



Executive Committee Minutes of Meeting

Date/Time: May 7-8, 2012 **Location:** Islands Trust Victoria Office

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

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Lisa Gordon, Director, Trust Area Services
Cindy Shelest, Director, Administrative Services
Clare Frater, Policy Analyst
Laura Stringer, Communications Specialist
Marie Smith, Executive Coordinator and Recorder

Call to Order/Approval of Agenda

The meeting was called to order at 1:05 pm. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

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

1. Communications Planning Session

1.1 Session Outline

Trust Area Services Director Lisa Gordon introduced the session, outlining the roles of staff, Trust units and the Executive Committee as defined in the Communications policy. She expressed the need to clarify roles, foundational discrepancies, public engagement vs public relations and Trust wide level communications vs local planning level.

Executive Committee members and senior staff provided roundtable comments about the importance of communications planning, role responsibility and the issues they saw as important requiring clarification and attention.

1.2 Public Engagement Survey (Trustees and Planners Jan 2012)

The results of the January 2012 Public Engagement Survey completed by trustees and staff was reviewed and discussed. The Executive Committee agreed that the survey results could be shared with the respondents.

1.3 Public Engagement (Local Trust Committees and Trust Council recent samples)

Staff provided samples of various local and trust wide publications for information and noted that when the Sharepoint program was implemented later this year, that it will provide the portal for these and other resources to be available online by all trustees and staff.

1.4 New Media Tools (which ones, objectives, resources, monitoring)

Executive Committee members reviewed and commented on the documentation provided about the use of various media tools.

1.5 New Website

Staff presented an update on the status of the new website and discussed timing, launch publicity and budget needs with Executive Committee members.

1.6 Local Trust Committee Communications Template (implementation guidelines)

The Director of Local Planning Services was requested to ensure that communication documents are being displayed for the public at all local trust committee meetings.

1.7 Trust Council Strategic Plan (public engagement)

Staff presented a draft Public Consultation Plan that outlines the methods to promote, receive and consider public input about the draft Strategic Plan. Discussion followed on giving the public enough information to be informed about the draft Strategic Plan and the context to the degree of input to promote.

1.8 Communications Work Plan 2012-2013

1. High, Medium and Low Priority Initiatives
 - a. Are the priorities about right or do they need to be adjusted?
 - b. Are there any key initiatives/items missing?
 - c. Are there any items that should be removed?

Executive Committee members reviewed and commented on the work plan initiatives by high, medium and low priorities, and directed staff to make adjustments as discussed. Staff will revise the Communications strategy and return it for consideration at a future Executive Committee meeting.

1.9 Video Project Focus

Staff provided a verbal update on the status of and issues surrounding the Seniors Video Project.

It was Moved and Seconded:

That the Executive Committee authorize staff to negotiate a conclusion with the contractor for the Seniors Video Project and to report back with the results, including budget remaining.

CARRIED

The meeting recessed at 5:30 pm.

The meeting reconvened at 10:45 am, May 8, 2012.

Additions to the Agenda:

6.2.10 – Agenda Management

By General Consent, the agenda was approved as presented.

2. Previous Meeting/Coordination Topics

2.1 Minutes of Previous Meetings

- a. April 17, 2012

By General Consent, the Executive Committee approved the April 17, 2012 Executive Committee Meeting Minutes, as presented.

- b. April 30, 2012

By General Consent, the Executive Committee approved the April 30, 2012 Executive Committee Meeting Minutes, as presented.

2.2 Follow-up Action List (review during Director Updates)

Provided for information.

3. Administrative Services (C. Shelest)

3.1 Updates

3.1.1 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.

3.2 Other

3.2.1 eScribe Meeting Management System Demonstration

Staff provided a verbal briefing on the rationale and decision to purchase a meeting management system. Executive Committee members received a brief online demonstration of the eScribe system which will be gradually implemented in 2012 for use by staff and trustees.

3.2.2 Allocation of Local Trust Committee Project Funding

Executive Committee members requested a written briefing from staff regarding policy guidelines and process for local trust committees wanting to do something different with approved project budget funds. Staff will report back at a future meeting.

4. Local Planning Services (D. Marlor)

4.1 Updates

4.1.1 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.

