



Executive Committee Minutes of Meeting

Date April 22-23, 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
Cindy Shelest, Administrative Services Director
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator and Recorder

Public Present: George Grams, Salt Spring Island Local Trustee
Justine Starke, Island Planner

1. CALL TO ORDER

The meeting was called to order at 2:50 pm. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

Additions to the Agenda:

- 8.1 Kinder Morgan invite to May 22/23 workshops
- 8.2 Capital Regional District Director Letter of Support re Delegation of Power to Salt Spring Island Local Trust Committee

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

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

- 3.1.1 March 19, 2013

By General Consent, the Executive Committee adopted the March 19, 2013 Minutes of Meeting, as amended.

3.2 Follow-up Action List

Provided for information.

4. ADMINISTRATIVE SERVICES

No items.

By General Consent, it was agreed to address agenda items from Sections 7 and 8 next.

7. TRUST AREA SERVICES

7.1 Director's Update

Director of Trust Area Services updated the Executive Committee on follow up action list items and current activities.

7.2 Other

7.2.1 Implications of Advocacy re housing/farming

Staff advised that they are looking for scope direction in order to prepare a briefing to present to Trust Council at its June meeting. Executive Committee members expressed the need to find out if the Agricultural Land Commission is in a process to review its regulations and whether it will involve local government consultation.

Resolution EC 154-2013

It was Moved and Seconded:

That the Executive Committee request staff to contact the Agricultural Land Commission to inquire about whether they are conducting a review of farm worker housing regulations.

CARRIED

7.2.2 Website Launch Progress Report

Staff presented a progress report on the timelines and tasks accomplished to date and those yet to be accomplished for the official launch of the new Islands Trust website, proposed for early June.

7.2.3 Howe Sound Forum Principles of Cooperation / level of participation

Staff advised that the April forum has been deferred and will await information on an invitation for the proposed new date.

7.2.4 Census data

Staff reported that census data for the Trust Area is available up to 2011 and have advised planning staff.

7.2.5 S.Steiel correspondence re potential impacts of Victoria Airport expansion

Resolution EC 155-2013

It was Moved and Seconded:

That the Executive Committee request staff to write to Transport Canada to seek to be included as a referral agency if flight paths are changed to increase air traffic in the Trust Area.

DEFEATED

Chair Malcolmson will email the writer thanking her for informing the Executive Committee about this issue and will consider action if the expansion process proceeds.

7.2.6 Minister Lake Reply re National Marine Conservation Area

Provided for information and has been posted on the website. No further action recommended at this time.

7.2.7 Minister Coleman reply re Mineral Reserve in the Trust Area

Provided for information and has been posted on the website. No further action recommended at this time.

7.2.8 BC Hydro reply to Trust Council re Smart metering

Staff will forward the letter to trustees for their information, asking that they advise if they want to add it to the June Council agenda for further consideration.

7.2.9 Support for a Citizens' Initiative Petition for Democratic Process re Smart metering

Staff will forward the letter to trustees for their information, asking that they advise if they want to add it to the June Council agenda for further consideration, advise the writer of this action, and thank them for their letter.

7.2.10 Islands Studies Conference Schedule

Provided for information.

8. NEW BUSINESS

8.1 Kinder Morgan invite to May 22/23 workshops re Trans Mountain Pipeline consultation

Executive Committee encouraged staff participation and requested staff to convey the invitation to Bowen Municipal Trustee Andrew Stone and South Pender Trustee Mike Jones about the May 22 session in Vancouver.

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.1 CAO 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 Draft June Trust Council Program

Resolution EC 156-2013

It was Moved and Seconded:

That the Executive Committee request staff to invite the Community Carbon Marketplace to hold a session on Carbon Credits at the June Council meeting.

CARRIED

Staff will contact Brian Roberts with the Community Carbon Marketplace regarding his availability to attend a session on June 11.

5.2.2 RFD re Trust Council Continuous Learning Session – Difficult Decision Making

Resolution EC 157-2013

It was Moved and Seconded:

That the Executive Committee request staff to engage with Tracey Lee Lorensen of Paragon Strategic Services Ltd. to deliver a presentation of approximately two hours in length regarding difficult decision-making to the Islands Trust Council in June 2013, and schedule a session-planning teleconference with Ms. Lorensen during the Executive Committee meeting on May 7, 2013.

