



## Executive Committee Minutes of Regular Meeting

**Date:** Wednesday, January 14, 2015

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

**Members Present** Peter Luckham, Chair  
Laura Busheikin, Vice Chair  
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

### 1. CALL TO ORDER

The meeting was called to order at 10:00 am. 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

#### 2.2. Approval of Agenda

By General Consent, the agenda was approved as provided.

##### 2.2.1. Agenda Context Notes

Provided for information.

Chair Luckham thanked the Executive Committee and Trust Council for their support, and also thanked Sheila Malcolmson, David Graham and Ken Hancock for all their hard work on the Executive Committee last term.

### 3. ADOPTION OF MINUTES

#### 3.1. December 5, 2014

By General Consent, the Minutes of the December 5, 2014 Executive Committee Meeting were adopted as provided.

#### **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. EXECUTIVE COMMITTEE ORIENTATION**

##### **5.1 Executive Committee Orientation Schedule**

Linda Adams asked for feedback on the Executive Committee orientation schedule. Each Executive Committee member provided feedback on the orientation schedule. It will be returned to the February 4 meeting for further review.

##### **5.2 Executive Committee Toolkit (draft)**

Linda Adams noted that a new Executive Committee toolkit has been prepared as a reference document for members. She indicated that the document was still in draft form and asked for suggestions about additional or different content. She also reviewed several sections of the document, as part of the orientation for new members.

Executive Committee members noted that the toolkit would be very helpful and asked to have complete hardcopies, with attachments, once complete. The document will be returned to the February 4 meeting for a final review before it is printed.

##### **5.3 Local Trust Committee (LTC) Chair Toolkit (draft)**

Linda Adams discussed another draft toolkit, prepared to assist Executive Committee members in their roles as LTC Chairs. There was a general discussion about the topics contained in the toolkit. This document will also be returned to February 4 meeting for a final review before being printed.

The meeting recessed at 12:30 pm.

The meeting reconvened at 12:55 pm.

#### **6. BYLAWS FOR APPROVAL CONSIDERATION**

No items.

## **7. TRUST COUNCIL MEETING PREPARATION**

### **7.1. Post December Council Joint Session**

#### **7.1.1. Roundtable**

Executive Committee members and senior management provided feedback regarding the December 2014 Trust Council meeting, noting what went well and identifying areas for future improvement.

#### **7.1.2. Trustee Comments/Feedback**

No comments about the December Trust Council meeting were received from other trustees. The Executive Committee requested that a summary of the orientation evaluation forms from the December Trust Council meeting be brought to the February 4 meeting.

#### **7.1.3. December 2014 Draft Trust Council Minutes**

**EC-2015-001**

**It was MOVED and SECONDED,**

That the Executive Committee forward the draft December 2014 Trust Council Minutes to the Islands Trust Council for review and adoption at its March 2015 meeting.

**CARRIED**

### **7.2. Draft March 2015 Trust Council Schedule**

Executive Committee members reviewed the schedule and recommended changes. The revised schedule will be considered at the February 4 meeting.

## **8. EXECUTIVE COMMITTEE PROJECTS**

No items.

## **9. NEW BUSINESS**

### **9.1. Trust Area Services**

#### **9.1.1. Briefing – Howe Sound Community Forum**

Staff provided a briefing for information and provided available options.

**EC-2015-002**

**It was MOVED and SECONDED,**

That the Executive Committee direct staff to forward the briefing on Howe Sound Community Forum to Gambier Island Local Trust Committee and Bowen Island Municipality seeking comments.

**CARRIED**

**9.1.2. RFD – AVICC 2015 request for resolutions - Decision**

**EC-2015-003**

**It was MOVED and SECONDED,**

That the Executive Committee request that Trust Area Services staff develop a draft resolution(s) with backgrounder about provincial funding for the Coastal Douglas-fir Conservation Partnership and for land protection initiatives in the Coastal Douglas-fir zone for AVICC, for review by the Executive Committee on February 4, 2015.

**CARRIED**

**9.1.3. RFD – Gabriola LTC request for TAS staff support re Gabriola Bridge Feasibility Study - Decision**

**EC-2015-004**

**It was MOVED and SECONDED,**

That the Executive Committee request that Trust Area Services staff provide up to one day of advocacy services to the Gabriola Island Local Trust Committee to support the LTC's response to the Gabriola Bridge Feasibility Study.

**CARRIED**

**9.2. Executive/Trust Council**

**9.2.1 Strategic Planning – Review of 2011-14 Process**

Linda Adams provided Executive Committee members with an outline of the process used in the 2011-14 term, in order to develop Trust Council's Strategic Plan. She asked for feedback from Executive Committee members as to whether they wished to use a similar process to facilitate development of the 2014-2018 strategic plan. Executive Committee members indicated the process looked appropriate. An updated version will be included in the Executive Committee's February 4 meeting agenda for further discussion.

**9.2.2 September 2014 Advice to Incoming Council**

Provided as information.

**9.2.3 Trustee Roundtable December 2014**

Provided as information.

**9.2.4 Revised 2015 Executive Committee Schedule – Decision**

**EC-2015-005**

**It was MOVED and SECONDED,**

That the Executive Committee approve the revised 2015 Executive Committee Meeting Schedule, as presented.

**CARRIED**

**9.2.5 Appointment of Deputy Secretary for Executive Committee and Islands Trust Council – Decision**

**EC-2015-006**

**It was MOVED and SECONDED,**

That the Executive Committee appoint Jas Chonk to the office of Deputy Secretary for the Executive Committee and Islands Trust Council, effective immediately.

**CARRIED**

**10. CLOSED MEETING**

**EC-2015-007**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Sections 90(2)(b) of the Community Charter in order to consider matters related to 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 2:15 pm and reopened at 2:40 pm.

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

No decisions to report.

**12. CORRESPONDENCE (for information unless raised for action)**

**12.1 Jay Schlosar, ADM re OCP bylaws sent to Ministry for approval**

Received for information.

**12.2 San Juan County Marine Manager Workshop Save-the-Date Announcement**

Received for information. Executive Committee members to decide who will attend.

**12.3 Ian Robertson re BC Ferries**

Chair Luckham to directly respond to the writer.

**12.4 National Energy Board re Revised hearing events and steps table**

Received for information.

**12.5 UBCM 2015 Age-Friendly Grant Approval for North Pender LTC**

Received for information.

**12.6 Trustee Grove re Policy Statement review**

Chair Luckham to directly respond to Trustee Grove.

**12.7 Saanich Inlet Protection Society letter to Transport Canada re pleasure craft sewage**

Received for information.

**12.8 Kevin Monahan letter to Transport Canada re pleasure craft sewage**

Received for information.

**12.9 Kinder Morgan Canada re proposed Expansion Project**

Received for information.

**12.10 BC Ferry Coalition re BC Ferries PT4 Submissions**

**EC-2015-008**

**It was MOVED and SECONDED,**

That the Executive Committee appoint Vice Chair George Grams to be a representative on Ferry-dependent Communities Regional Chairs Group and Chair Luckham to be the alternate.

**CARRIED**

Chair Luckham will notify the Ferry-dependent Communities Regional Chairs Group of this decision.

**12.11 Jordan Sturdy re BC on the Move meeting**

Received for information.

**13. WORK PROGRAM**

**13.1. Review and amendment of current work program**

Executive Committee members considered the amended version of their current work program, with proposed amendments from staff.

**EC-2015-009**

**It was MOVED and SECONDED,**

That EX-14-02 #3 Manage Hwlitsum litigation case be moved to long list and that EX-12-01 #3 Seek legislative change regarding TFB name change be moved to top priorities list as #3.

**CARRIED**

**EC-2015-010**

**It was MOVED and SECONDED,**

That TA-09-02 #3 Pleasure craft sewage advocacy be replaced with TA-14-03 #5 Oil spill and shipping safety advocacy as #3 Trust Area Services top priorities list.

**CARRIED**

**14. ADJOURNMENT**

**EC-2015-011**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 3:12 p.m.

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Peter Luckham, Chair

Certified Correct

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Jas Chonk, Recorder and Deputy Secretary