



Executive Committee

Minutes of Regular Meeting

Date: November 23, 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
Laura Busheikin, Vice Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Cindy Shelest, Director, Administrative Services
Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Jas Chonk, Secretary
Emma Restall, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 8:45 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

None

2.2 Approval of Agenda

By General Consent, the agenda was approved as presented.

2.2.1 Agenda Context Notes

Provided for information.

3. DELEGATIONS – 9:30 a.m.

3.1 Tahirih Rockafella re Local Trust Committee meeting policies and process

Provided delegation in regards to Galiano Island Local Trust Committee Bylaws 233 and 234.

3.2 Orissa Forest re Risk to trust communities when the local trust committee process breaks down

Provided delegation in regards to Galiano Island Local Trust Committee Bylaws 233 and 234.

4. ADOPTION OF MINUTES

4.1 November 9, 2016 Executive Committee Meeting

By General Consent, the Minutes of the November 9, 2016 Executive Committee Meeting were adopted as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List

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

5.2 Director/CAO Updates

Directors provided updates on their follow up action list items and current activities.

5.3 Local Trust Committee Chair Updates

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Mayne Island Local Trust Committee Bylaw No. 170 (LUB Amendment)

EC-2016-178

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Proposed Bylaw 170 cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 2, 2016” under Section 24 of the *Islands Trust Act*.

CARRIED

6.2 Salt Spring Island Local Trust Committee Bylaw No. 492 (LUB Amendment)

EC-2016-179

It was MOVED and SECONDED,

that the Island Trust Executive Committee approves Proposed Bylaw 492 cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2016” under Section 24 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 December Trust Council Draft Schedule

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

7.1.2 Trust Council Regular Agenda

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

7.1.3 Chief Administrative Officer’s Report

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

7.1.4 Executive Committee Work Program Report

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

7.1.5 Continuous Learning Plan

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

7.1.6 Draft March 2017 Trust Council Program

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

7.1.7 Trust Council Follow Up Action List

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

7.1.8 Priorities Chart

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

7.1.9 Strategic Plan Updates

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

7.1.10 Proposed amendments to the Strategic Plan – RFD

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

7.1.11 Visioning Follow up Session

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

7.1.12 First Nations Legal Seminar

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

7.1.13 Closed Session Outline

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

7.1.14 Agricultural Land Commission Update – Briefing

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

7.1.15 Ministry of Transportation and Infrastructure Meeting Update

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

7.1.16 Referral response to Ministry re Salt Spring Island Incorporation - RFD

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

7.1.17 Community Presentations

7.1.17.1 Salt Spring Island Watershed Protection Authority

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

7.1.18 Delegations and Public Participation

7.1.18.1 Gulf Islands Alliance re 10 year anniversary

7.1.18.2 Mayne Island Conservancy re oil spill preparedness in the Trust Area

7.1.18.3 Salish Sea Trust re Salish Sea World Heritage Site

By General Consent, the Executive Committee approved all delegation requests. The Gulf Island Alliance was allotted 15 minutes; Mayne Island Conservancy and Salish Sea Trust were each allotted 10 minutes each. 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.

7.2 Local Planning Services

7.2.1 Director of Local Planning Services Report

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

7.2.2 Local Planning Committee Work Program Report

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

7.2.3 Bylaw Enforcement Report – Briefing

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

7.2.4 First Nations and Public Engagement – RFD

EC-2016-180

It was MOVED and SECONDED,

that Islands Trust Staff add to Draft Policy 6.1.i under background, a 4th clause: The Islands Trust works with separate nations with different customs, history, culture and expectations of engagement.

