



## Executive Committee Minutes of Meeting

**Date:** Tuesday, March 19, 2013

**Location:** Islands Trust Victoria Office

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

**Staff Present:** Linda Adams, Chief Administrative Officer (part of the meeting by telephone)  
Cindy Shelest, Administrative Services Director  
Lisa Gordon, Trust Area Services Director  
David Marlor, Local Planning Services Director  
Jas Chonk, Recorder

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### 1. CALL TO ORDER

The meeting was called to order at 10:08 am. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

Additions/Deletions for Consideration:

- 6.3.1 EC as an LTC requests – defer to next meeting
- 8.1 PMFL invite at AVICC

By General Consent, the agenda was approved, as amended.

### 3. MINUTES OF MEETING/FOLLOWUP

#### 3.1 Minutes of Previous Meetings

- 3.1.1 March 5, 2013

By General Consent, the March 5, 2013 Minutes of Meeting were approved, as amended.

#### 3.2 Follow-up Action List

Received as information.

### 4. ADMINISTRATIVE SERVICES (C. Shelest)

#### 4.1 Director's Update

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

## 4.2 Other

### 4.2.1 Ready Set Solve Campaign Presentation

A presentation was provided to Executive Committee on the environmental impact of employee travel.

### 4.2.2 Introduction to Community Carbon Marketplace (Brian Roberts – 15 minutes)

Brian Roberts provided a presentation about the Community Carbon Marketplace.

## CLOSED SESSION

### Resolution EC 142-2013

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1) (c) and (i) of the Community Charter to discuss matters related to solicitor client privilege and that staff attend the meeting.

**CARRIED**

The meeting closed to the public at 11:08 am and reopened to the public at 11:30 am.

### 4.2.3 Carbon Credit Purchase 2012 RFD

### Resolution EC 143-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee endorse the Director of Administrative Services recommendation to meet the Islands Trust's Climate Action Charter commitment to become carbon neutral for the 2012/13 fiscal year by using up to \$1,625 to purchase 65 tonnes of carbon credits from the Community Carbon Marketplace.

**CARRIED**

### Resolution EC 144-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee endorse the Director of Administrative Services recommendation to create a reserve to fund other carbon emissions reduction projects within the Islands Trust area from the remaining funds set aside for organizational climate action in the 2012/13 budget.

IN FAVOUR – Sheila Malcolmson; Ken Hancock

OPPOSED – Peter Luckham; David Graham

**MOTION DEFEATED**

These motions were considered in the absence of Trust Council policy on the issue, which Executive Committee members accept will be developed by Financial Planning Committee and Trust Council in the next quarter.

4.2.4 Minister Bennett re Strategic Community Investment Fund

Received as information.

**5. EXECUTIVE/TRUST COUNCIL (L. Adams)**

**5.1 CAO Update**

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

**5.2 Other**

5.2.1 Trust Council Delegation Bylaw – proposed development schedule

Chief Administrative Officer Linda Adams asked for feedback from Executive Committee on the proposed development schedule.

Resolution EC 145-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff amend the draft schedule to either delete or italicize the working program tasks that don't directly relate to draft bylaw, include referral to Trust Programs Committee, and request documentation from the agencies represented on the working group of their support for a delegation bylaw.

**CARRIED**

Resolution EC 146 -2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to use, as a guideline, the steps identified for the period March to June 12, 2013 in the document "Schedule to Coordinate Development of a Draft Trust Council Bylaw to Delegate Powers to the Salt Spring Island Local Trust Committee", amended March 19, 2013 and that staff be requested to provide regular updates as the process develops and recommend schedule amendments if necessary.

**CARRIED**

5.2.2 CAO Contingency Succession Plan – draft outline RFD

Chief Administrative Officer Linda Adams asked for feedback on the CAO Contingency Succession Plan.

Resolution EC 147-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request the Chief Administrative Officer to prepare a draft Chief Administrative Officer Contingency Succession Plan for further consideration, based on the draft outline dated March 14, 2013.

**CARRIED**

### 5.2.3 Executive Committee Meeting Preparation – draft policy

#### Resolution EC 148-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee defer the Executive Committee Work Program Management to a future meeting.

**CARRIED**

### 5.2.4 Executive Committee financially supporting Islands Trust Regional Director Chairs meeting at Islands Conference

Chair Malcolmson asked for feedback on how the Islands Trust could financial support a meeting of Islands Trust Area Regional Directors on Gabriola Island during the Islands Studies Conference in May. Chair Malcolmson will work with staff on options including the use of the Northern office and will report back to Executive Committee.

## **5.3 Post Council Joint Session with Management**

### 5.3.1 Roundtable

Executive Committee members and senior staff provided comments about the March 2013 Council meeting program and logistics and suggestions for future consideration.

### 5.3.2 Trustee Comments/Requests

Members and senior staff reviewed and discussed the post Council comments provided by Trustees Crumblehulme and Johnston.

The Executive Committee agreed to give direction to Trustees Sue French and Laura Busheikin to go ahead with organizing a trustee communication session at the June or September Trust Council meeting.

### 5.3.3 Trust Council Follow up Action List

The Executive Committee updated the Trust Council Follow Up Action List.

### 5.3.4 March 2013 Council Decision Highlights

By General Consent, the Executive Committee endorsed the March 2013 Islands Trust Council Decision Highlights, as amended. Staff will post to the website and forward to trustees and staff.

### 5.3.5 Trust Council Continuous Learning Plan

The Executive Committee provided feedback on the Trust Council Continues Learning Plan.

Executive Committee requested staff advice on hosting a workshop on making difficult decisions at the June Trust Council, including costs.

Executive Committee requested Financial Planning Committee to include information on a special tax requisition at a future Trust Council meeting.

### 5.3.6 Draft June 2013 Council Program

The proposed 3 day schedule for the June 11-13, 2013 Trust Council meeting to be held on Mayne Island was reviewed and discussed.

## 6. LOCAL PLANNING SERVICES (D. Marlor)

### 6.1 Updates

#### 6.1.1 Director's Update

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

#### 6.1.2 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

### 6.2 Bylaws

#### 6.2.1 Galiano Island LTC Bylaw No. 237 (LUB Amendment)

This bylaw would amend the Galiano Land Use Bylaw to bring it into conformity with adopted changes to the Galiano Official Community Plan and to improve its clarity.

#### Resolution EC 149-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Proposed Bylaw No. 237, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 2, 2012" under Section 24 of the *Islands Trust Act*.

**CARRIED**

#### 6.2.2 Saturna Island LTC Bylaw No. 110 (LUB Amendment)

The Executive Committee had requested more information on this bylaw at their March 5 meeting. This bylaw would amend the Saturna Island Land Use Bylaw to permit "ocean loop geo-exchange systems" in some of the zones that apply to the sea within the Saturna Island Local Trust Area and to allow for ocean loop geo-exchange systems to be put in place for the purpose of domestic heating and cooling accessory to the residential use of an upland property.

#### Resolution EC 150-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Proposed Bylaw No. 110, cited as "Saturna Island Land Use Bylaw No. 78, 2002, Amendment No. 2, 2012" under Section 24 of the *Islands Trust Act*.

**CARRIED**

## 6.3 Other

### 6.3.1 Executive Committee Acting as a Local Trust Committee requests

This item was deferred to the next Executive Committee meeting.

## CLOSED SESSION

### Resolution EC 151-2013

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1) (c) and (i) of the Community Charter to discuss matters related to solicitor client privilege and that staff attend the meeting.

**CARRIED**

The meeting closed to the public at 2:35 pm and reopened to the public at 3:05 pm.

## 7. TRUST AREA SERVICES (L. Gordon)

### 7.1 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 Advocacy for Proposed Southern Strait of Georgia NMCA - RFD

### Resolution EC 152-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to provide National Marine Conservation Area package for discussion purposes at the Association of Vancouver Island and Coastal Communities conference dated April 12 to 14.

**CARRIED**

#### 7.2.2 Puget Sound Partnership Request re Vessel Traffic Risk Assessment (verbal)

Clare Frater provided a verbal update to the Executive Committee.

#### 7.2.3 Future of Howe Sound Society Forum, April 13

The Executive Committee requested staff to arrange an invitation for Chair Sheila Malcolmson to attend the Howe Sound Forum as an observer. Lisa Gordon asked that the Executive Committee discuss the Burnco project.

Chair Malcolmson asked that further discussion of this item be held at a future meeting.

#### 7.2.4 Bowen Island Golf Club letter re derelict vessels

Provided for information.

## 8. NEW BUSINESS

### 8.1 Private Managed Forest Land (PMFL) invite at Association of Vancouver Island and Coastal Communities

Vice Chair Hancock provided a verbal update to the Executive Committee in regards to the Galiano Trustees invitation to the Private Managed Forest Land Council and asked for feedback.

The Executive Committee suggested that Galiano Island Local Trust Committee meet with PMFL Council on their terms.

## 9. RISE AND REPORT ON CLOSED SESSION

There were no items to report.

## 10. NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for April 9 but two Executive Committee members are unable to attend so staff were asked to look at other options and report back at the next teleconference.

### Resolution EC 153-2013

It was Moved and Seconded:

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 5:13 pm. Next meeting: To be determined.

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*Sheila Malcolmson, Chair, Islands Trust Council*

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*Jas Chonk, Recorder*