



Executive Committee

Minutes of Regular Meeting

Date: May 3, 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

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 April 5, 2017 Executive Committee Meeting

By General Consent, the Minutes of the April 5, 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.

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 Referral Grafton Lakes Early Referral – Briefing

Received for information.

6. TRUST COUNCIL MEETING PREPARATION

6.1 Trust Area Services

6.2 Local Planning Services

6.3 Administrative Services

6.4 Executive

6.4.1 Delegation Request

6.4.1.1 Barbara Mills of ADIMS re Integrated Geoduck Management and Marine Ecosystem Destruction

Attendees discussed logistical challenges involved with hosting Trust Council in remote locations.

6.4.2 June Trust Council Draft Schedule

Review of draft schedule and planning.

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

7.2.1 Victoria Office Lease - Briefing

CAO Hotsenpiller gave an overview of the decision-making process, challenges and the new lease.

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 Visual Style Guide – Briefing

Staff gave an update on the Visual Style Guide.

8.2 Local Planning Services

8.2.1 EC-TC Policy 4.1.ix - RFD

EC-2017-061

It was MOVED and SECONDED,

THAT the Islands Trust Executive Committee forward to Trust Council the Request for Decision re: Amendments to Trust Council Policy 4.1.ix Inter-Local Trust Committee Community Planning Bylaw Referral Policy as amended.

CARRIED

8.2.2 Meeting Minutes Guideline – Denman LTC Referral

Staff members Carmen Thiel and Mark Van Bakel entered the meeting at 11:00 a.m.

EC-2017-062

It was MOVED and SECONDED,

That the Executive Committee request staff to correspond with trustees providing a link to Minute Taking Guidelines and a copy of the Minute Taking Guideline Highlights.

CARRIED

8.3 Administrative Services

8.3.1 Virtual Meetings - RFD

EC-2017-063

It was MOVED and SECONDED,

That the Executive Committee approve a budget adjustment of \$40,000 related to the strategic plan project "Technology investment to support electronic meetings."

CARRIED

The meeting recessed at 11:41 a.m. and reconvened at 11:51 a.m.

8.4 Executive/Trust Council

8.4.1 Executive Committee/Senior Management Staff Retreat

Discussion topics and logistics were discussed.

The meeting recessed at 12:03 p.m. and reconvened at 12:29 p.m.

9. CLOSED MEETING

EC-2017-064

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.

11. CORRESPONDENCE

11.1 Michael Lowry of WCMRC re Spill Response Strategies for the Salish Sea

Received for information.

11.2 Richard Linzey of FLNRO re Japanese Canadian Historic Places in British Columbia

EC-2017-065

It was MOVED and SECONDED,

THAT the Executive Committee direct staff to circulate to the appropriate LTCs.

CARRIED

11.3 My Sea to Sky to Federal Cabinet re WLNG application 40 year license

Received for information.

11.4 Neil MacConnell re Non-Conforming Zoning and Building Regulations Situation - Salt Spring

EC-2017-066

It was MOVED and SECONDED,

THAT the Executive Committee request staff to forward this piece of correspondence to the Salt Spring Island LTC.

CARRIED

12. WORK PROGRAM

12.1 Review and Amendment of Current Work Program

13. NEXT MEETING: June 7, 2017, at 8:45 am

14. **ADJOURNMENT**
EC-2017-067
It was MOVED and SECONDED,
To adjourn the meeting.

CARRIED

The meeting adjourned at 12:58 p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder