



## Executive Committee Minutes

**Date:** Tuesday, February 4, 2014

**Location:** Islands Trust Victoria Office

**Trustees Present:** Sheila Malcolmson, Chair  
Peter Luckham, Vice Chair  
David Graham, Vice Chair  
Ken Hancock, Vice Chair

**Staff Present:** Linda Adams, Chief Administrative Officer  
David Marlor, Local Planning Services Director  
Lisa Gordon, Trust Area Services Director  
Clare Frater, Policy Analyst  
Jas Chonk, Recorder

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### 1. CALL TO ORDER

The meeting was called to order at 10:05 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

8.1.4 Bowen Island and Grants Administrator

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

### 3. ADOPTION OF MINUTES

3.1 January 14, 2014

By General Consent, the minutes of the January 14, 2014 Executive Committee meetings were adopted as amended.

3.2 EC-RWM-2014-001

By General Consent, the Resolution Without Meeting was received as information.

### 4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Followup Action List

Received as information.

4.2 Directors' and CAO Updates

No updates provided due to time constraints.

#### 4.3 Local Trust Committee Chair Updates

No updates provided due to time constraints.

### 5. TRUST COUNCIL MEETING PREPARATION

#### 5.1 Treaty Negotiations Closed Session Outline - Review

The Executive Committee discussed the outline on Treaty Negotiations and asked that staff minimize the time spent in the closed session and to work with presenters to clarify the details of the session.

### 6. BYLAWS FOR APPROVAL CONSIDERATION

#### 6.1 Salt Spring Island LTC Bylaw 470 (LUB Amendment) - Decision

The intent of proposed Bylaw 470 is to extend Shoreline 6 zoning to the northern portion of the upland rural residential lot, enabling a private moorage dock and uses of the waterfront.

After reviewing the Policy Statement checklist, the Executive Committee found policies 4.5.10 and 4.5.11 of the Policy Statement to be relevant to the bylaw, in addition to those noted in the staff report.

#### **EC-2014-016**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 470, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2013 (RZ 2013.2, 250 Collins Road)" under Section 24 of the Islands Trust Act.

**CARRIED**

#### 6.2 Salt Spring Island LTC Bylaw 473 (Meeting Procedures Amendment) – Decision

Bylaw No. 473, amends the Salt Spring Island Local Trust Committee's procedures bylaw.

##### 6.2.1 Dr. A.N.T. Varveliotis – Written Submission

Received as information.

##### 6.2.2 Consideration of Bylaw 473

#### **EC-2014-017**

**It was MOVED and SECONDED,**

That the Executive Committee request staff advice on whether Section 42 of proposed Bylaw 473 allows 1 or 2 members to participate electronically, and whether a local trustee can Chair the meeting.

**CARRIED**

The Legislative Services Manager recommended that Executive Committee defer its decision regarding approval of Bylaw 473 to the next meeting.

### 6.3 Gabriola Island LTC Bylaw 267 (Mudge Island OCP Amendment) - Decision

Proposed Bylaw 267 would amend the Mudge Island Official Community Plan to designate circumstances for which development approval information may be required in the Mudge Island Planning Area.

#### **EC-2014-018**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee approve Proposed Bylaw 267 cited as "Mudge Island Official Community Plan Bylaw 227, 2007, Amendment No. 1, 2012" under Section 24 of the Islands Trust Act.

**CARRIED**

## 7. EXECUTIVE COMMITTEE PROJECTS

### 7.1 Trust Council Initiated

No items to consider.

### 7.2 Executive Committee Initiated

No items to consider.

## 8. NEW BUSINESS

### 8.1 Trust Area Services

#### 8.1.1 Salish Sea Conference Sponsorship Request - Decision

#### **EC-2014-019**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee advises Georgia Strait Alliance in regards to Salish Sea Ecosystem Conference that Islands Trust will not be able to provide sponsorship due to financial restraints and that staff will attend the conference.

**CARRIED**

The Executive Committee directed staff to repeat communications to Trustees as per the last Salish Sea Ecosystem Conference.

#### 8.1.2 Islands Trust Fund Funding – Bowen Island Municipality Request

#### **EC-2014-020**

**It was MOVED and SECONDED,**

That staff draft a response for Executive Committee's consideration to Bowen Island Municipality's request on Islands Trust Fund Funding.

**CARRIED**

#### 8.1.3 Letter to National Energy Board re request for Application to Participate extension - verbal

#### **EC-2014-021**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee request staff to draft a Chair letter to National Energy Board requesting extension to Kinder Morgan participation deadline to March 12 so that Trust Council can meet and islanders have more time to understand the new process.

**CARRIED**

8.1.4 Bowen Island and Grants Administrator

**EC-2014-022**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to draft a letter from Chair to Bowen Municipal Council describing the budget proposal for the Grants Administrator position and implications for the contribution from properties within Bowen Island Municipality.

**CARRIED**

8.2 Local Planning Services

8.2.1 Name Change for Executive Islands - Briefing

The Executive Committee acting as a Local Trust Committee for the Ballenas – Winchelsea Islands has requested a name change to the Trust Area and Trust Committee in the *Islands Trust Act* to better recognize the geography of the islands.

**EC-2014-023**

**It was MOVED and SECONDED,**

That staff draft a Request for Decision to Trust Council to request legislative name change as Executive Committee as Local Trust Committee for Ballenas – Winchelsea as per briefing.

**CARRIED**

8.3 Executive/Trust Council

8.3.1 CAO Succession Planning Policy – Annual Review

Staff noted that this policy indicates review by the Executive Committee in January of each year.

**EC-2014-024**

**It was MOVED and SECONDED,**

That staff to amend the Policy on pages 8 and 9 to reflect the Public Services Agency's hiring process.

**CARRIED**

Executive Committee will revisit this policy after Trust Council has concluded its review of Trust Council input into the hiring process for a future CAO.

8.3.2 BC Public Service Agency Hiring Process – Briefing

Staff noted that the briefing was provided to the Select Committee (on Trust Council input into a Future CAO Appointment) and is provided to the Executive Committee for information.

8.3.3 Trust Council Orientation - Discussion

The Executive Committee had requested an initial discussion of orientation plans for the new Trust Council that will be elected in December 2014. Trustees' evaluations of the December 2011 orientation program were provided as a basis for that discussion, in addition to the December 2011 Trust Council orientation program schedule.

**EC-2014-025**

**It was MOVED and SECONDED,**

That the Executive Committee and staff consider opportunities for December Trust Council orientation session to utilize experience of returning Trustees.

**CARRIED**

**EC-2014-026**

**It was MOVED and SECONDED,**

That the Executive Committee consider developing a trustee mentor program to be considered for the next term of Trust Council.

**CARRIED**

**EC-2014-027**

**It was MOVED and SECONDED,**

That a Trustee handbook, compiled from existing orientation materials, be created and that it be available on-line for the next term.

**CARRIED**

The Committee recessed at 12:25 pm.

The Committee resumed at 12:52 pm.

**9. CLOSED MEETING**

**EC-2014-028**

**It was MOVED and SECONDED,**

That the meeting be closed to the public pursuant to s. 90(1) (h) and (k) of the Community Charter related to an administrative tribunal hearing or potential administrative tribunal hearing affecting the Islands Trust Council, and negotiations and related discussions respecting the proposed provision of a service that is at a preliminary stage and that could reasonably be expected to harm the interests of the Islands Trust if they were held in public.

**CARRIED**

The meeting closed to the public at 12:53 pm and reopened at 3:15 pm.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)**

Chair Malcolmson reported that staff had been requested to forward a Resolution without Meeting and an attached Request for Decision regarding Islands Trust participation in the upcoming National Energy Board hearing process regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project to Trust Council for vote. She noted that once voting is complete, the Resolution without Meeting and Request for Decision would be posted to the Islands Trust website.

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

11.1 Town of Ladysmith re Derelict and Abandoned Vessels in Coastal Waters

Received for information.

11.2 Selina Robinson, MLA re Local Government Elections

Received as information

11.3 Association for Denman Island Marine Stewards re K'omoks Treaty Process

By general consent, the Executive Committee referred Association for Denman Island Marine Stewards correspondence to the Denman Island Local Trust Committee for response.

11.4 Living Oceans re Kinder Morgan Trans Mountain Pipeline Expansion NEB Hearing

By general consent, the Executive Committee agreed to forward the letter to Trust Council along with other correspondence on the same matter.

**12. WORK PROGRAM**

12.1 Review and amendment of current work program

Executive Committee members considered the amended version of their current work program, with proposed amendments from staff. By general consent, the Executive Committee amended the work program, as presented, by moving LT-12-03 (Establish consistent use of bylaw checklist with planners) from the long list to top priorities.

**13. ADJOURNMENT**

**EC-2014-030**  
**It was MOVED and SECONDED,**  
To adjourn the meeting.

**CARRIED**

The meeting adjourned at 4:00 pm.

**6. NEXT MEETING**

Tuesday, February 18, 2014 - 10:00 am in the Islands Trust Victoria Office.

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*Sheila Malcolmson, Chair*

*Jas Chonk, Recorder*