attending the Marine Managers Workshop, March 26-27, 2012 in Friday Harbour. Staff were requested to report back at the next Executive Committee meeting with a recommendation and budget implications to attend.

- h. Minister of Forests, Steve Thomson re: Followup to UBCM meeting about Derelict Vessels

Staff was directed to post the letter to the website.

- i. Harriet Permut, Real Estate Board re home economics

Staff was directed to prepare a reply to the above noted correspondence for the Chair's signature, noting this issue is not a current priority on our strategic plan or within our mandate, and to forward the correspondence to trustees for their information.

- j. Welcome letter to new Electoral Area Directors

Staff was directed to finalize the draft letter to Trust Area Electoral Area Directors for the Chair's signature, as amended.

- k. Public engagement survey results

Staff presented a summary report of the Survey of Planning Staff and 2008-2011 Trustees regarding Communications/Public Engagement for review and information.

- k.ii 2012 Communications Plan

Executive Committee members were requested to provide any feedback on the 2012 Communications plan to staff for further review and discussion at a future meeting.

- k.iii. Strategic approach to Local Trust Committee Communications

Staff provided "Guidelines: A Strategic Approach to Local Trust Committee Communications" for review and discussion with Executive Committee members.

Staff were requested to provide advice at the next Executive Committee meeting on implementing these guidelines.

- l. Derelict Vessels Survey

Following staff's recommendation to participate in the Union of BC Municipalities survey on derelict vessels, the Executive Committee directed staff to complete the survey, requesting input from trustees by email. Deadline for the survey is January 25.

6. Administrative Services (C. Elder)

1. Director's Update/Follow Up Action List Review

Craig Elder updated the Executive Committee on his follow up action list items and current activities.

Closed Session

It was Moved and Seconded to close the meeting pursuant to s. 90(2)(b) of the Community Charter - information received and held in confidence relating to negotiations between the Islands Trust and the provincial government, the federal government and a third party.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 3:40 p.m.
The meeting reopened to the public at 4:10 p.m.

7. Executive (L. Adams)

1. CAO Update/Followup Action List Review

Linda Adams updated the Executive Committee on her follow up action list items and current activities.

2. Other

- a. EC as an LTC re name of jurisdiction

Staff asked Executive Committee members if they were interested in pursuing the previous Executive Committee's desire to change the name of the Executive Committee Acting as a Local Trust Committee.

Staff will speak with the Island Planner about the status of what is possible and address further at the next EC as an LTC meeting on February 7.

- b. Minute Taking Procedures

Carmen Thiel provided a verbal update on the status of completing minute taking procedure guidelines for use by all minute takers. A briefing will be prepared for review by the Executive Committee prior to presentation at the March Council meeting.

- c. Pam Janszen re Executive Committee Election Policy

Staff was directed to reply directly to Trustee Janszen regarding the process to initiate a review of the Executive Committee Election procedures.

- d. Strategic Planning Process Update

Due to time constraints, this item was deferred to January 17 teleconference.

3. Work Program

- a. Executive Committee – current work program

Due to time constraints, this item was deferred to February 7 meeting.

The Meeting adjourned at 5:20 p.m. Next meeting: February 7, 2012

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder