



Executive Committee Minutes

Date: Tuesday, January 14, 2014

Location: Islands Trust Victoria Office

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

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 10:15 am. 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

8.1.8 Bowen Island Municipal Council Request re Islands Trust Fund Funding

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 November 19, 2013

3.2 December 3, 2013

By General Consent, the minutes of the November 19 and December 3, 2013 Executive Committee meetings 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 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

5.1 Status Update re Islands Trust Impact Assessment re Salt Spring Island Governance Review

Executive Committee members provided feedback to the above noted briefing prior to submission to the Financial Planning Committee for its consideration.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Bowen Island Municipal Bylaw No. 354 (RZ-06-2013)

This is a Land Use Bylaw Amendment to rezone the subject property from Rural Residential 1 (RR1) to a site specific zone, Rural Residential 1 (e) – RR1(e). It is a ‘non-OCP’ bylaw that requires comment only, rather than approval. Staff recommended that the Executive Committee advise Bowen Island Municipality that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement.

EC-2014-001

It was MOVED and SECONDED,

That the Executive Committee advise Bowen Island Municipality that it has no objections to Bylaw 354, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 354, 2013”.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Thetis Island Local Trust Committee input to Strategic Plan

Provided for information. Staff noted the recommendations had been incorporated in the Strategic Plan approved at the December 2013 Council meeting.

7.1.2 South Pender LTC input to Strategic Plan

Committee members reviewed a motion from the South Pender Island Local Trust Committee (SPLTC) to amend the Strategic Plan to include a new activity to participate in regional farm plan initiatives.

Staff recommended that the SPLTC be advised that its request is premature at this time and could be considered for inclusion in the Strategic Plan at a later date, once the terms of reference for a regional farm plan is in place.

EC-2014-002

It was MOVED and SECONDED,

That the Executive Committee respond to the South Pender Island Local Trust Committee’s Motion SP-LTC-53-2013 and ask that they consider resubmitting its strategic plan request once the regional farm plan has been further developed.

CARRIED

7.1.3 Trust Council Participation in National Energy Board (NEB) Hearings re: Kinder Morgan Pipeline Expansion

Staff reported that February 12, 2014 is the NEB's deadline to apply to be an intervener or a commenter and that further research would be required in order to provide a meaningful recommendation to Trust Council members. Executive Committee members discussed the need for more information about what it would take to be an intervener, where program funding would come from and the extent of staff resources needed to develop a submission.

EC-2014-003

It was MOVED and SECONDED,

That the Executive Committee request staff to spend no more than two days to develop a Resolution Without Meeting to Trust Council on the National Energy Board hearings regarding the Trans Mountain Pipeline expansion.

CARRIED

EC-2014-004

It was MOVED and SECONDED,

That staff establish a date for a special meeting during the week of January 20 to discuss the proposed NEB hearings Resolution Without Meeting.

CARRIED

7.2 Executive Committee Initiated

7.2.1 Review of proposed Policy 2.4.vi EC meeting preparations

Executive Committee members reported that the policy provides better clarity of previous and current practices and discussed ways to better formulate context for agenda items requiring a decision when a formal Request for Decision is not possible to produce because of timelines and staff resources.

EC-2014-005

It was MOVED and SECONDED,

To amend Policy 2.4.vi, Section C.1.4.i, second paragraph as follows:

The Executive Coordinator will prepare a draft of the proposed Executive Committee meeting agenda, identifying decision and information items, including any requests for delegations or petitions and circulate it to Executive Committee members by at least 4:30 p.m., seven calendar days before each Executive Committee meeting date.

CARRIED

EC-2014-006

It was MOVED and SECONDED,

To amend Policy 2.4.vi, Section C.1.4.i, second paragraph as follows:

The Executive Coordinator will prepare a draft of the proposed Executive Committee meeting agenda, identifying decision and information items, including any requests for delegations or petitions and circulate it to Executive Committee members by at least 4:30 p.m., seven calendar days before each Executive Committee meeting date. Decision items unlikely to include a Request for Decision shall be flagged.

CARRIED

EC-2014-007

It was MOVED and SECONDED,

To amend Policy 2.4.vi, Section C.1.1 as follows:

All Where possible, written items being submitted to the Executive Committee for decision should be processed through the use of the Executive Committee's Request for Decision form with appropriate accompanying reports and/or documents.

CARRIED

EC-2014-008

It was MOVED and SECONDED,

To amend Policy 2.4.vi, Section C.2.1, third paragraph as follows:

The Executive Coordinator will circulate the Executive Committee Follow-Up Action List to all staff and Executive Committee members named in the list as soon as possible following each Executive Committee meeting and no later than two calendar days after each meeting.

