



Executive Committee Minutes of Meeting

Date/Time: Tuesday, November 20, 2012

Location: Islands Trust Victoria Office

Members Present: Sheila Malcolmson, Chair
David Graham, Vice Chair
Peter Luckham, Vice Chair
Ken Hancock, Vice Chair

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Lisa Gordon, Director, Trust Area Services
Cindy Shelest, Director, Administrative Services
Miles Drew, Bylaw Enforcement Manager
Marie Smith, Executive Coordinator and Recorder

1. CALL TO ORDER/APPROVAL OF AGENDA

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

Additions for Consideration:

- 8.1 Powell River Regional District Letter re: BC Coastal Ferries Consultation and Engagement Process
- 8.2 Gulf Islands Alliance letter to Trust Council re: oil tanker and barge traffic in Salish Sea

By General Consent, the agenda was adopted as amended.

2. CLOSED SESSION

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1)(c) and (g) of the Community Charter to discuss matters related to labour relations and other employee relations and litigation or potential litigation, and that staff attend the meeting.

CARRIED

The meeting closed to the public at 10:08 am and reopened at 12:02 pm.

RISE AND REPORT

Chair Malcolmson advised that the Executive Committee reported on a motion from the In Camera Executive Committee meeting of April 17, 2012:

Request for Legal Funding re: Stoneman

That the Executive Committee authorize funding of legal costs to acquire an injunction against Daniel J. Stoneman and Debra M. Stoneman, owners of property at 2600 Swan Road, Denman Island legally described as Lot A, Section 23, Denman Island, Nanaimo District, Plan VIP74719, to require them to conform to the Denman Island Land Use Bylaw No. 186 by either removing all structures in the setback from the sea and all structures that are in a development permit area without benefit of a permit or by acquiring a development permit and completing the conditions of the permit.

Chair Malcolmson advised that the Executive Committee reported on a motion from the In Camera Executive Committee meeting of November 20, 2012:

Letter of Dan Stoneman, dated November 18, 2012

That the Executive Committee request staff to write to Mr. Stoneman thanking him for his letter of November 18, 2012 and advising that the letter has been forwarded to our legal counsel.

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

3.1.1 October 30, 2012

By General Consent, the Minutes of the October 30, 2012 Executive Committee Meeting were approved, as amended.

3.2 Follow-up Action List

Provided for information.

4. TRUST AREA SERVICES (L. Gordon)

4.1 Updates

4.1.1 Director's Update

Director of Trust Area Services Lisa Gordon updated the Executive Committee on follow up action list items and current activities.

4.1.2 Trust Programs Committee Update

Vice Chair Hancock provided a verbal update on the recent Trust Programs Committee meeting.

4.1.3 Trust Fund Board Update

Vice Chair Luckham provided a verbal update on the recent Trust Fund Board meeting.

4.2 Other

4.2.1 AVICC - Potential Workshop

It was Moved and Seconded:

That the Executive Committee request staff to provide advice on proposing a BC Ferries themed workshop at the 2013 AVICC Convention.

CARRIED

4.2.2 Correspondence re Seymour Park, Bowen Island

Staff was requested to provide advice at a future meeting.

4.2.3 Correspondence Policy re news release distribution

Staff was requested to provide advice at a future meeting.

4.2.4 Island Studies Conference, May 2013 Gabriola Island

Staff was asked to provide a response to the conference organizers' request letter for review at the next Executive Committee teleconference and to develop a proposal for a session about governance for review by the Executive Committee.

4.2.5 BC Ferries Communications – Briefing

Staff provided a briefing outlining a communications plan for an Islands Trust response to the BC Coastal Ferries Consultation and Engagement process. Discussion followed on what key messages should be.

4.2.6 TEDx Gabriola – Unity in Diversity

Staff was requested to provide advice at a future meeting.

4.2.7 R. Schnurr re: Support for Live Aboards

Staff was requested to provide advice at a future meeting.

4.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its December 2012 meeting.

4.3.1 National Marine Conservation Area Reserve - RFD

As amended.

4.3.2 Islands Trust Response to BC Ferries Consultation – RFD – reviewed by RWM

Further amendments were requested prior to approval by Resolution Without Meeting.

4.3.3 Trust Area Services Director Quarterly Report

As presented.

4.3.4 Trust Programs Committee Work Program

As presented.

4.3.5 Trust Fund Board Quarterly Report

As presented.

4.3.6 Legislative Monitoring - Briefing

As amended.

5. LOCAL PLANNING SERVICES (D. Marlor)

5.1 Updates

5.1.1 Director's Update

Director of Local Planning Services David Marlor updated the Executive Committee on follow up action list items and current activities.

5.1.2 Local Trust Committee Chair Updates

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

5.1.3 Local Planning Committee Update

Vice Chair Graham provided a verbal update on the recent Local Planning Committee meeting.

5.2 Other

5.2.1 Saturna Island LTC Bylaw No. 109

The purpose of this bylaw is to amend the Saturna OCP by redesignating the Lyall Creek Development Permit Area and to amend the Development Permit provisions that apply to the area surrounding the creek in order to comply with the *Fish Protection Act* and the Riparian Areas Regulation.

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 109 cited as: "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 2, 2012", under Section 24 of the *Islands Trust Act*.

CARRIED

5.2.2 Request to Sponsor Application – Salt Spring Conservancy

It was Moved and Seconded:

That the Executive Committee financially sponsor the Salt Spring Island Conservancy application fee to rezone a property near Blackburn.

CARRIED

5.2.3 Request to Sponsor Application – Comox Regional District

It was Moved and Seconded:

That the Executive Committee financially sponsor the Comox Regional District application for a combination Development Permit/Siting and Use Permit (\$550) required to install two water tanks for firefighting purposes in Bill Mee Park, Denman Island.

IN FAVOUR – 3
OPPOSED – 1
(Hancock)
CARRIED

5.2.4 Request to Sponsor Application – Mayne Island Water Improvement District

It was Moved and Seconded:

That the Executive Committee financially sponsor the Mayne Island Improvement District application up to \$5500 for a rezoning to allow for the expansion of the Mayne Island Fire Hall on a portion of an adjacent residentially zoned property.

IN FAVOUR – 3
OPPOSED – 1
(Hancock)
CARRIED

It was Moved and Seconded:

That the Executive Committee request staff to bring back information on the Application Sponsorship Policy in regards to other local government bodies applying for funding.

CARRIED

5.2.5 Additional Strategic Plan Activity – Legal Dwelling

Provided for information.

5.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its December 2012 meeting.

5.3.1 Greenshores for Homes/Shoreline Mapping Session Outline

As presented.

5.3.2 Local Planning Committee Report

As amended.

5.3.3 Director of Local Planning Services Report

As presented.

5.3.4 Riparian Areas Regulations Update – Briefing

As presented.

5.3.5 Bylaw Investigations Report – Briefing

As amended.

5.3.6 Bylaw Enforcement Notice Dispute Adjudication System

Add to Bylaw Investigations Report for Council.

5.3.7 Unconventional Housing - RFD

As amended.

6. ADMINISTRATIVE SERVICES (C. Shelest)

6.1 Updates

6.1.1 Director's Update

Director of Administrative Services Cindy Shelest updated the Executive Committee on follow up action list items and current activities.

6.2 Other

No items.

6.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its December 2012 meeting.

6.3.1 Director of Administrative Services Report

As presented.

6.3.2 Financial Planning Committee Report

As presented.

6.3.3 2013-14 Draft Budget Session Outline

As amended.

6.3.4 September 30, 2012 Quarterly Financial Statement – RFD

As presented.

6.3.5 Policy 7.2.v Restructure Incorporation Study Cost Allocations – RFD

As presented.

6.3.6 Policy 7.2.vi Municipal Tax Requisition Calculation – RFD

As amended.

6.3.7 2012-13 Forecast - Briefing

As presented.

7. EXECUTIVE/TRUST COUNCIL (L. Adams)

7.1 Updates

7.1.1 CAO's Update

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

7.2 Other

7.2.1 Outline for proposed Council Briefing re Governance Restructure

Staff was requested to prepare a Trust Council briefing for Executive Committee review.

7.3 Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its December 2012 meeting.

7.3.1 Delegation Requests: Island Studies Conference, T. Varzeliotis; J. McClean

As presented. Staff will advise the delegates of their acceptance and the 10 minute timeline granted for each presentation.

7.3.2 Decision and Information Items Agenda

As presented.

7.3.3 Executive Committee Report

As amended.

7.3.4 Chief Administrative Officer's Report

As presented.

7.3.5 Continuous Learning Plan

As amended.

7.3.6 Priorities Chart

As amended.

7.3.7 Proposed 2013 Council Meeting Schedule

As amended.

7.3.8 Draft March 2013 Council Program

As presented.

7.3.9 Strategic Plan Update – Briefing

As presented.

7.3.10 Trust Council Followup Action List

As presented.

7.3.11 Draft September 2013 Council Minutes

As amended.

8. NEW BUSINESS

8.1 Powell River RD Request for Input to BC Coastal Ferries Consultation & Engagement Process

Executive Committee members agreed to forward documentation on Trust Council's position following consideration of the Request for Decision on this issue at the December Council meeting.

8.2 Gulf Islands Alliance letter to Trust Council re: oil tanker and barge traffic in Salish Sea

By General Consent, the Executive Committee approved that the above noted letter be forwarded to the Islands Trust Council for consideration during its December 2012 meeting.

9. NEXT MEETING AND ADJOURNMENT

Next meeting: December 4, 2012. The meeting adjourned at 5:00 pm.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder