



## Executive Committee Minutes of Meeting

**Date/Time:** Tuesday, February 22, 2011

**Location:** Islands Trust Victoria Office

**Present:** Sheila Malcolmson, Chair  
Louise Bell, Vice Chair  
Peter Luckham, Vice Chair  
Gary Steeves, Vice Chair  
Mac Fraser, Acting CAO and LPS Director  
Marie Smith, Executive Coordinator  
Lisa Dunn, Trust Areas Services Director  
Craig Elder, Administrative Services Director

**Absent:** Linda Adams, CAO

### **Call to Order/Approval of Agenda**

The meeting was called to order at 10:20 a.m. Chair Malcolmson welcomed everyone and acknowledged that the meeting was being held in traditional Coast Salish territory.

Additions for Consideration:

- 2.3.a Gabriola Advocacy on Water and Liquid Waste
- 2.3.b Plumper Sound Anchorage
- 4.2.l Revision to IT Guidelines for LTC Sponsored Development Applications-RFD
- 4.3.a Bylaw Enforcement Strategies
- 5.2.f Records Management Bylaw – RFD

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

### **1. Previous Meeting/Coordination Topics**

#### **1. Minutes of Previous Meetings**

- a. February 1, 2011
- b. February 8, 2011
- a. February 16, 2011

By General Consent, the Minutes of the February 1, February 8 and February 16 Executive Committee meetings were approved as amended.

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

Provided for information.

### **2. Trust Area Services (L. Dunn)**

#### **1. Updates**

- a. Director/Follow up Action List Review

Verbal update provided for information.

## 2. Trust Council Items

By General Consent, the Executive Committee approved the following items to forward to the Islands Trust Council for review and consideration at its March 2011 meeting:

- a. Directors Quarterly Report

As amended.

- b. Trust Programs Committee Report

As presented.

- c. TFB Quarterly Report

As amended.

- d. RFD - NAPTEP – North Pender

As presented.

- e. RFD TFB Name Change

As presented.

- f. Briefing - Marine Advocacy Strategy

As amended.

- g. RFD - Policy Statement - Gas Tax Proposal Options

As amended.

- h. Legislative Monitoring Chart

As amended.

- i. Briefing - Advocacy Roles at the Islands Trust

As amended.

## 3. Other

- a. Gabriola Advocacy on Water and Liquid Waste

Deadline extended to March 14. Staff was directed to send letter and recommendations to the Ministry of Environment.

- b. Plumper Sound Anchorage

Staff reported about ongoing concerns expressed by constituents regarding Plumper Sound anchorage. Emails from Andree Fredette and Doug McArthur regarding this issue were provided for review.

*It was Moved and Seconded that the Executive Committee request staff to write to the involved authorities about the continuing light and noise problems in Plumper Sound and elsewhere in the inland waters in the southern Strait of Georgia.*

CARRIED

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

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

Verbal update provided for information.

**2. Trust Council Items**

By General Consent, the Executive Committee approved the following items to forward to the Islands Trust Council for review and consideration at its March 2011 meeting:

- a. Financial Planning Committee Report

As presented.

- b. December 31, 2010 Quarterly Financial Report – RFD

As presented.

- c. Financial Forecast to Mar 31/11 – Briefing

As amended.

- d. Trustee Remuneration Bylaw – RFD

As amended.

- e. Director of Admin Services Report

As presented.

- f. 2011/12 Financial Plan Bylaw - RFD

As presented.

- g. Budget Session

As amended.

- h. Revenue Anticipation Borrowing Bylaw – RFD

As presented.

**3. Other**

- a. Progressive Governance Forum-Placemaking, Mar 25-26/11

*It was Moved and Seconded that the Executive Committee approve funds for Vice Chair Gary Steeves to attend the Progressive Governance Forum, March 25-26, 2011 in Harrison Hot Springs, BC.*

CARRIED

- b. N. Schlenker letter & draft reply re: 2011/12 budget

Staff was directed to finalize and send the draft reply to N. Schlenker regarding the 2011/12 budget.

**4. Local Planning Services (M. Fraser)**

**1. Updates**

- a. LPS Director/Follow up Action List Review

Verbal update provided for information.

- b. LTC Chairs

Verbal updates were provided by Executive Committee members on activities in their roles as local committee chairs.

**2. Trust Council Items**

By General Consent, the Executive Committee approved the following items to forward to the Islands Trust Council for review and consideration at its March 2011 meeting:

- a. Local Planning Committee Report

As presented.

- b. Director of LPS Report

As amended.

- c. OCP/LUB Status Report

As presented.

- d. Bylaw Enforcement Investigations Report – Briefing

As presented.

- e. LPS Time Tracking Report – Briefing

As presented.

- f. LPC Participation in Development Application Fee Analysis – RFD

As presented.

- g. Conservation Covenant Management – RFD

As amended.

- h. Riparian Area Regulation Update – Briefing

As presented.

- i. Food Security – Briefing

As presented.

- j. Community Housing Task Force – RFD

As amended.

- k. Planning Session Outline

As amended.

I. Revision to IT Guidelines for LTC Sponsored Development Applications - RFD

As amended, to include track changes version of policy.

**3. Other**

a. Bylaw Enforcement Strategies

Executive Committee members asked for information on how bylaw enforcement can be carried out more effectively by using a bylaw enforcement policy. It was noted that the Bylaw Enforcement policy requires updating. Staff will bring back some ideas on approaches to bylaw enforcement regarding short term vacation rentals, and for trust-wide enforcement strategies.

**Closed Session**

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

CARRIED

The meeting was closed to the public at 2:35 p.m.

The meeting reopened to the public at 3:50 p.m.

**5. Executive**

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

Due to absence of the Chief Administrative Officer, no update was provided.

**2. Trust Council Items**

By General Consent, the Executive Committee approved the following items to forward to the Islands Trust Council for review and consideration at its March 2011 meeting:

a. Delegation Requests

As presented. Staff will advise the delegates of their appointed presentation time and five minute limit.

b. 2011 Calendar

As presented.

c. Closed Session Outline

As presented.

d. Priorities Chart

As presented.

e. December 2010 Draft Council Minutes

As amended.

f. Records Management Bylaw

As presented.

The meeting adjourned at 4:10 p.m. Next meeting: March 8, 2011 on Galiano Island

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Sheila Malcolmson, Chair

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Marie Smith, Deputy Secretary and Recorder