CARRIED

5.2.3 Kinder Morgan – potential presentation to Trust Council

Resolution EC 158-2013

It was Moved and Seconded:

That the Executive Committee invite Kinder Morgan to the June Trust Council meeting to provide a presentation on the marine aspects of their pipeline expansion and that trustees be briefed and invited to provide questions in advance.

CARRIED

The meeting recessed at 5:10 pm.

Tuesday, April 23, 2013

The meeting reconvened at 9:06 am.

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 Bylaws

6.2.3 Galiano Island LTC Bylaw 239 (LUB Amendment)

This bylaw will amend the Galiano Land Use Bylaw to address a number of issues bring it into conformity with adopted changes to the Galiano Official Community Plan and to improve its clarity.

Resolution EC 159-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 239, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 4, 2012", under Section 24 of the *Islands Trust Act*.

CARRIED

6.2.4 Gambier Island LTC Bylaw 124 (Administrative)

This administrative bylaw would provide more flexibility in the Gambier Development Procedures Bylaw by allowing strata councils to submit development applications to the local trust committee on behalf of strata lot owners.

Resolution EC 160-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 239, cited as "Gambier Local Trust Committee Development Procedures Bylaw No. 50, Amendment No. 1, 2013", under Section 24 of the *Islands Trust Act*.

CARRIED

6.2.1 Salt Spring Island LTC Bylaw 467 (APC - Administrative)

Island Planner Justine Starke provided an overview of a new Salt Spring Island Advisory Planning Commission (APC) bylaw that will create an amalgamated Advisory Planning Commission to include expertise in planning and public policy, architectural and urban design, and environmental sciences and policy development. The APC under this bylaw will replace the Salt Spring Island Local Trust Committee's Advisory Design Panel, Environmental Advisory Committee, and Agricultural Advisory Committee. It will retain the function of the Agricultural Advisory Committee by establishing an Agricultural Advisory Planning Commission (AAPC) and will also enable the creation of "special projects" Advisory Planning Commissions (such as the current Industrial Advisory Planning Commission (IAPC)).

Salt Spring Trustee George Grams provided background on why bylaw was initiated, to allow an expanded committee to interact between other committees. It was noted that Chair training and guidelines would be needed.

Resolution EC 161-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 467, cited as "Salt Spring Island Local Trust Committee Advisory Planning Commission Bylaw, 2013", under Section 24 of the *Islands Trust Act*.

CARRIED

6.2.2 Salt Spring Island LTC Bylaw 461 (LUB Secondary Suites)

Staff introduced the bylaw that will permit secondary suites in specific areas of Salt Spring Island. The underlying initiative is to offer affordable rental housing for the existing population and is one part of a multi prong approach to solve affordable housing issue on Salt Spring Island. The intention is that the pilot area will gather data for regulation to review before expansion to other areas. LTC Chair Sheila Malcolmson noted that this was built on 15 years of community research, OCP criteria, needs assessment and an extensive community process.

Resolution EC 162-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 461, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 5, 2012.", under Section 24 of the *Islands Trust Act*.

CARRIED

5. EXECUTIVE/TRUST COUNCIL (L. Adams)

5.2.5 Briefing re Islands Trust Impact Analysis re Salt Spring governance study

CAO Linda Adams provided a briefing update on the upcoming study that will examine the potential impact of municipal incorporation of Salt Spring Island on the Islands Trust organization in relation to fiscal stability and organizational adaptation.

5.2.6 Briefing re Draft Trust Council Bylaw 154 re Delegation of TC Powers to the Salt Spring Island Local Trust Committee

Executive Committee members reviewed and provided comments regarding the first draft of a Trust Council bylaw that would delegate certain powers to the Salt Spring Island Local Trust Committee, related to the preservation and protection of water quality and quantity.

5.2.7 Correspondence re support for Trust Council Bylaw 154: John Sprague, Wayne Hewitt, and North Salt Spring Waterworks

These letters will be included in the June Trust Council agenda package for review during Council's consideration of Trust Council Bylaw No. 154.

8. NEW BUSINESS

8.2 CRD letter of Support re Delegation of Trust Powers to Salt Spring Island Local Trust Committee

This letter will be included in the June Trust Council agenda package for review during Council's consideration of Trust Council Bylaw No. 154.

6. LOCAL PLANNING SERVICES

6.3 Other

6.3.1 Executive Committee as a Local Trust Committee requests

Staff presented a briefing outlining requests from the Executive Committee Acting as a Local Trust Committee (ECLTC) regarding resourcing work with First Nations, electronic meetings of local trust committees and seaweed harvesting.

1. First Nations

ECLTC motion: That the Executive Committee working as a Local Trust Committee forward to Executive Committee Item number one on the May 8, 2012 Follow Up Action List: request that additional resources and expertise be made available to support LTC interactions and meetings with First Nations.

Staff noted that the ECLTC has \$3,000 allocated for special projects funding in the 2013-14 budget. The LTC expressed an interest in keeping the Trust Wide First Nation Strategy as a priority for Islands Trust, and to ensure that funds are made available to LTCs for interactions with First Nations.

By consensus, it was agreed to deal with this issue at the ECLTC level.

2. Electronic Meetings

ECLTC motion: that the Executive Committee working as a Local Trust Committee request that the Executive Committee move forward with Resolution TC 175/09 as it relates to electronic special meetings of local trust committees, and electronic participation of trustees in regular meetings of local trust committees.

Staff noted that the Gambier Island Local Trust Committee is planning to develop an Electronic meetings bylaw that would be shared and could be used as a model bylaw by other local trust committees.

3. Seaweed Harvesting

ECLTC Motion: that the Executive Committee working as a Local Trust Committee request Executive Committee to look at options for advocacy with regards to ocean harvesting of seaweed.

At the recent convention of the Association of Vancouver Island and Coastal Communities (AVICC), Executive Committee members supported a resolution, sponsored by the Regional District of Nanaimo, that called on the provincial government to inform local government before issuing licenses for activities such as the removal of seaweed from beaches.

Resolution EC 163-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to draft a letter for the Chair's signature advocating that the province refer seaweed harvesting permit applications to the Islands Trust.

CARRIED

Staff will contact the Regional District of Nanaimo requesting any background information they could provide to support the letter.

5.2.4 Executive Committee Work Program Management

CAO Linda Adams provided a request for decision with recommendations representing three elements that will contribute to improved work program management. Executive Committee members addressed the third element first regarding program management, and discussed and provided feedback to the draft template for the Executive Committee Work Program dated April 15, which notes priorities by work unit. Discussion ensued on managing priorities at both the project/program level and for regular business items.

Resolution EC 164-2013

It was Moved and Seconded:

That the Islands Trust Executive Committee request staff to revise its Follow Up Action by transferring larger projects to a Work Program that is generally consistent with the draft Executive Committee Work Program Template dated April 15, 2013 and return both items to the next Executive Committee meeting for approval.

CARRIED

Chair Malcolmson highlighted the following for further review and followup:

- Staff to provide advice on what criteria to use about what goes on the Work Program versus Followup Action List.
- The Work Program to be set up in categories as recommended by staff as a trial and assess how it's working.
- Staff to provide advice on what tasks could be assigned to other council committees that are on the Executive Committee Work Program.
- Address at a later date what would go on the Priorities Chart for Trust Council.

Further discussion and consideration of this agenda item will continue at the May 7 Executive Committee meeting.

9. CLOSED SESSION

Resolution EC 165-2013

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 litigation and solicitor client privilege and that staff attend the meeting.

CARRIED

The meeting closed to the public at 1:50 pm.
The meeting reopened to the public at 3:06 pm.

10. RISE AND REPORT

There were no items to report from the Closed Session.

11. NEXT MEETING AND ADJOURNMENT

Resolution EC 166-2013

It was Moved and Seconded:

To adjourn the meeting.

CARRIED

The meeting adjourned at 3:09 pm. Next meeting: May 7, 2013

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder