Executive Committee
Minutes of Meeting

Date: February 3 & 4, 2009 **Location:** Islands Trust Office, 200-1627 Fort Street, Victoria, BC

Present:		
	Sheila Malcolmson, Chair	Linda Adams, Chief Administrative Officer
	Louise Bell, Vice Chair	Marie Smith, Executive Coordinator/Deputy Secretary
	Peter Luckham, Vice Chair	Mac Fraser, Local Planning Services Director, as required
	Gary Steeves, Vice Chair	Craig Elder, Administrative Services Director, as required

February 3, 2009

The meeting was called to order at 10:05 a.m.

1. Previous Meeting and Coordination Topics

1. Minutes of January 13, 2009

By general consent, the minutes of the January 13, 2009 meeting were approved as amended.

2. Follow-up Action List

Received as information.

3. 2009 Executive Committee Calendar

Reviewed and updated.

4. 2009 Executive Committee Meeting Schedule

It was Moved and Seconded that the 2009 Executive Committee Meeting Schedule dated January 29, 2009 be approved as presented.

CARRIED

5. March 2009 Trust Council Agenda Program

It was Moved and Seconded that the March 2009 Trust Council Agenda Program dated January 29, 2009 be approved as presented.

CARRIED

The 3 day schedule will be sent to subscribers and posted on the Islands Trust website.

6. December 2008 Council Minutes - draft

By general consent, the minutes of the December 2008 meeting were approved as amended and will be forwarded to Trust Council for adoption at its March 2009 meeting.

2. Local Planning Services (M. Fraser)

.1 **Updates**

a. LPS Director

Provided as information.

b. LTC Chairs

Updates and concerns were raised by Executive Committee members in their roles as Local Trust Committee Chairs. Staff was requested to provide recommendations on a standard approach for bylaw enforcement office attendance and reports on LTC agendas, confirm a consistent practice on the handling of correspondence including confidential documents, and to provide a briefing on the RWM process.

.2 **Other**

a Denman Island LTC Bylaw No. 186 (Land Use Bylaw)

This bylaw will replace the existing Denman Island Land Use Bylaw, and establishes regulations and requirements respecting the use of land, including the surface of water, the use, siting and size of buildings and structures, the provision of parking, landscaping, screening, signs, and the subdivision of land within the Denman Island Local Trust Area. This is subject to Denman OCP Bylaw 185 being approved by the Minister of the Community Development.

It was Moved and Seconded that Denman Island Local Trust Committee Bylaw No. 186, cited as "Denman Island Land Use Bylaw, 2008", be approved under Section 21 of the Islands Trust Act.

CARRIED

3. Administrative Services (C. Elder)

.1 **Director's Update**

.2 Other

a. Request to attend Sustainability Seminar (Steeves)

It was Moved and Seconded to approve funds for Vice Chair Gary Steeves to attend the Sustainability Seminar March 6-7, 2009 in Harrison Hot Springs, with proposed costs of $550.

CARRIED

4. Trust Area Services (L. Dunn)

.1 Director's Update

.2 Other

a. 2009 Communications Strategy
   i. Short term program (RFD)
   ii Long term program

In the absence of the Communications Specialist and Director of Trust Area Services, review of the communications plan was deferred to the next meeting.

Grants Administrator Sonya Sundberg reported on the Tourism Awareness grant received from the Union of BC Municipalities and the desire to hire a consultant to use the grant to do implementation and reporting for the Trust. Staff was requested to redraft the budget and scope for the $20,000 grant and to bring back recommendations to the next Executive meeting.

b. 2007-08 Draft Annual Report

This items was deferred to the February 24 meeting.

c. Letter from S. Steil re Input to Provincial Economy

It was Moved and Seconded to direct staff to prepare a letter for the Chair's signature to be submitted to the provincial government supporting the development of a minor routes strategy for BC Ferries.

