



Executive Committee Minutes of Electronic Meeting

Date: August 26, 2014

Location: Victoria, BC

Trustees Present: Sheila Malcolmson, Chair (by telephone)
Ken Hancock, Vice Chair (by telephone)
Peter Luckham, Vice Chair (by telephone)
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
Clare Frater, Policy Advisor
Marie Smith, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 9:08 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

7.3.1 UBCM Breakfast

7.3.2 Request for Meeting with Minister Oakes

2.2 Approval of Agenda

2.2.1 Agenda Context Notes

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 August 12, 2014

By General Consent, the Minutes of the August 12, 2014 Executive Committee Meeting were adopted, as amended.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Follow-up Action List

Provided for information.

4.2 Director/CAO 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

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

5.1 Trust Area Services

5.1.1 Trust Area Services Director Quarterly Report

As presented.

5.1.2 Trust Fund Board Report

As presented.

5.1.3 Trust Programs Committee Work Program Report

As amended.

5.1.4 RFD – Draft Amendments to Community Stewardship Awards Policy

As presented.

5.1.5 RFD – Protocol Agreements about Crown Land

As amended.

5.1.6 Briefing – Advocacy Program Evaluation 2011-2014

As presented.

5.1.7 Briefing – Advocacy Decision-Making Framework

Discussion on simplifying the contents and phrasing of the document. Will bring back later in the meeting.

5.2 Local Planning Services

5.2.1 Local Planning Services Three Year Work Plan

As amended.

5.2.2 RFD – Advisory Planning Commission Policy Review and Bylaw Development

As presented.

5.2.3 RFD - Local Planning Committee Terms of Reference

As presented.

5.3 Executive/Trust Council

5.3.1 Delegation Requests

Staff will advise the delegates of their acceptance and appointed times, pending the delegate's confirmation 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.

5.3.2 Trust Council Followup Action List

As amended

5.3.3 September 2014 Council Program

As presented.

5.3.4 Decision and Information Items Agenda

As presented.

5.3.5 Priorities Chart

As presented.

5.3.6 RFD – 2014 Elections Administration

As presented.

5.3.7 RFD – Revisions to Local Trust Committee Resolution Without Meeting Policy

As amended.

5.3.8 RFD - Islands Trust Outer Boundary

As amended.

5.3.9 Continuous Learning Plan

As presented.

5.3.10 Draft December 2014 Agenda Program

As presented.

5.3.11 Briefing - Strategic Plan Update

As amended.

5.3.12 RFD – Removing Food Security from Trust Council FUAL

As presented.

5.3.13 Term Review Session – Draft Power Point

As presented.

5.3.14 Executive Committee Work Program Report

As presented. The Executive Committee Consolidated Work Program will also accompany this report in the Trust Council package.

5.4 Administrative Services

5.4.1 Financial Planning Committee Work Program Report

As presented.

5.4.2 RFD - June 30, 2014 Quarterly Financial Statement

As presented.

5.4.3 Draft 2015-2016 Budget Timelines

As presented.

5.4.4 Draft 2015-2016 Budget Assumptions and Guidelines

As presented.

5.4.5 Statement of Financial Information

As presented.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Briefing – Bowen Island Municipal Bylaw Referral re RZ-03-2014 and OCP-03-2014

A briefing outlining staff comments on Bowen Island Municipal Bylaw referral RZ-03-2014 and OCP-03-2014 and their compliance with the Islands Trust Policy Statement was received for information. Staff has provided these comments to Bowen Island municipal staff outlining areas of concerns about the RZ-03-2014 and OCP-03-2014 proposal that may be considered inconsistent with or at variance to the Islands Trust Policy Statement, for consideration prior to the bylaws being drafted.

7. NEW BUSINESS

7.1 Trust Area Services

7.1.1 RFD – Participation in Woodfibre LNG Working Group

EC-2014-146

It was MOVED and SECONDED,

That the Executive Committee request that Policy Advisor, Clare Frater join the BC Environmental Assessment Office's Woodfibre LNG working group, limiting involvement to consideration of marine shipping impacts.

CARRIED

EC-2014-147

It was MOVED and SECONDED,

That the Executive Committee authorize Clare Frater to receive and keep confidential from the Executive Committee and the Islands Trust Council information that all Woodfibre LNG Project environmental assessment working group members are required to keep confidential.

CARRIED

7.2 Local Planning Services

No items.

7.3 Executive/Trust Council

7.3.1 UBCM Breakfast

EC-2014-148

It was MOVED and SECONDED,

That the Executive Committee request staff to arrange a breakfast for regional directors and MLAs in the Trust Area, for September 24, 2014 at the 2014 UBCM Convention in Whistler.

CARRIED

7.3.2 Minister Oakes Meeting Request

Discussion ensued on what issues to add to the meeting request, including Islands Trust Fund name change. Staff suggested including Trust Fund Board appointed members and the Trust Fund Board Chair as attendees at the meeting and to add the topic of approving bylaws.

EC-2014-149

It was MOVED and SECONDED,

To Add 'Delayed OCP Bylaw Approval' to the request to meet with Minister Oakes.

CARRIED

8. CLOSED MEETING

EC-2014-150

It was MOVED and SECONDED,

That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 11:12 am and reopened at 11:20 am.

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

No items.

5. TRUST COUNCIL MEETING PREPARATION

5.1 Trust Area Services

5.1.7 Briefing – Advocacy Decision-Making Framework

Staff brought back a revised 'Decision Making Framework for selecting advocacy topics' for discussion and consideration. Staff will revise the briefing to align with the attachments referred to in the briefing and incorporate the Decision Making Framework table.

By General Consent, the Executive Committee approved forwarding the above noted item to the Islands Trust Council, for review and consideration at its September 2014 meeting:

10. CORRESPONDENCE (for information unless raised for action)

10.1 Eion Finn re Howe Sound Woodfibre LNG

By General Consent, the Executive Committee approved forwarding the above noted correspondence to the Islands Trust Council for consideration at its September 2014 meeting.

12. WORK PROGRAM

11.1 Review and amendment of current work program

Executive Committee members considered the amended version of their current work program, with proposed amendments from staff.

EC-2014-151

It was MOVED and SECONDED,

That #6 'Improve First Nation Relations' under the LTC Assistance Long List be moved to the top LTC Assistance Top Priority List.

CARRIED

EC-2014-152

It was MOVED and SECONDED,

That #2 'Develop recommended amendments to LTC correspondence handling policy' under the Legislative Services Long List be removed.

CARRIED

EC-2014-153

It was MOVED and SECONDED,

That #3 'Review Policy 7.1.i Administrative Fairness Policy' under the Legislative Services Long List be moved to the Legislative Services Top Priority List.

CARRIED

By general consent, the Executive Committee approve the consolidated work program, as amended.

13. ADJOURNMENT

EC-2014-154

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 12:20 p.m.

Sheila Malcolmson, Chair

Marie Smith, Executive Coordinator and Recorder