



Islands Trust

Executive Committee Minutes of Meeting

Date/Time: Tuesday, April 19, 2011

Location: Islands Trust Victoria Office

Distribution: Sheila Malcolmson, Chair
Louise Bell, Vice Chair
Peter Luckham, Vice Chair
Gary Steeves, Vice Chair

Linda Adams, Chief Administrative Officer
Marie Smith, Executive Coordinator
David Marlor, Local Planning Services Director
Craig Elder, Administrative Services Director
Lisa Gordon, Trust Area Services Director

Call to Order/Approval of Agenda

The meeting was called to order at 10:05 a.m. Chair Malcolmson welcomed everyone and acknowledged that the meeting was being held in traditional Coast Salish territory.

Additions for Consideration:

- 2.2.a.i Michael Rosen
- 5.2.d Mail In Ballot update
- 5.2.e Local trustees liaisons with other agencies

By General Consent, the Executive Committee approved the agenda as amended.

1. Previous Meeting/Coordination Topics

1. **Minutes of Previous Meetings**

- a. March 29, 2011

By General Consent, the Executive Committee approved the March 29, 2011 Executive Committee Meeting Minutes as amended.

- b. Resolutions Without Meeting 02-11 & 03-11

Provided for information.

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

Reviewed and updated.

2. Local Planning Services (D. Marlor)

1. **Updates**

- a. LPS Director/Follow up Action List Review
- b. LTC Chairs

2. **Bylaws**

- a. Mayne Island LTC Bylaw No. 155 (OCP Amendment) and 154 (LUB Amendment)

Mayne Bylaws 154 (LUB) and 155 (OCP) are the result of an application to legalize an existing structure on the foreshore adjacent to Lots 7, 8 and 9, Section 6, Mayne Island, Cowichan District, Plan 22057.

Planner Alison Fox presented a briefing and a copy of the staff report regarding the proposed bylaws.

i. Michael Rosen Delegation and Letter

Michael Rosen, acting as agent for the applicant, provided a delegation by telephone and a written letter outlining points of support for the bylaws. The applicants, Mr. and Mrs. Trent, thanked the Executive Committee for allowing them to sit in on the proceedings.

CAO Linda Adams outlined Trust Council's policy that details the Executive Committee's role in considering local trust committee bylaws for approval.

Executive Committee members asked questions of the planner on referrals that had not received a response. It was noted that the Ministry of Environment recommended additional wording to the OCP that had not been incorporated into the bylaw by the Local Trust Committee. Vice Chair Steeves provided the rationale of this.

It was Moved and Seconded that Mayne Island Local Trust Committee Bylaw No. 155, cited as "Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 4, 2010", be approved under Section 24 of the Islands Trust Act.

Vice Chair Steeves raised concern that the bylaw did not adequately address the Islands Trust Policy Statement. Staff had provided additional wording to clarify this but that wording was not incorporated into the proposed bylaw by the Mayne Island Local Trust Committee.

On the Motion to Approve the Bylaw

4 – AGAINST
MOTION FAILS

It was Moved and Seconded that the Executive Committee return proposed Mayne Island Local Trust Committee Bylaw No. 155 to the Mayne Island Local Trust Committee because it appears to be inconsistent with Policy 3.4.5 of the Islands Trust Policy Statement - Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes - and suggests that the staff recommendation on page 4 of the April 7, 2011 staff report to the Executive Committee (to insert the words "in situations where the erosion protection works will not disrupt natural coastal processes" in section 1b) of the amending bylaw following the words "consider on a case by case basis applications from property owners to provide protection of existing structures from foreshore erosion") be considered by the Mayne Island Local Trust Committee.

CARRIED
UNANIMOUSLY

It was Moved and Seconded that the Executive Committee request staff to put Mayne Island Local Trust Committee Bylaw No. 154 on the May 10 Executive Committee meeting agenda.

CARRIED
UNANIMOUSLY

The meeting recessed at 12:40 p.m.
The meeting reconvened at 2:15 p.m.

