



ADOPTED

Executive Committee Minutes of Regular Meeting

Date: August 15, 2018

Location: Islands Trust Office Meeting Room
#1-500 Lower Ganges Road, Salt Spring Island, BC

Members Present: Peter Luckham, Chair
George Grams, Vice-Chair
Susan Morrison, Vice-Chair
Laura Busheikin, Vice-Chair

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Clare Frater, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Robert Kojima, Regional Planning Manager (via telephone conferencing)
Andrew Templeton, Communications Specialist (via telephone conferencing)
Sarah Shugar, Recorder

Others Present: Dan Rogers, Gambier Island Local Trustee (via telephone conferencing)

These minutes follow the order of the agenda although the sequence may have varied.

1. CALL TO ORDER

The meeting was called to order at 10:03 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additional item was presented for consideration:

- 11.8 Jeff Pelton, Transport Canada to EC concerning Interim Anchorages Protocol dated August 13, 2018

The following supplemental item was presented for consideration:

- 7.1.2.1 Trans Mountain Pipeline - Open Letter

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

- 2.2.1 Agenda Context Notes
Received for information.

3. ADOPTION OF MINUTES

3.1 Draft Minutes of the July 18, 2018 Executive Committee Regular Meeting

The following item was presented for consideration:

Item 4.3 - Remove "Vice-Chair Morrison noted the New Brighton dock issue that Trustee Stamford has brought to the Gambier Island Local Trust Committee."

By General Consent, the minutes of the July 18, 2018 Executive Committee meeting were adopted as amended.

4. FOLLOW UP ACTION REPORT AND UPDATES

4.1 Follow Up Action Report

Staff provided updates and answered questions regarding the Follow Up Action Report.

CAO Hotsenpiller reported he had preliminary discussions with staff at the Ministry of Municipal Affairs and Housing regarding Islands Trust Act Amendments.

There was discussion.

By General Consent, Executive Committee agreed CAO Hotsenpiller would provide a report regarding the Islands Trust Act Amendments for the next Executive Committee meeting and report at the next Trust Council.

There was question regarding Council Committee project resourcing, clarity and roles of each committee with the goal to strengthen the work between Local Trust Committee's and Executive Committee. It was noted it would be helpful to provide the training materials to new Trustees prior to the first Trust Council as pre-reading.

By General Consent, Executive Committee agreed CAO Hotsenpiller would present a briefing regarding the Trustee orientation process at the next Trust Council.

4.2 Director/CAO Updates

Director of Trust Area Services (TAS) Frater reported that Bowen Island has requested a meeting with BC Hydro staff regarding net metering.

By General Consent, Executive Committee agreed to request a meeting with BC Hydro staff at the September Union of BC Municipalities (UBCM) conference regarding net metering.

CAO Hotsenpiller presented an update regarding the Victoria office renovations and reported he has a meeting scheduled with Salt Spring Island Watershed Alliance Coordinator Shannon Cowan.

Director of Local Planning Services (LPS) Marlor reported the Fee Amendment for First Nations report will be presented at the next Executive Committee meeting, a Planning Team Assistant has been hired for the Southern office and the Salt Spring Island office is over staffed by request due to the high volume of applications and projects and will continue to the end of September 2018. He reported there could be delays in Ministry of Municipal Affairs and Housing approval of OCP amendments due to consultation with the Ministry of Indigenous Relations and Reconciliation regarding duty to engage.

Director Marlor will be meeting with Ministry staff regarding the Bylaw Approval process.

Director of Trust Area Services (TAS) Frater presented an update regarding staff changes and reported the 2017 Annual Report will be sent to the Minister of Municipal Affairs and Housing with request to be tabled to the Legislature in September. She reported the Islands Trust Conservancy name change would roll out in the next few weeks. A report regarding the secretariat function would be presented to Executive Committee in early 2019 and Trustee Rogers will be presenting a Request for Decision to the Trust Programs Committee regarding the secretariat function.

Vice-Chair Bushiekin advised there is a group interested in speaking as a delegation to the secretariat role at the next Trust Council. There was question regarding whether staff or Vice-Chair Busheikin should advise the group that consideration of the secretariat role will not be on the next Trust Council agenda.

Regional Planning Manager (RPM) Kojima arrived to the meeting at 11:08 a.m.

4.3 Local Trust Committee Chair Updates

Vice-Chair Grams, Chair Luckham, CAO Hotsenpiller and Director Frater presented verbal updates regarding the Capital regional District (CRD) Forum on Service Delivery held on August 13, 2018.

5. BYLAWS FOR APPROVAL CONSIDERATION

5.1 North Pender Island Local Trust Committee Bylaws

5.1.1 North Pender Island LTC Bylaw No. 216 (OCP amendment) and No. 217 (LUB amendment) – RFD

A Request for Decision dated July 24, 2018 regarding North Pender Island Local Trust Committee Bylaws No. 216 and 217 was presented. There was question regarding how to guarantee the long-term rental housing regulations will be followed. RPM Kojima spoke to the proposed bylaws.

EC-2018-109

It was Moved and Seconded,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 216, cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2018,” in accordance with Section 27 of the Islands Trust Act.

CARRIED

EC-2018-110

It was Moved and Seconded,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 217, cited as “North Pender Island Land Use Bylaw 103, 1996, Amendment No. 1, 2018,” in accordance with Section 27 of the Islands Trust Act.

CARRIED

Chair Luckham noted that the staff reports should be amended to state that Trustee Grams is the Chair of North Pender Island Local Trust Committee.

5.2 Galiano Island Local Trust Committee Bylaws

5.2.1 Galiano Island LTC Bylaw No. 265 (OCP amendment) and No. 266 (LUB amendment) – RFD

Vice-Chair Busheikin spoke to the Request for Decision dated July 17, 2018 regarding Galiano Island LTC – LUB Amendment Bylaw No. 466.

RPM Kojima reported the proposed bylaws would not be adopted until the covenant is executed and registered.

EC-2018-111

It was Moved and Seconded,

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 265, cited as Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2017 in accordance with Section 27 of the Islands Trust Act.

CARRIED

EC-2018-112

It was Moved and Seconded,

that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 266, cited as Galiano Island Land Use Bylaw, 1999, Amendment No. 2, 2017 in accordance with Section 27 of the Islands Trust Act.

CARRIED

RPM Kojima left the meeting at 11:31 a.m.

5.3 Bowen Island Municipality Bylaws

5.3.1 Bowen Island Municipal Bylaw No. 466 (LUB amendment) – RFD

Director Marlor presented a Request for Decision dated August 1, 2018 regarding Bowen Island Municipality – LUB Amendment Bylaw No. 466.

EC-2018-113

It was Moved and Seconded,

that the Executive Committee advise Bowen Island Municipality that Bylaw No. 466 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 466, 2018” is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

5.4 Gambier Island Local Trust Committee Bylaws

5.4.1 Gambier Island LTC Bylaw No. 150 (APC amendment) – RFD

Vice-Chair Morrison presented a Request for Decision dated August 8, 2018 regarding Gambier Island Local Trust Committee – Bylaw No. 150.

EC-2018-114

It was Moved and Seconded,

that the Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 150, cited as “Gambier Island Local Trust Committee Advisory Planning Commission Bylaw, 2018”, under Section 27 of the Islands Trust Act.

CARRIED

5.5 Hornby Island Local Trust Committee Bylaws

5.5.1 Hornby Island LTC Bylaw No. 156 (Meeting Procedures Bylaw Amendment) – RFD

Vice-Chair Busheikin presented a Request for Decision dated August 8, 2018 regarding Hornby Island Local Trust Committee – Bylaw No. 156.

EC-2018-115

It was Moved and Seconded,

that the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 156, cited as “Hornby Island Local Trust Committee Meeting Procedure Bylaw No. 156, Amendment No. 1, 2018” in accordance with Section 27 of the Islands Trust Act.

CARRIED

5.6 Denman Island Local Trust Committee Bylaws

5.6.1 Denman Island LTC Bylaw No. 230 (fees bylaw amendment) – RFD

Vice-Chair Morrison presented a Request for Decision dated August 9, 2018 regarding Denman Island Local Trust Committee – Fees Bylaw No. 230.

EC-2018-116

It was Moved and Seconded,

that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 230, cited as "Denman Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018", in accordance with Section 27 of the Islands Trust Act.

CARRIED

6. TRUST COUNCIL MEETING PREPARATION

6.1 Executive

6.1.1 September Trust Council - Draft Schedule

CAO Hotsenpiller presented the draft Trust Council Quarterly Meeting Schedule for September 18-20, 2018 at the Barnabas Retreat Centre on Keats Island.

Trustee Rogers joined the meeting electronically at 11:41 a.m.

Gambier Island Local Trustee Rogers presented an update regarding the meeting space at the Barnabas Retreat Centre and reported that the building does not have an occupancy permit at this time. Keats Camp is an alternate location for meeting space. Staff confirmed that Keats Camp is available.

EC-2018-117

It was Moved and Seconded,

that Executive Committee confirm the September Trust Council on Keats Island will hold Council meetings at Keats Camp.

CARRIED

There was discussion and it was noted staff should consider mitigation of noise and catering when booking the meeting rooms. There was discussion regarding the schedule and it was noted Trust Area Services and Local Planning Services will change meeting times to allow time for Director Marlor to report and it was agreed to stay on Keats Island for dinner on Wednesday evening.

Trustee Rogers left the meeting at 12:08 p.m.

6.1.2 Association of Denman Island Marine Stewards – Delegation

Received for information.

The meeting recessed at 12:11 p.m. for lunch.

The meeting reconvened at 12:32 p.m.

Communications Specialist, Andrew Templeton joined the meeting electronically at 12:32 p.m.

6.2 Trust Area Services

None

6.3 Local Planning Services

None

6.4 Administrative Services

None

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Executive

None

7.1.2 Trust Area Services

7.1.2.1 Trans Mountain Pipeline Open Letter – Briefing

Director Frater presented a briefing and circulated a draft letter to Prime Minister Justin Trudeau regarding the Trans Mountain Pipeline.

There was discussion and the following items were noted:

- add “we the elected representatives”
- discuss replacing “the mainland”.

By General Consent, Executive Committee agreed that the tone and length of the letter is consistent with the objectives of the communications strategy.

By General Consent, Executive Committee agreed staff would redraft the open letter to Prime Minister Trudeau in consultation with communications specialists and circulate the letter via email to Executive Committee and the Chair of San Juan County for Executive Committee approval by Special Meeting or by Request Without Meeting.

Communications Specialist Templeton left the meeting at 1:20 p.m.

The Executive Committee expressed appreciation to staff for their work on the draft letter.

7.1.2.2 Anchorage strategy re temporary freighter anchorages in the SGI - RFD

Director Frater presented a Request for Decision dated August 10, 2018 regarding Advocacy Anchorage strategy regarding temporary freighter anchorages in the Southern Gulf Islands and reported the meeting with Transport Canada would likely be held in November 2018.

EC-2018-118

It was Moved and Seconded,

that the Executive Committee adopts the following advocacy strategy that includes:

1. An opinion editorial about anchorage issues for local and regional newspapers;
2. Letter to the Minister of Transport Canada conveying community group and Islands Trust concerns over communication and processes associated with the Interim Protocol for the Use of Southern B.C. Anchorages; and
3. Roundtable meeting about anchorages to bring together interested community groups, First Nations, industry, Transport Canada and stakeholders.

CARRIED

By General Consent, Executive Committee agreed to request staff to circulate the most recent monthly Interim Anchorages Protocol report from the Oceans Protection Plan to Trustees.

7.1.3 Local Planning Services

7.1.3.1 LPS Review – Briefing

Director Marlor presented a briefing dated August 8, 2018 regarding Local Planning Services Review. Director Frater reported the communications strategy would include the sustainability of a regional approach, efficiency in making collective decisions, developing expertise to be a stronger agency.

By General Consent, Executive Committee expressed support for the LPS Review Briefing and Director Marlor would present a business case including a draft implementation schedule at the next Executive Committee meeting.

7.1.4 Administrative Services

None

7.2 Executive Committee Initiated

7.2.1 Executive

None

7.2.2 Trust Area Services

None

7.2.3 Local Planning Services

7.2.3.1 LTC Agenda Model – Briefing

Director Marlor presented a Briefing dated August 9, 2018 regarding Local Trust Committee Model Agenda Format.

There was discussion and the following items were noted:

- the Town Hall section should be prior to the Applications and Referrals section
- the Trustee Reports section should be prior to the Chair’s report section

CAO Hotsenpiller spoke to the formality of the meetings and order and conduct. Director Frater reported there would be standard signage regarding order and decorum.

7.2.4 Administrative Services

None

8. NEW BUSINESS

8.1 Executive/Trust Council

8.1.1 Western Pacific Marine re sewage discharge near Lasqueti Island

Vice-Chair Morrison presented a verbal report regarding sewage discharge near Lasqueti Island. Director Frater spoke to sewage discharge regulations and advocacy.

EC-2018-119

It was Moved and Seconded,

that Executive Committee request staff to write a letter to BC ferries to remind sub contractors to adhere to Transport Canada regulations with respect to sewage dumping.

CARRIED

8.2 Trust Area Services

8.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Busheikin verbally reported the Denman Island Local Trust Committee is planning a community event with the Comox First Nation in October 2018.

8.3 Local Planning Services

8.3.1 Regulation of Cannabis Production and Retail Sales and Non-Medical Cannabis Retail License Application Fees - update

Director Marlor presented a Staff Report dated June 7, 2018 regarding the Regulation of Cannabis Production and Retail Sales and Non-Medical Cannabis Retail License Application Fees for information.

8.4 Administrative Services

None

9. CLOSED MEETING

None

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING

None

11. CORRESPONDENCE (for information unless raised for action)

11.1 Pamela Goldsmith-Jones – concerning Rural Designation Support re Community Futures

Received for information.

11.2 Roger Girouard - DFO concerning Standby Rescue Tug

Received for information.

11.3 Line Robert - ICEC concerning Funding Eligibility

Received for information.

11.4 Vancouver Island Economic Summit Conference - Oct 24 & 25, 2018

Received for information.

11.5 The Compass UBCM Newsletter dated August 8, 2018

Received for information.

11.6 The Compass UBCM Newsletter dated July 25, 2018

Received for information.

11.7 The Compass UBCM Newsletter dated July 18, 2018

Received for information.

11.8 Jeff Pelton, Transport Canada to EC concerning Interim Anchorages Protocol dated August 13, 2018

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

13. NEXT MEETING

The next Executive Committee meeting will be held at 8:45 a.m. on September 5, 2018 in the Victoria office boardroom.

14. ADJOURNMENT

The meeting adjourned at 2:23 p.m.

Peter Luckham, Chair

Certified Correct

Sarah Shugar, Recorder