



Executive Committee Minutes of Meeting

Date/Time: January 23-24, 2013

Location: Islands Trust Victoria Office

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

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

1. CALL TO ORDER/APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 pm.

Resolution EC 100-2013

It was Moved and Seconded:

To start the meeting at 2:00 pm instead of 3:00 pm, recognizing the need for members of the public to observe the meeting.

CARRIED

No members of the public were present.

Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. CLOSED SESSION

Resolution EC 101-2013

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1)(c), (g) and (i) of the Community Charter to discuss matters related to labour relations and other employee relations, litigation or potential litigation, and advice subject to solicitor client privilege, and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 2:04 pm and reopen to the public at 3:05 pm.

RISE AND REPORT

Chair Malcolmson reported out on the following motion from the In Camera Executive Committee meeting of January 23, 2013:

That the Executive Committee request staff to report back on the potential for legal counsel to deliver a presentation as part of Trust Council's continuous learning program at the March 2013 Council meeting.

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

- i. November 26, 2012

By General Consent, the November 26, 2012 Minutes of Meeting were approved, as amended.

- ii. December 4, 2012

By General Consent, the December 4, 2012 Minutes of Meeting were approved, as amended.

- iii. December 18, 2012

By General Consent, the December 18, 2012 Minutes of Meeting were approved, as amended.

- iv. Resolutions Without Meeting 108-12 to 112-12; 100-13

Provided for information.

3.2 Follow-up Action List

Provided for information.

4. EXECUTIVE/TRUST COUNCIL (L. Adams)

4.1 Updates

- 4.1.1 Chief Administrative Officer's Update

Chief Administrative Officer Linda Adams updated the Executive Committee on follow up action list items and current activities.

4.2 Other

- 4.2.1 Notice re Association of Vancouver Island Coastal Communities Executive Nominations Process

Provided for information.

- 4.2.2 Coastal Community Network (CCN) – 2013 Subscriptions and Board of Directors

Staff will advise CCN that the Islands Trust declines membership at this time.

- 4.2.3 Local Government Leadership Forum February 20-23, 2013, Richmond

Vice Chairs Peter Luckham and Ken Hancock will attend the forum on behalf of the Executive Committee, pending confirmation of available funds from the budget.

- 4.2.4 Distribution of Agricultural Land Commission Session Video – verbal

Staff advised that the video was made for staff training purposes in order to save on staff travel costs to attend the session in person. Further distribution or posting of the video for the public will be addressed when new website is in place.

4.3 Post Council Joint Session with Management

This session was deferred to the next meeting.

5. LOCAL PLANNING SERVICES (D. Marlor)

5.1 Updates

5.1.1 Director's Update

Director of Local Planning Services David Marlor updated the Executive Committee on follow up action list items and current activities.

Resolution EC 102-2013

It was Moved and Seconded:

That the Executive Committee refer to the Local Planning Committee 'subdivision approval officer – access to water requirements' for consideration as a topic within the Ministry of Transportation and Infrastructure protocol agreement work program item.

CARRIED

5.2 Other

5.2.1 Feb 27–Mar 1 San Juan Marine Managers Workshop – Attendance/Travel costs

Chair Sheila Malcolmson will attend this workshop on behalf of the Executive Committee, along with Local Planning Services Director David Marlor. Staff will work out travel logistics, costs and budget allocation.

5.2.2 Mayne Island Community Dock Application Funding Request

This application fee sponsorship request for \$5500 comes from the Horton Bay Community Dock Association (HBCDA) who want to construct a community dock and boat launch at Horton Bay, Mayne Island. OCP and LUB amendments would be required. The HBCDA is a non registered group working under the Association of Mayne Island Boaters (AMIB), which has been registered as a BC society since 2001.

Resolution EC 103-2013

It was Moved and Seconded:

That the Executive Committee financially sponsor the Horton Bay Community Dock Association (HBCDA) application for a rezoning to allow for the construction of a community dock and boat launch on Horton Bay, and that staff convey to the applicant what is covered by the application fee.

CARRIED

6. ADMINISTRATIVE SERVICES (C. Shelest)

6.1 Updates

6.1.1 Director's Update

Director of Administrative Services Cindy Shelest updated the Executive Committee on follow up action list items and current activities.

The meeting recessed at 4:40 pm.

Thursday, January 24, 2013

The meeting reconvened at 9:30 am.

4. EXECUTIVE COMMITTEE GROUP EFFECTIVENESS AND WORK PROGRAM MANAGEMENT

The Executive Committee and senior staff held a working session to discuss and evaluate the following areas and issues in order to critique and improve the effectiveness and work program management of the Executive Committee and the staff providing service to the Committee.

Executive Committee Work Program/Followup Action List Management

1. Executive Committee roles and responsibilities
2. Staff roles and capacity for Executive Committee work
3. Work Program Management – Briefing re problem definition and potential solutions
4. Options for Followup Action List and Work Program Reports
5. Strategic Plan and Communications – link to work program
6. Choosing current priorities

Executive Committee Meetings

1. Meeting frequency and length
2. Open meetings vs teleconference - appropriate topics
3. Electronic meetings Effectiveness

Executive Committee as Local Trust Committee Chairs

1. Chair Role at a Local Trust Committee
2. Successes and Challenges as Local Trust Committee Chairs

Following review and discussion, the Executive Committee (Executive Committee) endorsed by general consensus the following procedural and process solutions to more effectively manage the Executive Committee's work program:

1. Develop procedures for Executive Committee meeting management, to address:
 - a. New correspondence – e.g. new correspondence, including from trustees, could be briefly acknowledged, confirming to the correspondent that it will be taken into consideration in the Executive Committee's work. It could then be placed on the Executive Committee agenda for information only, and acted on at a future meeting only after the Executive Committee determines that it is a topic that justifies staff work and provides direction as to its priority in relation to existing work. Items seen as urgent could be addressed at a special meeting, so that the implications on the work program could be evaluated before direction is given.

Staff was requested to develop meeting preparation and correspondence handling procedures that the Executive Committee could consider formally adopting.

- b. Decision items for Executive Committee would be accompanied by written staff advice and to consider better utilization of teleconference for agenda management discussions.
- c. Staff direction to be undertaken by resolution, preferably after consideration of a Request for Decision, rather than general consent that can lead to misunderstanding about the scope of work to be completed.
- d. Business should be referred to other committees, where appropriate. This could be included in the recommendations in a Request for Decision.

- e. Develop clearer procedures for new business arising from local trust committees, other committees, individual trustees, individual Executive Committee members, public and staff, including a checklist and criteria for prioritizing, evaluating and managing.

In discussing points b, c, d and e, staff was requested to include these concepts in draft meeting preparation procedures, possibly including a specialized 'Request for Decision' template for Executive Committee decisions that would indicate the origin of an item and its relative priority.

2. Reformat the Executive Committee's Follow-Up Action List and Work Program to more clearly identify the top three priorities for each of the staff positions that supports the Executive Committee. Recommend criteria for evaluation of work program priorities such as furthering the Policy Statement and Strategic Plan and conformity with Executive Committee Terms of Reference.
3. For more significant projects undertaken by the Executive Committee, a project charter could first be developed, so that there was clear understanding, in advance, of the scope of work to be done in relation to the staff resources available.
4. Confirm 'chain of command', so direction to Trust Area Services staff comes from the Executive Committee through the Chief Administrative Officer in relation to an Executive Committee resolution and project charter/scope, rather than from individual Executive Committee or staff members taking initiative in between meetings.

It was agreed that staff would provide materials for Executive Committee to consider at future meeting to address these points.

The review and discussion also resulted in the following resolutions related to the Communications Plan and Current Priorities.

Resolution EC 104-2013

It was Moved and Seconded:

That staff integrate the Communications Plan with the Executive Committee work program and priorities.

CARRIED

Resolution EC 105-2013

It was Moved and Seconded:

That the Director of Local Planning Services develop advice about bylaw enforcement reporting to the Executive Committee.

CARRIED

7. TRUST AREA SERVICES (L. Gordon)

7.1 Updates

7.1.1 Director's Update

Director of Trust Area Services Lisa Gordon updated the Executive Committee on follow up action list items and current activities.

