



Executive Committee Minutes of Regular Meeting

Date: July 15, 2015

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

Members Present Peter Luckham, Chair
George Grams, Vice-Chair
Susan Morrison, Vice-Chair
Laura Busheikin, 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
Clare Frater, Trust Area Policy Analyst
Pauline Brazier (Recorder)

1. CALL TO ORDER

The meeting was called to order at 8:45 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 presented.

2.2.1 Agenda Context Notes

Provided for information.

3. ADOPTION OF MINUTES

3.1 June 10, 2015

By General Consent, the Minutes of the June 10, 2015 Executive Committee Meeting were adopted as presented.

3.2 June 23, 2015

By General Consent, the Minutes of the June 23, 2015 Executive Committee Meeting were adopted as presented.

4. FOLLOW-UP 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.

Add to New Business: Item 8.2.2 - Correspondence submitted by Vice-Chair Morrison regarding Denman Island Local Trust Committee

The meeting was recessed at 10:26 am.

The meeting was reconvened at 11:35 am.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipality Bylaw No. 380

EC-2015-094

It was MOVED and SECONDED,

That the Executive Committee approves Bowen Island Municipality Proposed Bylaw No. 380, cited as "Bowen Island Land Use Bylaw No. 57, 2002, Amendment No. 380, 2015" under Section 24 of the Islands Trust Act.

CARRIED

5.2 Galiano Island Local Trust Committee Bylaw No. 252 (OCP Amendment)

EC-2015-095

It was MOVED and SECONDED,

That the Executive Committee approves Galiano Island Local Trust Committee Proposed Bylaw No. 252, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2015" under Section 24 of the Islands Trust Act.

CARRIED

5.3 Galiano Island Local Trust Committee Bylaw No. 251 (LUB Amendment)

EC-2015-096

It was MOVED and SECONDED,

That the Executive Committee approves Galiano Island Local Trust Committee Proposed Bylaw No. 251, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 2, 2015" under Section 24 of the Islands Trust Act.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Post June Council Joint Session

6.1.1 June Council Decision Highlights

By General Consent, the Executive Committee approved the June Council Decision Highlights.

6.1.2 Roundtable

Executive Committee members and senior management provided feedback regarding the June 2015 Trust Council meeting, noting what went well and identifying areas for future improvement. Points discussed included late business items, counting of trustee votes, physical layout of seating, time allotted to delegations and compliments regarding Allison Habkirk's facilitation of the strategic planning session

6.1.2.1 Staff Comments re June Council Meeting

Comments received from staff included: The issue of new business is problematic after agenda cut-off; could rephrase 'new business' to 'urgent business' to differentiate. Request for Decision process needs to be reviewed. Confusion around vote count and how it's reported in minutes; should apply policy wording for minority count. Possible use of voting capability in eSCRIBE. Written comments were provided by Director Marlor.

6.1.3 Trustee Comments/Feedback

No written comments had been received from trustees regarding the June Trust Council meeting.

The meeting was recessed at 11:55 am.
The meeting was reconvened at 12:20 pm.

6.1.4 Discussion of RFD process

The CAO reviewed Trust Council's Policy 2.2.i, which outlines the process and a template for the development of Requests for Decision (RFDs) for Trust Council. She remarked that there has been some confusion over the years as to who has the ultimate responsibility to fill out each part of the RFD. One concern is that there is no clear place in the RFD template to distinguish comments from a trustee who may be sponsoring an RFD from staff who have a responsibility to ensure Council has objective information about the implications of proposed resolutions. This is not clearly aligned with Council's Policy 2.2.ii, that makes the CAO responsible for ensuring accurate information is provided to Trust Council. It was also noted that political implications for Council could be clearly presented.

EC-2015-097

It was MOVED and SECONDED,

That the Executive Committee requests staff to review 'Trust Council Policy 2.2.i – Request for Decision Reports' and bring it back to the Executive Committee with recommendations.

CARRIED

6.1.5 Potential Guidelines for Reports to Council re Training

In response to a request at Trust Council, the CAO presented for information some guidelines used by staff to report their training outcomes. She felt that something similar could be useful for trustees.

Chair Luckham undertook to forward the staff guidelines regarding training reports to all local trustees for their reference.

6.2 Draft September 2015 Trust Council Schedule

The CAO suggested a number of potential changes to the Draft September 2015 Trust Council meeting schedule, based on suggestions made at the June meeting.

EC-2015-098

It was MOVED and SECONDED,

That the Executive Committee endorses the 'Draft September 2015 Trust Council Schedule', as presented.

CARRIED

6.3 Draft Trust Council Continuous Learning Plan

EC-2015-099

It was MOVED and SECONDED,

That the Executive Committee endorses the 'Draft Trust Council Continuous Learning Plan', as presented.

6.4 Joint Council Session with Bowen Island Municipal Council - Draft Outline

By General Consent, the Executive Committee approved the 'Draft Joint Council Session with Bowen Island Municipal Council' for circulation to Bowen Island Municipal Council.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Revisions to Executive Committee August meeting schedule

The CAO explained the reasons for the proposed changes to the meeting schedule. She noted that in anticipation of fewer meetings, particularly the short time between Trust Council meetings this year as a result of Trust Council being late in June, some council preparations had been added to today's agenda.

EC-2015-100

It was MOVED and SECONDED,

That the Executive Committee approves the 'Executive Committee's 2015 meeting schedule', as amended.

CARRIED

7.2 Strategic Planning

7.2.1 Strategic Planning Process – review

Presented for information and discussion. It was agreed that the process for development of the Strategic Plan was satisfactory as a guide to be followed by staff.

7.2.2 RFD: Strategic Plan Public Consultation Plan

Director Gordon reviewed the plan. General discussion ensued. There was general consensus that a medium, rather than a 'Cadillac' approach, be used and that local trustees be involved to help generate community interest and facilitate better public input. It was felt important to encourage people to participate.

EC-2015-101

It was MOVED and SECONDED,

That the Executive Committee approves the July 9th 2015 draft public consultation costs, deadlines, activities and graphics for public consultation related to development of Trust Council's Strategic Plan for the 2014-2018 term.

CARRIED

EC-2015-102

It was MOVED and SECONDED,

That the Executive Committee approves the survey questions and methodology, and delegates responsibility to staff for public consultation on the development of Trust Council's Strategic Plan for the 2014-2018 term.

CARRIED

7.2.3 Survey of Trustees

The CAO presented a draft survey for review and discussion. Executive Committee members agreed, by consent, that a further survey was unnecessary, and that the results of the 'Dotmocracy' exercise at the June Trust Council meeting should be a guide to priorities. Staff was asked to send the results of the Dotmocracy exercise to all trustees and solicit their input; also indicating that the Executive Committee plans to use these responses as a guide to Trust Council's priority areas for the Strategic Plan.

7.2.4 Strategic Plan - draft September TC Session

The CAO presented a draft outline for the Strategic Planning Session at the September Trust Council meeting.

EC-2015-103

It was MOVED and SECONDED,

That the Executive Committee requests staff to invite Alison Habkirk to facilitate this session at September Trust Council.

CARRIED

7.3 Select Committee re Review of Victoria Office Location Study

7.3.1 Briefing and Discussion Draft - Terms of Reference

The CAO reviewed the Draft Terms of Reference, which Trust Council had asked staff to prepare with Executive Committee input. Executive Committee members indicated that they felt the draft was comprehensive and appropriate. They suggested there be no limit on the number of trustees who could sit on the Select Committee. The CAO noted that the draft Terms of Reference would be reviewed by the Management Team and brought back to the next Executive Committee meeting for further input.

7.4 Islands Trust Adaptation Strategy

7.4.1 Briefing

Not available for discussion.

7.4.2 Draft September TC Session Outline

By General Consent, the Executive Committee endorsed the 'Draft September TC Session Outline' as presented.

The meeting was recessed at 1:40 pm.

The meeting was reconvened at 1:45 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 Briefing: Letter of comment to National Energy Board

By General Consent, the Executive Committee approved the 'Letter of comment to the National Energy Board' as presented.

8.1.3 RFD: Transport Canada Pacific Region Advisory Committee

EC-2015-104

It was MOVED and SECONDED,

That the Executive Committee authorizes Clare Frater to receive and keep confidential from the Executive Committee and the Islands Trust Council information that all Transport Canada Pacific Regional Advisory Council on Marine Oil Spill Response and Preparedness members are required to keep confidential.

CARRIED

8.1.4 Proposed Anchorage meetings

EC-2015-105

It was MOVED and SECONDED,

That the Executive Committee accepts the invitation from the Pacific Pilotage Authority to assist with consultation and meet with Islands Trust and affected residents of Gabriola Island and Plumper Sound regarding proposed and existing anchorages.

CARRIED

8.1.5 Gambier Island LTC advocacy request re Woodfibre EAO process

Director Gordon reviewed the context note attached to this item. Clare Frater, TAS Policy Analyst, commented on the background. Executive Committee did not direct any staff action. Vice-Chair Morrison undertook to return this item to the Gambier Island Local Trust Committee for discussion.

8.2 Local Planning Services

8.2.1 Director's Report

As presented.

8.2.2 Email from Rob Milne to Susan Morrison re Late Item Motion for DILTC

Director Marlor gave a verbal report regarding a proposed resolution of the Denman Island Local Trust Committee (DILTC) that could directly affect senior staff responsibilities, work programs and duties. This item is with the Denman Island Local Trust Committee for consideration.

8.3 Administrative Services

8.3.1 Director's Report

As presented.

8.4 Executive/Trust Council

8.4.1 August 5 EC Meeting - Salt Spring venue

For information and discussion. By General Consent, the Executive Committee indicated that no extraordinary measures should be taken concerning meeting advertising or logistics.

8.4.2 Trustee Enquiries

The Chair identified concerns about the time spent by senior staff in responding to email requests from individual trustees. Staff noted that there were some judgement calls in determining how much time to spend, when work was not related to a request from a body of the Islands Trust. They noted that some requests, if not addressed, could expand into bigger tasks.

By General Consent, the Executive Committee indicated it supports staff in assisting individual trustees to have proposed work endorsed by an elected body, rather than responding to work requests from individual trustees.

8.4.3 UBCM 2015 Convention

Staff was asked to cancel Vice-Chair Grams' reservation for accommodations. The CAO will add this item to the next Executive Committee Teleconference, for a discussion about the nature of various parts of the UBCM meeting.

8.4.4 September EC meeting with Bowen Island Municipal Council

The CAO reviewed a draft schedule, and requested input from Executive Committee members. By General Consent, the Executive Committee asked staff to forward the draft agenda to Bowen Island Municipality for input.

9. CLOSED MEETING (if applicable)

EC-2015-106

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 was closed to the public at 2:00 pm and reopened at 2:30 pm.

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

None to report.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Michael Nielsen re New West Partnership Trade Agreement Bid Protest Mechanism

11.2 BC Resource Sector re UBCM Breakfast Invite

11.3 UBCM re 2015 Resolutions

11.4 Minister Oakes re Unconditional Grant Funding Letter

11.5 G Brazier re Trust Council agenda construction

11.6 Strathcona RD re BC Ferries Minor Routes

11.7 Jan Slakov re Marine Protection Action Needed

11.8 Rita Archer re Opposition to Head Office Site Study

Staff to add this letter to September Trust Council's agenda under correspondence.

11.9 Michelle Young re Invitation to Collaborate on Federal Funding

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information. No amendments were proposed.

13. ADJOURNMENT

EC-2015-107

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 3:00 pm.

Peter Luckham, Chair

Certified Correct

Pauline Brazier (Recorder)