



# Executive Committee

## Minutes of Regular Meeting

**Date:** August 31, 2016

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

**Members Present:** Peter Luckham, Chair  
Susan Morrison, Vice Chair  
George Grams, Vice Chair

**Regrets:** Laura Busheikin, Vice Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Cindy Shelest, Director, Administrative Services  
Clare Frater, Acting Director, Trust Area Services  
David Marlor, Director, Local Planning Services  
Jas Chonk, Acting Executive Coordinator (Recorder)

### 1. CALL TO ORDER

The meeting was called to order at 8:47 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

- 11.5 Gabriolans Against Freighter Anchorages Society re Letter to DFO
- 6.5.4.1 Mayne Island Syrian Refugee Support Group

#### 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 August 17, 2016 Executive Committee Meeting

**By General Consent**, the Minutes of the August 17, 2016 Executive Committee Meeting were adopted as presented.

### 4. FOLLOW UP ACTION LIST AND UPDATES

#### 4.1 Follow Up Action List

Staff provided updates on outstanding items in the Follow Up Action List.

#### 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**

5.1 **Bowen Island Municipality Bylaw No. 413 and 414  
EC-2016-129**

**It was MOVED and SECONDED,**

That the Executive Committee advise Bowen Island Municipality that the Bylaw 413, cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 413, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

**CARRIED**

**EC-2016-130**

**It was MOVED and SECONDED,**

That the Executive Committee advise Bowen Island Municipality that the Bylaw 414, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 414, 2016" is not contrary or at variance to the Islands Trust Policy Statement.

**CARRIED**

6. **TRUST COUNCIL MEETING PREPARATION**

6.1 **Executive**

6.1.1 **September Trust Council Meeting Schedule – Updated Draft**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

6.1.2 **Chief Administrative Officer's Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

6.1.3 **Executive Committee Work Program Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

6.1.4 **Continuous Learning Plan**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

6.1.5 **Draft December 2016 Trust Council Program**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

6.1.6 **Trust Council Follow Up Action List**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

6.1.7 **Priorities Chart**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

6.1.8 **Closed Session Outline**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.1.9 Strategic Plan Updates**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

**6.1.10 Transition Plan – RFD**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

**6.1.11 Select Committee (SCVOL) update – Briefing**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.2 Local Planning Services**

**6.2.1 Director of Local Planning Services Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.2.2 Local Planning Committee Work Program Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.2.3 LTC Projects Budget Update – Briefing**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.2.4 Riparian Areas Regulation Bylaws update – Briefing**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.3 Administrative Services**

**6.3.1 Director of Administrative Services Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.3.2 Financial Planning Committee Work Program Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.3.3 Quarterly Financial Report (1Q 2016/17)**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.3.4 2015/16 Statement of Financial Information Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

**6.3.5 1st Draft 2017/18 Budget Assumptions and Principles**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

## **6.4 Trust Area Services**

### **6.4.1 Director of Trust Area Services Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.4.2 Trust Programs Committee Work Program Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.4.3 Trust Fund Board Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.4.4 Policy Statement /Visioning Phase 2 – RFD**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

## **6.5 Collaboration and Engagement**

### **6.5.1 Visioning Session**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as amended.

### **6.5.2 Housing Session – Request for Decision – Community Housing Report**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.5.3 Invited Speakers**

#### **6.5.3.1 San Juan County Council**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.5.4 Community Presentations**

#### **6.5.4.1 Mayne Island Syrian Refugee Support Group**

**By General Consent**, this item was referred to the September 2016 Trust Council meeting as presented.

### **6.5.5 Delegations and Public Participation**

#### **6.5.5.1 South Gulf Islands Economic Sustainability Commission**

#### **6.5.5.2 Salish Sea Marine Trail – BC Marine Trails Network Association**

#### **6.5.5.3 Gulf Islands Alliance re Trust's Visioning Process**

**By General Consent**, the Executive Committee approved all delegation requests. 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.

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Trust Council Initiated**

### **7.2 Executive Committee Initiated**

**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 Archaeological Site Protection Advocacy – RFD**

**EC-2016-131**

**It was MOVED and SECONDED,**

That the Executive Committee direct staff to develop a Project Charter that includes the scope, timeline and budget for researching and developing a recommendation on how to advocate with respect to First Nations' archaeological sites in collaboration with local trust committee's and Bowen Island Municipality.

**CARRIED**

**EC-2016-132**

**It was MOVED and SECONDED,**

That the Executive Committee add "First Nations Relationship Building" as a priority on its work program.

**CARRIED**

**EC-2016-133**

**It was MOVED and SECONDED,**

That the Executive Committee add a session on 'archaeological site protection concerns' to Trust Council's continuous learning plan for 2017-18.

**CARRIED**

**8.1.3 UBCM Resolutions (see content notes)**

Provided for information.

**8.1.4 BURNCO Aggregate Mine Project Public Comment Period – Notice (see content notes)**

Received as information.

**8.2 Local Planning Services**

**8.2.1 Agricultural Land Commission Inventory of Decisions – Briefing**

**EC-2016-134**

**It was MOVED and SECONDED,**

That staff assist Executive Committee members in creating an agenda and list of questions for the October 17 meeting.

**CARRIED**

**8.3 Administrative Services**

**8.3.1 Briefing Update Trustee Agenda Package Delivery**

Provided for information.

**8.4 Executive/Trust Council**

**8.4.1 2017 Executive Committee Meeting Dates (Updated)**

This item was deferred to September 13 Executive Committee meeting.

**9. CLOSED MEETING**

**EC-2016-135**

**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 recessed 10:55 a.m. and resumed at 10:58 a.m.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

No items to report.

**11. CORRESPONDENCE**

**11.1 William Russell re Galiano LTC minutes**

**EC-2016-136**

**It was MOVED and SECONDED,**

That the Executive Committee forward the correspondence from William Russell re Galiano Island Local Trust Committee minutes to Galiano Island Local Trust Committee for their consideration.

**CARRIED**

**11.2 Invitation to 2016 Salish sea Oil Spill Risk Mitigation Workshop**

Received for information. Staff to attend the workshop.

**11.3 Trust Fund Board letter to Tsawout re Owl island**

Received for information.

**11.4 Review Panel – Roberts Bank Germinal 2 Project – Orientation Session 2**

Received for information.

**11.5 MLA Leonard Krog re Gabriola Island Potlatch Proposal**

**EC-2016-137**

**It was MOVED and SECONDED,**

That the Executive Committee forward the correspondence from MLA Leonard Krog re Gabriola Island Potlatch Proposal to Gabriola Island Local Trust Committee and Northern Office staff.

**CARRIED**

**11.6 Gabriolans Against Freighter Anchorages Society re Letter to DFO**

**By General Consent,** Executive Committee referred the correspondence from Gabriolans Against Freighter Anchorages Society to the September 2016 Trust Council meeting under correspondence.

**12. WORK PROGRAM**

**12.1 Review and Amendment of Current Work Program**

**By General Consent,** the Executive Committee endorsed the Work Program dated August 26, 2016 as presented.

**13. NEXT MEETING: September 13, 2016, at 8:30 am Sidney BC**

14.       **ADJOURNMENT**  
              **EC-2016-138**  
              **It was MOVED and SECONDED,**  
              To adjourn the meeting.

**CARRIED**

The meeting adjourned at 11:02 a.m.

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Peter Luckham, Chair

Certified Correct

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Jas Chonk, Recorder