



# ADOPTED

## Executive Committee Minutes of Regular Meeting

**Date:** November 28, 2018  
**Location:** Islands Trust - Victoria  
200 - 1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair  
Sue Ellen Fast, Vice-Chair arrived at 9:00 am  
Laura Patrick, Vice-Chair  
Dan Rogers, Vice-Chair arrived at 9:15 am

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director, Local Planning Services  
Clare Frater, Director, Trust Area Services  
Julia Mobbs, Director, Administrative Services  
Carmen Thiel, Legislative Services Manager  
Tracey Lorensen, Consultant  
Lori Foster, Executive Coordinator/Recorder

### 1. CALL TO ORDER

At 9:02 a.m. quorum was confirmed and Chair Luckham call the meeting to order stating gratitude for meeting on Coast Salish 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

Presented for information.

### 3. ADOPTION OF MINUTES

#### 3.1 November 8, 2018

**By General Consent**, the minutes were adopted as presented.

#### 3.2 November 14, 2018

Amend page 11 of the minutes, change Nature Watch to Nature Walk.

**By General Consent**, the minutes were adopted as amended.

**3.3 Trust Council November Decision Highlights  
EC-2018-174**

**It was Moved and Seconded,**

That the Executive Committee endorse the Trust Council November Decision Highlights for distribution to Trustees, staff and subscribers.

**CARRIED**

By **General Consent**, item 5. was addressed before item 4.

**5. FOLLOW UP ACTION LIST AND UPDATES**

**5.1 Follow Up Action List (FUAL)**

CAO Hotsenpiller addressed the status of work items giving updates on the office renovation project, writing to the Minister regarding the *Islands Trust Act* amendments and feedback received regarding the Trustee Toolkit and orientation.

Vice Chair Rogers arrived at 9:15 a.m.

**5.2 Director/CAO Updates**

None

**5.3 Local Trust Committee Chair Updates**

None

**4. GOVERNANCE DYNAMICS AND DECISION MAKING WORKSHOP**

At 9:35 a.m., Chair Luckham introduced Tracey Lorensen of Paragon Strategic Services.

Ms. Lorensen's expertise in local government leadership, conflict resolution and strategic planning was mentioned to EC. She reviewed the Target Training International (TTI) Success Insights assessments with Executive Committee and staff.

The meeting recessed for a break at 11:00 a.m. and reconvened at 11:15 a.m.

Ms. Lorensen continued facilitating the session.

The meeting recessed for lunch at 12:00 p.m. and reconvened at 12:30 p.m.

Ms. Lorensen continued facilitating the session.

The meeting recessed for a break at break at 2:05 p.m. reconvened at 2:10 p.m.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

**6.1 Bowen Island Municipality (BIM) Bylaw No. 461**

Vice Chair Fast spoke to the BIM bylaw and the amendment to increase the number of units in the project for floating staff housing.

Director Marlor explained the Executive Committee's role in approving the bylaw according to the Islands Trust Policy Statement.

**EC-2018-175**

**It was Moved and Seconded,**

THAT the Executive Committee advise Bowen Island Municipality that Bylaw No. 461 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 461, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

**7. TRUST COUNCIL MEETING PREPARATION**

**7.1 Executive**

**7.1.1 January 15 - 16 Trust Council schedule**

CAO Hotsenpiller spoke to the schedule amendments since the last meeting.

Discussion ensued on addressing the Strategic Plan in workshop formats such as the World Café, Open Space and role playing.

Timing around receiving written delegation presentations followed.

**EC-2018-176**

**It was Moved and Seconded,**

That the Executive Committee authorize the Chair to determine which delegations will present at the January Trust Council.

**CARRIED**

**7.1.2 Trustee Laptops – RFD**

**EC-2018-177**

**It was Moved and Seconded,**

That Executive Committee support continued use of the laptops as the primary communications device of Trust Council along with Option 2(b) *Bring Your Own Device (BYOD), without Stipend* as the adopted model to address trustee concerns related to the laptops issued at Trust Council in November. Medical accommodations allowing for a different solution may be made on a case-by-case basis.

**CARRIED**

**7.2 Local Planning Services**

None

**7.3 Administrative Services**

None

**7.4 Trust Area Services**

None

**8. EXECUTIVE COMMITTEE PROJECTS**

**8.1 Trust Council Initiated**

**8.1.1 Executive**

None

8.1.2 Trust Area Services

8.1.2.1 Groundwater licencing advocacy/education – Briefing

At 2:45 p.m., Senior Fresh Water Specialist, William Shulba addressed the Executive Committee regarding this item which was forwarded from the Trust Programs Committee.

The following issues were discussed:

- Requesting the province extend the deadline for licensing registration.
- Staff present a Request for Decision with more options and reporting.

**EC-2018-178**

**It was Moved and Seconded,**

That the Executive Committee direct staff bring back to the next Executive Committee meeting, a Request for Decision on ground water licensing.

**CARRIED**

**By General Consent,** staff were directed to send out a subscriber notice on ground water licensing.

8.1.2.2 LTC Meeting Decorum notice/poster

**By General Consent,** the Executive Committee deferred the LTC meeting decorum poster to next meeting for staff to bring back changes with less confrontational wording.

8.1.3 Local Planning Services

None

8.1.4 Administrative Services

None

**8.2 Executive Committee Initiated**

8.2.1 Executive

8.2.1.1 Executive Committee and Local Trust Committee Toolkits

**By General Consent,** defer these items to the next Executive Committee meeting of December 12.

8.2.2 Trust Area Services

8.2.2.1 San Juan County meeting agenda/logistics/presentation

**By General Consent,** Chair Luckham will contact San Juan on agenda items and staff will follow-up with Executive Committee on the logistical details.

8.2.3 Local Planning Services  
None

8.2.4 Administrative Services  
None

**9. NEW BUSINESS**

**9.1 Executive/Trust Council**  
None

**9.2 Trust Area Services**

9.2.1 LTC Chairs Report on Local Advocacy Topics  
None

9.2.2 AVICC / UBCM resolution selection 2019 – RFD

**EC-2018-179**

**It was Moved and Seconded,**

That staff e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2019 AVICC/UBCM conventions.

**CARRIED**

**9.3 Local Planning Services**  
None

**9.4 Administrative Services**  
None

**9.5 Executive/Trust Council**  
None

**10. CLOSED MEETING**

None

**11. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

**12. CORRESPONDENCE (for information unless raised for action)**

All correspondence items were received for information, no action was directed.

**12.1 Minister's response re: community engagement and consultation on the Pacific Region Interim Anchorages Protocol**

**12.2 Minister Robinson LTR dated Nov 15 re Election Congratulations**

**12.3 Premier Horgan LTR dated Nov 16 re Election Congratulations**

**12.4 AVICC 2019 AGM & Convention call for nominations**

**12.5 UBCM-The Compass Newsletter- Nov 21**

**12.6 AVICC October Update**

**12.7 UBCM - The Compass - Nov 21, 2018**

**12.8 AVICC call for submissions**

**13. WORK PROGRAM**

**13.1 Review and amendment of current work program**

Received for information.

**14. NEXT MEETING**

The next meeting of the Executive Committee will be December 12, 2018 in the Victoria office boardroom.

**15. ADJOURNMENT**

**By General Consent, the meeting was adjourned at 3:08 pm.**

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator/Recorder**