



Executive Committee Minutes of Meeting

Date: Tuesday, February 21, 2012

Location: Islands Trust Victoria Office

Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Ken Hancock, Vice Chair
Peter Luckham, Vice Chair
Linda Adams, Chief Administrative Officer
Lisa Gordon, Trust Area Services Director
Cindy Shelest, Administrative Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator

The meeting was called to order at 10:05 a.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Approval of Agenda

By General Consent, the Executive Committee adopted the agenda, as presented.

1. Previous Meeting/Coordination Topics

1. RWMs/Minutes of Previous Meetings

- a. RWM 102/12

Resolution Without Meeting 102/12, to hold a special electronic in-camera meeting on Tuesday, February 14, 2012 at 8:00 a.m. and a special meeting on Wednesday, February 15, 2012 at 2:00 p.m., was provided for information.

- b. February 7, 2012

By General Consent, the Executive Committee adopted the February 7, 2012 Minutes of Meeting, as amended.

- c. February 14, 2012

By General Consent, the Executive Committee adopted the February 14, 2012 Minutes of Meeting, as presented.

- d. February 15, 2012

By General Consent, the Executive Committee adopted the February 15, 2012 Minutes of Meeting, as amended.

2. **Follow-up Action List** (review during Director Updates)

Provided for information.

3. Local Planning Services (D. Marlor)

1. Updates

- a. Director's Update/Follow Up Action List Review

David Marlor updated the Executive Committee on his follow up action list items and current activities.

- b. Local Trust Committee Chairs

Executive Committee members provided verbal updates on recent activities in their roles as local trust committee chairs.

Other/Bylaws

- a. Gabriola Island LTC Bylaw No. 263 (BE Notification)

Proposed Gabriola Bylaw 263 would establish the ability for bylaw enforcement officers to issue fines for minor land use bylaw violations. Disputed tickets are heard by an adjudicator and not a judge. This bylaw includes a schedule listing penalties for various offences of Gabriola Land Use Bylaw 177. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts.

It was Moved and Seconded that the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 263, cited as "Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 263, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

3. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its March 2012 meeting:

- a. Director of Local Planning Services Report

As presented.

- b. Local Planning Committee Report

As presented.

- c. Projects and OCP Review Report – Briefing

As presented.

- d. Integrated Watershed and Shoreline Protection Approach – Briefing

As amended.

- e. Green Shores for Homes Credit Rating System – Briefing

As presented.

- f. Food Security – Briefing

As presented.

- g. Riparian Areas Regulation Implementation – Briefing

As amended.

- h. Letter of Agreement with Ministry of Transportation – Briefing

As presented.

- i. Bylaw Enforcement Investigations Report – Briefing

As amended to include two additional reports with the Director's approval.

- j. Bylaw Dispute Adjudication System – Briefing

As amended.

- k. Local Planning Session

As presented.

Closed Session

It was Moved and Seconded that the meeting be closed to the public pursuant to s. 90(1) (g) and (i) of the Community Charter to discuss matters related to bylaw enforcement and solicitor-client privilege and that staff attend the meeting.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 12:40 p.m.
The meeting reopened to the public at 1:05 p.m.

2. Trust Area Services (L. Gordon)

1. Director's Update/Follow Up Action List Review

Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

2. Other

- a. J. Rowlandson Request re Sponsoring Cycling Infrastructure Motion to AVICC

Chair Malcolmson will advise the writer directly that the Executive Committee will not be sponsoring the suggested motion at the AVICC Convention.

- b. J. Rowlandson Request re Council support for Cycling Infrastructure in the Trust Area

By General Consent, the Executive Committee adding this request as a New Business Item for review and consideration by Islands Trust Council at its March 2012 meeting.

3. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its March 2012 meeting:

- a. Director of Trust Area Services Report

As amended.

- b. Trust Programs Committee Report

As presented.

- c. Trust Fund Board Report

As amended.

- d. Community Stewardship Awards – Briefing

As presented.

- e. Oil Spill Response Session at June Council (new business)

As presented.

- f. Response to BC Ferry Commissioner Report (new business)

As presented.

- g. Intro to Proposed Policy Statement Review Session Outline

As amended.

h. Proposed Policy Statement Review Process – RFD

Executive Committee reviewed and discussed the documentation with senior staff, with changes proposed to format, text and presentation.

It was Moved and Seconded that the Executive Committee request staff to ask the funder if a funding agreement could be signed as late as July 2012.

CARRIED
UNANIMOUSLY

It was resolved to forward documents to Trust Council as amended.

4. Administrative Services (C. Shelest)

1. Director's Update/Follow Up Action List Review

Cindy Shelest updated the Executive Committee on her follow up action list items and current activities.

1. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its March 2012 meeting:

- a. Director of Administrative Services Report

As presented.

- b. Financial Planning Committee Report

As presented.

- c. Dec 31/11 Quarterly Financial Statement & Report – RFD

As presented.

- d. Financial Forecast to March 31/12 – Briefing

As presented.

- e. Borrowing Anticipation Bylaw No. 147 – RFD

As presented.

- f. 2012/13 Financial Plan Bylaw No. 146- RFD

As presented.

- g. Budget Session Package

As amended.

5. Executive (L. Adams)

1. Chief Administrative Officer's Update/Followup Action List Review

Linda Adams updated the Executive Committee on her follow up action list items and current activities.

2. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its March 2012 meeting:

- a. March 2012 Council Program

As amended.

- b. Decision and Information Items Agenda

As amended.

- c. Delegation Request – Mid Island Sustainability and Stewardship Initiative

As presented. Staff will advise the delegate of the guidelines for presenting to Council.

- d. Closed Meeting Outline

As amended.

- e. Priorities Chart

As amended.

- f. Council Committees 2011-14

As amended.

- g. Continuous Learning Plan 2011-14

As presented.

- h. Islands Trust Minutes Guidelines – Briefing

As amended.

- i. 2012 Trust Council Meetings Schedule

As presented.

- j. Proposed June 2012 Trust Council Agenda Program

As amended.

- k. Chief Administrative Officer's Report

This item was deferred to the next Executive Committee meeting.

- l. Executive Committee Report

This item was deferred to the next Executive Committee meeting.

- m. Strategic Planning Session

As presented.

- n. Delegation Request – Placespeak

Staff was directed to advise the writer that the delegation request was received after the deadline for submissions and to suggest resubmitting for a future Council meeting if desired.

Next Meeting

It was Moved and Seconded that the next Executive Committee meeting be moved from March 6, 2012 to March 5, starting at 8:30 a.m. and that the meeting be changed to an electronic format with members able to participate by telephone.

CARRIED
UNANIMOUSLY

Staff will post a Notice of Meeting advising of the date and meeting type change.

By General Consent, the meeting adjourned at 5:20 p.m.

Next meeting: March 5, 2012, to be held electronically through the Islands Trust Victoria office.

Sheila Malcolmson, Chair

Marie Smith, Deputy Secretary and Recorder