



# Executive Committee Meeting Agenda

Rev. June 16/14

**Date/Time:** Tuesday, June 17, 2014 5:00 pm

**Location:** Saturna Island Recreation and Cultural Centre

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## 1. CALL TO ORDER

## 2. APPROVAL OF AGENDA

- 2.1 Introduction of New Items
- 2.2 Approval of Agenda

## 3. ADOPTION OF MINUTES

- 3.1 June 3, 2014

## 4. FOLLOWUP ACTION LIST AND UPDATES

- 4.1 Followup Action List

## 5. NEW BUSINESS

- 5.1 Gulf Islands Alliance re Gambier Logging
- 5.2

## 6. CLOSED MEETING

- 6.1 Request for Additional Legal Funding

That the meeting be closed to the public subject to Sections 90(1) (g),(i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

## 7. RISE AND REPORT

## 8. ADJOURNMENT



## Executive Committee Meeting Minutes

**Date:** June 2-3, 2014

**Location:** Islands Trust Victoria Office

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

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

### 1. CALL TO ORDER

The meeting was called to order at 12:50 pm. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

**EC-2014-089**

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

To convene the meeting early, starting at 12:50 pm instead of 2:30 pm.

**CARRIED**

### 2. APPROVAL OF AGENDA

- 2.1 Introduction of New Items
  - 8.1.3 Coastal Douglas Fir Conservation Plan Session
  - 8.1.4 San Juan County Session
  - 8.4.1 T. Varzeliotis delegation request

- 2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

Items on the agenda were re-arranged to accommodate staff who were not available to address their items until June 3.

### 9. CLOSED MEETING

**EC-2014-090**

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

That the meeting be closed to the public subject to Sections 90(1)(b), (c),(g),(i) and 2 (b) of the Community Charter in order to consider matters related to:

- personal information about an identifiable individual who is being considered for an award or honour,
- labour relations and other employee relations,
- litigation affecting the Islands Trust,
- receipt of advice that is subject to solicitor-client privilege; and
- to discuss matters related to the consideration of information received and held in confidence relating to negotiations between the Islands Trust and the provincial government, and that staff attend the meeting.

**CARRIED**

The meeting closed to the public at 12:54 pm and reopened at 1:45 pm.

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

There were no items.

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

3.1 May 6, 2014

By General Consent, the minutes of the May 6, 2014 Executive Committee meeting were adopted, as presented.

3.2 May 20, 2014

By General Consent, the minutes of the May 20, 2014 Executive Committee meeting were adopted, as presented.

### **5. TRUST COUNCIL MEETING PREPARATION**

5.3 Executive

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.3.1 June 2014 Council Program

As presented.

5.3.2 Decision and Information Items Agenda

As presented.

5.3.3 Trust Council Followup Action List

As presented.

5.3.4 Islands Trust Council Strategic Plan – Update Briefing

As amended.

5.3.5 Closed Session Outline

As presented.

5.3.6 Chief Administrative Officer Report

As presented.

5.3.7 Executive Committee Work Program

As presented.

5.3.8 Continuous Learning Plan

As presented.

### 5.3.9 Priorities Chart

As presented.

### 5.3.10 Trust Council input to CAO Hiring Process RFD

As presented.

### 5.3.11 Trust Council Elections Administration Bylaw RFD

As presented.

### 5.3.12 Elections Administration - Mail Ballots Briefing

As presented.

### 5.3.13 Trust Council Policy for LTC RWMs RFD

As presented.

### 5.3.14 Respectful Workplace Session Outline and Slides

As amended.

### 5.3.15 Provincial Analysis Impact of Potential SSI Incorporation Briefing

As presented.

### 5.1.16 Howe Sound Report (Trustee Hagedorn)

As presented.

### 5.3.17 Delegation Requests

1. Buffy Paterson, South Pender Advisory Planning Commission
2. Bruce Pendergast, Pender Islands Vacation Accommodations Association
3. Cameron Thorn, South Pender Island
4. Sara Steil, Pender Islands Trust Protection Society – written delegation
5. David Steen, Gulf Islands Alliance – written delegation
6. Barbara Mills, Association of Denman Island Marine Stewards
7. Eion Finn, Bowyer Island

Staff will advise the delegates of their acceptance and appointed times, pending the delegate's confirmation of attendance in person and 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.

## 5.4 Administrative Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

### 5.4.1 Director of Administrative Services Report

As amended.

5.4.2 Financial Planning Committee Work Program

As presented.

5.4.3 March 31, 2014 Audited Financial Statement and Report RFD

As presented.

5.4.4 Trustee Expense Policy RFD

As presented.

5.4.5 Budget Process Policy RFD

As amended.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

6.1 Executive Committee/Ballenas-Winchelsea LTC Bylaw No. 27 (OCP)

**EC-2014-091**

**It was MOVED and SECONDED,**

That the Executive Committee approve Bylaw No.27, cited as the "Ballenas-Winchelsea Islands OfficialCommunity Plan Bylaw, 2013" under Section 24 of the Islands Trust Act.

**CARRIED**

6.2 Executive Committee/Ballenas-Winchelsea LTC Bylaw No. 28 (LUB)

**EC-2014-092**

**It was MOVED and SECONDED,**

That the Executive Committee approve Bylaw No.28, cited as the "Ballenas-Winchelsea Islands Land Use Bylaw, 2013" under Section 24 of the Islands Trust Act.

**CARRIED**

**7. EXECUTIVE COMMITTEE PROJECTS**

7.1 Trust Council Initiated

No items

7.2 Executive Committee Initiated

No items.

**8. NEW BUSINESS**

8.5 Executive/Trust Council

8.5.1 T. Varzeliotis email re Delegation Request

Staff will advise the writer that the deadline for submitting delegation requests has passed and that staff will respond to his noted concerns and relay his correspondence to trustees by email with the staff response.

The meeting recessed at 2:50 pm.

### **June 3, 2014**

The meeting reconvened at 9:02 am.

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

##### 4.1 Followup Action List

Received as information.

##### 4.2 Directors' and Chief Administrative Officer 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. TRUST COUNCIL MEETING PREPARATION**

##### 5.1 Trust Area Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

##### 5.1.1 Director of Trust Area Services Report

As presented.

##### 5.1.2 Trust Fund Board Report

As presented.

##### 5.1.3 Natural Area Protection Tax Exemption Program NP-NAP-2014.1 RFD

As presented.

##### 5.1.4 Trust Programs Committee Work Program

As presented.

##### 5.1.5 2013-2014 Annual Report RFD

As amended.

5.1.6 Advocacy Costs and Resources RFD

**EC-2014-093**

**It was MOVED and SECONDED,**

To amended the Request for Decision recommendation as follows: That the Islands Trust Council direct policy staff to focus 50% ~~60%~~ of their time on Trust Council advocacy until December 2014, with half of that time on marine topics, one quarter on BC Ferries and one quarter on program decision-making frameworks and evaluation.

Members supported adding an alternate option rather than going against Council direction of 60%, and to provide results of staff research to Council.

**IN FAVOUR 1  
OPPOSED – 3  
DEFEATED**

As amended.

5.1.7 BC Ferries Advocacy RFD

As presented.

5.1.8 2014 Community Stewardship Awards Briefing

As presented.

5.1.9 Legislative Monitoring Report (and Implementation per TC FUAL)

As presented.

5.2 Local Planning Services

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council, for review and consideration at its June 2014 meeting:

5.2.1 Director of Local Planning Services Report

As presented.

5.2.2 Local Planning Committee Work Program

As presented.

5.2.3 Bylaw Enforcement Report Briefing

As presented.

5.2.4 Riparian Area Regulations Briefing

As presented.

5.2.5 Advisory Planning Commission Conflict of Interest Briefing

As presented.