CARRIED

d. AVICC Resolution for UBCM

It was Moved and Seconded to forward the resolution entitled 'A Minor Routes Strategy for Coastal Ferry Service" to the Association of Vancouver Island Coastal Communities (AVICC) for consideration at the AVICC Convention in April 2009.

CARRIED

e. K. Millard email re PMFL

Staff advised on what would be involved to proceed with this request from the Gulf Islands Alliance and the Galiano Residents and Owners Association to the provincial government, asking for the Trust's exemption from Section 21 the *Private Managed Forest Land Act*.

The Gulf Islands Alliance and the Galiano Residents and Owners Association have requested a joint meeting with Minister Coell and Minister Krueger. Staff advised of its support for the Trust to attend the meeting as an observer. Staff will advise the Executive when meeting details are received from the Minister's office

f. Trustee Law paper re: Policy Statement

Executive reviewed a background paper from Trustee Law on the policy statement review process, asking that Council reinstate this as a priority. Staff noted that this topic will be addressed by the Trust Programs Committee at its February 26 meeting. Linda Adams noted that the strategic plan will be approved by Council in June and that all council committees will be providing input on the primary objectives and strategies for the plan.

Chair Malcolmson will reply to Trustee Law directly.

The meeting recessed at 12:50 p.m.

The meeting reconvened at 1:20 p.m.

g. Recognition of First Nations at meeting openings

Staff was directed to develop a rationale and recommended script for Chairs to use at meetings regarding recognition of First Nation territory.

h. Invite First Nations to TC on-island meetings

Staff was directed to bring initial implications and recommendations associated with inviting First Nations to on-island meetings to a future Executive meeting.

i. P. Lamb re: Communications Plan/Islands Trust History

This item was deferred following review of the strategic planning process.

5. <u>Executive/Trust Council</u> (L. Adams)

.1 CAO's Update

Provided as information.

.2 Other

a. EC pre-approval advice to LTCs re bylaws (need for written briefing)

Staff was requested to provide clarity on how discussion would be triggered to receive interim advice prior to LTC bylaws being considered for approval by Executive. A written briefing will be provided for review at a future meeting.

b. Trust Council Plan for Continuous Learning Plan

A draft of the Islands Trust Council for Continuous Learning for the 2008-2011 Term was provided as information. Comments and discussion followed on suggested topics and speakers to consider for future Council meetings. A revised version will be prepared and presented at the next meeting.

c. Letter from San Juan County re: Liaison

Chair Malcolmson will reply directly to the Liaison representative from San Juan County about the interest of holding future joint sessions with Trust Council.

.3 Work Program

a. Executive Committee current work program

Provided as information.

The regular meeting recessed for a closed meeting at 2:10 p.m.

> *It was Moved and Seconded that the meeting be closed to the public pursuant to s. 90(1)(c)(i) of the Community Charter to discuss matters related to employee relations and solicitor-client privilege and that Linda Adams, Mac Fraser and Marie Smith attend the meeting.*
>
> CARRIED

The meeting reopened to the public at 2:55 p.m.

7. Strategic Planning - Discussion

1. Agenda

It was agreed by consent to follow the agenda presented in discussing the Islands Trust's strategic planning process and the Executive Committee's input into it.

2. Strategic Planning Process

CAO Linda Adams spoke to a table and flowchart that outlined a proposed process for organizational strategic planning. She also noted that there were other options for strategic planning, and that the Executive Committee may wish to vary the process later in the term by including greater opportunities for public input. Executive Committee members discussed and requested clarification regarding the proposed process.

Staff noted that some communities used a community survey in advance of their strategic planning exercise to more fully understand what was important to communities and what community members felt required the most attention. Staff was requested to provide a ball park cost estimate for such a survey in the Islands Trust Area. Staff was also requested to provide further information about the amount of senior staff time available for strategic initiatives, after core work was attended to.

3. Executive Committee Role in Strategic Planning

Executive Committee members reviewed the Executive Committee's Terms of Reference and noted the role assigned to the Executive Committee in coordinating the development, preparation and implementation of an organizational strategic plan.

4. Informal (brainstorming) Session

a. Executive Committee Input into Potential Trust Council Strategic Goals

Executive Committee members and the CAO reviewed a discussion draft that had been developed to support discussions about strategic planning. The document groups potential objectives and strategies according to the various goals in the Islands Trust Policy Statement. Executive Committee members discussed the distinction between objectives and strategies.

b. Potential Executive Committee Strategic Goals

Executive Committee members reviewed some of the potential strategic objectives that would be within the Executive Committee's terms of reference.

The Executive Committee meeting recessed at 5:00 p.m.

Wednesday, February 4, 2009

The Executive Committee meeting reconvened at 8:35 a.m.

7. Strategic Planning - Decision

5. Strategic Planning Process

Executive Committee members engaged in further discussion regarding the proposed process for organizational strategic planning.

It was Moved and Seconded to approve the proposed Strategic Planning Process 2008-2011 as presented in table and flowchart form.

CARRIED

Executive Committee members discussed how best to proceed with the next two parts of the agenda. It was agreed that it would be helpful to first identify what the Executive Committee would like to recommend to the Islands Trust Council regarding potential strategic objectives for the entire organization, and then to identify which of those would be related to the Executive Committee's Terms of Reference. Members discussed the distinction between goals, objectives and strategies. They noted that they should focus on objectives at this stage in the discussion.

6. EC Input into Potential Trust Council Strategic Objectives and 7. Proposed Executive Committee Strategic Objectives

Executive Committee members discussed the number of issues facing the Islands Trust Area and the Islands Trust Council. Some noted that the number of strategic objectives should be kept to a manageable number to ensure that there was sufficient focus for organizational resources. Committee members reviewed each of the potential strategic objectives identified in the discussion paper and noted that some areas were missing that they felt should be included. They also discussed those objectives that they felt were of lesser significance at this time.

It was Moved and Seconded that the Executive Committee advise Trust Council and Council Committees that its preliminary recommendations for strategic objectives are as follows:

GOAL (from Islands Trust object and Policy Statement)	STRATEGIC OBJECTIVES (EC PRELIMINARY RECOMMENDATIONS)
Goal 1 **Ecosystem Preservation and Protection** *("to foster preservation and protection of the Trust Area's ecosystems")*	Identify and protect environmentally sensitive areas and significant natural sites, features and landforms
	Identify and protect riparian zones
	Reduce greenhouse gas emissions
Goal 2 **Stewardship of Resources** *("to ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems")*	Fair, adequate and sustainable funding for the Trust Fund Board to steward protected lands*
	Protect the sustainability and quality of freshwater resources
	Stewardship of coastal areas and marine shore lands
Goal 3 **Sustainable Communities** *("to sustain island character and healthy communities")*	Community socio economic diversity
	Minimize impacts of climate change on island communities
Goal 4 **Cooperation with Others** *("to carry out the object of the islands trust...in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia")*	Clear and comprehensive policies*
	Community understanding and support for the Islands Trust and its object*
	Cost effectiveness for taxpayers
	Recognition/support for the Islands Trust object in the policies/programs of other levels of government*
**** indicates those objectives most closely related to the Executive Committee's Terms of Reference***	

CARRIED

Staff will provide a briefing note to each of the Council Committees that advises them of the Executive Committee's suggestions regarding strategic objectives for the organization. The briefing will indicate that the Executive Committee's recommendations are preliminary.

Executive Committee members reviewed correspondence from P. Lamb that had been deferred from section 4.2.i of the agenda. They agreed to defer discussion of the item until the next meeting when the communications strategy will be discussed in more detail.

The meeting adjourned at 11:50 a.m. Next Meeting: February 24, 2009

Sheila Malcolmson Chair	*Linda Adams/Marie Smith, Recorders*