



# ADOPTED

## Executive Committee Minutes of Regular Meeting

**Date:** April 11, 2018  
**Location:** # 200 1627 Fort Street  
Victoria, BC

**Members Present:** Peter Luckham, Chair  
George Grams, Vice-Chair  
Susan Morrison, Vice-Chair  
Laura Busheikin, Vice-Chair via phone in

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)  
Julia Mobbs, Director Administrative Services (DAS) joined at 10:25 a.m.  
David Marlor, Director Local Planning Services (DLPS)  
Clare Frater, Director Trust Area Services (DTAS)  
Lori Foster, Recorder

### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 8:48 a.m. stating it was an honor to hold this meeting on Coast Salish First Nations territories.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

For consideration to add to the agenda:

8.1.4 Meeting with Minister Sims – speaking notes

Under 11. Correspondence add:

11.4 CANUSPAC 2018 Joint Marine Spill Workshop

11.5 Interim Protocol For The Use Of Southern B.C. Anchorages

11.6 Aquaculture Management Advisory Committee (AMAC), Fisheries Management Branch Working Group

#### 2.2 Approval of Agenda

**By general consent**, the agenda as amended was Adopted.

##### 2.2.1 Agenda Context Notes

For information.

### 3. ADOPTION OF MINUTES

#### 3.1 February 28, 2018

**By general consent**, the February 28, 2018 Executive Committee meeting minutes, as presented, were Adopted.

#### 3.2 March 13, 2018

**By general consent**, the March 13, 2018 Executive Committee meeting minutes, as presented, were Adopted.

#### 4. FOLLOW UP ACTION LIST AND UPDATES

##### 4.1 Follow Up Action List

Staff addressed the status of items notably, the request letter for a standby rescue tug and reporting out about the Oceans Protection Plan Forum held in Vancouver.

##### 4.2 Director/CAO Updates

CAO Hotsenpiller provided updates on the committee analysis report, condensing the *Islands Trust Act* summary review, the office renovation project and upcoming meetings with CAO Brian Carruthers of the Cowichan Valley Regional District (CVRD) and minister engagement at the upcoming Association of Vancouver Island and Coastal Communities (AVICC).

DLPS Marlor reported on his attendance at the Salish Sea conference, and will attend the upcoming Local Government Management Association (LGMA) and Planning Institute of British Columbia (PIBC) conferences.

DTAS Frater noted the upcoming Trust Programs Committee meeting on Salt Spring was advertised and sent out to subscribers with inquiries about the clarification of what service integration was. She commented on the fresh water forum, film reviews and a new website platform under consideration.

##### 4.3 Local Trust Committee Chair Updates

Vice-Chair Busheikin commented on Galiano LTC applications status, Denman group advocacy on the speculation tax, K'omoks First Nations meetings and totem pole raising on Denman.

Vice-Chair Grams reported that he attended the Salish Sea Conference.

Vice-Chair Morrison spoke on the regional conservation plan at the LTC levels, First Nations engagement and meeting on Thetis.

Chair Luckham commented on the recent meetings he has attended including the Salish Sea Conference, Oceans Protection Plan Forum and the upcoming AVICC. He addressed the duplication of service delivery at jurisdictional levels and commented on public and organizational access to minutes prior to EC approval or acceptance by Trust Council.

#### 5. BYLAWS FOR APPROVAL CONSIDERATION

##### 5.1 Galiano Island Local Trust Committee Bylaws 262 and 263

Vice-Chair Busheikin reviewed the application and report.

##### **EC-2018-039**

##### **It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 262, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2018-040**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 263, cited as "Galiano Island Land Use Bylaw, 1999, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.2 Mayne Island Local Trust Committee Bylaw No. 171**

Vice-Chair Grams reviewed the bylaw complying with the *Fish Protection Act*.

**EC-2018-041**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 171 cited as, "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2017" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.3 Mayne Island Local Trust Committee Bylaw No. 172**

A bylaw to allow a broader range of commercial uses in the Settlement Commercial C1(a) zone.

**EC-2018-042**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 172 cited as, "Mayne Island Land Use Bylaw 146, 2008, Amendment No. 1, 2017" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.4 Gabriola Island Local Trust Committee Bylaw No. 293**

**EC-2018-043**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 293, cited as "Gabriola Island Land Use Bylaw No. 177, 1999, Amendment No. 1, 2017", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.5 Salt Spring Island Local Trust Committee Bylaw No. 509**

**EC-2018-044**

**It was MOVED and SECONDED,**

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 509, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 7, 2017" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.6 Bowen Island Municipality Bylaw No. 455**

DLPS Marlor provided comments on the staff report regarding the cannabis bylaw.

**EC-2018-045**

**It was MOVED and SECONDED,**

that the Executive Committee advise Bowen Island Municipality that Bylaw No. 455 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 455, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.

**CARRIED**

The meeting recessed for a break at 10:10 a.m. and reconvened at 10:25 p.m.

**6. TRUST COUNCIL MEETING PREPARATION**

DAS Mobbs joined the meeting at 10:25 a.m.

**6.1 Post March Trust Council**

**6.1.1 March 2018 Decision Highlights**

**EC-2018-046**

**It was MOVED and SECONDED,**

that Executive Committee request staff circulate to the public via the email subscribers list, the March 2018 Trust Council Decision Highlights report.

**CARRIED**

**6.1.2 March Trust Council Minutes**

There were no amendments to the minutes as presented.

There was discussion about doing a policy review on the minute’s guidelines.

**EC-2018-047**

**It was MOVED and SECONDED,**

That the Executive Committee request staff forward the March 2018 draft minutes to the June Trust Council meeting.

**CARRIED**

**6.1.3 Roundtable**

The following roundtable comments were heard:

- Overall, Trust Council on Salt Spring island was well run, venue, food and accommodations were very well received,
- Business felt rushed, carve out more time for business as opposed to sessions,
- Being respectful of guest speakers, staying off cell phones,
- Creating a safe meeting place, applause from the public during town hall,
- Adopting the budget, emerging issues around climate change engagement at the LTC level, interactions with the public as an individual trustee.

**6.1.4 Trustee Comments/Feedback**

As discussed in item 6.1.3.

It was suggested that the microphone be moved in front of the Trust Council configuration, rather than the being on the side of the u-shape tables.

## **6.2 June Trust Council - Preliminary Schedule**

Discussion on agenda items and logistics included the following:

- CAO weighted sessions to include amendments to the Islands Trust Act, Agricultural Land Commission issues, strata regulations, committee review report and possibly subdivision regulations review,
- Vice-Chair Grams could transport northern travelers via Crofton connection to Saturna.

## **6.3 Trust Council Follow Up Action List**

Discussion on the following:

- Discussion to move Shoreline Planning to 2019,
- Communicating to Trust Council what Executive Committee is doing and how the FUAL report is used,
- Climate action initiatives and funding allocation looked into, review of existing staff work from 2008.

## **6.4 Continuous Learning Plan**

Discussion ensued regarding:

- Moving subdivision regulation from June to September,
- Prioritize list, give this council messaging to forward to next council.

### **EC-2018-048**

**It was MOVED and SECONDED,**

that the continuous learning items – subdivision and strata regulations – remain as September items and Planning How-To remain open in the June session for future instruction and to include a lessons learned session.

**CARRIED**

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Trust Council Initiated**

None

### **7.2 Executive Committee Initiated**

None

## **8. NEW BUSINESS**

The next meeting of the Executive Committee will be determined upon review of the current meeting schedule due to election schedule considerations.

### **8.1 Trust Area Services**

#### **8.1.1 LTC Chairs Report on Local Advocacy Topics**

Discussion around advocacy and trustee letter head took place.

- 8.1.2 2017/18 Annual Report – RFD  
**EC-2018-049**  
**It was MOVED and SECONDED,**  
That the Executive Committee approves the format and content outlined for the 2017-2018 Annual Report.  
**CARRIED**
- 8.1.3 AVICC Resolutions - see context note  
Chair Luckham will introduce the Islands Trust resolution at the AVICC Convention this weekend.
- 8.1.4 AVICC meeting with Minister Sims - see context note  
Discussion on the upcoming AVICC conference and meeting with Minister Sims.
- 8.1.5 Chair letter with San Juan County re Rescue Tug - see context note  
**EC-2018-050**  
**It was MOVED and SECONDED,**  
that the Executive Committee request the Chair to send a joint letter with San Juan county asking Transport Canada or the Canadian Coast Guard to provide a stand-by rescue tug in Sidney that could be available at Turn Point.  
**CARRIED**
- 8.1.6 Trustee Tony Law re Herring meeting with DFO  
**EC-2018-051**  
**It was MOVED and SECONDED,**  
that the Executive Committee authorize the Chair to attend the meeting with the Department of Fisheries and Oceans on Denman island June 4, 2018 and that the Executive Committee authorize expenditures for lunch and meeting hall costs.  
**CARRIED**
- 8.1.7 Film Review  
After having feedback and edits incorporated, DTAS Frater presented the three films, for further consideration, to the Executive Committee.