5.2.6 Gabriola Island LTC Development Approval Information Bylaw RFD

As presented.

## 8. NEW BUSINESS

### 8.1 Trust Area Services

#### 8.1.1 Chair Letter re Provincial land Based Spill Preparedness and Response in BC Consultation

##### **EC-2014-094**

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

That the Executive Committee direct staff to draft a letter for Chair's signature to the provincial Minister of Environment to provide comments on the Land Based Spill Preparedness and Response in BC Policy Intentions Paper, April 2014.

**CARRIED**

#### 8.1.2 R. Hughes re San Juan County Protocol Amendment

The Chair will respond directly to San Juan County Chair Hughes regarding his questions.

#### 8.1.3 Coastal Douglas Fir Conservation Plan Session package

By General Consent, the Executive Committee approved forwarding this item to the Islands Trust Council, for review and consideration at its June 2014 meeting, with the briefing being addressed during the Decision and Informations Items session.

#### 8.1.4 San Juan County Session outline

By General Consent, the Executive Committee approved forwarding this item to the Islands Trust Council, for review and consideration at its June 2014 meeting,

#### 8.1.5 Proposed Meeting with Minister of Community, Sport and Cultural Development

Following discussion on whether to request a meeting with the Minister this summer or at the UBCM Convention in September, the Chief Administrative Officer will meet with the Assistant Deputy Minister about this and advise on the best course of action.

## 11. CORRESPONDENCE (for information unless raised for action)

### 11.1 Suzanne Anton, Attorney General, re earthquake preparedness consultation

For information.

### 11.2 Patrick Quealey, ADM re earthquake preparedness consultation

For information.

### 11.3 P. Marshall, Capital EDC re Coastal Community Network proposal

Executive Committee members decided to consider the invitation once there is a strong show of response from the other coastal community leaders.

Chair will respond directly to the writer with the Executive Committee's decision.



**EC-2014-095**

**It was MOVED and SECONDED,**

To include the above noted letter in the June Trust Council agenda package, under Correspondence.

**CARRIED**

**12 WORK PROGRAM**

12.1 Review and amendment of current work program

**EC-2014-096**

**It was MOVED and SECONDED,**

To amend the Executive Committee Consolidated Work Program – Long List, Legislative Services, by adding Review Policy 7.1.i Admini Fairness policy, re the application of procedural fairness principles to actions other than statutory decisions.

**CARRIED**

By General Consent the Executive Committee approved the following changes to the Executive Committee Consolidated Work Program:

- Remove ex-13-03 top priority 2 from list – complete and remove.
- Move EX-12-01 to top priority list.
- Move shellfish from 2 on Communications short list to 2 long list.
- Move BC Ferries Advocacy to Short List as 3.
- Remove 10 on Communications Long List as done

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

**13. NEXT MEETING**

Tuesday June 17, 2014, 5:00 pm at the Saturna Island Recreation and Cultural Centre.

