



Executive Committee Minutes of Meeting

Date: Tuesday, August 20, 2013

Location: Islands Trust Victoria Office

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

Staff Present: Linda Adams, Chief Administrative Officer
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 10:03 am. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

No new items.

2.2 Approval of Agenda

By General Consent, the agenda was approved, as presented.

3. ADOPTION OF MINUTES

3.1 July 23, 2013

By General Consent, the July 23, 2013 Minutes of Meeting were approved, as amended.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Follow-up Action List

Received as information.

4.2 Directors' and CAO Updates

Directors and the Chief Administrative Officer provided updates to the Executive Committee on their follow up action list items and current activities.

4.3 Local Trust Committee Chair Updates

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

5. TRUST COUNCIL MEETING PREPARATION

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for consideration at its September 2013 meeting:

5.1 Trust Area Services

5.1.1 Advocacy Policy/Program Session Outline

Amend and return session outline to August 27 meeting for further review.

5.1.2 Director of Trust Area Services Quarterly Report

As amended.

5.1.3 Trust Programs Committee Report

As presented.

5.1.4 Trust Fund Board Report

As presented.

5.1.5 Direction re FUAL Item re Islands Trust Fund 2011 Regional Conservation Plan

As presented.

5.1.6 Trust Fund Board Audited Financial Statements - Briefing

As presented.

5.1.7 Smart Meters update (EC request July 23)

As presented.

5.2 Local Planning Services

5.1.1 Director of Local Planning Services Report

This item was deferred to the August 27 meeting.

5.1.2 Local Planning Committee Report

As presented.

5.1.3 Local Planning Services Three Year Plan Report

As presented.

5.3 Executive

5.3.1 September Trust Council Agenda Program

As amended.

5.3.2 Decision and Information Items Agenda

This item was deferred to the August 27 meeting.

5.3.3 Delegation Requests - S. Foster; R. Simons; T. Varzeliotis

Staff will advise the delegates of their appointment to address Council at its September meeting and of their allotted 10 minute speaking time.

5.3.4 FOI and Protection of Privacy Session Outline

As presented.

5.3.5 Refresher on Administrative Fairness Session Outline

As presented.

5.3.6 Strategic Plan Update

Executive Committee members provided comments and feedback, suggesting changes to design, colour scheme, content and degree of information in order to provide better clarity.

Staff will complete a new version with suggested changes and bring back to the August 27 for further review.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Denman Island LTC Bylaws 204, 205, 206

Denman Bylaws 204, 205 and 206, will amend the Denman Island Official Community Plan (OCP), the Denman Island Land Use Bylaw (LUB) and authorize the Denman Island Local Trust Committee to enter into a housing agreement that will address development of the subject property to allow for the creation of a rent controlled, affordable housing unit.

Resolution EC 210-2013

It was Moved and Seconded:

That the Executive Committee approve Denman Island Local Trust Committee Bylaw 204, cited as 'Denman Island Land Use Bylaw, 2008, Amendment No. 1, 2012', under Section 24 of the *Islands Trust Act*.

CARRIED

Resolution EC 211-2013

It was Moved and Seconded:

That the Executive Committee approve Denman Island Local Trust Committee Bylaw 205, cited as 'Denman Island Housing Agreement Bylaw No. 205, 2012', under Section 24 of the *Islands Trust Act*.

CARRIED

Resolution EC 212-2013

It was Moved and Seconded:

That the Executive Committee approve Denman Island Local Trust Committee Bylaw 206, cited as 'Denman Island Official Community Plan, 2008, Amendment No. 1, 2013', under Section 24 of the *Islands Trust Act*.

CARRIED

6.2 Gambier Island LTC Bylaw 120 (Associated Islands Land Use Bylaw)

Resolution EC 213-2013

It was Moved and Seconded:

That the Executive Committee approve Gambier Island Local Trust Committee Bylaw 120, cited as 'Gambier Associated Islands Land Use Bylaw No. 120, 2013', under Section 24 of the *Islands Trust Act*.

CARRIED

6.3 Bowen Island Municipality LUB 57, 2002 Amendment Bylaw No. 345, 2013

Bowen Island Municipality has referred Bylaw 345 to the Executive Committee after first reading. It is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommends that the Executive Committee advise that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement subject to Bowen Island resolution of issues identified in the Bowen Island staff report.

Resolution EC 214-2013

It was Moved and Seconded:

That the Executive Committee advise Bowen Island Municipal Council that, based on the information provided to date, Bowen Island Municipality Bylaw 345 is not contrary to or at variance with the Islands Trust Policy Statement provided Bowen Island Municipality resolves issues identified in the Bowen Island staff report in a manner which is consistent with the Islands Trust Policy Statement.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Proposed Policy Amendments Following Adoption of Trust Council Delegation Bylaw 154 (Delegation of Powers to the Salt Spring Island Local Trust Committee)

Staff provided a briefing for information. A Request for Decision will be prepared for review at the August 27 Executive Committee proposing policy amendments that reflect the advice of Council Committees and the Salt Spring Island Local Trust Committee, and staff will circulate the Request for Decision to the September 6, 2013 meeting of the Salt Spring Island Local Trust Committee for information.

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 Doug Hooper letter re Private Docks at Cape Roger Curtis, Bowen Island

Chair Malcolmson will reply directly to Mr. Hooper including a copy of the Chair's August 20 letter to Bowen Municipal Council.

8.1.2 Economic Sustainability Session - Proposed December TC session outline

Discussion on format, wording, proposed guests, descriptives. The draft session outline will be highlighted during UBCM Regional Directors/MLA Breakfast at the UBCM Convention in September.

8.1.3 Gambier Island LTC request re Howe Sound Management Plan

Staff will draft a reply to the Gambier Island Local Trust Committee regarding its request, including information about the UBCM resolution deadline, which has passed, and that the Howe Sound Management Plan is already on Trust Council's Followup Action List.

8.1.4 Sunshine Coast Regional District Invite to attend UBCM meeting re Howe Sound Management Plan

Staff will draft a reply accepting the invitation to participate, should the meeting request be accepted by the Minister.

8.1.5 Session Outline – UBCM Derelict Vessels Clinic

Provided for information.

8.1.6 Draft Agenda – UBCM Derelict vessel meeting with Minister Thomson

Members reviewed the proposed agenda and list of possible local government representatives to invite. Due to meeting room constraints, staff will advise invitees of the number of meeting participants allotted to each respective local government.

8.1.7 Draft Seaweed Harvesting Referral Request letter to Ministry of Agriculture

Staff presented a draft letter requesting that the Ministry of Agriculture refer any beach-cast seaweed harvesting permit applications in the Islands Trust Area to the Islands Trust Executive Committee.

Staff was directed to finalize the letter for the Chief Administrative Officer's signature.

8.1.8 Pleasure Craft Sewage Advocacy

Resolution EC 215 -2013

It was Moved and Seconded:

That the Executive Committee direct staff to develop a map showing the potential effect of amendments to the *Vessel Pollution and Dangerous Chemicals Regulations* that would prohibit dumping within three nautical miles of a pump-out service and prohibit dumping in waters that are 6 nautical miles shore-to-shore; and develop recommendations for the Executive Committee about pleasure craft sewage advocacy options.

CARRIED

Staff was directed to forward this Request for Decision to Bowen Municipal Council.

8.2 Local Planning Services

8.2.1 Application Fee Sponsorship Request for Galiano Conservancy Association Learning Centre

Resolution EC 216 -2013

It was Moved and Seconded:

That the Executive Committee financially sponsor the application fee for a Temporary Use Permit to permit educational and retreat programming activities and associated overnight camping uses for up to 36 people on the subject property (DL 57) on Galiano Island.

CARRIED

Staff was requested to ensure that the letter to the applicant states that Islands Trust does not sponsor the actual application, only the fee.

8.3 Executive/Trust Council

8.3.1 October 29 Executive Committee Meeting date change request

Resolution EC 217-2013

It was Moved and Seconded:

To reschedule the October 29, 2013 Executive Committee meeting to November 6, 2013.

CARRIED

8.3.2 Trustee Johnston re Use of GoToMeeting audio for Committee meetings

Resolution EC 218-2013

It was Moved and Seconded:

That the Executive Committee request staff to forward Trustee Johnston's email to the Information Systems Advisory Group to advise the Executive Committee about the technical feasibility of the expanded use of GoToMeetings audio for Committee meetings.

CARRIED

Chair Malcolmson will respond directly to Trustee Johnston with the Executive Committee's direction.

9. CLOSED MEETING

Resolution EC 219-2013

It was Moved and Seconded:

That the meeting be closed to the public pursuant to s. 90(1), (c), (f), (g), (i) and 90 (2)(b) of the Community Charter to discuss matters related to labour relations, bylaw enforcement, litigation or potential litigation, solicitor client privilege and the consideration of information received and held in confidence relating to negotiations between the Islands Trust and the provincial government, and that staff attend the meeting.

CARRIED

The meeting closed to the public at 3:15 pm and reopened to the public at 4:45 pm.

10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

There were no items to report from the Closed meeting.

The meeting recessed at 4:45 pm.

Wednesday, August 21, 2013

The meeting reconvened at 9:00 am.

11. CORRESPONDENCE (for information unless raised for action)

11.1 Eric Booth re July 25/13 Salt Spring Island Local Trust Committee meeting

Chair Malcolmson advised she has written to Mr. Booth directly asking if he wished to make an administrative fairness complaint; to date no reply has been received from Mr. Booth.

Resolution EC 220-2013

It was Moved and Seconded:

That the Executive Committee request CAO Linda Adams to respond directly to Mr. Booth indicating to him the process for filing an Administrative Fairness Complaint, should he wish to do so.

CARRIED

11.2 Nile Creek Enhancement Society re Seaweed Harvesting

Resolution EC 221-2013

It was Moved and Seconded:

That staff draft a reply for the Chair's signature and include a copy of the CAO's August 23 letter to the Ministry of Agriculture regarding referral of seaweed harvesting regulations.

CARRIED

12. WORK PROGRAM

12.1 Review and amendment of current work program

The Consolidated Work Program was reviewed and discussed, and the following changes were recommended:

- Activity Summary to be updated by staff prior to each meeting.
- Staff update their section in 'redline' and recommend priorities.

Top Priorities

Under Communications

- Remove No. 2 Video Project – add to Long List, after BC Ferries
- Add Improve First Nations Relations as No. 2 (currently No. 4 on Long List)
- Add Derelict Advocacy as No. 3 (currently No. 5 on Long List)

Long List

Under Communications

- Move No. 4 First Nations Relations to Top Priorities
- Move No. 5 Derelict Vessel Advocacy to Top Priorities

Under TC Prep, Strategic Planning

- No. 4 – Food security topics in protocols - confirm wording for clarity
- Remove No. 13 – Develop liaison program re new provincial government
- Move No. 5 to No 4 position; No. 7 to No. 5; No. 11 to No. 6; renumber remaining items sequentially

Under LTC Assistance

- Move No. 7 - Development of RD/LTC protocol agreements to No. 2
- Delete No. 11 – CVRD/Thetis LTC re bylaw violations on remote islands

By General Consent, the Executive Committee Work Program was approved, as amended.

13. NEXT MEETING AND ADJOURNMENT

Resolution EC 222-2013

It was Moved and Seconded:

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:55 am.

Next meeting: August 27, 2013.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder