



Executive Committee Minutes of Meeting

Date: Tuesday, June 25, 2013

Location: Islands Trust Victoria Office

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

Staff Present: David Marlor, Local Planning Services Director and Acting CAO
Cindy Shelest, Administrative Services Director
Lisa Gordon, Trust Area Services Director
Marie Smith, Executive Coordinator and Recorder

Staff Absent: Linda Adams, Chief Administrative Officer

1. CALL TO ORDER

The meeting was called to order at 10:50 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 to the Agenda:

- 8.1 Liquid Bulk Handling Informational Tour
- 8.2 Bowen Golf Club re Community Stewardship Awards
- 8.3 I. Kirkham et al re Seaweed Harvesting

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

3. MINUTES OF MEETING/FOLLOWUP

3.1 Minutes of Previous Meetings

- 3.1.1 June 11, 2013

By General Consent, the Executive Committee adopted the June 11, 2013 Minutes of Meeting, as presented.

3.2 Follow-up Action List

Provided for information.

4. LOCAL PLANNING SERVICES

4.1 Updates

- 4.1.1 Director's Update

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

4.1.2 Local Trust Committee Chair Updates

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

4.2 Bylaws

4.2.1 Galiano Island LTC Bylaw No. 240 (LUB Amendment)

This bylaw would amend the Galiano Island Land Use Bylaw to make it consistent with the adopted changes to the Official Community Plan. The specific areas addressed in this bylaw are Section 3 Home Occupation Regulations, Section 16 – Sign Regulations, and permitting small scale husbandry in residential zones.

Resolution EC 194-2013

It was Moved and Seconded:

That the Executive Committee approve Proposed Bylaw No. 240, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 5, 2012” under Section 24 of the Islands Trust Act.

CARRIED

4.2.2 Bowen Island Municipal Bylaw No. 339 (LUB Amendment)

Bylaw 339 is a Land Use Bylaw Amendment to correct an error in Bylaw No. 311, a land use bylaw amendment that rezoned a 4.3 hectare parcel for co-housing purposes. Bowen Island Municipality has referred this bylaw to the Executive Committee; it is a ‘non-OCP’ bylaw that requires comment only, rather than approval.

Resolution EC 195-2013

It was Moved and Seconded:

That the Executive Committee advise Bowen Island Municipality that Bylaw 339, cited as “Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 339, 2013” is not contrary to or at variance to the Islands Trust Policy Statement and that the Executive Committee has no objections to the Bylaw.

CARRIED

4.3 Other

4.3.1 Policy Statement Checklist and Strategic Plan on LTC Meeting Agendas

Concern was raised that there does not appear to be a consistent approach to assessing bylaws against the Policy Statement Checklist. The Director of Local Planning Services advised that the Islands Trust Policy Statement Implementation indicates that determination of conformity to the Policy Statement is the responsibility of the local trust committees. The Director indicated he is aware of these differences in interpretation and is working with the Regional Planning Managers to improve the process and ensure consistency. Discussion took place regarding how to place the Strategic Plan on local trust committee agendas including consideration of a “context statement” and frequency. The Director agreed to review with the Regional Planning Managers and report back.

4.3.2 Bylaw Enforcement Reporting Update

The Director of Local Planning Services provided an update on bylaw enforcement reporting and internal review of procedures to ensure consistency with the Islands Trust Bylaw Enforcement Policy. The Director will provide an email to all trustees advising of adjustments to procedures and new reporting will be available for September Trust Council.

5. TRUST AREA SERVICES (L. Gordon)

5.1 Director's Update

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

5.2 Other

5.2.1 Islands Trust Video Project –next steps

Staff presented a Request for Decision for Executive Committee's consideration to complete a grant funded video project for the Islands Trust. If approved staff would undertake a Request for Qualifications process to identify qualified Islands Trust Area video producers and issue an invitation to quote. Once a contract is awarded, staff will arrange a session with the Executive Committee and the contractor to determine the key themes to be featured in the video. The Executive Committee will also have an opportunity to approve the script and shot list, as well as the rough cut and the penultimate version of the video. The completed video would be posted on the Islands Trust web site and YouTube with DVD copies available for staff/trustee use at community events.

Staff was requested to send existing storyboards and the original rough cut to Executive Committee members prior to the next meeting.

Resolution EC 196-2013

It was Moved and Seconded:

That the Executive Committee request staff to provide a terms of reference, competitive bidding process and list of potential contractors for the Islands Trust video project for review at the July 23 Executive Committee meeting.

CARRIED

5.2.2 J. Killam re Coal Export Opposition Letter

The Chair will response directly by email to the writer regarding her concerns with Trust Council's position on coal exports.

6. ADMINISTRATIVE SERVICES

4.1 Director's Update

The Director of Administrative Services provided an update on the Ministry of Finance staff's position with respect to special levies. The Director will discuss with the CAO and report back.

7. EXECUTIVE/TRUST COUNCIL

7.1 CAO Update

No update with CAO absent.

7.2 Other

7.2.1 Appointment of Deputy Secretary

Resolution EC 197-2013

It was Moved and Seconded:

That the Executive Committee appoint Sharon Lloyd-deRosario to the office of Deputy Secretary for the Southern Office, effective immediately.

CARRIED

7.3 Post Council Joint Session with Management

7.3.1 Roundtable

Executive Committee members and senior staff provided comments about the March 2013 Council meeting program and logistics and suggestions for future consideration.

7.3.2 Trustee Comments/Requests

Members and senior staff reviewed and discussed the post Council comments provided by Trustee Johnston.

7.3.3 Trust Council Follow up Action List

By General Consent, it was requested that the Council meeting dates of items on the Trust Council Followup Action List be added where possible.

Resolution EC 198-2013

It was Moved and Seconded:

That the Executive Committee request staff advice on allocating Trust Council Followup Action items to Council committees and the Executive Committee, for consideration of inclusion in the work program.

CARRIED

7.3.4 June 2013 Council Decision Highlights

By General Consent, the Executive Committee endorsed the June 2013 Islands Trust Council Decision Highlights, as amended. Staff will post to the website and forward to trustees and staff.

7.3.5 Trust Council Continuous Learning Plan

Executive Committee members reviewed and discussed topics proposed for upcoming Council meetings, in particular requested staff advice for the need for an Advocacy Policy Session at the September meeting, and to add GHG Emission Best Planning Practices as a webinar/outside of Trust Council meetings.

7.4 Work Program

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

Top Priorities

Under EXEC

- EX-12-02 - Change title to " Islands Trust Impact Analysis - budget impacts with regard to possible SSI incorporation"

Under TAS

- Director of Trust Area Services to check and report back on what remains on potential liaison program re new MLA, Minister and Critic orientation.

Under Legislative Services

- Correspondence policy – Legislative Services Manager to provide update at a future meeting.

Long List

Under EXEC

- EX-12-07 - change to a strategic plan item - flag this in the strategic plan column - change from no to yes

Under LTC Assistance

- No. 9 and 10 - remove
- No. 12 - move to the Followup Action List and delete
- No. 11 - provide advice on what the Executive Committee could do or recommend deletion
- No 6 - LT-12-01 - delete

By General Consent, the Executive Committee adopted the Executive Committee Consolidated Work Program, as amended June 25, 2013.

8. NEW BUSINESS

8.1 Liquid Bulk Handling Informational Tour Update

Chair Malcolmson provided a verbal report about her recent trip to Norway to participate in the June 18-21 Liquid Bulk Handling Informational Tour and the best practices learned about the programs Norway has in place to address oil spill response and prevention.

8.2 Bowen Golf Club re Community Stewardship Awards

Chair Malcolmson will reply directly to the writer by email regarding his concerns with the Community Stewardship Awards selection process.

8.3 I. Kirkham et al re: Seaweed Harvesting

Staff to draft reply for Chair's signature about where to find information on our website.

9. CLOSED SESSION

That the meeting be closed to the public pursuant to s. 90(1) (i) of the Community Charter related to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting closed at 2:50 and reopened at 3:10 pm.

10. RISE AND REPORT

There were no items.

11. NEXT MEETING AND ADJOURNMENT

Resolution EC 199-2013

It was Moved and Seconded:

That the meeting be adjourned.

CARRIED

The meeting adjourned at 3:11 pm.

Next meeting: July 23, 2013, in Victoria, BC

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder