



Executive Committee Minutes of Meeting

Date: Tuesday, October 16, 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
Laura Stringer, Communications Specialist
Clare Frater, Policy Analyst
Marie Smith, Executive Coordinator (Recorder)

1. CALL TO ORDER

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.

2. APPROVAL OF AGENDA

Additions for Consideration:

5.2.2 – BIM-EC September 10 Minutes of Meeting

8.1 – P. Willis re Raven Coal Project

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

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

3.1.1 August 7, 2012

By General Consent, the Minutes of the August 7, 2012 Executive Committee Electronic Meeting were approved, as presented.

3.1.2 August 14, 2012

By General Consent, the Minutes of the August 14, 2012 Executive Committee Meeting were approved, as amended.

3.1.3 August 28, 2012

By General Consent, the Minutes of the August 28, 2012 Executive Committee Meeting were approved, as presented.

3.1.4 Resolution Without Meeting 107-12

RWM-107-12 – to move the October 9, 2012 Executive Committee meeting to October 16, 2012 - was provided for information.

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.

4.2 Other

4.2.1 Communications Plan – confirm amendments and review priorities

Staff presented the next version of the 2012-13 Islands Trust Communications Work Plan, as amended following input from received at the August 28 Executive Committee meeting. Executive Committee members provided further comments and identified changes to item priorities. Staff will make amendments to the Plan as proposed and return to a future meeting for further discussion.

4.2.2 Pleasure Craft Sewage Advocacy

Executive Committee members reviewed a Request for Decision from staff regarding pleasure craft sewage advocacy, proposing a meeting with other non-profit partners to learn what others are doing, discuss options and see if a coordination role by the Trust is warranted. Discussion followed on the use of staff resources to do this work.

Recommendation

It was Moved and Seconded:

That staff be directed to arrange a meeting with non-profit partners to discuss pleasure craft sewage advocacy ideas and next steps, and report back to the Executive Committee on the topics discussed.

CARRIED

4.2.3 Request for Decision – Protected Indicator Report

Executive Committee members reviewed the Protected Indicator Report and suggested changes, proposing more detail of all protected areas on each island, in order to add more value to the information in the report.

Recommendation

It was Moved and Seconded:

That the Executive Committee approve the Protected Area Indicator Report as amended, and direct staff to post it to the website.

CARRIED

4.2.4 National Marine Conservation Area (NMCA) Reserve Update and consideration of 2013 Association of Vancouver Island Coastal Communities (AVICC) resolution

CAO Linda Adams reported about a recent meeting with staff about next steps for this program. Staff proposed submitting a resolution for consideration at the 2013 AVICC Convention to get support for the proposed expanded area so they would have something more current and more explicit to take to the province to support the NMCA Reserve.

Staff were asked to formulate options in support of an AVICC resolution for review at a future meeting. More information will be available following the October 26 Parks Canada meeting with 14 local governments reps in the NMCA area.

Recommendation

It was Moved and Seconded:

That staff develop a Trust Council Request for Decision for review by the Trust Programs Committee on support for implementation of the full National Marine Conservation Area Reserve study area using existing zoning as the basis for an interim management plan.

CARRIED

Recommendation

It was Moved and Seconded:

To direct staff to develop options for an Association of Vancouver Island Coastal Communities resolution in support of National Marine Conservation Area Reserve implementation.

CARRIED

4.2.5 UBCM/AVICC Policy - review process

Executive Committee members suggested changes to the policy, including how to address costs for non Executive Committee members elected to the AVICC Board and delegation by Trust Council of voting positions to the Executive Committee. Staff will bring back for review at a future meeting.

4.2.6 Draft 2012 UBCM Report

Amendments were suggested prior to forwarding to staff and trustees.

4.2.7 UBCM EAD/MLA Meeting followup

Members discussed outcomes from the Islands Trust hosted Electoral Area Directors/MLA breakfast held during the UBCM Convention, including the positive reception received from participants and possible follow-up. A similar session at the annual AVICC convention will be considered at a later date.

4.2.8 2013 AVICC Convention presentation planning proposal

Staff were asked to bring back information on the possibility of supporting a workshop on the National Marine Conservation Area reserve at the 2013 AVICC Convention.

4.2.9 Strategic Plan – initial scoping of Executive Committee strategies

Reviewed and discussed.

4.2.10 2013 Island Studies Conference

Staff advised that the Management Group will be discussing possible Trust involvement during this conference program and will report back to the Executive Committee with recommendations.

4.2.11 BC Shellfish Growers Environmental Code of Practice – possible involvement

Staff was requested to draft a letter from the Chair to the BC Shellfish Growers Association requesting input into the Environmental Code of Practice.

4.2.12 BC Shellfish Growers re: Raven Coal Mine Project

Provided for information.

4.2.13 D. Goldman, Hornby Island re Texada Island Lights

Staff was requested to prepare a reply for the Chair's signature, and to advise the writer that his letter will be referred to the Powell River Regional District for follow-up.

4.2.14 R. Hawkins re Enbridge Joint Panel Review Presentation

Chair Malcolmson will reply directly to Mr. Hawkins.

4.2.14 Puget Sound Partnership request to present to Executive Committee

This item was deferred to a future meeting.

4.2.15 Howe Sound Management Plan – clarify scope of activity

This item was deferred to October 30 meeting.

4.2.16 Artificial Reef Society of BC News Release re sinking of former HMCS Annapolis

Staff advised that Gambier trustees have been provided with public speaking notes to address the Islands Trust's position on this issue.

4.2.17 Chamber of Shipping letter re Tanker Safety Best Practices

Provided for information.

4.2.18 Kinder Morgan Open Houses

Staff reported that Kinder Morgan's Stakeholder consultant has advised that public open houses are being proposed for public comment in Sidney and Nanaimo, to be held mid-day on Saturdays. Staff advised the consultant that islanders may expect open houses to be held on island where possible.

Staff directed Kinder Morgan Canada to maximize its efforts to consult on the islands and suggested that Kinder Morgan consider the BC Hydro GSX pipeline consultation program as a model. Staff were also directed to convey that weekend and evening meetings are generally best for island residents and to compile a list of the local trust committee/island municipality populations and meeting halls for Kinder Morgan.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 Updates

5.1.1 Chief Administrative Officer's Update

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

5.2 Other

5.2.1 Appointment of Deputy Secretary

Recommendation

It was Moved and Seconded:

That the Executive Committee appoint Becky McErlean to the office of Deputy Secretary for the Northern Office, effective immediately, on an interim basis until the vacant Planning Clerk/Deputy Secretary position is filled.

CARRIED

5.2.2 BIM-EC Meeting followup

Executive Committee members reviewed the draft minutes prepared by Bowen staff of the September 10 Bowen Municipal Council – Executive Committee joint meeting.

By General Consent, the minutes were approved as presented. Staff will advise Bowen staff of the Executive Committee's consent.

5.2.3 Salt Spring Island Governance Study

Staff provided a verbal update on the status of the first phase of the Salt Spring Island governance study and will advise the Executive Committee of its status as updates become available.

5.2.3 Proposed 2013 Executive Committee Meeting Schedule

5.3 Post Council Joint Session

5.3.1 Roundtable

Executive Committee members and senior staff provided comments and feedback about the September Council meeting and suggestions were made to consider more public notice on the host island, handling delegation topics outside the jurisdiction of the Islands Trust, Staff attendance, and providing a feedback to trustees after each Council meeting.

5.3.2 Trustee Comments/Requests

None received.

5.3.3 Trust Council Followup Action List

CAO Linda Adams advised that the Trust Council Followup Action List will be reviewed by management at an upcoming meeting and will be brought back to the Executive Committee with proposed changes and updates to outstanding items.

5.3.4 Trust Council Continuous Learning Plan

Staff and Executive Committee members reviewed the Trust Council Continuous Learning Plan to see which topics could possibly be addressed by webinar instead of during Trust Council meetings.

Staff was directed to schedule webinars for an update on the new website and for Northern and Southern team meetings prior to the December Council meeting and to advice on their effectiveness.

5.3.5 Draft December 2012 Council Program

6. LOCAL PLANNING SERVICES (D. Marlor)

6.1 Updates

6.1.1 Director's Update

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

6.1.2 Local Trust Committee Chair Updates

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

6.2 Other

6.2.1 Denman – Legal Review for Housing Agreement

Executive Committee members reviewed a request from the Denman Island Local Trust Committee to consider sponsoring or waiving the cost of legal review of a housing agreement as part of a rezoning application for affordable housing.

Recommendation

It was Moved and Seconded:

That the Executive Committee write to the Denman Island Local Trust Committee advising that is not a mechanism nor a policy to waive or sponsor the costs of a legal review, and that the Grants Administrator is available to assist the proponent with finding funding.

CARRIED

6.2.2 Saturna Island LTC Bylaw No. 107 (OCP Amendment)

The purpose of this bylaw is to amend the Saturna Island Official Community Plan by changing the designation of three parcels of Capital Regional District parkland to the appropriate Park (open space) designation.

Recommendation

It was Moved and Seconded:

That Saturna Island Local Trust Committee Bylaw No. 107 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2012” be approved under Section 24 of the Islands Trust Act.

CARRIED

6.2.3 Saturna Island LTC Bylaw No. 108 (LUB Amendment)

The purpose of proposed bylaw 108 is to amend the Saturna Island Land Use Bylaw by changing the zoning of three parcels of Capital Regional District parkland to the appropriate Community Park zone.

Recommendation

It was Moved and Seconded:

That Saturna Island Local Trust Committee Bylaw No. 108 cited as: "Saturna Island Land Use Bylaw 78, 2002, Amendment No. 1, 2012", be approved under Section 24 of the Islands Trust Act.

CARRIED

7. ADMINISTRATIVE SERVICES (C. Shelest)

7.1 Updates

7.1.1 Director's Update

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

8. NEW BUSINESS

8.1 P. Willis re Raven Coal Project

Executive Committee members reviewed a letter from Patti Willis, on behalf of Denman Opposes Coal, regarding followup to their delegation at the September Trust Council meeting regarding concerns with the Raven Coal Mine Project.

Chair Malcolmson will reply directly to the writer advising that the Trust is finalizing letters to the Canadian Environmental Assessment Agency and the BC Environmental Assessment Office regarding this issue, which will be posted on the website under Chair Correspondence.

9. CLOSED SESSION

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

CARRIED

The meeting was closed to the public at 3:30 pm.
The meeting reopened to the public at 3:35 pm.

10. NEXT MEETING AND ADJOURNMENT

Next Executive Committee meeting: Tuesday, October 30, 2012

The meeting adjourned at 3:36 pm.