



Executive Committee Agenda

Date: Tuesday, September 12, 2017
Time: 12:00 pm
Location: Denman Seniors Hall
1111 Northwest Road, Denman 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
 - 3.1 August 30, 2017 3 - 9
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

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)

11.1 Green Communities Committee re corporate carbon neutrality success

10 - 11

12. WORK PROGRAM

12.1 Review and amendment of current work program

13. NEXT MEETING - October 4, 2017

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: August 30, 2017

Location: Islands Trust Salt Spring Boardroom
#1-500 Lower Ganges Road

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
David Marlor, Director, Local Planning Services (teleconference)
Clare Frater, Director, Trust Area Services
Emma Restall, Executive Coordinator (Recorder)

1. **CALL TO ORDER**
The meeting was called to order at 9:32 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**
 - 8.1.5 **LA LTC – RWM Request EC to advocate regarding Tucker Bay Rd maintenance**
 - 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 16, 2017 Executive Committee Meeting**
By General Consent, the Minutes of the August 16, 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

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 September Trust Council Draft Schedule

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

6.1.2 September Trust Council Regular Agenda

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

6.1.3 Chief Administrative Officer's Report

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

6.1.4 Trust Council Follow Up Action List

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

6.1.5 Continuous Learning Plan

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

6.1.6 Draft December 2017 Trust Council Schedule

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

6.1.7 Priorities Chart

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

6.1.8 Strategic Plan Quarterly Updates

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

6.1.9 Salt Spring Island Incorporation Preparedness and Communications Report

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

6.1.10 Community Presentation Request

6.1.10.1 The Association for Denman Island Marine Stewards
Received for information.

6.1.11 Delegation Requests

- 6.1.11.1 Edina Johnson of Denman Island Residents Association Marine Guardians re Marine Environment Damage**
- 6.1.11.2 Zdenek Brich of Anchorages Concern Thetis (ACT) re freighter anchorages around Thetis**
- 6.1.11.3 Harlene Holm of DCLTA re affordable housing initiatives**
- 6.1.11.4 Sheila Malcolmson re abandoned vessels legislation**
- 6.1.11.5 Graham Brazier of GIA re marine stewardship and planning**

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

Denman Island Residents Association Marine Guardians, Anchorages Concern Thetis, DCLTA, Sheila Malcolmson, GIA were each allotted 8 minutes.

6.1.12 Islands Trust Act Amendment Process - Briefing

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

6.1.13 BC Ferries Session Outline

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

6.2.2 Local Planning Committee Work Program Report

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

6.2.3 Riparian Area Implementation Update

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

6.2.4 Local Trust Committee Project Management and Budgeting - Briefing

By General Consent, this item was referred to the September 2017 Trust Council meeting as two separate briefings.

The meeting recessed at 10:47 a.m. and resumed at 10:53 a.m.

6.3 Trust Area Services

6.3.1 Director of Trust Area Services Report

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

- 6.3.2 Trust Programs Committee Work Program Report**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.3.3 Trust Fund Board Report**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.3.4 Audited Financial Statements for the Islands Trust Fund or 2016-17 –**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.3.5 Water Conservation and Advocacy Project Update – Briefing**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.3.6 Advocacy Session Outline**
By General Consent, this item was referred to the September 2017 Trust Council meeting as amended.

6.4 Administrative Services

- 6.4.1 Administrative Services Report**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.4.2 Financial Planning Committee Work Program Report**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.4.3 June 30, 2017 Quarterly Financial Report - RFD**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.4.4 Statement of Financial Information (SOFI) Report**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.
- 6.4.5 2018/19 Budget**
By General Consent, this item was referred to the September 2017 Trust Council meeting as presented.

7 EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.2 Executive Committee Initiated

**7.2.1 Executive Committee Projects List - RFD
EC-2017-112**

It was MOVED and SECONDED,

That the Executive Committee Projects List includes Strategic Plan items 2.4.1; 2.6.2; 2.6.3; 7.2.2; 9.1.5; and 9.4.1.

CARRIED

**7.2.2 Committee Review – RFD
EC-2017-113**

It was MOVED and SECONDED,

That the Executive Committee request Trust Council consider a review of current Council Committees in terms of mandate, organization, resourcing and function.

CARRIED

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

The meeting recessed at 11:55 a.m. and resumed at 12:20 p.m.

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 UBCM Resolutions

Received for information

**8.1.3 Supporting regional application for abandoned boats funding - RFD
EC-2017-114**

It was MOVED and SECONDED,

That the Executive Committee request staff to develop an inventory of abandoned boats, barges and docks for the Islands Trust Area.

CARRIED

8.1.4 Potential Impacts Associated With Geoduck Clam Aquaculture

Received as draft and returned to staff for requested edits prior to returning for Executive Committee review.

**8.1.5 LA LTC – RWM Request EC to advocate regarding Tucker Bay Rd.
maintenance
EC-2017-115**

It was MOVED and SECONDED,

That the Executive Committee request staff work with Vice Chair Morrison to provide speaking notes with regards to the Lasqueti Island motion regarding Tucker Bay Rd.

CARRIED

- 8.2 Local Planning Services**
 - 8.2.1 Trustee Scholefield - Committee Structure**
Received for information
 - 8.2.2 Housing Agreement Administration – Briefing**
Received for information
- 8.3 Administrative Services**
- 8.4 Executive/Trust Council**

It was agreed that Section 11 and 12 be considered ahead of Section 9 and 10.

11 CORRESPONDENCE (for information unless raised for action)

11.1 Harbour Authority of Salt Spring Island re Dock Sewage Pumpout Support
Received for Information and requested that staff coordinate with the Salt Spring Island LTC to respond.

11.2 Sheila Malcolmson re abandoned vessels legislation EC-2017-116
It was MOVED and SECONDED,
That this item be referred to the September 2017 Trust Council meeting as presented.

CARRIED

11.3 Kate Biddel and Ken Rempel re toxic hydrocarbon contamination of North Pender's well water
Received for Information and referred to the North Pender LTC.

12 WORK PROGRAM

12.1 Review and amendment of current work program
Received for information

9 CLOSED MEETING EC-2017-117

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 (if applicable)

13 NEXT MEETING – September 12th on Denman Island

14 ADJOURNMENT

The meeting adjourned at 1:27 p.m.

Peter Luckham, Chair

Certified Correct

Emma Restall, Recorder

DRAFT



Ref: 206637

September 1, 2017

Mr. Peter Luckham and Councillors
Islands Trust
200 - 1627 Fort Street
Victoria BC V8R 1H8

Dear Chair Luckham and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2016 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2016 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is very pleased to provide you with carbon neutral branding for use on websites and letterheads. An electronic file with the 2016 logo will be provided to your Chief Administrative Officer. Also enclosed is a *BC Climate Action Community 2016 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

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Chair Luckham and Councillors

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Congratulations again on your achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures