



## Executive Committee Minutes of Regular Meeting

**Date:** September 12, 2017

**Location:** Denman Island Community Hall  
1196 Northwest Road, Denman Island, 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  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Emma Restall, Executive Coordinator (Recorder)

1. **CALL TO ORDER**  
The meeting was called to order at 12:00 p.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 Trustee Letterhead
  - 2.2 **Approval of Agenda**  
**By General Consent**, the agenda was approved as amended.
3. **ADOPTION OF MINUTES**
  - 3.1 **August 30, 2017 Executive Committee Meeting**  
**By General Consent**, the Minutes of the August 30, 2017 Executive Committee Meeting were referred to the meeting of October 4, 2017.
4. **FOLLOW UP ACTION LIST AND UPDATES**  
None
5. **BYLAWS FOR APPROVAL CONSIDERATION**  
None
6. **TRUST COUNCIL MEETING PREPARATIONS**  
None
7. **EXECUTIVE COMMITTEE PROJECTS**  
None

**8. NEW BUSINESS**

**8.1 Trustee Letterhead**

The Executive Committee discussed the need for clarity on when to use letterhead and that a review of the policy should be considered in the future.

**By General Consent**, the October 4, 2017 Executive Committee Meeting was rescheduled to October 11, 2017.

**9. CLOSED MEETING (if applicable)**

Not Applicable

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

Not Applicable

**11. CORRESPONDENCE**

**11.1 Green Communities Committee re corporate carbon neutrality success**

**EC-2017-118**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to post the Green Communities Committee letter on the Islands Trust website.

**CARRIED**

**12. WORK PROGRAM**

None

**13. NEXT MEETING – October 11, 2017**

**14. ADJOURNMENT**

The meeting adjourned at 12:15 p.m.

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Peter Luckham, Chair

Certified Correct

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Emma Restall, Recorder