



Executive Committee Agenda

Date: Tuesday, March 14, 2017
Time: 12:00 pm
Location: The Haven
240 Davis Rd., Gabriola Island, BC

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
 - 2.1 Introduction of New Items
 - 2.2 Approval of Agenda
 - 2.2.1 Agenda Context Notes
3. ADOPTION OF MINUTES
4. FOLLOW UP ACTION LIST AND UPDATES
 - 4.1 Follow Up Action List
 - 4.2 Director/CAO Updates
 - 4.3 Local Trust Committee Chair Updates
5. BYLAWS FOR APPROVAL CONSIDERATION
6. TRUST COUNCIL MEETING PREPARATION
 - 6.1 Trust Area Services
 - 6.2 Local Planning Services
 - 6.3 Administrative Services
 - 6.4 Executive
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
 - 8.2 Local Planning Services
 - 8.3 Administrative Services
 - 8.4 Executive/Trust Council

3 - 9

9. CLOSED MEETING (if applicable)

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.

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

11. CORRESPONDENCE (for information unless raised for action)

12. WORK PROGRAM

12.1 Review and amendment of current work program

13. NEXT MEETING

14. ADJOURNMENT



Executive Committee

Minutes of Regular Meeting

Date: March 1, 2017

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
David Marlor, Director, Local Planning Services
Cindy Shelest, Director, Administrative Services
Clare Frater, Director, Trust Area Services
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

11.6 Invitation to Regional CMAC – March 28, 2017

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 February 15, 2017 Executive Committee Meeting

By General Consent, the Minutes of the February 15, 2017 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.

EC-2017-034

It was MOVED and SECONDED,

THAT the Executive Committee request CAO Hotsenpiller to organize a meeting between the EC and Bowen Council.

CARRIED

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**

None

6. **TRUST COUNCIL MEETING PREPARATION**

6.1 **Executive**

6.1.1 **March Trust Council Draft Schedule**

6.1.2 **March Trust Council Regular Agenda**

By General Consent, this item was referred to the March 2017 Trust Council meeting as amended.

6.1.3 **Chief Administrative Officer's Report**

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.4 **Continuous Learning Plan**

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.5 **Draft June 2017 Trust Council Schedule**

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.6 **Trust Council Follow Up Action List**

By General Consent, this item was referred to the March 2017 Trust Council meeting as amended.

6.1.7 **Priorities Chart**

By General Consent, this item was referred to the March 2017 Trust Council meeting as amended.

6.1.8 **Strategic Plan Quarterly Updates**

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.9 **Community Presentation Request**

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.10 **Delegations and Public Participation**

6.1.10.1 **Salish Sea Trust re Salish Sea World Heritage Site proposal**

6.1.10.2 **Association for Denman Island Marine Stewards re Mar 2 Herring Celebration and Dialogue**

6.1.10.3 **Gulf Island Alliance**

6.1.10.4 **Jacinthe Eastick re Subdivision and Density**

6.1.10.5 **Gisele Rudischer re density limits in OCPs in relation to the Islands Trust Policy Statement**

By General Consent, the Executive Committee approved all delegation requests. The Salish Sea Trust, Association for Denman Island Marine Stewards, Gulf Island Alliance, Jacinthe Eastick and Gisele Rudischer were each allotted 10 minutes.

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.

6.1.11 Archaeological Site Protection Session

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.1.12 Role of the Trustee Session

By General Consent, this item was referred to the March 2017 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 March 2017 Trust Council meeting as amended.

6.2.2 Local Planning Committee Work Program Report

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.2.3 Salt Spring Island Watershed Management Special Property Tax - RFD

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.2.4 First Nations Communication: Language and Tone Guide

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3 Administrative Services

6.3.1 Administrative Services Report

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3.2 Financial Planning Committee Work Program Report

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3.3 Quarterly Financial Report – RFD

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3.4 Select Committee Victoria Office Location - RFD

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3.5 Financial Plan Bylaw No. 167 - RFD

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.3.6 Borrowing Anticipation Bylaw No. 168 - RFD

By General Consent, this item was referred to the March 2017 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 March 2017 Trust Council meeting as presented.

6.4.2 Trust Programs Committee Work Program Report

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.4.3 Trust Fund Board Report

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.4.4 Regional Conservation Plan Revision - Briefing

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.4.5 Marine Protection Tools - RFD

EC-2017-035

It was MOVED and SECONDED,

THAT Recommendation #1 in the Marine Protection Tools RFD be amended to include the words "land use planning" after the words "local government".

