



# Executive Committee Minutes of Regular Meeting

**Date:** Wednesday, August 5, 2015

**Location:** Islands Trust Salt Spring Boardroom  
1-500 Lower Ganges Road, Salt Spring Island, BC

**Members Present** Peter Luckham, Chair  
Laura Busheikin, Vice Chair  
Susan Morrison, Vice Chair  
George Grams, Vice Chair

**Staff Present** Linda Adams, Chief Administrative Officer  
Lisa Gordon, Director, Trust Area Services (partial - via phone)  
Miles Drew, Bylaw Enforcement Manager (partial)  
Sarah Shugar, Recorder

**Others Present:** Brian Crumblehulme (partial - via phone)

These minutes follow the order of the agenda although the sequence may have varied.

## 1. CALL TO ORDER

The meeting was called to order at 9:30 am. Chair Luckham 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

The following additions to the agenda were presented for consideration:

8.2.2 Forwarding Correspondence to LTC's

8.3.3 Letter to Minister Fassbender regarding a Request to Meet

The following item was removed from the agenda:

6.2.3 Session Outline – Adaptation Strategy

### 2.2. Approval of Agenda

By General Consent, the agenda was approved as amended.

#### 2.2.1. Agenda Context Notes

Provided for information.

### **3. ADOPTION OF MINUTES**

#### **3.1. May 12, 2015 EC/TFB**

By General Consent, the Minutes of the May 12, 2015 Executive Committee/Trust Fund Board Meeting were adopted as presented and staff were requested to forward the minutes to the Trust Fund Board.

#### **3.2 July 15, 2015**

The following amendment was introduced:

Item 7.1 add "particularly the short time between Trust Council meetings this year as a result of Trust Council being late in June" prior to "today's agenda".

By General Consent, the Minutes of the July 15, 2015 Executive Committee Meeting were adopted as amended.

### **4. FOLLOWUP ACTION LIST AND UPDATES**

#### **4.1. Followup Action List**

Provided for information.

#### **4.2. Director/CAO Updates**

CAO Adams provided an update on 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. BYLAWS FOR APPROVAL CONSIDERATION**

No items.

### **6. TRUST COUNCIL MEETING PREPARATION**

#### **6.1. Local Planning Services**

6.2.1 Hornby Island Local Trust Area Development Approval Information Bylaw No. 161 – RFD

By General Consent, the Executive Committee approved forwarding Hornby Island Bylaw No. 161 as presented to Trust Council for review and consideration at its September 2015.

## 6.2 Executive

### 6.2.1 Draft September Trust Council Program

The following amendment was introduced: schedule a trustee as an after dinner speaker at 7:30 p.m. Chair Luckham agreed to contact Trustee Masselink as a potential speaker.

The Draft September Trust Council Program will be reviewed at the next Executive Committee meeting.

### 6.2.2 Session Outline – Structured Decision Making

The following amendment was introduced: add a Summary of Structured Decision Making to the beginning of the document.

The Session Outline - Structured Decision Making will be reviewed at the next Executive Committee meeting.

### 6.2.3 Session Outline – Adaptation Strategy – None

### 6.2.4 Session Outline – Select Committee – Review of Victoria Office Location

The following amendment was introduced: remove Item 4 and add it as a Decision and Information item.

By General Consent, the Executive Committee endorse Mike Richards to be invited to act as a facilitator for the session.

By General Consent, the Executive Committee approved forwarding the Session Outline – Select Committee – Review of Victoria Office Location to Trust Council as amended.

### 6.2.5 Session Outline – In Camera Session

The following amendment was introduced: remove the second bullet “litigation affecting the Islands Trust”.

By General Consent, the Executive Committee approved forwarding the Session Outline – In camera Session to Trust Council, as amended.

### 6.2.6 Session Outline – Strategic Planning

The following amendments were introduced:

- replace “Decision – Adoption of Strategic Plan” to “Final Amendments prior to Adoption of Strategic Plan on Thursday”
- add to the Purpose: create a final version of the Strategic Plan for adoption on Thursday.

By General Consent, the Executive Committee approved forwarding the Session Outline – Strategic Planning to Trust Council, as amended.

Chair Luckham called for a recess at 10:48 a.m.  
The meeting reconvened at 11:00 a.m.

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Strategic Planning**

#### 7.1.1 Draft Briefing to Council Committees

CAO Adams presented the briefing. There was discussion regarding the length of the document. The following amendment was introduced: replace “could” with “would” in “If a committee undertakes a particularly time-consuming or complex activity, fewer activities could be accomplished.”

#### 7.1.2 Draft Request for Decision to Trust Council

The item will be reviewed again at the next Executive Committee meeting.

#### 7.1.3 Draft Strategic Plan

The Draft Strategic Plan 2014-2018 dated August 26, 2015 was presented.

By General Consent, the Executive Committee agreed to remove the items proposed for deletion (illustrated with ‘strike-outs’) and the completed items from the Draft Strategic Plan 2014-2018 dated August 26, 2015, before it is circulated to Council Committees.

The draft Strategic Plan will be circulated to Executive Committee by email for comment and will be presented at the next Executive Committee meeting.

Chair Luckham called a recess at 12:30 p.m.  
The meeting reconvened at 12:56 p.m.

#### 7.1.4 Preliminary Survey Results

Director Gordon presented the Islands Trust Council Strategic Plan Public Consultation Preliminary Survey Results and provided the Executive Committee with some details regarding the survey methodology.

### **7.2 Select Committee re Victoria Office Location Study**

#### 7.2.1 Second Discussion Draft – Terms of Reference

CAO Adams presented the Draft Terms of Reference dated July 30, 2015.

The following amendment was introduced: add “maximize potential for attracting and retaining qualified staff” to “minimize staff turn-over”.

By General Consent, the Executive Committee agreed to add a mid-Vancouver Island location to the list of potential office location options.

### **7.3 Islands Trust Adaptation Strategy**

7.3.1 Briefing - None

### **7.4 Executive Committee Orientation**

7.4.1 Orientation Schedule

The Executive Committee Continuous Learning and On-Going Responsibilities 2014-2018 Term dated February 4, 2015 was presented. Executive Committee members agreed to forward comments, if any, to CAO Linda Adams.

7.4.2 Executive Committee Toolkit

The Executive Committee Toolkit dated March 2015 was reviewed. No suggestions were made regarding edits or additions.

7.4.3 Local Trust Committee Chair Toolkit

The Local Trust Committee (LTC) Chair Toolkit dated March 15, 2015 was reviewed. No suggestions were made regarding edits or additions.

#### **EC-2015-108**

**It was MOVED and SECONDED,**

That the Executive Committee request Chief Administrative Officer Adams to add a Chair Safety Item to the Local Trust Committee Chair Toolkit.

**CARRIED**

## **8. NEW BUSINESS**

### **8.1. Trust Area Services**

8.1.1 LTC Chairs report on Local Advocacy Topics

The Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

8.1.2 Advocacy for Fire Protection

The memorandum dated July 28, 2015 regarding a request to write advocacy letter regarding fire prevention services was presented.

#### **EC-2015-109**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to advise on options for advocacy for fire protection of Trust Area associated islands.

**CARRIED**

## **8.2. Local Planning Services**

### **8.2.1 Alternative Dispute Resolution – Decision**

The Request for Decision dated July 9, 2015 regarding Alternative Dispute Resolution was presented. After discussion the Executive Committee directed staff to develop further advice in regards to alternative dispute resolution and bring back to a future meeting of Executive Committee.

### **8.2.2 Forwarding Correspondence to LTC's**

Vice Chair Morrison presented a resolution from the Denman Island Local Trust Committee regarding a request that the Executive Committee communicate with the CAO regarding matters affecting Denman Island. After some discussion, Vice-chair Morrison agreed to convey the Executive Committee's views to the Denman Island Local Trust Committee.

## **8.3. Executive/Trust Council**

### **8.3.1 Brian Crumblehulme regarding Southern Trustees / San Juan Meeting**

The invitation to a Round Table Meeting with San Juan County Council and other parties was presented for discussion. Executive Committee members provided advice to Trustee Crumblehulme regarding the proposed meeting.

### **8.3.2 September 15 EC meeting – Time Change**

#### **EC-2015-110**

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

That the start time for the September 15, 2015 Executive Committee meeting be changed to 11:00 a.m.

**CARRIED**

### **8.3.3 Letter to Minister Fassbender regarding a Request to Meet**

#### **EC-2015-111**

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

That the Executive Committee request staff to write a letter from Chair Luckham to Honourable Minister Fassbender to request a meeting.

**CARRIED**

## **9. CORRESPONDENCE (for information unless raised for action)**

### **9.1 Comox Valley Regional District re NAPTEP resolution to UBCM**

By General Consent, the Executive Committee agreed Vice Chair Busheikin will write a letter of thanks to Comox Valley Regional District.

**9.2 Oliver Brandes re POLIS Project on Ecological Governance**

By General Consent, the Executive Committee agreed to forward the correspondence item to Trust Council.

**9.3 Darla Blake re CCRD response to ITC request 25 percent reduction**

**EC-2015-112**

**It was MOVED and SECONDED,**

That the Executive Committee authorize Chair Luckham to work with staff to respond to correspondence Item 9.3 regarding ferry advocacy.

**CARRIED**

**9.4 Office of Ombudsperson re File reporting April 1 to June 30**

Received as information.

**9.5 City of Powell River re support for 25% Reduction in Minor Route Ferry Fares**

Received as information.

**9.6 Trustee McConchie re General comments on Strategic Plan**

By General Consent, the Executive Committee agreed to forward the letter received from Trustee McConchie dated July 27, 2015 to Trust Council as a Public/Trustee input item.

**9.7 Peter Johnston re suggestion re use of past trustees**

By General Consent, the Executive Committee agreed to forward the letter received from Peter Johnston dated July 30, 2015 to September Trust Council under correspondence.

**10. WORK PROGRAM**

**10.1. Review and amendment of current work program**

By General Consent, the Executive Committee endorsed the Work Program dated July 30, 2015, as presented.

11. **ADJOURNMENT**

**EC-2015-113**  
**It was MOVED and SECONDED,**  
To adjourn the meeting.

**CARRIED**

The meeting adjourned at 2:28 pm.

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Peter Luckham, Chair

Certified Correct

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Sarah Shugar, Recorder