



Executive Committee Minutes of Regular Meeting

- Date:** October 26, 2016
- Location:** Islands Trust Northern Boardroom
700 North Road, Gabriola Island, BC
- Members Present:** Peter Luckham, Chair
Laura Busheikin, Vice Chair
Susan Morrison, Vice Chair
George Grams, Vice Chair
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer
Clare Frater, Acting Director, Trust Area Services (by phone)
David Marlor, Director, Local Planning Services (by phone)
Cindy Shelest, Director, Administrative Services (by phone)
Penny Hawley, Recorder
1. **CALL TO ORDER**
The meeting was called to order at 11:00 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory and Snuneymuxw First Nation.
 2. **APPROVAL OF AGENDA**
 - 2.1 **Introduction of New Items**
 - 11.2 Correspondence received regarding BC Hydro tier 2 rate increase – discussion for advocacy
 - 2.2 **Approval of Agenda**
By General Consent, the agenda was approved as amended.
 3. **ADOPTION OF MINUTES**
 - 3.1 **October 5, 2016**
Page 4 – 8.1.2 – Remove “promotion” and end the sentence.

By General Consent, the Minutes of the October 5, 2016 Executive Committee Meeting were adopted as amended.
 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 Lasqueti Island Local Trust Committee Bylaw No. 94 (Fees Bylaw Amendment)

EC-2016-155

It was MOVED and SECONDED,

that the Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 94, cited as "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2016" under Section 24 of the *Islands Trust Act*.

CARRIED

5.2 Gambier Island Local Trust Committee Bylaw No. 129 (OCP Amendment – RAR)

EC-2016-156

It was MOVED and SECONDED,

that the Executive Committee approve the Gambier Island Local Trust Committee Bylaw No. 129, cited as "Keats Island Official Community Plan, Bylaw 77, 2002, Amendment No. 1, 2015" under Section 24 of the *Islands Trust Act*.

CARRIED

5.3 Gambier Island Local Trust Committee Bylaw No. 130 (LUB Amendment – RAR)

EC-2016-157

It was MOVED and SECONDED,

that the Executive Committee approve the Gambier Island Local Trust Committee Bylaw No. 130, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2015" under Section 24 of the *Islands Trust Act*.

CARRIED

5.4 Hornby Island Local Trust Committee Bylaw No. 153 (LUB Housekeeping)

EC-2016-158

It was MOVED and SECONDED,

that the Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 153 cited as "Hornby Island Land Use Bylaw, 2014, Amendment No. 1, 2016", under Section 24 of the *Islands Trust Act*.

CARRIED

5.5 Denman Island Local Trust Committee Bylaw No. 221 (Fees Bylaw Amendment)

EC-2016-159

It was MOVED and SECONDED,

that the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 221, cited as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016" under Section 24 of the *Islands Trust Act*.

CARRIED

The meeting recessed at 11:40 a.m. and resumed at 12:04 p.m.

6. TRUST COUNCIL MEETING PREPARATION

6.1 December Trust Council – Draft Schedule

By General Consent, the Executive Committee requested that staff add the draft schedule to the November 9, 2016 agenda for further discussion.

6.2 Continuous Learning Plan

Received and amended as per discussion at the Trust Council meeting in December and to move the San Juan County session to December, 2017 and the Regional District session to June, 2017.

6.3 September Trust Council Draft Minutes

By General Consent, the Minutes of the September 2016 Trust Council Meeting were referred to the December Trust Council meeting package, as amended.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

7.2.1 Strategic Plan – detailed review

Briefing received. Discussion ensued summarizing the following items:

- Strategic Plan updating.
- Delay in some items due to lack of resources.
- Committee FUALs and work programs consolidated into database for ease of reporting out.
- Computer Application Support Technician (CAST) identifying elements required to improve reports with input from Management Team.
- 2017/18 budget process provides opportunity to review and refine Strategic Plan activities and determine staff and financial resources required.
- It was suggested that the Briefing go to Trust Council so it is understood why things are being delayed or not being done.

Senior Policy Advisor Frater to bring back revised work program examples to the next Executive Committee meeting.

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.

By General Consent, the Executive Committee agreed to add the Howe Sound Forum Report to the December Trust Council agenda under Trustee updates.

8.2 Local Planning Services

8.2.1 Request for Variance from Trust Council Fees Bylaw – RFD

Received for information. No action taken.

EC-2016-160

It was MOVED and SECONDED,

that the Executive Committee request staff to write two letters for the Chair's signature; one to the Ministry of Transportation and Infrastructure and the other to the Agricultural Land Commission Vancouver Island Panel thanking them for their recent engagement.

CARRIED

8.3 Administrative Services

8.3.1 Meeting technology for Committee meetings

Discussion regarding recent challenges with GoTo meetings and meeting logistics. No action taken.

8.4 Executive/Trust Council

8.4.1 Discussion regarding group emails only being sent by blind carbon copy as operational policy

Discussion ensued. No action taken.

9. CLOSED MEETING

9.1 Motion to Close the Meeting

EC-2016-161

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 for sections 1, 2, 3, 4 and 5.1.

CARRIED

The meeting closed to the public at 1:45 p.m. and reconvened in open meeting at 2:05 p.m.

10. RISE AND REPORT

Chair Luckham reported that in the Closed Meeting the Executive Committee adopted the minutes from the In-Camera meeting of October 5, 2016.

11. CORRESPONDENCE

11.1 Office of Ombudsperson re File reporting July 1 to Sept 30

Received for information.

11.2 Correspondence received regarding BC Hydro Tier 2 rate increase – discussion for advocacy

Discussion ensued. No action taken.

12. WORK PROGRAM

12.1 Review and Amendment of Current Work Program

Received for information. Discussion ensued.

EC-2016-162

It was MOVED and SECONDED,

that the Executive Committee request the removal of item 1 listed under the Chief Administrative Officer, from the Top Priorities list; CAO transition planning/orientation and replace it with the *Islands Trust Act* amendments.

CARRIED

EC-2016-163

It was MOVED and SECONDED,

that the Executive Committee request the removal of item 2 listed under the Legislative Services Manager, from the Top Priorities list; Staff support to CAOHC.

CARRIED

EC-2016-164

It was MOVED and SECONDED,

that the Executive Committee request the removal of item 1 listed under the Director, Trust Area Services, from the Top Priorities list; 2015-16 Annual Report.

CARRIED

13. **NEXT MEETING: November 9, 2016, at 8:45 a.m. Victoria, BC**

14. **ADJOURNMENT**

EC-2016-165

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 2:05 p.m.

Peter Luckham, Chair

Certified Correct

Penny Hawley, Recorder