



Executive Committee Minutes of Regular Meeting

Date: Tuesday, August 25, 2015
Wednesday, August 26, 2015

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present Peter Luckham, Chair
Laura Busheikin, Vice Chair (Aug 26 – via phone)
Susan Morrison, Vice Chair
George Grams, Vice Chair

Staff Present Linda Adams, Chief Administrative Officer
David Marlor, Director Local Planning Services
Cindy Shelest, Director, Administrative Services
Lisa Gordon, Director, Trust Area Services
Jas Chonk, Recorder and Deputy Secretary
Robert Kojima, Regional Planning Manager (Aug 25 – partial)
Ann Kjerulf, Regional Planning Manager (Aug 26 - partial)
Clare Frater, Trust Area Policy Analyst (Aug 26 – partial)

1. CALL TO ORDER

The meeting was called to order at 3:02 pm. 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

8.4.2 UBCM Itinerary

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. August 5, 2015

By General Consent, the Minutes of the August 5, 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

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. BYLAWS FOR APPROVAL CONSIDERATION

5.1 North Pender Island Local Trust Committee Proposed Bylaw 198

5.1.1 Jim Burrows/Gary Steeves Delegation re North Pender Bylaw 198

Gary Steeves and Jim Burrows made a presentation to the Executive Committee in regards to North Pender Bylaw 198.

5.1.2 North Pender Island Local Trust Committee Proposed Bylaw 198 (LUB Amendment)

EC-2015-114

It was MOVED and SECONDED,

That the Executive Committee bring proposed North Pender Island Local Trust Committee Bylaw 198 back to its September 15 meeting and that the Executive Committee meeting of September 15 be rescheduled to start at 10 am.

CARRIED

EC-2015-115

It was MOVED and SECONDED,

That the Executive Committee seek legal advice in regards to the compliance of proposed North Pender Island Local Trust Committee Bylaw 198 with the North Pender Island Official Community Plan.

CARRIED

5.2 North Pender Island Local Trust Committee Proposed Bylaw 200 (APC Bylaw)

The purpose of Bylaw No. 200 is to amend the North Pender Island Local Trust Committee Advisory Planning Commission Bylaw 166 to allow membership from outside the Local Trust Area on Special Advisory Planning Commissions.

EC-2015-116

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Bylaw 200, cited as North Pender Island Local Trust Committee Advisory Planning Commission Bylaw No. 166, 2005, Amendment Bylaw No. 1, 2015.

CARRIED

5.3 EC Acting as an LTC Bylaw No. 29 (Administrative)

Proposed Amendment Bylaw No. 29 allows for electronic participation by members at a Local Trust Committee (LTC) meeting and clarifies who can chair a meeting, including an electronic meeting.

EC-2015-117

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Bylaw No. 29, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Meeting Procedure Bylaw No. 24, 2004, Amendment Bylaw No. 1, 2015”.

CARRIED

5.4 EC Acting as an LTC Bylaw No. 30 (Administrative)

Proposed Amendment Bylaw No. 30 repeals Bylaw No. 4 Rezoning Notice Bylaw (1978), which has been superseded by the *Local Government Act*.

EC-2015-118

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) proposed Bylaw No. 30 to Repeal Bylaw No. 4 (Rezoning Notice Bylaw), cited as “Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Rezoning Notice Repeal Bylaw, Bylaw No. 30, 2015”.

CARRIED

5.5 Lasqueti Island Local Trust Committee Proposed Bylaw 91 (Administrative)

Proposed Bylaw No. 91 allows for electronic participation by members at a Local Trust Committee (LTC) meeting and clarifies who can chair a meeting, including an electronic meeting.

EC-2015-119

It was MOVED and SECONDED,

That the Islands Trust Executive Committee approve the Lasqueti Local Trust Committee Bylaw No. 91, cited as “Lasqueti Island Local Trust Committee Meeting Procedure Bylaw No. 74, 2004, Amendment Bylaw No. 1, 2015”.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

By General Consent, the Executive Committee approved forwarding the following items to Trust Council for review and consideration at its September 2015 meeting:

6.1. Trust Area Services

6.1.1 Director's Report

As presented.