CARRIED

EC-2017-036

It was MOVED and SECONDED,

THAT the Strategic Plan Strategy 8.2 be amended to read "explore opportunities and benefits of cooperating with UNESCO, TFB, First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve.

CARRIED

EC-2017-037

It was MOVED and SECONDED,

THAT the actions listed under the Strategic Plan Strategy 8.2 be deferred to 2018.

CARRIED

EC-2017-038

It was MOVED and SECONDED,

THAT Recommendation #4 in the Marine Protection Tools RFD be amended to put a period after Transport and delete the rest of the sentence.

CARRIED

EC-2017-039

It was MOVED and SECONDED,

THAT the report entitled "Roles and Responsibilities of Islands Trust bodies regarding marine protection" be added as background material to the marine protection tools RFD dated March 1, 2017.

By General Consent, this item was referred to the March 2017 Trust Council meeting as amended.

6.4.6 Community Stewardship Awards 2017 - Briefing

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.4.7 First Nations Reading List and One Book, One Community Event - Briefing

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

It was agreed that item 6.4.8 be considered after item 8.1.3.

6.5 Budget Session

6.5.1 Budget Session Outline

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.5.2 Budget Overview

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.5.3 Budget Assumptions and Principles

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.5.4 Budget Detail

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

6.5.5 Project Requests

By General Consent, this item was referred to the March 2017 Trust Council meeting as presented.

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 Gambier Island LTC request – Biosphere Reserve motion of support

The meeting recessed at 10:52 a.m. and resumed at 11:02 a.m.

8.1.3 Island Trust Visual Identity - RFD

EC-2017-040

It was MOVED and SECONDED,

THAT the Executive Committee approves, in principal, the Islands Trust Visual Identity design elements (colour, font and photography standards) as presented on March 1, 2017.

CARRIED

6.4.8 Islands Trust Visual Identity - Briefing

By General Consent, this item was referred to the March 2017 Trust Council meeting as amended.

The meeting recessed at 12:00 p.m. and resumed at 12:29 p.m.

8.1.4 Provincial Private Moorage Policy Update - RFD

EC-2017-041

It was MOVED and SECONDED,

THAT Executive Committee request staff to draft a letter for the Chair to the Ministry of Forests and Natural Resources Operations (MFLNRO) regarding notice of amendments to the Private Moorage Program, to request that the MFLNRO:

- not expand the private moorage 'General Permissions' areas to 'Application-Only Areas' until 2018 so that local governments have sufficient time to consider the recent amendments to the Private Moorage Program and possible future expansion of the 'General Permissions' area in respect of local land use bylaws, and
- Amend information about local government zoning and roles on its website, applications and publications.

CARRIED

8.2 Local Planning Services

8.3 Administrative Services

8.4 Executive/Trust Council

8.4.1 Victoria Office Location - RFD

EC-2017-042

It was MOVED and SECONDED,

THAT Executive Committee recommend that the Islands Trust seek to renew its lease of Suites 200, 225, 222 and 223 at 1627 Fort Street, Victoria BC, AND THAT the lease be renewed with the provision of a one year opt out clause to allow for a comparative analysis of market lease options and to conduct a public purchasing process for administrative office space if required.

8.4.2 Strategic Plan Project Update

Staff provided updates on a Strategic Plan Project.

It was agreed that items 11 and 12 be considered before items 9 and 10.

11. CORRESPONDENCE

11.1 Response from Prime Minister re Trans Mountain Pipeline

Received for information.

11.2 Update from UBCM re Provincial Budget Highlights; BC Supreme Court Marijuana Ruling

EC-2017-043

It was MOVED and SECONDED,

THAT this item was referred to the March 2017 Trust Council meeting as presented, and staff will issue a response to the writer.

CARRIED

11.3 Saanich Inlet Roundtable Invitation

Received for information.

11.4 Malahat First Nation re Response to meeting request

Received for information.

11.5 Pender Islands Trust Protection Society re Amendments to the Private Moorage Programme

Received for information.

11.6 Invitation to Regional CMAC – March 28, 2017

Received for information.

12. WORK PROGRAM

**12.1 Review and Amendment of Current Work Program
EC-2017-044**

It was MOVED and SECONDED,

THAT the item “seek legislative change regarding TFB name” be removed from the projects list and that the Executive Committee Top Priority #1 be amended to include the words “including seeking legislative change of Trust Fund name”.

CARRIED

9. CLOSED MEETING

EC-2017-045

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

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

No items to report.

13. NEXT MEETING: March 14, 2017, at 12:00 pm Gabriola Island BC

14. ADJOURNMENT

EC-2017-046

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 1:26 p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder