



Executive Committee Minutes of Meeting

Date: Thursday, March 29, 2012

Location: Islands Trust Victoria Office

Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Char

Linda Adams, Chief Administrative Officer
Lisa Gordon, Trust Area Services Director
Cindy Shelest, 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 10:04 a.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Additions to the Agenda: 3.1.a Trust Fund Board Meeting Update

By General Consent, the Executive Committee approved the agenda as amended.

1. Previous Meeting/Coordination Topics

1. **Minutes of Previous Meetings**
 - a. February 21, 2012
 - b. March 5, 2012

By General Consent, the Executive Committee approved the February 21 and March 5 Executive Committee Meeting Minutes, as presented.

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

Provided for information.

2. Local Planning Services (D. Marlor)

1. **Updates**
 - a. Director's Update/Follow up Action List Review

Director of Local Planning Services David Marlor updated the Executive Committee on his follow up action list items and current activities.

- b. Local Trust Committee Chairs

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

2. **Bylaws**

- a. Denman Island LTC Bylaw No. 203

Denman Bylaw 203 is a new Advisory Planning Commission bylaw, proposed in order to add a Special Projects Advisory Planning Commission and Agriculture Advisory Planning Commission.

It was Moved and Seconded that the Executive Committee approve Denman Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

b. Bowen Municipal Bylaw No. 315

Bowen Municipal Bylaw 315 is a Land Use Bylaw Amendment to amend the G3(a) zone to allow quarrying and stockpiling of land clearing debris at an existing quarry site. It is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommended a response indicating no objections to the bylaw.

It was Moved and Seconded that the Executive Committee advise Bowen Island Municipality that it has no objections to Bylaw 315, 2012 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 315, 2012".

CARRIED
UNANIMOUSLY

2. Other

- a. Residents & Owners Association of Galiano re: Galiano Forest Lands/PMFL Act

Executive Committee members reviewed the above noted letter and directed staff to prepare a response for the Chair's signature.

3. Trust Area Services (L. Gordon)

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

Director of Trust Area Services Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

- a. Trust Fund Board meeting update

Vice Chair and Trust Fund Board Member Peter Luckham provided a verbal report about items addressed and discussed at the recent meeting of the Trust Fund Board, including the proposed name change for the Board. This and other items will be considered as possible topics for discussion at the upcoming joint Executive Committee/Trust Fund Board session.

2. Other

- a. San Juan Marine Managers Workshop – report

Staff and Executive Committee members who attended the San Juan Marine Managers Workshop March 26-27 reported on the issues presented and addressed, including oil spill response and Green Shores. They noted that San Juan Council members are very interested in continuing the conversation during the proposed joint session at the June Council meeting.

- b. San Juan Marine Advocacy partnership

Chair Sheila Malcolmson reported about a request from San Juan Council member Lovel Pratt to formalize an advocacy partnership on emerging topics, i.e., communicate to each other on joint topics of interest.

Staff was requested to ensure that San Juan County is advised and/or copied on correspondence sent or received on mutual topics of interest.

- c. Prep for Kinder Morgan expected announcement

Staff advised that Kinder Morgan's expected expansion plan announcements have been delayed. Staff were advised to do preparatory work for a statement to possible media interest.

- d. Proposed Northern Boundary Change for National Marine Conservation Area

The Executive Committee requested staff advice that encapsulates the status and research about this issue, and next steps, for discussion at a future meeting.

e. Association of Vancouver Island Coastal Communities

1. President Stanhope re: Derelict Vessels Working Group

Staff recommended a continuing role with the Derelict Vessels Working Group, as part of the Strategic Plan, subject to Council's approval in June.

Staff was directed to prepare a reply for the Chair's signature, including a request that the working group prioritize development of resources, to respond to inquiries, possibly in the form of a brochure or website aimed at local governments with information on how to respond to derelict vessel incidents.

2. 2012 AVICC Convention Resolutions

Executive Committee members reviewed the 2012 Association of Coastal Communities Convention Resolutions List, with resolutions selected by staff that are most relevant to the Islands Trust mandate, policy statement, and current issues in island communities. Positions were not recommended on resolutions that are peripheral to the work of the Islands Trust – although some may be of specific interest to individual island communities.

It was Moved and Seconded to remove R13 – Vancouver Island Spine Trail, from the list.

CARRIED
UNANIMOUSLY

It was Moved and Seconded to add R19 – Generating Sustainable Funding for Rural Fire Departments, to the list.

IN FAVOUR – 3
OPPOSED – 1
(Malcolmson)
CARRIED

It was Moved and Seconded that the Executive Committee endorse the positions Executive Committee members will take at the April 2012 Association of Vancouver Island and Coastal Communities (AVICC) meeting as indicated in the document entitled 'Islands Trust Executive Committee Position on Selected AVICC Resolutions (2012)', as amended.

CARRIED
UNANIMOUSLY

f. Dogwood Challenge

Staff presented some preliminary concerns and thoughts for the Executive Committee to consider in responding to the recent Dogwood Initiative's 'no tanker' campaign aimed at local governments. Following discussion, staff were requested to provide advice about proposing a possible late resolution at the April 13-15 AVICC Convention.

g. S. Steil re: Pleasure Craft Sewage Pollution Protection Regulations

Staff was requested to prepare a reply for the Chair's signature, advising that this issue will be addressed by Council when deciding on Strategic Plan items at its June 2012 meeting.

h. Draft Pleasure Craft Sewage RFD (proposed for June TC)

This item was deferred to a future meeting for review prior to the June Council meeting.

i. 2011-2012 Annual Report – Approval of Format

It was Moved and Seconded that the Executive Committee approve the format for the 2011-12 Annual Report and up to \$1,000 for graphic design costs.

CARRIED
UNANIMOUSLY

j. 2012/13 Communications Plan

Staff presented a draft of the 2012-13 Islands Trust Communications Work Plan for review and consideration. An initial discussion followed on assessing the proposed priorities.

Staff was requested to propose a dedicated block of time at a future meeting for the Executive Committee to address the plan in more detail.

4. Joint Session with Management

1. Post March 2012 Trust Council

a. Roundtable

Executive Committee members and senior staff provided roundtable comments and feedback regarding the March Council meeting.

b. Trustee Comments/Requests

Provided for information and consideration.

c. Trust Council Followup Action List

Provided for information.

d. Trust Council Continuous Learning Plan

The Trust Council Continuous Learning Plan outlining proposed sessions for upcoming Trust Council meetings was reviewed and considered. Staff proposed including a session at the June Council meeting about working with aboriginal peoples.

It was Moved and Seconded that the Executive Committee direct staff to book Robert Joseph with Indigenous Corporate Training to conduct a Working with Aboriginal Peoples session as part of the June 2012 Trust Council program.

CARRIED
UNANIMOUSLY

e. June 2012 Council Meeting

1. Correspondence re: Meeting Location

Executive Committee members reviewed and considered correspondence regarding the proposed location for the June 2012 Trust Council meeting.

It was Moved and Seconded that the June 2012 Trust Council meeting be held at the Pender Islands Community Hall.

CARRIED
UNANIMOUSLY

Staff will advise Pender trustees of this decision, prepare replies for the Chair's signature and advise Trust Council members.

2. Denman Marine Stewardship Program Presentation Request

Staff were requested to reply to the Denman Marine Stewardship Program Opportunity request, advising that the community presentation opportunity is allocated to a local Pender Islands group, and suggest they could submit a delegation request as an alternative.

3. Draft 3 day program

Staff was requested to revise the 3 day program to incorporate the proposed Working with Aboriginal Peoples session, for review at the next Executive Committee meeting.

5. Administrative Services (C. Shelest)

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

Director of Administrative Services Cindy Shelest updated the Executive Committee on her follow up action list items and current activities.

2. Other

- a. Discussion Paper on Revised Municipal Tax Requisition Policy 7.2.vi

Staff presented the above noted discussion paper, outlining a proposed new methodology for calculating the Municipal Tax Requisition. The methodology was jointly developed by the former Financial Planning Committee Chair and Bowen Municipal Trustee, Alison Morse and former Director of Administrative Services Craig Elder.

It was Moved and Seconded that the Executive Committee request staff to work with the Bowen Island Municipality Treasurer and others in the preparation of a draft revision to Policy 7.2.vi – Municipal Tax Requisition Calculation.

CARRIED
UNANIMOUSLY

- b. Draft Revised Policy re: Restructure Study Cost Allocations

Staff presented a draft revision to the Incorporation Study Cost Allocation policy, suggesting the proposed changes be made prior to any possible future restructure studies. Following discussion, further revisions were suggested.

It was Moved and Seconded that the Executive Committee request staff to draft further revisions to Policy 7.2.v – Incorporation Study Cost Allocation, and to prepare a draft Request for Decision for review at the April 17 Executive Committee meeting.

CARRIED
UNANIMOUSLY

Staff noted that the Financial Planning Committee will also review the Request for Decision and proposed policy changes for consideration as an item for the June Trust Council meeting.

Closed Meeting

It was Moved and Seconded that the meeting be closed to the public pursuant to s. 90(1) (c) and (i) of the Community Charter to discuss matters related to labour relations or other employee relations and solicitor-client privilege and that staff attend the meeting.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 3:15 p.m.
The meeting reopened to the public at 4:15 p.m.

6. Executive (L. Adams)

1. CAO Update/Followup Action List Review

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

2. Other

- a. Resolution Without Meeting Guidelines

Staff was directed to forward Vice Chair Luckham's email regarding this issue to the Legislative Services Manager for her information.

- b. Provincially Sponsored Governance Study for Salt Spring

This item was deferred to the April 17 meeting.

- c. Executive Committee Bylaw Approval Process – initial outline

This item was deferred to the April 17 meeting.

- d. Strategic Planning
 - 1. Process
 - 2. Draft Objectives and Strategies
 - 3. Options for Public Consultation

This item was deferred to the April 17 meeting.

1. Work Program

- a. Executive Committee – current work program

This item was deferred to the April 17 meeting.

By General Consent, the meeting adjourned at 5:05 p.m.

Next meeting: April 17, 2012.

Sheila Malcolmson, Chair

Marie Smith, Deputy Secretary and Recorder