7.2 Other

7.2.1 Briefing re Distribution of News Releases

Provided for information. Trust Area Services staff will advise Local Planning Services staff about the options for various communication tools available for local projects.

7.2.2 Briefing re BC Ferries Advocacy – Evaluation and Next Steps

Resolution EC 106-2013

It was Moved and Seconded:

That staff forward the “BC Ferries Advocacy - Evaluation and Next Steps” Briefing dated January 14, 2013, and the “Submission to BC Coastal Ferries Consultation and Engagement Fall 2012 Process” Request for Decision to the Trust Programs Committee, with a request for advice on next steps.

CARRIED

7.2.3 North Pender Island Local Trust Committee Resolution Without Meeting re Mineral Rights

Resolution EC 107-2013

It was Moved and Seconded:

That staff be requested to draft a letter for the Chair’s signature advising other agencies of the Trust Council Policy 4.6.1 regarding mining in the Trust Area, and include the North Pender Island Local Trust Committee request regarding the *Mineral Tenure Act*.

CARRIED

7.2.4 Island Studies Conference proposals – Executive Committee + ITF

Staff provided the two proposals submitted to the Islands Studies Conference organizers for its consideration: a panel session to discuss island governance and a session about land conservation and conservancies in the Islands Trust Area.

Staff will report back on the availability of funds to provide assistance to representatives from San Juan County Council and the Cortes Island Regional Director should they wish to attend the conference.

7.2.5 RFD re Ministry of Environment Review of Land Based Spill Preparedness and Response

Resolution EC 108-2013

It was Moved and Seconded:

That the Chair write to the BC Minister of Environment to comment on the Ministry of Environment’s Policy Intentions Paper on industry-funded options for strengthening British Columbia’s spill preparedness and response capacity for spills impacting the terrestrial environment.

CARRIED

7.2.6 Gulf Islands Alliance re Oil Spill Cost (Agenda Item 8.2 Trust Council – Dec 2012)

Resolution EC 109-2013

It was Moved and Seconded:

That staff prepare a reply for the Chairs signature, and include consideration of the writer's request in our submission to the Province on industry-funded options for strengthening British Columbia's spill preparedness and response capacity for spills impacting the terrestrial environment.

7.2.7 Pleasure Craft Sewage advocacy update – Meeting Notes

Provided for information. No further action to be taken by staff at this time. Further discussion on this issue was deferred to a future agenda.

7.2.8 AVICC resolutions (deadline Feb 25)

Resolution EC 110-2013

It was Moved and Seconded:

That staff be requested to provide advice on bringing a resolution to the Association of Vancouver Island Coastal Communities on the National Marine Conservation Area Reserve (NMCAR), pursuant to Council's December 2012 resolution in support of the NMCAR.

CARRIED

7.2.9 Chair Correspondence Log

Staff provided a list detailing the status of outstanding chair correspondence items.

7.2.10 Corp. of Delta – re Advocacy to Province re BC Ferries Assessments

Staff will forward to trustees by email for their information.

7.2.11 Association for Denman Island Stewards re Baynes Sound

This item was deferred to the February 5 meeting.

7.2.12 BC Hydro Smart Meter Update

Provided for information.

7.2.13 Patti Willis/Denman Opposes Coal re Raven Mine

Chair Malcolmson advised that she has responded directly to the writer and that no further action is required.

7.2.14 Gulf Islands Alliance re Raven Coal Mine

Provided for information.

8. NEW BUSINESS

8.1 UBCM/AVICC Membership and Resolutions Policy

Resolution EC 111-2013

It was Moved and Seconded:

That staff be requested to provide advice on amending Islands Trust Policy 6.12.ii, Section 2 – Convention Attendance to include consideration of funding expenditures for local trustees elected to and serving on the Association of Vancouver Island Coastal Communities Executive.

CARRIED

11. NEXT MEETING AND ADJOURNMENT

Resolution EC 112-2013

It was Moved and Seconded:

To adjourn the meeting.

CARRIED

The meeting adjourned at 4:20 pm. Next meeting: February 5, 2013

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder