



Executive Committee Electronic Meeting Minutes

Date: Tuesday, November 19, 2013 **Location:** Islands Trust Victoria Office

Trustees Present: Sheila Malcolmson, Chair (by telephone)
Peter Luckham, Vice Chair (by telephone)
David Graham, Vice Chair (by telephone)
Ken Hancock, Vice Chair (by telephone)

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

1. CALL TO ORDER

The meeting was called to order at 8:45 a.m. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

Trustee Steeves re Financial Planning Committee minutes
Web Advisory Group – Trustee expressions of interest

2.2 Approval of Agenda

Staff requested Item 5.1.5 – Economic Sustainability Session be addressed first on the agenda. By General Consent, the agenda was approved as amended.

5.1.5 Economic Sustainability Session

Senior staff and Executive Committee members reviewed and discussed the format, flow, participants, proposed news release and logistics for the December 3 Economic Sustainability Session.

Chair Malcolmson left the meeting and Vice Chair Luckham took over Chair responsibilities.

3. ADOPTION OF MINUTES

3.1 November 6, 2013

By General Consent, the minutes of the November 6, 2013 Executive Committee meeting were adopted as amended.

3.2 November 12, 2013

By General Consent, the minutes for the November 12, 2013 Executive Committee meeting were adopted as amended.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Followup Action List

Received as information.

4.2 Directors' and CAO Updates

Directors and the Chief Administrative Officer provided updates to the Executive Committee 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. TRUST COUNCIL MEETING PREPARATION

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its December 2013 meeting:

5.1 Trust Area Services

5.1.1 Director of Trust Area Services Report

As presented.

5.1.2 Trust Fund Report

As presented.

5.1.3 NAPTEP Certificate Completion Extension HO-NAP-2011.3 – RFD

As presented.

5.1.4 Trust Programs Committee Work Program

As amended.

5.1.5 Economic Sustainability Session

As amended.

5.1.6 Invasive Species Session Outline

As amended.

Chair Malcolmson returned to the meeting and resumed Chair duties.

5.1.7 Trust Council Participation in National Energy Board hearings re: Kinder Morgan Pipeline Expansion Briefing

EC-2013-253

It was MOVED and SECONDED,

That the Executive Committee request staff to prepare a Request for Decision for Trust Council recommending that Council direct staff to further examine the financial and staff resources necessary to participate in a hearing process and provide advice in a Resolution without Meeting for Council to consider in 2014, and to offer the following alternative:

- a) Directing the Executive Committee to further examine the financial and staff resources necessary to participate in a hearing process and/or
- b) Delegate the decision to Executive Committee whether to submit an application to participate in the National Energy Board hearing process for the proposed Trans Mountain Pipeline Expansion Project through a letter of comment or as an intervenor.

EC-2013-254

It was MOVED and SECONDED,

To amend the motion as follows:

That the Executive Committee request staff to prepare a Request for Decision for Trust Council recommending that Council direct staff to further examine the financial and staff resources necessary to participate in a hearing process and provide advice in a Resolution without Meeting for Council to consider in 2014, and to offer the following alternatives:

- a) Directing the Executive Committee to further examine the financial and staff resources necessary to participate in a hearing process;
- b) Delegate the decision to Executive Committee whether to submit an application to participate in the National Energy Board hearing process for the proposed Trans Mountain Pipeline Expansion Project through a letter of comment or as an intervenor; or
- c) To not participate in the hearing process.

On the Amendment

CARRIED

On the Motion as Amended

CARRIED

EC-2013-255

It was MOVED and SECONDED,

That the Executive Committee recommendation be Option A: Directing the Executive Committee to further examine the financial and staff resources necessary to participate in a hearing process.

CARRIED

5.2 Local Planning Services

5.2.1 Director of Local Planning Services Report

As amended.

5.2.2 Local Planning Committee Work Program

As presented.

5.2.3 Bylaw Enforcement Report Briefing

As amended.

5.2.4 Bylaw Enforcement Best Practices Session Outline

As presented.

5.3 Executive

5.3.1 December 3 day Program

As presented.

5.3.2 Decision and Information Items Agenda

As amended by adding 'Select Committee on CAO Hiring Process' under 'Trustee Updates'.

5.3.3 Trust Council Followup Action List

As presented.

5.3.4 Strategic Planning Session Outline

As presented.

5.3.5 2011-14 Strategic Plan RFD

EC-2013-256

It was MOVED and SECONDED,

To remove the strikethrough of 5.1.1 - Adopt First Nations Engagement Strategy, and adding a success measure to include examination of reallocating resources in order to adopt a strategy.

CARRIED

As amended, including highlighting deletions and additions since the last report.

5.3.6 Closed Session Outline

As presented.

5.3.7 Delegation Requests – Gulf Islands Alliance; T. Varzeliotis

Staff will advise the Gulf Islands Alliance of their appointment to address Council at its December meeting and of their allotted speaking time, and will advise T. Varzeliotis that his request is denied due to subject being strictly a local trust committee matter.

5.3.8 Trustee Johnston re: BC Agricultural Land Reserve – new business item

Staff were requested to prepare a Request for Decision for review by Resolution without Meeting.

5.3.9 Trustee Johnston re: Community Interaction Opportunities at Council meetings

As presented.

5.3.10 Chief Administrative Officer Report

As presented.

5.3.11 Executive Committee Work Program

As amended to include adjustments to top priorities – adding BC Ferries under Communications.

5.3.12 Continuous Learning Plan

As amended – include First Nations Session in March 2014.

5.3.13 Local Trust Committee Correspondence Policy RFD

As presented.

5.3.14 Priorities Chart

As presented.

5.3.15 2014 Quarterly Meeting Schedule

As presented.

5.3.16 Draft March 2014 Trust Council Program

As presented.

5.3.17 Draft September 2013 Council Minutes

As amended, to reflect minor typographical errors.

5.4 Administrative Services

5.4.1 Director of Administrative Services Report

As presented.

5.4.2 Financial Planning Committee Work Program

As presented.

5.4.3 Sept 30, 2013 Quarterly Statement RFD

As presented.

5.4.4 Bowen Municipal Tax Requisition Calculation RFD

As amended.

5.4.5 Financial Forecast to March 31, 2014 Briefing

As presented.

5.4.6 2014-15 Budget Session

As amended, to include a notation about program requests that are not included in the proposed budget, and to develop a briefing about the tax implication of the Salt Spring Island Local Trust Committee special property tax requisition for review and consideration by Resolution without Meeting.

Chair Malcolmson left the meeting and Vice Chair Luckham took over Chair responsibilities.

5.4.7 G. Steeves re draft November 2013 Financial Planning Committee Minutes

Received for information.

6. EXECUTIVE COMMITTEE PROJECTS

6.1 Executive Committee Meeting Preparation Policy 2.4.vi - review

This item was deferred to a future meeting.

7. NEW BUSINESS

7.1 Trust Area Services

7.1.1 Sunshine Coast Regional District re Eagle Mountain-Woodfibre Gas Pipeline

Staff recommended and Executive Committee members agreed to not engage in this issue at this time. No action required.

7.1.2 Trustees on Web Advisory Group

Staff noted that four trustees have put their names for the Web Advisory Group and recommended amending the Terms of Reference to allow four trustees to participate instead of three.

EC-2013-257

It was MOVED and SECONDED,

That the Executive Committee appoint trustees Stamford, Jones, Busheikin and Stone to the Web Advisory Group and that staff amend the Terms of Reference to allow up to four trustees to participate instead of three.

CARRIED

7.2 Local Planning Services

No items.

7.3 Executive/Trust Council

7.3.1 Salt Spring Island Governance Study – verbal update

CAO Linda Adams provided a verbal update on the status of the Salt Spring Island governance study.

7.3.2 Islands Trust Impact Assessment Study (re SSI Governance) – verbal update

CAO Linda Adams provided a verbal update on the status of the Islands Trust Impact Assessment Study and advised that a draft report will be submitted to the Financial Planning Committee in January 2014, with a presentation of the report to Trust Council in March.

7.3.3 Federation of Canadian Municipalities Membership

CAO Linda Adams reported that the annual fee to be a member of the Federation of Canadian Municipalities is \$1700 with little benefit received and recommended discontinuing membership.

EC-2013-258

It was MOVED and SECONDED,

That the Executive Committee request staff to discontinue membership with the Federation of Canadian Municipalities.

CARRIED

7.4 Administrative Services

7.4.1 Expanded Use of Electronic meetings

This item was deferred to a future meeting.

8. CLOSED MEETING

EC-2013-259

It was MOVED and SECONDED,

That the meeting be closed to the public pursuant to s. 90(1) (c) (g) and (i) of the Community Charter related to labour relations and other employee relations, bylaw enforcement and solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 1:58 pm and reopened at 2:25 pm.

9. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

Acting Chair Luckham reported on the following:

That the Executive Committee authorize reimbursement of costs incurred by the Salt Spring Island Farmers Institute in the amount of \$9416.15 and by the Salt Spring Island Farmland Trust in the amount of \$3576.87, being the unanticipated costs incurred by two non-profit groups associated with the approval of zoning application SS RZ 2006.8.

10. CORRESPONDENCE (for information unless raised for action)

- 10.1 Powell River Regional District Chair reply to Islands Trust Letter to Minister Rustad re: Derelict Vessels

Staff will forward the letter to trustees for their information.

11. WORK PROGRAM

- 11.1 Review and amendment of current work program

Changes made to work program going to Trust Council should be reflected in the consolidated work program.

12. NEXT MEETING

Tuesday, December 3, 2013 at 5:30 pm at the Harbour Towers Hotel, Victoria BC.

13. ADJOURNMENT

EC-2013-260

It was MOVED and SECONDED,
To adjourn the meeting.

CARRIED

The meeting adjourned at 1:10 pm.

Sheila Malcolmson, Chair/Peter Luckham, Vice Chair *Marie Smith, Executive Coordinator and Recorder*