4.1.2 Local Trust Committee Chairs

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

It was Moved and Seconded:

That the Executive Committee request the Local Planning Committee to consider adding Tidal Power and Ocean Based Geothermal Exchange to its work program.

CARRIED

4.2 Other

4.2.1 Thetis Island LTC Bylaw No. 91 (APC)

This bylaw is a new Advisory Planning Commission (APC) bylaw that will propose to add a Special Projects Advisory Planning Commission for the Associated Islands Bylaw Review project.

It was Moved and Seconded:

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 91, cited as "Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012", under Section 24 of the *Islands Trust Act*.

CARRIED

4.2.2 Saturna Island LTC Bylaw No. 106

This bylaw will amend Section 2 of the Advisory Planning Commission Bylaw, Appointment of Members, Subsection (a), by changing "eight" members to "seven" members.

It was Moved and Seconded:

That the Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 106, cited as "Saturna Island Local Trust Committee Advisory Planning Commission Bylaw, 2005, Amendment No. 1, 2012", under Section 24 of the *Islands Trust Act*.

CARRIED

4.2.3 Mayne Island LTC Bylaw No. 156

This bylaw will establish the ability for bylaw enforcement officers to issue fines for minor land use bylaw violations. Disputed tickets are heard by an adjudicator and not a judge. This bylaw includes a schedule listing penalties for various offences of the land use bylaw. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts.

It was Moved and Seconded:

That the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 156, cited as "Mayne Island Local Trust Area Bylaw Enforcement Notification Bylaw, No. 156, 2011", under Section 24 of the *Islands Trust Act*.

CARRIED

4.2.4 BC Food Systems Network re: invite to July 5-8, 2012 Gathering on Gambier Island

Staff was directed to forward the invitation to the Gambier Island Local Trust Committee for their information.

4.2.5 Fee Sponsorship Application Form

Staff presented and Executive Committee provided suggested changes to a proposed Fee Sponsorship Application form and checklist. The form will be formatted as a template and circulated to Local Planning Services staff; the checklist will be a resource for planning staff and applicants when it is appropriate to make an application to have development application fees sponsored by the Executive Committee.

Closed Session

It was Moved and Seconded:

That the meeting be closed to the public at pursuant to s. 90(1) (i) of the Community Charter to discuss matters related to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 1:30 pm.

The meeting reopened to the public at 1:50 pm.

5. Trust Area Services (L. Gordon)

5.1 Updates

5.5.1 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.

5.2 Other

5.2.1 Kinder Morgan Letter re Update on Trans Mountain Pipeline project

Staff will post the April 12, 2012 letter from Kinder Morgan President Ian Anderson to Chair Malcolmson on the website.

5.2.2 Port Metro Vancouver Container Capacity report (p. 9)

Staff provided a verbal update on the current status of the proposed Deltaport Terminal, Road and Rail Improvement Project, which is part of the Port of Metro Vancouver PMV's Container Capacity Improvement Program. PMV's response to our November 2011 letter, a chart detailing PMV's responses to public comments received during the Project Description review period, was provided for information. Staff will post a link to this chart on the website.

5.2.3 Apr 25 WCMRC Oil Spill Exercise Debrief

A written report on the Western Canada Marine Response Corporate (WCMRC) – Oil Spill Exercise, attended by Trustees Sue French and Mike Jones and Policy Analyst Clare Frater on April 25th, was provided for information. Recommendations from the attendees included sending Islands Trust representatives to the June 5-6 exercise in Richmond.

5.2.4 WCMRC Oils Spill Exercise, June 5-6, 2012, Richmond

The Executive Committee recommended extending invitations to Trustee Peter Johnston, a Southern Gulf Islands trustee representative and a Bowen Municipal Trustee. Chair Sheila Malcolmson and Vice Chair Peter Luckham will also be attending. Staff will advise WCMRC of up to five trustees attending on behalf of the Islands Trust and recommend they extend invitations to First Nations and Capital Regional District representatives.

5.2.5 Invite WCMRC/IOSA to September Trust Council

Staff asked Executive Committee members about its interest to hold an oil spill response session at the September Trust Council meeting on Bowen Island that could include representatives from WCMRC and the Island Oil Spill Association (IOSA). Staff was requested to prepare a proposed session outline for review at the next meeting.

5.2.6 Trustee Dodds request for UBCM Resolution re Improvement District Taxation

Executive Committee members reviewed a request from Trustee Jeanine Dodds to consider taking the issue of Improvement District taxation forward to the UBCM Convention. Discussion followed and it was agreed that this issue is more appropriate as a regional district issue. Chair Malcolmson will respond to Trustee Dodds directly.

5.2.7 Legislative change request re Trust Fund Board Name Change

This item was deferred to the next Executive Committee meeting, following Trust Fund Board discussion on this issue at its May 17 meeting.

5.2.8 Draft RFD for Trust Council re Tankers

The Executive Committee reviewed the draft Request for Decision (RFD) regarding Tanker Traffic in the Trust Area and proposed changes to the recommendation and text. A revised Request for Decision and background documentation will be presented for consideration at the next Executive Committee meeting.

5.2.9 Species at Risk Local Government Working Group update

Staff advised that the Islands Trust Fund staff have been attending these land use planning focussed sessions; noting that planning staff are the intended audience. The Local Planning Services Director has been asked to consider representatives to participate in future.

This topic will be included in the next draft of the Strategic Plan.

5.2.10 June Council - First Nations Session Outline

Staff requested Executive Committee's direction on whether to distribute the facilitator's pre-training survey to trustees, recommending not to. The Executive Committee concurred with this recommendation. Staff will provide the First Nations Task Force's Needs Assessment to the facilitator for preparing the session. A final version of the session outline package will be presented at the next Executive Committee meeting.

6. Executive (L. Adams)

6.1 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.

6.2 Other

6.2.1 Executive Committee Bylaw Approval Process – initial outline

Staff presented a chart detailing a proposed process for Executive Committee approval of local trust committee bylaws.

It was Moved and Seconded:

That the Executive Committee approve the Executive Committee Bylaw Approval Process and References and request the Local Planning Services Director to circulate the document to all Local Planning Services staff.

CARRIED

6.2.2 Coastal Community Network – request for participation

The Executive Committee reviewed a request from the Coastal Community Network (CCN) asking for endorsement for the Islands Trust to participate as a sustaining member of the CCN's Board of Directors. Staff advised they do not recommend endorsing the CCN's proposed recommendations.

It was Moved and Seconded:

That the Executive Committee request staff to prepare a reply for the Chair's signature advising that the Islands Trust are not interested in participating in the Coastal Community Network.

CARRIED

6.2.3 Invitation to Local Government workshop re: National Marine Conservation Area

The Executive Committee agreed to the Islands Trust being involved in this workshop, to be held May 24 in Sidney. Vice Chair Peter Luckham and CAO Linda Adams will plan to attend. Vice Chair Ken Hancock will be attending as a member of the Gulf Islands National Park Reserve Advisory Board.

6.2.4 AVICC Attendance Costs

Staff clarified that travel costs for Trustee Gary Steeves to attend meetings in his role as a Member at Large on the Association of Vancouver Island Coastal Communities (AVICC) Board, not covered by AVICC, would be paid for by the Islands Trust.

6.2.5 June 2012 Council Program

Provided for review and comment, prior to issuing with the Council news release.

6.2.6 Council Delegation Requests – de Graaf, McLaughlin

By General Consent, the Executive Committee approved delegation requests from Ramona deGraaf and Pat McLaughlin to address Trust Council at its June meeting. Staff will advise the delegates of their 10 minute limit to present to Council, including questions from trustees.

6.2.7 Mayor of Bowen – invite to June Trust Council

This item was deferred to the May 15 teleconference.

6.2.8 Trustee Busheikin – Continuing education suggestions

Staff will add Trustee Busheikin's suggestions to the long list of the Continuous Learning Plan.

6.2.9 Draft Islands Trust Minutes Guidelines

Reviewed and comments provided. Final version and session outline will be reviewed at the next Executive Committee meeting.

6.3 Work Program

6.3.1 Executive Committee – current work program

Provided for information.

By General Consent, the meeting adjourned at 4:15 pm. Next meeting: May 28-29, 2012.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder