



Executive Committee Meeting Minutes

Date: June 2-3, 2014

Location: Islands Trust Victoria Office

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

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

1. CALL TO ORDER

The meeting was called to order at 12:50 pm. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

EC-2014-089

It was MOVED and SECONDED,

To convene the meeting early, starting at 12:50 pm instead of 2:30 pm.

CARRIED

2. APPROVAL OF AGENDA

- 2.1 Introduction of New Items
 - 8.1.3 Coastal Douglas Fir Conservation Plan Session
 - 8.1.4 San Juan County Session
 - 8.4.1 T. Varzeliotis delegation request
- 2.2 Approval of Agenda

By General Consent, the agenda was approved as amended. Items on the agenda were re-arranged to accommodate staff who were not available to address their items until June 3.

9. CLOSED MEETING

EC-2014-090

It was MOVED and SECONDED,

That the meeting be closed to the public subject to Sections 90(1)(b), (c),(g),(i) and 2 (b) of the Community Charter in order to consider matters related to:

- personal information about an identifiable individual who is being considered for an award or honour,
- labour relations and other employee relations,
- litigation affecting the Islands Trust,
- receipt of advice that is subject to solicitor-client privilege; and
- to discuss matters related to the consideration of information received and held in confidence relating to negotiations between the Islands Trust and the provincial government, and that staff attend the meeting.

CARRIED

The meeting closed to the public at 12:54 pm and reopened at 1:45 pm.

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

There were no items.

3. ADOPTION OF MINUTES

3.1 May 6, 2014

By General Consent, the minutes of the May 6, 2014 Executive Committee meeting were adopted, as presented.

3.2 May 20, 2014

By General Consent, the minutes of the May 20, 2014 Executive Committee meeting were adopted, as presented.

5. TRUST COUNCIL MEETING PREPARATION

5.3 Executive

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.3.1 June 2014 Council Program

As presented.

5.3.2 Decision and Information Items Agenda

As presented.

5.3.3 Trust Council Followup Action List

As presented.

5.3.4 Islands Trust Council Strategic Plan – Update Briefing

As amended.

5.3.5 Closed Session Outline

As presented.

5.3.6 Chief Administrative Officer Report

As presented.

5.3.7 Executive Committee Work Program

As presented.

5.3.8 Continuous Learning Plan

As presented.

5.3.9 Priorities Chart

As presented.

5.3.10 Trust Council input to CAO Hiring Process RFD

As presented.

5.3.11 Trust Council Elections Administration Bylaw RFD

As presented.

5.3.12 Elections Administration - Mail Ballots Briefing

As presented.

5.3.13 Trust Council Policy for LTC RWMs RFD

As presented.

5.3.14 Respectful Workplace Session Outline and Slides

As amended.

5.3.15 Provincial Analysis Impact of Potential SSI Incorporation Briefing

As presented.

5.3.16 Howe Sound Report (Trustee Hagedorn)

As presented.

5.3.17 Delegation Requests

1. Buffy Paterson, South Pender Advisory Planning Commission
2. Bruce Pendergast, Pender Islands Vacation Accommodations Association
3. Cameron Thorn, South Pender Island
4. Sara Steil, Pender Islands Trust Protection Society – written delegation
5. David Steen, Gulf Islands Alliance – written delegation
6. Barbara Mills, Association of Denman Island Marine Stewards
7. Eion Finn, Bowyer Island

Staff will advise the delegates of their acceptance and appointed times, pending the delegate's confirmation of attendance in person and that the subject of their delegation will address trust wide jurisdictional issues, not local trust committee issues which are the responsibility of the respective local trust committee.

5.4 Administrative Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.4.1 Director of Administrative Services Report

As amended.

5.4.2 Financial Planning Committee Work Program

As presented.

5.4.3 March 31, 2014 Audited Financial Statement and Report RFD

As presented.

5.4.4 Trustee Expense Policy RFD

As presented.

5.4.5 Budget Process Policy RFD

As amended.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Executive Committee/Ballenas-Winchelsea LTC Bylaw No. 27 (OCP)

EC-2014-091

It was MOVED and SECONDED,

That the Executive Committee approve Bylaw No. 27, cited as the "Ballenas-Winchelsea Islands Official Community Plan Bylaw, 2013" under Section 24 of the Islands Trust Act.

CARRIED

6.2 Executive Committee/Ballenas-Winchelsea LTC Bylaw No. 28 (LUB)

EC-2014-092

It was MOVED and SECONDED,

That the Executive Committee approve Bylaw No. 28, cited as the "Ballenas-Winchelsea Islands Land Use Bylaw, 2013" under Section 24 of the Islands Trust Act.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

No items

7.2 Executive Committee Initiated

No items.

8. NEW BUSINESS

8.4 Executive/Trust Council

8.4.1 T. Varzeliotis email re Delegation Request

Staff will advise the writer that the deadline for submitting delegation requests has passed and that staff will respond to his noted concerns and relay his correspondence to trustees by email with the staff response.

The meeting recessed at 2:50 pm.

June 3, 2014

The meeting reconvened at 9:02 am.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Followup Action List

Received as information.

4.2 Directors' and Chief Administrative Officer Updates

Directors provided updates 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 Trust Area Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.1.1 Director of Trust Area Services Report

As presented.

5.1.2 Trust Fund Board Report

As presented.

5.1.3 Natural Area Protection Tax Exemption Program NP-NAP-2014.1 RFD

As presented.

5.1.4 Trust Programs Committee Work Program

As presented.

5.1.5 2013-2014 Annual Report RFD

As amended.

5.1.6 Advocacy Costs and Resources RFD

EC-2014-093

It was MOVED and SECONDED,

To amend the Request for Decision recommendation as follows: That the Islands Trust Council direct policy staff to focus 50% ~~60%~~ of their time on Trust Council advocacy until December 2014, with half of that time on marine topics, one quarter on BC Ferries and one quarter on program decision-making frameworks and evaluation.

Members supported adding an alternate option rather than going against Council direction of 60%, and to provide results of staff research to Council.

**IN FAVOUR 1
OPPOSED – 3
DEFEATED**

As amended.

5.1.7 BC Ferries Advocacy RFD

As presented.

5.1.8 2014 Community Stewardship Awards Briefing

As presented.

5.1.9 Legislative Monitoring Report (and Implementation per TC FUAL)

As presented.

5.2 Local Planning Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.2.1 Director of Local Planning Services Report

As presented.

5.2.2 Local Planning Committee Work Program

As presented.

5.2.3 Bylaw Enforcement Report Briefing

As presented.

5.2.4 Riparian Area Regulations Briefing

As presented.

5.2.5 Advisory Planning Commission Conflict of Interest Briefing

As presented.

5.2.6 Gabriola Island LTC Development Approval Information Bylaw RFD

As presented.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 Chair Letter re Provincial Land Based Spill Preparedness and Response in BC Consultation

EC-2014-094

It was MOVED and SECONDED,

That the Executive Committee direct staff to draft a letter for Chair's signature to the provincial Minister of Environment to provide comments on the Land Based Spill Preparedness and Response in BC Policy Intentions Paper, April 2014.

CARRIED

8.1.2 R. Hughes re San Juan County Protocol Amendment

The Chair will respond directly to San Juan County Chair Hughes regarding his questions.

8.1.3 Coastal Douglas Fir Conservation Plan Session package

By General Consent, the Executive Committee approved forwarding this item to the Islands Trust Council, for review and consideration at its June 2014 meeting, with the briefing being addressed during the Decision and Information Items session.

8.1.4 San Juan County Session outline

By General Consent, the Executive Committee approved forwarding this item to the Islands Trust Council, for review and consideration at its June 2014 meeting,

8.1.5 Proposed Meeting with Minister of Community, Sport and Cultural Development

Following discussion on whether to request a meeting with the Minister this summer or at the UBCM Convention in September, the Chief Administrative Officer will meet with the Assistant Deputy Minister about this and advise on the best course of action.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Suzanne Anton, Attorney General, re earthquake preparedness consultation

For information.

11.2 Patrick Quealey, ADM re earthquake preparedness consultation

For information.

11.3 P. Marshall, Capital EDC re Coastal Community Network proposal

Executive Committee members decided to consider the invitation once there is a strong show of response from the other coastal community leaders.

Chair will respond directly to the writer with the Executive Committee's decision.

11.4 G. Brazier, Gulf Islands Alliance re April 2, 2014 News Release

EC-2014-095

It was MOVED and SECONDED,

To include the above noted letter in the June Trust Council agenda package, under Correspondence.

CARRIED

12 WORK PROGRAM

12.1 Review and amendment of current work program

EC-2014-096

It was MOVED and SECONDED,

To amend the Executive Committee Consolidated Work Program – Long List, Legislative Services, by adding Review Policy 7.1.i Administrative Fairness policy, re the application of procedural fairness principles to actions other than statutory decisions.

CARRIED

By General Consent the Executive Committee approved the following changes to the Executive Committee Consolidated Work Program:

- Remove ex-13-03 top priority 2 from list – complete and remove.
- Move EX-12-01 to top priority list.
- Move shellfish from 2 on Communications short list to 2 long list.
- Move BC Ferries Advocacy to Short List as 3.
- Remove 10 on Communications Long List as done

By General Consent the Executive Committee adopted the Consolidated Executive Committee Work Program, as amended.

13. NEXT MEETING

Tuesday June 17, 2014, 5:00 pm at the Saturna Island Recreation and Cultural Centre.

14. ADJOURNMENT

EC-2014-097

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 11:47 am.

Sheila Malcolmson, Chair

Marie Smith, Recorder