



## Executive Committee Minutes of Meeting

**Date/Time:** Tuesday, May 7, 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  
Clare Frater, Trust Area Policy Analyst  
Stephanie Somers, Recorder

**Public Present:** Tracey Lorenson, Paragon Strategic Services Ltd. (by telephone)

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### 1. CALL TO ORDER

The meeting was called to order at 10:09 am. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

### 2. APPROVAL OF AGENDA

By General Consent, the agenda was approved as presented.

### 3. MINUTES OF MEETING/FOLLOWUP

#### 3.1 Minutes of Previous Meetings

##### 3.1.1 January 23-24, 2013

By General Consent, the Executive Committee adopted the January 23-24, 2013 Minutes of Meeting, as amended.

##### 3.1.2 April 22-23, 2013

By General Consent, the Executive Committee adopted the April 22-23, 2013 Minutes of Meeting, as amended.

#### 3.2 Follow-up Action List

Provided for 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 Trust Council Items

### 4.2.1 Carbon Neutrality Session Outline

Staff provided the proposed session outline for the Carbon Neutrality Session at the upcoming June Trust Council meeting, for review and comment. Executive Committee requested timeline changes additional information on the session outline prior to final approval at the next meeting.

## 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 Review of Minutes Guidelines Policy with Committee Chairs (C. Thiel)

Staff noted that the Legislative Services Manager is proposing to review the guidelines with Council Committee and Local Trust Committee chairs on May 27.

#### 5.2.2 RFD re Approval of Denman Island Statutory Right of Way (C. Thiel)

Staff advised that this Resolution Without Meeting is being requested of Trust Council in order to complete the request before the June Trust Council meeting.

#### Resolution EC 167-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee refer Approval of Denman Island Statutory Right of Way Request for Decision to Trust Council by way of Resolution Without Meeting.

**CARRIED**

#### 5.2.3 Briefing re FOIPP Orientation Session for Trust Council (C. Thiel)

Staff noted that this proposed session would likely take place at the September Council meeting on Lasqueti Island. Executive Committee requested that key points focus around use of Trust e-mail as opposed to personal e-mail and email management.

#### 5.2.4 RFD re Policy 6.9.ii – Legal Services Access – potential policy amendments

#### Resolution EC 168-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to develop a Request for Decision for the Islands Trust Council that would identify and recommend potential amendments to: Islands Trust Policy 2.2.iii – Trust Council Resolutions Without Meeting; Islands Trust Council Policy 2.4.ii – Executive Committee and Trust Fund Board Resolutions Without Meeting; Islands Trust Council Policy 4.1.v – Local Trust Committee Section 26 Resolutions Without Meeting; and other policies that may require amendments in regards to Resolution Without Meeting Procedures.

**CARRIED**

### 5.2.7 RFD re Executive Committee Work Program Management

Staff noted that the Executive Committee already acted on Recommendation #3 at its April 22 meeting.

Executive Committee members provided input and suggested amendments for clarity prior to final consideration at the May 28 meeting.

#### Resolution EC 169-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to prepare a further draft of a policy for Executive Committee Meeting Preparation and to prepare for future Executive Committee meetings in general accordance with the draft policy and points discussed on May 7, 2013.

**CARRIED**

#### Resolution EC 170-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff, on a trial basis, to present decision items to Executive Committee meetings by using the Executive Committee Request For Decision template amended May 7, 2013.

**CARRIED**

### 5.2.5 RFD re Resolution Without Meeting procedures – potential policy amendments

#### Resolution EC 171-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to develop a Request for Decision for Islands Trust Council that would identify and recommend potential amendments to Islands Trust Council's *Policy 6.9.ii – Legal Services Access* to clarify when and how members of advisory groups could access legal counsel related to a potential conflict of interest or bias.

**1 Opposed  
CARRIED**

### 5.2.6 Union of BC Municipalities 2013 Provincial Election Platform - Building Tomorrow Together

Provided for information.

## **5.3 Trust Council Items**

### 5.3.1 Difficult Decision Making session – discussion with T. Lorenson

Tracey Lee Lorenson addressed the Executive Committee via teleconference to provide an overview and receive Executive Committee feedback about the session she will be conducting for Trust Council at its June meeting on Making Difficult Decisions.

5.3.2 Fernwood and Highland Water Districts – support letters re delegation of power to Salt Spring Island Local Trust Committee

The Executive Committee directed staff to include the letters as part of the Trust Council Bylaw 154 submission for consideration at the June 2013 meeting.

5.3.3 June Trust Council 3-day Schedule

Executive Committee members reviewed and discussed the proposed agenda program for the June 11-13, 2013 Islands Trust Council meeting on Mayne Island.

By General Consent, the June 2013 Trust Council agenda program was approved, as amended, for inclusion with the news release and posting on the website.

**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 their activities as local trust committee chairs.

**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.

7.1.2 Trust Fund Board Update

Vice Chair Peter Luckham provided an update about activities arising from the recent meeting of the Trust Fund Board.

**7.2 Other**

7.2.1 Western Canada Marine Response Corporation reply to Nov. 16 letter re September 2012 Council presentation.

Provided for information.

7.2.2 Witt-O'Brien and Polaris invitation to review diluted bitumen fate and behavior modeling test

Staff was requested to decline the invitation on behalf of the Executive Committee due to time and logistical constraints.

## 8. NEW BUSINESS

There was no new business.

## 9. CLOSED MEETING

There was no closed meeting.

## 10. RISE AND REPORT

There was no rise and report as there was no closed meeting.

## 11. WORK PROGRAM

### 11.1 Executive Committee Work Program

Chief Administrative Officer Linda Adams presented a new format for the Executive Committee Work Program for review and comment. Executive Committee members provided feedback and suggestions for changes to format and content.

#### Resolution EC 172-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee amend the Executive Committee work program to replace item LS-10-03 Develop recommended amendments for LTC correspondence handling policy, with LS-12-01 Implement new procedures for minute taking as top priority, for Legislative Services.

**CARRIED**

By General Consent, the Executive Committee adopted the Executive Committee Work Program top priorities, as amended.

## 12. NEXT MEETING AND ADJOURNMENT

#### Resolution EC 173-2013

It was Moved and Seconded:

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 3:22 pm. Next meeting: May 27-28, 2013

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*Sheila Malcolmson, Chair, Islands Trust Council*

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*Stephanie Somers, Recorder*