**14. ADJOURNMENT**

**EC-2014-097**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 11:47 am.

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*Sheila Malcolmson, Chair*

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*Marie Smith, Recorder*



Islands Trust

## Executive Committee Follow-up Action List

Rev: June 16/14

EC Mtg	Bold = regular items	WHO / Activity	WITH/TO	TARGET
<b>LINDA ADAMS</b>				
		<b>Executive Committee Work Program - review priorities</b>		<b>Every mtg.</b>
Jun 3/14		12.1 Amend and circulate EC work program to directors		Jun
Jun 3/14		11.3 SM to respond to P Marshall	w/SM	Jun
Jun 3/14		Meet with ADM re TFB request		Jun
May 6/14		12.1 Chair to reply to G. Steeves Oct letter with Work Program review outcomes	w/SM	Jun
Feb 4/14		Amend Policy 8.4.i to reflect PSA hiring procedure and revisit post TC decisions		Jun
Jun 25/13		TC FUAL – provide advice to EC on allocating TC items to EC or Council Committees, place on next agenda. (ID whether EC can refer an item to a committee, and review work program policy with committees)	w/DM/CS/LG	2014
Feb 19/13		Amend Council Committee work program format re Council approval		2014
<b>DAVID MARLOR</b>				
Jun 2/14		6.1 & 6.2 Advise EC as an LTC re EC decision on OCP and LUB		Done
Jun 2/14		IC 4.1.2 Remove duplication in Status column for next Litigation Report		Done
Jun 2/14		IC 4.1.2 Forward Litigation Report to TC		Done
Feb 4/14		8.1.5 Draft RFD to Council re legislative change re name – ‘Executive Islands’		2014
<b>LISA GORDON</b>				
		<b>Legislative Monitoring Chart (bi annual)</b>	w/CF	Dec
Jun 3/14		8.1.2 Chair to respond to R. Hughes re SJC agreements (option 2)	w/SM	Jun
Jun 3/14		8.1.1 send letter re land-based spill preparedness and response	w/CF	Jun
Jun 3/14		5.1.5 Amend Annual Report as discussed	w/LS	done
May 6/14		8.1.1 Review NP Oil Spill Presentation and resolve issues to enable webposting	w/CF	Jun
Apr 15/14		11. Correspondence - respond to Finn, Firestone & Derelian (SM to complete)	w/SM	Jun
Mar 18/14		8.1.3 Put NMCA briefing back on EC agenda in Aug with update		Aug
Oct 8/13		Post ALC video to the website	w/MS	2014
Oct 8/13		8.1. 7 BC Ferries – Assist the Chair in requesting meeting with BC Ferries CEO	W/CF	2014

### CINDY SHELEST

Nov 19/13		Expand Use of Electronic Meetings		On-going
Feb 5/13		Provide advice re TC continuous learning plan delivery by webinar – technical	w/mgmt	2014

### MARIE SMITH

Jun 3/14		11.4 GIA correspondence – include in TC agenda pkg		Done
Jun 2/14		8.5 Respond to late delegation request (Varzeliotis); relay correspondence to trustees with reply		Jun
Nov 19/13		Add Expanded Use of Electronic Meetings to future agenda for discussion		2014
Oct 8/13		Advice re webposting of EC and council advisory committee agenda packages	w/LG	2014
Feb 5/13		Arrange meeting with Minister re TFB and other current matters		Pending

### CARMEN THIEL

**From:** David Steen [<mailto:thetisteen@gmail.com>]  
**Sent:** June-03-14 9:20 PM  
**To:** Sheila Malcolmson  
**Cc:** [premier@gov.bc.ca](mailto:premier@gov.bc.ca)  
**Subject:** logging Gambier

## Gulf Islands Alliance

P.O. Box 795 Ganges, BC V8K 2W3

[www.gulfislandsalliance.ca](http://www.gulfislandsalliance.ca) [info@gulfislandsalliance.ca](mailto:info@gulfislandsalliance.ca)

June 3, 2014

To Chair Sheila Malcolmson and Trustees

The plan to log 20 percent of Gambier Island is contrary to the preserve and protect intent of the Islands Trust Act.

The Gulf Islands Alliance is appealing to Trustees and others who support the Trust mandate to plead with the BC Government not to approve the proposed logging of 3,000 acres on Gambier.

Yesterday Islands Trust Fund issued a press release detailing UBC research on the critical importance of the Islands Trust Area in the Coastal Douglas-fir zone. It said in part:

*The study analyzed maps of forest biodiversity and carbon storage and concluded that protecting forests in the Islands Trust area is integral to preserving the Coastal Douglas-fir (CDF) zone....Due to its small range, the CDF zone contains some of the most rare and endangered ecosystems in B.C. The Islands Trust area makes up 25% of the CDF zone.*

Sincerely,

Dave Steen  
Chair, Gulf Islands Alliance

Copy to Premier Christy Clark