CARRIED

7.2.2 Briefing – Clarification regarding aquaculture jurisdiction – preliminary report

Executive Committee Members will provide comments on the briefing directly to the CAO.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 Revised Communications Plan

Staff presented a new downsized version of the Executive Committee's Communication Plan with priorities noted for the current quarter for information.

8.1.2 Advocacy Review

Executive Committee members and senior staff discussed the ability to make an effect within the current term and about getting a clear picture of what Council wants to achieve in relation to advocacy.

EC-2014-009

It was MOVED and SECONDED,

That the Executive Committee direct staff to undertake a review of financial, staff and trustee resources available for all advocacy activities.

CARRIED

EC-2014-010

It was MOVED and SECONDED,

That the Executive Committee direct staff to provide a draft framework for assessing advocacy campaign objectives and priorities and for selecting advocacy methods.

CARRIED

8.1.3 Salish Sea Conference Sponsorship

This item was deferred to the February 4 meeting.

8.1.4 Transport Canada Vessel of Concern Inventory Request

EC-2014-011

It was MOVED and SECONDED,

That the Executive Committee request staff to communicate with the public about the Transport Canada Vessel of Concern Inventory request.

CARRIED

8.1.5 Association of Vancouver Island Coastal Communities (AVICC)
- 2014 convention resolutions notice/call for nominations

Committee members will submit proposed resolutions directly to staff for review before the submission deadline at an upcoming meeting. Vice Chair Luckham advised of his interest to be nominated to the AVICC Board.

8.1.6 BC Ferry Coalition Request

Chair Malcolmson will directly write a letter of support to the coalition.

8.1.7 Port Metro Vancouver Invite to February 6 reception

Chair Malcolmson will directly decline the invitation to the above noted reception.

8.1.8 Islands Trust Fund Funding

This item was deferred to the February 4 meeting.

8.2 Local Planning Services

8.2.1 Name Change for Executive Islands

This item was deferred to the February 4 meeting.

8.3 Executive/Trust Council

8.3.1 CAO Succession Planning Policy – Annual Review

This item was deferred to the February 4 meeting.

8.4 Post Council Joint Session

8.4.1 Roundtable

By General Consent, the Executive Committee requested staff to include emphasizing the advisory role of council committees as part of the 2014-17 term trustee orientation.

8.4.2 Trustee Comments/Feedback

Provided for information.

8.4.3 Economic Sustainability Session

EC-2014-012

It was MOVED and SECONDED,

To forward the Economic Sustainability Session survey results to Trust Programs Committee members for their information.

CARRIED

8.4.4 Trust Council Followup Action List

Provided for information.

8.4.5 Continuous Learning Plan

Provided for information.

By General Consent, staff was requested to advise on WIFI availability on Saturna Island during the June Trust Council meeting for holding a Department of Fisheries and Oceans presentation or a possible webinar.

8.4.6 Draft March 2014 Trust Council Program

9. CLOSED MEETING

EC-2014-013

It was **MOVED** and **SECONDED**,

That the meeting be closed to the public pursuant to s. 90(1) (c) of the Community Charter related to labour relations and other employee relations and that staff attend the meeting.

CARRIED

The meeting closed to the public at 1:15 pm and reopened at 2:20 pm.

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

No items.

11. CORRESPONDENCE (for information unless raised for action)

11.1 B. Hoag re BC Ferries

11.2 K. Hutala re Translink Bus Service cutbacks at Tsawwassen Ferry Terminal

11.3 BC Ferries and Marine Workers Union President – Invite to January 31 meeting

Chair Malcolmson will advise the BCFMWU President directly on her attendance.

11.4 Reply from Hon. John Rustad, Aboriginal Affairs re Aquaculture Issues

11.5 CEAA news release re Roberts Bank Terminal re referral to Review Panel

12. WORK PROGRAM

12.1 Review and amendment of current work program

EC-2014-014

It was **MOVED** and **SECONDED**,

To amend the Executive Committee Work Program by moving Shellfish Aquaculture to #3 on top priority list.

CARRIED

13. ADJOURNMENT

EC-2014-015

It was **MOVED** and **SECONDED**,

To adjourn the meeting.

CARRIED

The meeting adjourned at 3:08 pm.

6. NEXT MEETING

Tuesday, February 4, 2014 - 10:00 am in the Islands Trust Victoria Office.

Sheila Malcolmson, Chair

Marie Smith, Executive Coordinator and Recorder