6.1.2 Trust Programs Committee Work Program Report

As amended.

6.1.3 Trust Fund Board Report

As presented.

6.1.4 Trust Fund Board 2014-15 Audited Financial Statement

As presented.

6.1.5 Legislative Monitoring - Briefing

As amended.

6.1.6 CDFCP Conservation Strategy – Briefing

As presented.

6.1.7 Draft NAPTEP Letter of Understanding with Bowen Island Municipality – RFD

As amended.

6.1.8 Bylaw 162 re NAPTEP expansion to Bowen Island

As presented.

6.1.9 Advocacy to Amend the Islands Trust Act – RFD

As presented.

6.1.10 Advocacy about Canada's role in UN Climate Change Conference (COP 21) – RFD

As presented.

6.2. Local Planning Services

6.2.1 Director's Report

As presented.

6.2.2 Local Planning Committee Work Program Report

As presented.

6.2.3 Briefing - Riparian Areas Regulation Implementation Update

As presented.

6.3 Administrative Services

6.3.1 Director's Report

As presented.

6.3.2 Financial Planning Committee Work Program Report

As presented.

6.3.3 Briefing – 10 year Budget History

As amended.

6.3.4 Briefing Statement of Financial Information

As presented.

6.3.5 Briefing - Budget Assumptions and Principles

As amended.

6.4 Executive

6.4.1 Draft September Trust Council Program

As amended.

6.4.2 June 2015 Draft Trust Council Minutes

As presented.

6.4.3 2016 Trust Council Meeting Schedule

As presented.

6.4.4 Decision and Information Items Agenda

As presented.

6.4.5 Trust Council Follow Up Action List

As presented.

6.4.6 Chief Administrative Officer Report

As presented.

6.4.7 Executive Committee Work Program Report

As presented.

6.4.8 Continuous Learning Plan

As amended.

6.4.9 Priorities Chart

As amended.

6.4.10 Draft 2015 December Trust Council Program

As amended.

6.4.11 Structured Decision-Making Session

6.4.11.1 Session outline

As presented.

6.4.11.2 Session content

As presented.

6.4.12 Adaptation Strategy

6.4.12.1 Session outline

As amended.

6.4.12.2 Session content

As presented.

6.4.12.3 Briefing

As presented.

6.4.13 Select Committee (Victoria Office Location)

6.4.13.1 Session outline

As presented.

6.4.13.2 Session content

As presented.

6.4.13.3 Trustee appointment method

As amended.

6.4.13.4 RFD – Terms of Reference and appointees

As amended.

The meeting recessed at 5:05 pm.

The meeting reconvened at 8:47 am, August 26.

EC-2015-120

It was MOVED and SECONDED,

That the Executive Committee schedule an electronic meeting on September 2 at 8:45 am to review and forward Strategic Plan items to September Trust Council.

CARRIED

6.4.14 Strategic Plan

6.4.14.1 Session outline

Deferred to September 2 meeting.

6.4.14.2 RFD - Adoption

Deferred to September 2 meeting.

6.4.14.3 Executive Committee feedback

Deferred to September 2 meeting.

6.4.15 Delegation Requests

6.4.15.1 Stephanie Buffum, Friends of the San Juans re Salish Sea as Particularly Sensitive Sea Area

6.4.15.2 Gabriola Anchorage re PPA proposal to create 5 new anchorage sites

6.4.15.3 Adam Taylor re glass sponge reefs

Staff will advise the delegates of their acceptance and appointed times, pending each 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.

6.4.16 Trustee Roundtable – Session outline

As presented.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Interagency Liaison

7.1.1 Meeting with Bowen Island Municipal Council

The Executive Committee reviewed the September 14 joint agenda with Bowen Island Municipality and requested that staff forward the finalized agenda package to Bowen Island Municipality.