The meeting recessed for lunch at 12:05 p.m. and reconvened at 12:30 p.m.

## **8.2 Local Planning Services**

- 8.2.1 Request of EC re BC Farm Industry Review Board Code of Practice for aquaculture operators (Denman LTC)  
**EC-2018-052**  
**It was MOVED and SECONDED,**  
that the Executive Committee request staff to contact the BC Farm Industry Review Board to ascertain whether they are considering drafting a code of practice for aquaculture operators, and if so, to arrange for the involvement of the Islands Trust in such a process.

**CARRIED**

8.2.2 Request to EC to consider changing the general LTC meeting agenda format (Thetis LTC)

Discussion about changing the general LTC meeting agenda format ensued. Comments including the following were heard:

- Structure of the current template which addresses applications and reports at the beginning of the agenda while projects and reports come at the end,
- Agenda flow is the chair's responsibility at the chair's discretion.
- Agenda structures are in LTC procedure bylaws.

**EC-2018-053**

**It was MOVED and SECONDED,**

that the Executive Committee request staff provide a report on the local trust committee agenda format.

**CARRIED**

8.2.3 South Pender Historical Society Funding Request – RFD

Director of Local Planning Services Marlor spoke to the request for decision.

**EC-2018-054**

**It was MOVED and SECONDED**

that the Executive Committee authorize a grant of \$500.00 to the South Pender Historical Society in support of the 2 pamphlets about the Church of the Good Shepherd/Memorial Gardens and the Bedwell Harbour history, conditional upon receipt of formal applications for both.

**CARRIED**

**8.3 Administrative Services**

None

**8.4 Executive/Trust Council**

8.4.1 Revised 2018 Executive Committee Meeting Schedule - see context note

Logistics and amendments discussed to accommodate a mid-May meeting. May 9<sup>th</sup> in the Northern office and August 15<sup>th</sup> on Salt Spring.

**By General Consent**, it was agreed to address items 9 and 10 before the adjournment.

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

**11.1 Piers Island Improvement District re SSIWPA**

Discussion regarding informing constituents questioning special tax requisitions and creating an overarching document to present when inquiries come.

**EC-2018-055**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to prepare an explanatory leaflet articulating its position with regard to the application of special property tax requisitions within local trust areas.

**CARRIED**

**EC-2018-056**

**It was MOVED and SECONDED,**

that the Executive Committee request the Chair respond to the letter dated March 10, 2018 from the Piers Island Improvement District.

**CARRIED**

**11.2 Office of the Ombudsperson re Quarterly Report Oct-Dec 2017**

Received for information.

**11.3 UBCM re 2017 resolution on polystyrene foam pollution**

**EC-2018-057**

**It was MOVED and SECONDED,**

that the Executive Committee request staff contact the Union of British Columbia Municipalities (UBCM) and bring back advice regarding further action on the 2017 B110 UBCM endorsed resolution on polystyrene foam pollution in the Marine Environment.

**CARRIED**

**11.4 CANUSPAC 2018 Joint Marine Spill Workshop**

**EC-2018-058**

**It was MOVED and SECONDED,**

that Vice-Chair Grams attend the May 15 & 16 CANUSPAC 2018 Joint Marine Spill Workshop in Port Angeles, Washington on behalf of Islands Trust.

**CARRIED**

**11.5 Interim Protocol For The Use Of Southern B.C. Anchorages**

**EC-2018-059**

**It was MOVED and SECONDED,**

that the Executive Committee request staff forward the Interim Protocol For The Use Of Southern B.C. Anchorages Monthly Report #1 to all Trustees.

**CARRIED**

**11.6 Aquaculture Management Advisory Committee (AMAC), Fisheries Management Branch Working Group**

**EC-2018-060**

**It was MOVED and SECONDED,**

that the Executive Committee extend the invitation to Trustee Critchley or Vice-Chair Busheikin to join the Aquaculture Management Advisory Committee working group meeting on April 26, 2018.

**CARRIED**

**12. WORK PROGRAM**

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

CAO Hotsenpiller reviewed the status of the current work program.

**13. NEXT MEETING**

The next meeting of the Executive Committee will be determined.



**9. CLOSED MEETING  
EC-2018-061**

**It was MOVED and SECONDED,**

that the meeting be closed to the public subject to Sections 90(1)(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**

At 1:42 p.m. the regular business meeting was closed to the public.

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

There was no report.

**14. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:10 p.m.

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Peter Luckham, Chair

Certified Correct

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Lori Foster, Recorder