



# Executive Committee Minutes of Regular Meeting

**Date:** Wednesday, February 25, 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 10:08 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

- 8.1.9 Staff Appointment to Transport Canada Advisory Group
- 8.3.2 Chair Training

### 2.2. Approval of Agenda

By General Consent, the agenda was approved as amended.

#### 2.2.1. Agenda Context Notes

Provided for information.

## 3. ADOPTION OF MINUTES

### 3.1. February 4, 2015

By General Consent, the Minutes of the February 4, 2015 Executive Committee Meeting were adopted as presented.

## 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. BYLAWS FOR APPROVAL CONSIDERATION**

No items.

### **6. TRUST COUNCIL MEETING PREPARATION**

By General Consent, the Executive Committee approved forwarding the following items to Trust Council for review and consideration at its March 2015 meeting:

#### **6.1. Trust Area Services**

##### 6.1.1 Director's Report

As presented.

##### 6.1.2 Trust Programs Committee Work Program Report

As presented.

##### 6.1.3 Trust Fund Board Report

As presented.

##### 6.1.4 Trust Fund Board – Briefing on Regional Conservation Plan Extension

As presented.

##### 6.1.5 Trust Fund Board – Eelgrass Mapping Briefing

As presented.

##### 6.1.6 Legislative Monitoring – Briefing

As amended.

##### 6.1.7 Community Stewardship Awards – Briefing

As presented.

##### 6.1.8 UBCM-AVICC Membership and Resolutions Policy Amendments - RFD

As presented.

## **6.2. Local Planning Services**

### 6.2.1 Director's Report

As amended.

### 6.2.2 Local Planning Committee Work Program Report

As presented.

### 6.2.3 Bylaw Enforcement Quarterly Report

As presented.

### 6.2.4 Amendments to Local Planning Committee Terms of Reference (Council Policy 2.3.ii) – RFD

As amended.

### 6.2.5 Green Shores for Homes - Information for Local Trust Committees and Bowen Island Municipality – RFD

As presented.

## **6.3 Administrative Services**

### 6.3.1 Director's Report

As presented.

### 6.3.2 Financial Planning Committee Work Program Report

As presented.

### 6.3.3 Budget Session Outline and Attachments

As amended.

### 6.3.4 December 31, 2014 Quarterly Financial Statement - RFD

As presented.

### 6.3.5 Financial Forecast for March 31, 2015 Year End - Briefing

As presented.

### 6.3.6 Trustee Remuneration Bylaw No. 160 - RFD

As presented.

6.3.7 Revenue Anticipation Borrowing Bylaw No. 158 - RFD

As presented.

6.3.8 2015/2016 Financial Plan Bylaw No. 159 – RFD

As amended.

**6.4 Executive**

6.4.1 March Trust Council Program

As presented.

6.4.2 Delegation Requests

6.4.2.1 Jean Gelwicks and Peter Lamb re Blue Dot Movement

6.4.2.2 Gulf Islands Alliance re Public Trust Doctrine

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

6.4.3 Decision and Information Items Agenda

As amended.

6.4.4 Trust Council Follow Up Action List

As presented.

6.4.5 Chief Administrative Officer Report

As amended.

6.4.6 Executive Committee Work Program Report

As presented.

6.4.7 Continuous Learning Plan

As amended.

6.4.8 Priorities Chart

As amended.

**EC-2015-018**

**It was MOVED and SECONDED,**

That the Executive Committee direct staff to amend the wording on top priorities for Mayne Island Local Trust Committee to read Fallow Deer Eradication – identification of options.

**CARRIED**

6.4.9 Closed Session Outline (labour relations, litigation and ethical conduct)

As presented.

6.4.10 Draft 2015 June Trust Council Program

As presented.

6.4.11 Trust Council Strategic Planning Process – Briefing and Session Outline

As amended.

6.4.12 Community Planning 101 Session Outline

As presented.

6.4.13 Trust Council First Nations Session Outline

As amended.

**7. EXECUTIVE COMMITTEE PROJECTS**

None to consider.

The meeting recessed at 12:00 pm.

The meeting reconvened at 12:20 pm.

**8. NEW BUSINESS**

**8.1. Trust Area Services**

8.1.1 LTC Chairs report on local advocacy topics

The Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

### 8.1.2 BC Ferries

Chair Luckham noted that a representative is needed for March 5 meeting with Minister Stone regarding BC Ferries. He indicated that he can attend if other Executive Committee members would volunteer to Chair the Salt Spring Island Local Trust Committee on the same day. As the alternate Chair for Salt Spring, Vice-Chair Susan Morrison agreed to Chair the local trust committee meeting on March 5.

### 8.1.3 Woodfibre LNG application

The Executive Committee received the briefing as information.

### 8.1.4 RFD from Gambier LTC - Chair letter re Woodfibre LNG application - Decision

#### **EC-2015-019**

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

That the Executive Committee direct staff to draft a letter for the Chair's signature (to BC's Environmental Assessment Office) regarding the Woodfibre LNG environmental assessment, commenting about marine shipping aspects of the assessment due prior to March 23, 2015.

**CARRIED**

#### **EC-2015-020**

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

That the Executive Committee direct staff to provide a briefing/RFD about a letter from the Chair to federal and provincial ministers outside of the environmental assessment process, about concerns with the Woodfibre LNG environmental assessment process.

**CARRIED**

### 8.1.5 Briefing - Howe Sound Forum participation

#### **EC-2015-021**

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

That the Executive Committee request staff to add Howe Sound Community Forum to March Trust Council agenda under trustee updates and keep as standing item on future agendas.

**CARRIED**

#### **EC-2015-022**

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

That the Executive Committee direct staff to communicate to Gambier Island Local Trust Committee and Bowen Island Municipality that Executive Committee will recommend advocacy about Howe Sound for inclusion in the 2015-2018 Trust Council Strategic Plan.

**CARRIED**

8.1.6 Transport Canada report – Vessels of Concern Inventory 2014

Received as information. Staff was directed to post the report to the website and send the link to trustees.

8.1.7 RFD from TPC – Islands Trust marine jurisdiction – Decision

**EC-2015-023**

**It was MOVED and SECONDED,**

That the Executive Committee host a session to explain marine jurisdiction issues at June Trust Council.

**CARRIED**

8.1.8 RFD – 2014-2015 Annual Report Format - Decision

**EC-2015-024**

**It was MOVED and SECONDED,**

That the Executive Committee approve the outline of contents and production budget of up to \$1000 for the 2014-2015 Annual report.

**CARRIED**

8.1.9 Staff Appointment to Transport Canada Advisory Group

Staff advised that appointment was approved for Clare Frater to be part of the Transport Canada Advisory Group. Clare Frater will report back after her initial orientation to the group.

8.1.10 Contribution to Grace Islet project - RFD

**EC-2015-025**

**It was MOVED and SECONDED,**

1. That the Executive Committee request the Chair to write to MFLNRO and the Nature Conservancy of Canada in support of the concept of protection and long term conservation of Grace Islet, acceptance of the invitation to participate in the March 17, 2015 ceremony and willingness to attend future reconciliation ceremonies.
2. That the Executive Committee advise the Nature Conservancy of Canada (new owner of Grace Islet) about Trust Council Policy 4.1.xiii regarding possible sponsorship of application fees related to land use applications.
3. That the Executive Committee ask staff to investigate the potential to apply for funding that would support heritage preservation, site remediation and future reconciliation ceremonies related to Grace Islet in consultation with the Nature Conservancy of Canada and relevant First Nations.

4. That the Executive Committee approves spending up to \$5000 from the 2014-2015 communications budget to support upcoming reconciliation ceremonies related to Grace Islet.
5. That the Executive Committee ask staff to propose communications activities and expenditures within the 2015 communications work program to support the Grace Islet project.
6. That the Executive Committee ask the Trust Fund Board to consider ways that it might be able to support the Grace Islet project, such as by holding a conservation covenant and/or by adding it to their annual property monitoring cycle.
7. That the Executive Committee request staff to coordinate a session during the December 2015 Trust Council meeting on Salt Spring Island that will provide Trust Council with information about Grace Islet, First Nations history and related issues of archaeological site protection.
8. That the Executive Committee request staff to consider ways that training and other staff activities could support site remediation and maintenance at Grace Islet, in consultation with Nature Conservancy of Canada and relevant First Nations.

**CARRIED**

## **8.2 Local Planning Services**

- 8.2.1 Salt Spring Agricultural Alliance re request for Application fee sponsorship - Decision

**EC-2015-026**

**It was MOVED and SECONDED,**

That the Executive Committee sponsor the Salt Spring Island Agricultural Alliance rezoning application fee of \$4,400.00 to permit an abattoir at Lot 2, Section 78, South Salt Spring Island, Cowichan District, Plan 29468 (SS-RZ-2014.2, 1447 Fulford-Ganges Road).

In Favour- 3  
Opposed 1  
(George Grams)  
**CARRIED**

- 8.2.2 First Nations Engagement Guide

The Executive Committee received the guide as information and noted that the guide will also be included in the First Nations session at Trust Council.



### **8.3 Executive/Trust Council**

#### 8.3.1 Columbia Institute Chair presentation

Chair Peter Luckham to attend the workshop.

##### **EC-2015-027**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to allocate up to \$1000 for Chair Peter Luckham from Trust Council travel and training expense to Columbia Institute Chair presentation.

**CARRIED**

#### 8.3.2 Chair Training

The Executive Committee directed staff to seek out options in regards to training for Executive Committee and Committee Chairs.

### **9. CLOSED MEETING**

##### **EC-2015-028**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to labour relations or other employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege; and 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 1:53 pm and reopened at 2:37 pm.

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

No decisions to report.

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

#### 11.1 Murray Skeels, BIM re Islands Trust Options for Howe Sound Forum Participation

Received for information.

#### 11.2 Rebecca Denlinger, Deputy Minister re Signed IT and BIM Protocol

Received for information.

#### 11.3 Minister of Transport re Vessel Pollution and Dangerous Chemicals Regulations

Received for information. Staff was directed to post the letter to the website.

11.4 Minister Coralee Oakes re Islands Trust Impact Analysis report

Received for information.

11.5 Scott Ferguson, Helker, re Salish Sea Vessel Risk Workshop summary report

Received for information.

11.6 Mayor Patricia Heintzman re Woodfibre Invite

Received for information.

### **13. WORK PROGRAM**

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

By General Consent, the Executive Committee members considered the amended version of their current work program, and approved proposed amendments from staff.

### **14. ADJOURNMENT**

**EC-2015-029**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 2:45 p.m.

---

Peter Luckham, Chair

Certified Correct

---

Jas Chonk, Recorder and Deputy Secretary