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 RFD - Request from June TC re rapid response to oil spills

EC-2015-121

It was MOVED and SECONDED,

That the Executive Committee direct staff to attend the Mayne Island Conservancy oil spill workshop on September 28, 2015, and report back to the Executive Committee.

CARRIED

8.1.3 RFD - Chair letter re proposed provincial groundwater policies

EC-2015-122

It was MOVED and SECONDED,

That the Executive Committee request staff to draft a letter for the Chair commenting on B.C.'s Water Sustainability Act draft groundwater licensing and protection policy by September 8th, 2015.

CARRIED

The meeting recessed at 9:52 am.

The meeting reconvened at 1:03 pm.

8.1.4 Provincial climate change discussion paper

Staff was directed to bring back to a future meeting of Executive Committee.

8.1.5 Trust Council direction on UBCM resolutions

Staff suggested that the Executive Committee take into consideration Policy 6.12.ii UBCM/AVICC Membership and Resolutions when voting at the Union of British Columbia Municipalities convention.

8.2 Local Planning Services

8.2.1 Trustee Stamford re First Nations Protocol Gifts - RFD

EC-2015-123

It was MOVED and SECONDED,

That the Executive Committee use \$3,000 of the \$5,000 funding allocated by Trust Council for "additional staff and trustee travel and meeting costs...." for the development and purchase of protocol gifts.

CARRIED

EC-2015-124

It was MOVED and SECONDED,

That the Executive Committee adjust its work program so that development of protocol gifts is a priority work program item for Trust Area Services staff.

CARRIED

EC-2015-125

It was MOVED and SECONDED,

That staff research and report back to the Executive Committee with recommendations on appropriate protocol gifts that could be purchased and made available to trustees for specific occasions and for meetings with First Nations.

CARRIED

8.2.2 First Nation database – project charter

This project will result in a database for use by trustees and staff of all of the first nations in the Trust Area. The database will contain relevant information on each first nation that will help in building relationships with the first nations. The database will be designed to be updated as new information becomes available.

EC-2015-126

It was MOVED and SECONDED,

That the Executive Committee endorse the first nations database project charter.

CARRIED

8.3 Administrative Services

8.3.1 Trustee Busheikin re Review of meeting technology

The Executive Committee discussed advantages and disadvantages of meeting technology. Staff was directed to follow up and bring feedback/recommendations to a future meeting of Executive Committee.

8.4 Executive/Trust Council

8.4.1 Potential Chair Training

Provided for information.

8.4.2 UBCM at a glance

Provided for information.

8.4.3 TC/BIM Session outline

Staff asked for clarification on the joint session between Trust Council and Bowen Island Municipality.

9. CLOSED MEETING

EC-2015-127

It was MOVED and SECONDED,

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the *Community Charter* in order to consider matters related to employee relations, 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 2:15 pm and reopened at 2:22 pm.

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

No decisions to report.

11. CORRESPONDENCE (for information unless raised for action)

11.1 David Steen and Graham Brazier re June delegation response

Received as information.

11.2 Green Communities Committee re Carbon neutrality for 2014 reporting year

Received as information.

11.3 ALC Chair Frank Leonard re meeting October 6, 2015

Staff was directed to draft a session outline for September 15 Executive Committee meeting.

11.4 Hornby Island LTC re office relocation review

By General Consent, the Executive Committee forwarded to September Trust Council as part of the relocation study material.

13. WORK PROGRAM

13.1. Review and amendment of current work program

By General Consent, the Executive Committee endorsed the Work Program dated August 20, 2015, as presented.

14. ADJOURNMENT

EC-2015-128
It was MOVED and SECONDED,
To adjourn the meeting.

CARRIED

The meeting adjourned at 2:24 pm.

Peter Luckham, Chair

Certified Correct

Jas Chonk, Recorder and Deputy Secretary