



Executive Committee Minutes of Regular Meeting

Date: Wednesday, April 22, 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
Lisa Gordon, Director, Trust Area Services
Cindy Shelest, Director, Administrative Services
Clare Frater, Trust Area Policy Analyst
Pamela Hafey, Communications Specialist
Jas Chonk, Recorder and Deputy Secretary

1. CALL TO ORDER

The meeting was called to order at 8:50 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

6.1.1 Bruce McConchie – Trust Council meetings

8.4.1 Administrative Services - Accommodations while on Islands Trust Business

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. April 1, 2015

By General Consent, the Minutes of the April 1, 2015 Executive Committee Meeting were adopted as provided.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1. Followup Action List

Provided for information.

Vice Chair George Grams arrived at 9:10 am.

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

6.1. Trust Council June Meeting Agenda

The Executive Committee reviewed and discussed the changes made to June Trust Council Agenda.

6.1.1 Trustee Bruce McConchie – Trust Council meetings

The Executive Committee agreed to defer this item to the May 13 meeting. It was agreed that Chair Peter Luckham will advise Trustee McConchie via email that a) the June Trust Council agenda has been revised since the March Trust Council meeting and now addresses some of his suggestions, and b) his email will be further considered at the next Executive Committee meeting.

6.2. Strategic Planning Process – update on status

Staff provided an update regarding status of the strategic plan development, according to the process the Executive Committee had previously approved.

6.3 Strategic Planning Session – draft outline for discussion

The Executive Committee reviewed and discussed the session outline and gave further input to staff as to the objectives for this session and possible content. The CAO noted that there seemed to be a greater appetite for strategic planning among trustees this term, although additional staff resources were not available and specific funding had not been approved in the budget. She suggested it may be preferable to use contingency funds to engage a qualified third party in the process, both at the June Trust Council meeting and to follow-up with development of the Strategic Plan. Executive Committee members agreed with this approach.

EC-2015-044

It was MOVED and SECONDED,

That the Executive Committee request staff to seek out three consultants to provide proposals and potential costs for a strategic planning process.

CARRIED

6.4 Trust Council Continuous Learning Plan

The Executive Committee reviewed and discussed Trust Council's Continuous Learning Plan and made further amendments, based on feedback received from trustees.

The meeting recessed at 10:57 am.

The meeting reconvened at 11:05 am.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Executive Committee orientation

7.1.1 Plan for EC orientation, continuous learning and on-going responsibilities

The Executive Committee reviewed and discussed the plan for Executive Committee orientation, continuous learning and on-going responsibilities and discussed specific policies regarding the Executive Committees role. The Executive Committee requested staff to look into media training for Executive Committee members.

7.1.2 AVICC Convention de-brief

The Executive Committee members provided feedback on the Association of Vancouver Island and Coastal Communities (AVICC) Convention held in April. The Committee noted that this was a good opportunity for members to make face to face contacts with other elected officials, although full attendance by all Executive Committee members may not always be necessary. The CAO noted the importance of maintaining a presence at AVICC, to enable a collaborative and supportive approach to issues that face coastal communities.

7.1.3 MLA/EAD Breakfast at UBCM

The Executive Committee directed staff to make arrangements for Trust Area MLAs, Electoral Area Directors and Bowen Island Municipality representatives to attend a breakfast at UBCM, hosted by the Islands Trust.

7.2 Meeting with ADM Jay Scholsar – draft meeting outline

The Executive Committee members reviewed and discussed the draft meeting outline and suggested changes. Staff was directed to forward the amended agenda and background information to Assistant Deputy Minister Jay Scholsar prior to the May 12 meeting.

7.3 Chair Training Session – Building Better Decision-Making Bodies

The Executive Committee members reviewed the session outline and confirmed June 2 for the session. Staff was directed to make appropriate arrangements for the session.

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 Executive Committee Communication Plan

Staff provided an overview of the draft communications plan.

By General Consent, the Executive Committee endorsed the communications plan as amended.

The Executive Committee received the project charter as information and suggested amendments to the charter.

The meeting recessed at 12:00 pm.

The meeting reconvened at 12:20 pm.

8.1.3 Draft agenda for May 12 joint meeting with TFB

The Executive Committee reviewed and discussed the agenda for the May 12 joint meeting with the Trust Fund Board.

8.1.4 Legislative change to TFB name - Briefing

The Executive Committee reviewed the briefing and agreed to provide the briefing and attachments to Assistant Deputy Minister, Jay Scholsar.

8.1.5 BC Environmental Assessment Office Request for Public Input

By General Consent, the Executive Committee directed staff to work with Chair Peter Luckham to participate in the public process with BC Environmental Assessment Office.

8.2 Local Planning Services

8.2.1 RFD – Project Charter re improving First Nations relationships

EC-2015-045

It was MOVED and SECONDED,

That the Executive Committee request staff to identify options, and to develop recommendations and a draft Project Charter, based on the June 2012 Draft First Nations Working Group report, and a survey of Trust Council members to improve the relationships between local trust committees and First Nations, using the \$50,000 that Trust Council included in its 2015-16 budget for this purpose.

CARRIED

8.3 Executive/Trust Council

8.3.1 2009 Briefing Note – Trustee and Staff Roles in Restructure Studies

The Executive Committee received a briefing note, originally developed in 2009, that addressed Trustee and Staff Roles in Restructure Studies. Staff was requested to update the briefing and post it to the website.

8.3.2 EC Meeting Times and Locations

Staff was directed to come up with a proposal as to which meetings would work to hold at Salt Spring and Gabriola offices. Staff was also directed to recommend potential amendments to Policy 2.4.v - *Executive Committee Meeting Guidelines* and bring back to next Executive Committee meeting.

EC-2015-046

It was MOVED and SECONDED,

That the start time for the May 13 Executive Committee meeting be changed to 8:45 a.m.

CARRIED

8.3.3 Islands Trust Transition Strategy and Adaptation Plan

8.3.3.1 J. Schlosar letter re funding

The Executive Committee reviewed a letter to the CAO from Assistant Deputy Minister J. Schlosar offering \$5000 in provincial funding to develop an Islands Trust transition strategy and adaptation plan related to the potential incorporation of Salt Spring Island. The CAO indicated that she did not feel it was realistic for Trust Council to move as quickly as proposed in the letter, given that the Council was new, was still working on strategic planning and new trustees may not be prepared for such decisions at this point. After discussion the Executive Committee agreed to take no further action until discussions at the May 12 meeting with Assistant Deputy Minister Jay Schlosar, Ministry of Community, Sport and Cultural Development.

8.4 Administrative Services

8.4.1 Accommodations while on Islands Trust Business

Staff provided clarification on the email sent from staff to Trustees regarding accommodations while on Islands Trust business.

9. CLOSED MEETING

EC-2015-047

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 employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 2:27 pm and reopened at 3:15 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 Tony Law re Strategic Planning and Policy Statement

Received as information.

11.2 Laurie Parkinson re Woodfibre LNG Plans

Received as information. Chair Luckham to directly respond to the writer.

11.3 Minister Coralee Oakes re SSI Incorporation Study

Received as information.

11.4 Minister Coralee Oakes re Unconditional Grant Funding Letter

Received as information.

11.5 Cowichan Bay Ship Watch Society re Upcoming Community Meeting Invite – April 28

Received as information.

12. WORK PROGRAM

12.1. 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.

13. ADJOURNMENT

EC-2015-048
It was MOVED and SECONDED,
To adjourn the meeting.

CARRIED

The meeting adjourned at 3:34 pm.

Peter Luckham, Chair

Certified Correct

Jas Chonk, Recorder and Deputy Secretary