



## Executive Committee Meeting Minutes

**Date:** Tuesday, February 18, 2014

**Location:** Islands Trust Victoria Office

**Trustees Present:** Sheila Malcolmson, Chair  
Peter Luckham, Vice Chair  
David Graham, Vice Chair (by telephone)  
Ken Hancock, Vice Chair

**Staff Present:** Linda Adams, Chief Administrative Officer  
David Marlor, Local Planning Services Director  
Lisa Gordon, Trust Area Services Director  
Cindy Shelest, Administrative Services Director  
Clare Frater, Policy Analyst  
Marie Smith, Executive Coordinator (Recorder)

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### 1. CALL TO ORDER

The meeting was called to order at 10:50 am. Chair 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

8.3.2 Chair Response to Bowen Municipal Council re January 13 meeting followup

2.2 Approval of Agenda

2.2.1 Agenda Context Notes

By General Consent, the agenda was approved as amended.

### 3. ADOPTION OF MINUTES

3.1 February 4, 2014

By General Consent, the minutes of the February 4, 2014 Executive Committee meetings were adopted as amended.

### 4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Followup Action List

Received as information.

4.2 Directors' and CAO Updates

Directors 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 review and consideration at its March 2014 meeting:

#### 5.1 Trust Area Services

##### 5.1.1 Director of Trust Area Services Report

As amended

##### 5.1.2 Trust Fund Board Report

As presented.

##### 5.1.3 Trust Programs Committee Work Program

As amended.

##### 5.1.4 2014 Community Stewardship Awards Briefing

As amended.

##### 5.1.5 RFD - Advocacy Costs and Resources

As amended.

#### 5.2 Local Planning Services

##### 5.2.1 Director of Local Planning Services Report

As amended.

##### 5.2.2 Local Planning Committee Work Program

As presented.

##### 5.2.3 Bylaw Enforcement Report Briefing

As presented.

##### 5.2.4 Integrated Shoreline/Watershed Protection Approach Briefing

As presented.

##### 5.2.5 Local Trust Committees' Consideration of Groundwater Quality and Quantity Tool Kit - RFD

As presented.

5.3 Executive

5.3.1 March 2014 Council Program

As presented.

5.3.2 Decision and Information Items Agenda

As presented.

5.3.3 Trust Council Followup Action List

As presented.

5.3.4 ITC Strategic Plan – Update Briefing

As presented.

5.3.5 Closed Session Outline

As amended.

5.3.6 BC Treaty Negotiations Session Outline

As presented.

The meeting recessed at 12:10 pm and reopened at 12:40 pm.

5.3.7 Select Committee on Trust Council Input into Future CAO Appointments Briefing

As amended.

**EC-2014-031**

**It was MOVED and SECONDED,**

That the Executive Committee draft a Request for Decision to accompany the Select Committee on Trust Council Input into Future CAO Appointments Briefing with the recommendation that Trust Council proceed no further without allocated budget and resources.

**DEFEATED**

2 in Favour

2 Opposed

**EC-2014-032**

**It was MOVED and SECONDED,**

That the briefing be forwarded to Trust Council as presented.

**CARRIED**

5.3.8 Chief Administrative Officer Report

As presented.

5.3.9 Executive Committee Work Program

As presented.

#### 5.3.10 Continuous Learning Plan

As presented in the meeting.

#### 5.3.11 Priorities Chart

As presented.

#### 5.3.12 Draft June 2014 Trust Council Program

As presented.

#### 5.3.13 Draft December 2013 Council Minutes

As presented.

#### 5.3.14 Briefing – Local Government elections planning

As presented.

#### 5.3.15 Delegation Requests – Dorrance Woodward; Ramona de Graaf; Cameron Thorn, Assoc for Denman Isl. Marine Stewards, Gulf Islands Alliance

Staff was requested to advise each of the five delegates of their appointment to address Council at its March meeting so long as their topic is on federation wide matters within Trust Council's jurisdiction and not about local trust committee matters, and of their allotted speaking time of 10 minutes each including time for questions.

### 5.4 Administrative Services

#### 5.4.1 Director of Administrative Services Report

As presented.

#### 5.4.2 Financial Planning Committee Work Program

As presented.

#### 5.4.3 December 31, 2013 Quarterly Statement RFD

As presented.

#### 5.4.4 Financial Forecast to March 31, 2014 Year End Briefing

As presented.

#### 5.4.5 2014/2015 Financial Plan Bylaw RFD

As presented.

#### 5.4.6 Revenue Anticipation Borrowing Bylaw RFD

As presented.

5.4.7 Purchasing Procedure and Related Policies Policy 6.5.iii RFD

As amended.

5.4.8 2014-15 Budget Session

As amended.

5.4.9 Memo and Draft RFD – SSI Special Property Tax Requisition

**EC-2014-033**

**It was MOVED and SECONDED,**

That the final version of the Salt Spring Island Local Trust Committee (SSILTC) Special Property Tax Requisition Request for Decision be circulated to trustees by email after the SSI LTC's review at its February 27 meeting.

**CARRIED**

Since this will occur after the Council agenda package has gone out to trustees, staff will update the Decision and Information Items agenda with a notation advising trustees of this information.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

6.1 Salt Spring Island LTC Bylaw 473 (Meeting Procedures Amendment)

This bylaw will amend the Salt Spring Island Local Trust Committee Meeting Procedures Bylaw in regards to Delegation and Town Hall content; and to allow for electronic participation where short notice or emergencies make it impractical for one or more Trustees to attend in person.

**EC-2014-034**

**It was MOVED and SECONDED,**

That in accordance with Section 22(1)(b)(ii) of the *Islands Trust Act* and Islands Trust Council Policy 2.1.vii, the Executive Committee return Bylaw No. 473 to the Salt Spring Island Local Trust Committee:

1. with the comment that section 42 seems unclear and difficult to interpret and recommend that consideration be given to changing the wording in section 42 to read as either (a) or (b) below to provide more clarity, depending upon the intent of the Salt Spring Island Local Trust Committee:
  - (a) 42. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member may participate by means of electronic communication facilities.
  - (b) 42. At a regular Local Trust Committee meeting, not more than one Local Trust Committee member, who may not be the person presiding, may participate by means of electronic communication facilities.

and

2. with a recommendation of changing the wording of section 10 of SSLTC Bylaw No. 391, to cover all possibilities, as outlined below:

10. In the event that neither the Chairperson nor the alternate member of the local trust committee appointed by the Chair of the Trust Council is present within one half hour of the scheduled time of a regular or special meeting, the Director of Local Planning Services, or his or her designate, shall call the meeting to order and the remaining trustees shall determine which of them shall act as Chairperson.

**CARRIED**

**EC-2014-035**

**It was MOVED and SECONDED,**

That the Executive Committee request that the Director of Local Planning Services to transmit to Local Planning Services staff the Legislative Services Manager advice on amendments to LTC procedure bylaws and alternate chairs as described on page 1 of her February 13, 2014 briefing.

**CARRIED**

6.2 Galiano Island LTC Bylaw 241 (Land Use Bylaw Amendment)

This bylaw will amend the Galiano Island Land Use Bylaw to address the issue of sawmilling on residential lots.

**EC-2014-036**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee approve Proposed Bylaw No. 241, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2013", subject to Section 24 of the Islands Trust Act.

**CARRIED**

**9. CLOSED SESSION**

**EC-2014-037**

**It was MOVED and SECONDED,**

That the meeting be closed to the public pursuant to s. 90(1) (c) (g) and (i) of the Community Charter related to labour relations and other employee relations, bylaw enforcement and solicitor-client privilege and that staff attend the meeting.

**CARRIED**

The meeting closed to the public at 1:55 pm and reopened at 2:55 pm.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

Chair Malcolmson reported that staff have been requested to brief Trust Council during its Closed Session about legal advice recently received regarding aquaculture issues in the Trust Area.

**7. EXECUTIVE COMMITTEE PROJECTS**

No items.

**8. NEW BUSINESS**

8.1 Trust Area Services

8.1.1 Southern Strait of Georgia NMCA - letter of support for Government

**EC-2014-038**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to advise on the timing and content of a letter of support.

**CARRIED**

8.1.2 AVICC call for resolutions

No action at this time.

8.1.3 Aquaculture priority ranking decision

Staff was requested to add this item to a future Executive Committee agenda for further discussion.

8.2 Local Planning Services

8.2.1 Protocol agreement between Southern LTCs and CRD

**EC-2014-039**

**It was MOVED and SECONDED,**

That the issue of clarity around 'legislative' be considered when regional district protocols are next reviewed.

**CARRIED**

8.2.2 Dean Ellis re Conflicts with Trust Policy Statement

The Director of Local Planning Services will address the handling of this letter.

8.2.3 Galiano Island Local Trust Committee Request re Smart Meters

**EC-2014-040**

**It was MOVED and SECONDED,**

That the Executive Committee receive the Request for Decision as information and advise the Galiano Island Local Trust Committee of online links about Trust Council's work to date.

**CARRIED**

8.3 Executive/Trust Council

8.3.1 Minutes of January 13 BIM/IT meeting

Minor edits suggested; staff will advise Bowen Municipal Council directly.

8.3.2 Draft Letter to Bowen Municipal Council re January 13 meeting followup.

By consent, the Executive Committee approved forwarding the above noted letter as presented.

8.4 Administrative Services

8.4.1 B1viii - Amortization of Tangible Capital Assets

Provided for information.

8.4.2 2013 Climate Action Report

Provided for information. This has been submitted to the Province and will be posted on the Islands Trust website on March 7, 2014.

8.4.3 Appointment of Auditor - 2013/14 Audit

**EC-2014-041**  
**It was MOVED and SECONDED,**

That the Executive Committee appoint KPMG as Islands Trust auditors for the fiscal year ended March 31, 2014.

**CARRIED**

**11. CORRESPONDENCE (for information unless raised for action)**

11.1 Correspondence re Antenna Siting Protocol

By General Consent, the above noted correspondence will be forwarded to Trust Council for review at its March 2014 meeting.

11.2 UBCM re 2013 Resolutions

Provided for information.

**12. WORK PROGRAM**

12.1 Review and amendment of current work program

**13. NEXT MEETING**

Tuesday, March 4, 2014 on Hornby Island.

**14. ADJOURNMENT**

**EC-2014-042**  
**It was MOVED and SECONDED,**  
To adjourn the meeting.

**CARRIED**

The meeting adjourned at 3:45 pm.

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*Sheila Malcolmson, Chair*

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*Marie Smith, Recorder*