



Executive Committee Minutes of Regular Meeting

- Date:** Wednesday, October 28, 2015
- Location:** Islands Trust Northern Office Boardroom
700 North Road, Gabriola Island
- Members Present** Peter Luckham, Chair
Laura Busheikin, Vice Chair
Susan Morrison, Vice Chair
George Grams, Vice Chair
- Staff Present** Linda Adams, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services (by phone)
David Marlor, Director, Local Planning Services (by phone)
Emily Kozak, Recorder
- Public Present** Sheila Malcolmson, MP-elect (partial)

1. CALL TO ORDER

The meeting was called to order at 10:10 am. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. He also welcomed former Chair Sheila Malcolmson, MP-elect for the Nanaimo-Ladysmith riding, which includes Gabriola Island.

2. APPROVAL OF AGENDA

2.1. Introduction of New Items

- 7.3 Meeting with Minister Fassbender
- 8.3.1 Update on Executive Committee Budget
- 8.5 Saanich Inlet Meeting

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 September 14, 2015 BIM-EC Joint Minutes

By General Consent, the Minutes of the September 14, 2015 Bowen Island Municipality and Executive Committee Joint Meeting were adopted as presented. Staff were asked to advise Bowen Island Municipality of the adoption.

3.2. October 6, 2015

By General Consent, the Minutes of the October 6, 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.

MP Sheila Malcolmson left the meeting at 10:40 am.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 Bowen Island Municipality Bylaw 397

Bowen Island Municipality has referred Bylaw 397 to the Executive Committee after first reading. It is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommends that the Executive Committee advise that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement.

EC-2015-153

It was MOVED and SECONDED,

That the Executive Committee advise Bowen Island Municipality that the Bylaw 397, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 397, 2015" is not contrary or at variance to the Islands Trust Policy Statement.

CARRIED

The meeting recessed at 11:05 am.

The meeting reconvened at 11:10 am.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Draft December 2015 Trust Council Schedule

Executive Committee members reviewed the draft meeting program and made some amendments.

6.2 Draft Trust Council Continuous Learning Plan

Executive Committee members received the information.

6.3 Draft Session Outline – Archaeological Resources

This topic was placed on hold until a future date. Members of the Executive Committee will make further arrangements with a speaker for this session.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Strategic Plan – New Format

Executive Committee members reviewed Trust Council's Strategic Plan, now in a new format as requested by Trust Council. They approved the release of the Strategic Plan with a few minor changes. Staff was asked to provide a Word version of the plan to Executive Committee members.

7.2 Adaptation Strategy

7.2.1 Trust Council Workshop - Report

Executive Committee members received a report from a Council Workshop and requested staff to circulate it to trustees.

7.2.2 Initial Adaptation Strategy – Draft Table of Contents

Staff provided a discussion draft of a Table of Contents for an Initial Adaptation Strategy regarding the potential incorporation of Salt Spring Island. Executive Committee members suggested some additional topics for inclusion in the Table of Contents.

7.3 Meeting with Minister Fassbender

Executive Committee members considered items to discuss with Minister Fassbender, at an upcoming meeting, recently scheduled for November 3.

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 Guidelines for giving gifts at meetings with First Nations – RFD

Staff reported that research is ongoing and staff is reaching out to local resources that have experience with this for feedback and insight.

EC-2015-154

It was MOVED and SECONDED,

That the Executive Committee request staff to prepare a one-page internal procedure on First Nations gift giving for attachment to the First Nations Contact list, and provide the contact list and guide to staff and trustees for their information.

CARRIED

EC-2015-155

It was MOVED and SECONDED,

That the Executive Committee request staff, as part of the First Nations database project, to contact each band or tribal office about appropriate gifts and populate the database (when it is ready) with the responses.

CARRIED

EC-2015-156

It was MOVED and SECONDED,

That the Executive Committee asks staff to do more research for guidelines not available online, such as with staff at the Ministry of Aboriginal Relations and Reconciliation and other contacts as deemed appropriate.

CARRIED

The meeting recessed at 12:25 pm.

The meeting reconvened at 12:50 pm.

8.1.3 Letters to new and re-elected Trust Area MPs

Staff asked Executive Committee members for input into letters to be sent to newly elected Members of Parliament.

EC-2015-157

It was MOVED and SECONDED,

That the Executive Committee request that letters to newly elected members of parliament be sent as signed by the Chair.

CARRIED

8.1.4 Follow-up from meeting with Minister Stone re BC Ferries

Executive Committee members discussed options for writing to Minister Stone regarding BC Ferries topics.

EC-2015-158

It was MOVED and SECONDED,

That the Executive Committee request staff to develop a letter for Chair signature thanking Minister Stone for the productive meeting at UBCM with the Executive and following up on the invitation to attend Thetis and Salt Spring Islands.

CARRIED

EC-2015-159

It was MOVED and SECONDED,

That the Executive Committee request the Chair to write a letter to the Ferry Advisory Committee Chairs asking for input about schedule changes as per the ministers request.

CARRIED

8.1.5 Budget consultation costs – RFD

Staff updated the Executive Committee on the anticipated costs of consulting with the public regarding the annual budget for 2016/17.

EC-2015-160

It was MOVED and SECONDED,

That the Executive Committee approve \$5,700 for public consultation on the 2016-17 budget.

CARRIED

8.2 Local Planning Services

8.2.1 Draft Minister's Bylaw Standards on Agri-tourism and Farm Retail Sales

Staff reported on a provincial proposal to update guidelines that affect the Agricultural Land Reserve, and the request for input.

EC-2015-161

It was MOVED and SECONDED,

That the Executive Committee request staff to prepare a letter of response to the Agri-tourism and Farm Retail Sales in the Agriculture Land Reserve paper for the chair's signature and also to distribute the report to the Local Trust Committees with a request to provide comments by November 30th.

CARRIED

8.3 Administrative Services

8.3.1 Budget Expenses

Staff provided an update on the status of the Executive Committee's meeting budget, noting that costs to date have been considerably higher than budgeted and that a larger budget was proposed for the 2016/17 year. Executive Committee members discussed some of the potential causes, such as greater accommodation costs and attendance at additional community meetings and events.

8.4 Executive/Trust Council

8.4.1 Revised 2016 EC meeting dates

EC-2015-162

It was MOVED and SECONDED,

That the Executive Committee adopt the revised 2016 Executive Committee meeting schedule as presented.

CARRIED

8.5 Saanich Inlet Forum

EC-2015-163

It was MOVED and SECONDED,

That Vice Chair George Grams attend the Saanich Inlet Forum.

CARRIED

9. CLOSED MEETING

EC-2015-164

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 11:10 am and reopened at 11:54 am.

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

No decisions to report.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Office of Ombudsperson regular report for July 1 to Sept 30

Received as information.

11.2 Sea to Sky Clean Air Society re new annual membership program

Received as information. Staff were requested to forward the information to the Gambier Island Local Trust Committee.

12. WORK PROGRAM

12.1. Review and amendment of current work program

By General Consent, the Executive Committee endorsed the Work Program dated October 19, 2015, as presented.

13. NEXT MEETING – November 25, 8:45 am

14. ADJOURNMENT

EC-2015-165
It was MOVED and SECONDED,
To adjourn the meeting.

CARRIED

The meeting adjourned at 2:36 pm.

Peter Luckham, Chair

Certified Correct

Emily Kozak, Recorder