Closed Meeting

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

CARRIED

The meeting was closed to the public at 2:15 p.m.

The meeting reopened to the public at 2:30 p.m.

c. Gabriola Island LTC Bylaw No. 260 (OCP Amendment)

Gabriola Bylaw 260 would amend the Gabriola Island Official Community Plan to redesignate a 4.1 acre portion of an 80 acre Forestry (F) designated lot from Forestry (F) to Institutional (IN) and would update mapping and add a new figure to provide further accuracy to the location of the boundaries between these land designations. It would also permit the subdivision of the 80 acre Forestry (F) designated lot into the two Forestry (F) and Institutional (IN) designated lots.

It was Moved and Seconded that the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 260, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997, Amendment No. 3, 2010", under Section 24 of the Islands Trust Act.

CARRIED

d. Gabriola Island LTC Bylaw No. 261 (LUB Amendment)

Gabriola Bylaw 261 would amend the Gabriola Island Land Use Bylaw to create a site-specific zone devoted to an urgent care medical clinic and supporting accessory and associated uses. The amendment includes the creation of a new zone, Institutional 4 (IN4), and the rezoning of a 4.1 acre portion of a Forestry (F) zoned lot to the new IN4 zone and would permit the subdivision of the IN4 zoned portion of the lot from the F zoned portion of the lot, but restricts any further subdivision within the IN4 zone itself.

The proposed bylaw includes urgent care medical clinic as the only permitted principal use and changes the definition of urgent care medical clinic in the Land Use Bylaw. The permitted accessory use is medical office, and this proposed bylaw creates a new definition which explicitly includes requirement for the provision of care insured under the Medical Services Plan of BC. The additional permitted uses and structures include an ambulance station and emergency helicopter pad, should these be required in the future. Further regulation concerning the screening of the parking area from the roadway has also been included. This will also be supplemented with a covenant from the applicant that will include additional provision for landscaping, water conservation, bicycle and pedestrian pathways and greenhouse gas emissions reductions.

It was Moved and Seconded that the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 261, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 2, 2010", under Section 24 of the Islands Trust Act.

CARRIED

e. North Pender Island LTC Bylaw No. 184 (OCP Amendment)

North Pender Bylaw 184 would amend the North Pender Island Official Community Plan Bylaw by adding a development permit area that would implement the provincial Riparian Area Regulation while also providing a level of protection for water reservoirs and manage development of new floats in the reservoirs.

It was Moved and Seconded that the Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 184, cited as "North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 2, 2010", under Section 24 of the Islands Trust Act.

CARRIED

f. Salt Spring Island LTC Bylaw No. 446 (Municipal Ticketing)

Salt Spring Bylaw 446 primarily establishes the ability for bylaw enforcement officers to issue fines for minor land use bylaw violations. Disputed tickets would be heard by an adjudicator and not a judge. The bylaw includes a schedule listing penalties for various offences of the Land Use Bylaw and the Deposit and Removal of Soil Bylaw. It also establishes discounts for completion of compliance agreements negotiated with a screening officer and early payment discounts. These schedules have been designed to penalize persons who violate the Bylaws and also to encourage them to make good on the situation by reducing the penalty for correcting the violation.

It was Moved and Seconded that the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 446, cited as "Salt Spring Island Local Trust Area Bylaw Notice Enforcement Bylaw, No. 446, 2010", under Section 24 of the Islands Trust Act.

CARRIED

3. Other

- a. Bowen Island Municipality Referrals to Staff - Briefing

Provided for information.

- b. Pender Is. Vacation Accommodation Assoc.re: STVRs

Staff was requested to draft a reply for the Chair's signature.

- c. Voluntary Stewardship vs. Regulation

This item was addressed during the joint meeting with the Trust Fund Board.

3. Trust Area Services (L. Gordon)

1. Updates

- a. Director/Follow up Action List Review

2. Other

- a. Gas Tax Application (re IT Policy Statement review)

It was Moved and Seconded that the Executive Committee on behalf of the Islands Trust Council endorse the submission of the Gas Tax Fund Application to the Union of British Columbia Municipalities (UBCM) to enable a review of the Policy Statement using Integrated Sustainability Planning principles.

CARRIED

- b. 2011-2012 Communications Plan and Media Monitoring

Staff presented a draft 2011-2012 Islands Trust Communications Work Plan, categorizing statutory and proposed discretionary initiatives at a high, medium or low priority over the fiscal year.

Discussion followed on addressing local island communication needs, developing an overall communications strategy, looking at communications as a key component for each individual trust area and how planners would fit into the overall plan.

It was Moved and Seconded that the Executive Committee request staff to develop a proposal for a communications strategy.

Further discussion ensued on developing something manageable for staff to expand the current strategy with options on how the goals of the Trust both locally and Trust wide could be better communicated. It was suggested to scope out costs with a consultant and advise on what it would take to put together a communications strategy.

It was Moved and Seconded to amend the Motion as follows:

That the Executive Committee request staff to add Development of a Communications Strategy to the Communications Work Plan. ~~develop a proposal for a communications strategy.~~

On the Amendment

CARRIED

On the Motion as Amended

CARRIED

- c. Draft Session Outline for June Council re: Carbon Neutral/Offsets

Executive members reviewed and discussed the draft outline for the proposed carbon offset/carbon neutrality session for June Council. Staff will provide a more detailed version at the May 10 meeting.

- d. Gulf Islands Alliance letter to the Ministry of Environment re Water Act Modernization

Provided for information.

- e. Petition to Auditor-General re: Review of the *Islands Trust Act*

Provided for information.

- f. NMCA discussions with New Minister

Verbal update provided for information.

- g. Email re: US Water Interests

Received for information.

- h. Pender Is. Women's Institute re Comprehensive Economic and Trade Agreement

Staff was directed to draft a reply for the Chair's signature.

- i. BC Ferries

It was Moved and Seconded that the Executive Committee request staff to prepare a letter to the Minister regarding ferry fares and a Request for Decision for consideration at the June 2011 Trust Council meeting.
CARRIED

- j. Minister of Environment reply re: *Water Act*

Staff was directed to post the letter on the website.

4. **Administrative Services** (C. Elder)

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

2. **Other**

- a. Roger Sweeny and Bruce Bingham re Trustee Remuneration increase

Staff will reply directly to the above noted emails.

5. **Executive** (L. Adams)

1. **CAO's Update/Follow Up Action List Review**

2. **Other**

- a. Proposed June 2012 Trust Council Program

The current version of the proposed 3 day program for the June 2011 Trust Council meeting was reviewed and discussed. By general consent, the agenda program was approved for circulation to trustees and for inclusion in the upcoming news release about the June Council meeting.

- b. AVICC Followup

Executive members debriefed on items of interest that arose from the Association of Vancouver Island Coastal Communities convention including mail in ballots, possible changes to the *Elections Act* and Minister Chong's speech.

- c. Islands Trust Appointment to UBCM Ferry Fares Committee

It was Moved and Seconded to appoint Trustee Tony Law as Islands Trust Executive Committee's liaison to the Union of BC Municipalities Ferry Fares Committee.

CARRIED

- d. Mail In Ballots

Linda Adams updated Executive members on what the process would be if the Islands Trust wanted to consider mail in ballots. Staff are awaiting notice from the Capital Regional District as to whether they wish to implement this option for the November 2011 Elections.

- e. Trustee Liaison

The issue of what constitutes a meeting was raised in relation to trustees meeting with agencies or members of the public either individually or together. Linda Adams was requested to circulate the 'When is it a Meeting' document to all trustees for their information.

3. Work Program

- a. Executive Committee Work Program

Provided for information.

The meeting adjourned at 5:15 p.m. Next meeting: May 10, 2011 in Victoria, BC.

Sheila Malcolmson, Chair

Marie Smith, Deputy Secretary and Recorder