CARRIED

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

7.2.5 Trustee Grams re Senior Freshwater Specialist - RFD

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

7.3 Administrative Services

7.3.1 Director of Administrative Services Report

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

7.3.2 Financial Planning Committee Work Program Report

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

7.3.3 September 30, 2016 Quarterly Financial Report – RFD

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

7.3.4 Financial Forecast to March 31, 2017 – Briefing

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

7.3.5 Staff Response to KPMG Information Systems Assessment Report – Briefing

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

7.4 Budget Session

7.4.1 Budget Session Outline

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

7.4.2 Budget Overview

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

7.4.3 Budget Assumptions and Principles

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

7.4.4 Budget Detail

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

7.4.5 Project Requests

7.4.5.1 Summary of all Projects

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

7.4.5.2 LTC Project Request Details

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

7.4.5.3 SSI Special Property Tax Requisition

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

7.4.5.4 Electronic Data Management

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

7.5 Trust Area Services

7.5.1 Director of Trust Area Services Report

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

7.5.2 Trust Programs Committee Work Program Report

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

7.5.3 Trust Fund Board Report

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

7.5.4 Audited Financial Statements of the Islands Trust Fund for 2015-16 - Briefing

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

7.5.5 Community Stewardship Policy Amendment 2.1.xi - RFD

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

7.5.6 Bylaw Checklist Policy Amendment 5.7.i – RFD

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

7.5.7 Marine Protection Tools - Briefing

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

7.5.8 Legislative Monitoring Chart - Briefing

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

The meeting recessed at 10:45 a.m. and resumed at 10:54 a.m.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.2 Executive Committee Initiated

9. NEW BUSINESS

9.1 Trust Area Services

9.1.1 LTC Chairs Report on Local Advocacy Topics

The Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

9.1.2 Trustee Tony Law re Hornby Island Composting Facility

EC-2016-181

It was MOVED and SECONDED,

that the Executive Committee advise Trustee Law that the appropriate means of seeking support for the composting feasibility study is to prepare an Request for Decision to be presented to Trust Council in March 2017 that provides sufficient information for Trust Council to determine whether support is warranted.

CARRIED

9.1.3 Advocacy re Species at Risk engagement – RFD

EC-2016-182

It was MOVED and SECONDED,

that the Executive Committee request staff to draft a letter for the Chair commenting on the British Columbia Government’s Species at Risk Engagement Topic Areas by November 30, 2016.

CARRIED

9.1.4 Trustee Crumblehulme re Mayne Island Oil Spill Response

EC-2016-183

It was MOVED and SECONDED,

that the Executive Committee approve sending an Islands Trust staff member to attend the first general inter-agency meeting convened by the Mayne Island Conservancy for the express purpose of developing a local response plan.

CARRIED

9.2 Local Planning Services

9.3 Administrative Services

9.4 Executive/Trust Council

9.4.1 Strategic Plan Amendments – recommendations from EC

Received for information.

10.

CLOSED MEETING

EC-2016-184

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 11:53 a.m. and resumed at 12:05 p.m.

11. RISE AND REPORT DECISIONS FROM CLOSED MEETING

No items to report.

The meeting recessed 12:05 p.m. and resumed at 12:39 p.m.

12. CORRESPONDENCE

12.1 Minister Fassbender re Islands Trust Transition Plan

Received for information.

**12.2 Gabriola LTC re Wilf and Isabel Caron -Ocean Dumping Permit
EC-2016-185**

It was MOVED and SECONDED,

that the Executive Committee add to Topic Review Inventory the option to ban ocean dumping.

CARRIED

EC-2016-186

It was MOVED and SECONDED,

that the Chair of Gabriola Island Local Trust Committee advise the local trust committee of Executive Committee's decision regarding ocean dumping.

CARRIED

**12.3 Mike Munro re Kinder Morgan Nanaimo Consultation
EC-2016-187**

It was MOVED and SECONDED,

that this item was referred to the December 2016 Trust Council meeting as presented, and staff will issue a response to the writer.

CARRIED

12.4 Timothy McCann DFO re Area Response Planning

Received for information.

13. WORK PROGRAM

**13.1 Review and Amendment of Current Work Program
EC-2016-188**

It was MOVED and SECONDED,

that the Executive Committee endorsed the Work Program dated November 18, 2016 as amended.

CARRIED

13. NEXT MEETING: December 6, 2016, at 12:00 pm Salt Spring Island BC

14. ADJOURNMENT

EC-2016-189

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 12:47 p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder