



Executive Committee Minutes of Meeting

Date: July 29, 2014

Location: Islands Trust Office, Victoria, BC

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

Staff Present: Linda Adams, Chief Administrative Officer
David Marlor, Local Planning Services Director
Lisa Gordon, Trust Area Services Director
Cindy Shelest, Administrative Services Director
Clare Frater, Policy Advisor
Marie Smith, Executive Coordinator (Recorder)

1. CALL TO ORDER

The meeting was called to order at 10:20 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

Addition to Item 8.3.4 – Background information for discussion

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 July 2, 2014

By General Consent, the Minutes of the July 2, 2014 Executive Committee Meeting were adopted, as amended.

4. FOLLOWUP ACTION LIST AND UPDATES

4.1 Follow-up Action List

Staff provided advice on outstanding items from 2013 that could be removed or completed by term's end. Staff was requested to add the Trust Council Followup Action List to the next meeting's agenda to see if there are any further actions to consider for dealing with long outstanding or pending items.

4.2 Directors' and Chief Administrative Officer Updates

Directors provided updates on their follow up action list items and current activities.

4.3 Local Trust Committee Chair Updates

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

5. TRUST COUNCIL MEETING PREPARATION

5.1 September 2014 Trust Council Program

Staff noted that the schedule will be reworked to accommodate a session cancellation and possible island trip and will be added to the Executive Committee's next teleconference for review.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Galiano Island LTC Bylaw 246 (OCP amendment)

This bylaw amends the Galiano Island Official Community Plan by improving clarity and applicability to the Development Permit Area 4 - Elevated Groundwater Catchment Areas.

EC-2014-112

It was MOVED and SECONDED,

That the Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 246, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2014", under Section 24 of the Islands Trust Act.

CARRIED

6.2 Galiano Island LTC Bylaw 247 (LUB amendment)

This bylaw amends the Galiano Island Land Use Bylaw by permitting Short Term Vacation Rentals in a residence or a cottage by use of home occupation regulations. The amendments include adding home occupation regulations that will regulate the number of Short Term Vacation Rentals permitted per lot and limit the number of bedrooms and beds per lot to accommodate guests for short term vacation rental and bed and breakfast home occupation.

EC-2014-113

It was MOVED and SECONDED,

That the Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 247, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 1, 2014", under Section 24 of the Islands Trust Act.

CARRIED

6.3 Galiano Island LTC Bylaw 248 (OCP amendment)

This bylaw amends the Galiano Island Official Community Plan Bylaw by amending the Temporary Use Permit guidelines to include a commercial vacation rental as a specific use for which a permit may be applied for and issued. The amendments will include a new set of guidelines for commercial (short term) vacation rentals that would provide criteria for the review of a permit application and potential conditions that could be included in a permit.

EC-2014-114

It was MOVED and SECONDED,

That the Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 248, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2014", under Section 24 of the Islands Trust Act.

CARRIED

6.4 Gambier Island LTC 126 (LUB amendment)

This bylaw amends the Gambier Island Land Use Bylaw to require a statutory right of way (SRW) in lieu of dedication of parkland on a 3.8 hectare of property owned by the Gambier Island Sea Ranch Strata Corporation, in exchange for the permission to build two dwellings on each strata lot.

Numerous questions and concerns were raised regarding the perception that the bylaws were increasing density.

The Island Planner joined the meeting by telephone and explained that the bylaw was replacing entire clauses because it was a less confusing solution for amending the bylaw and that there is no change to density.

EC-2014-115

It was MOVED and SECONDED,

That the Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 126, cited as "Gambier Island Land Use Bylaw 86, 2004, Amendment No. 1, 2014", under Section 24 of the Islands Trust Act.

CARRIED

6.5 Denman Island LTC Bylaw 210 (OCP amendment)

This bylaw amends the current provisions of the Denman Island Official Community Plan to allow for the implementation of secondary suites and secondary dwelling units to assist in addressing housing needs on Denman Island.

EC-2014-116

It was MOVED and SECONDED,

That the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 210, cited as "Denman Island Land Official Community Plan, 2008, Amendment No. 1, 2014", under Section 24 of the Islands Trust Act.

CARRIED

6.6 Denman Island LTC Bylaw 211 (LUB amendment)

This amends the Denman Island Land Use Bylaw to allow secondary suites and secondary housing units on lands zoned "R2" (Rural Residential), "A" (Agriculture), "F" (Forestry) and "RD" (Resource).

Executive Committee members raised questions around the requirement for the principal dwelling to be occupied by the owner. The bylaw was deferred to the August 12, 2014 meeting in order to allow planning staff to respond to these questions.

6.7 Gabriola Island LTC Bylaw 271 (OCP amendment)

This bylaw amends the Gabriola Island Official Community Plan mapping designations. The project was initiated in 2011 in order to rezone several Regional District of Nanaimo parks that were recently acquired to 'park' designation and zoning.

EC-2014-117

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 271 cited as "Gabriola Island Official Community Plan Bylaw 166, 1997, Amendment No. 1, 2013", under Section 24 of the Islands Trust Act.

CARRIED

6.8 Gabriola Island LTC Bylaw 272 (LUB amendment)

This bylaw amends the Gabriola Land Use Bylaw by including new regulations for special events and temporary structures in parks and amends the zoning of several parks.

EC-2014-118

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 272 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013”, under Section 24 of the Islands Trust Act.

CARRIED

6.9 Gabriola Island LTC Bylaw 273 (LUB amendment)

This bylaw amends the parking regulations in the Gabriola Island Land Use Bylaw to encourage alternative modes of transportation in the village centre; amend the definition of floor area to allow the measurement to be taken from the interior, not exterior walls; and amend and expand the Development Permit 7 guidelines for the village centre to address form and character, water conservation and greenhouse gas emission reduction.

EC-2014-119

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 273 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 2, 2013”, under Section 24 of the Islands Trust Act.

CARRIED

6.10 Gabriola Island LTC Bylaw 274 (OCP amendment)

This bylaw amends the Gabriola Island Official Community Plan by introducing several new policies in support of sustainable agriculture practices on Gabriola’s agricultural land reserve (ALR) and residential lands.

EC-2014-120

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 274 cited as “Gabriola Island Official Community Plan Bylaw 166, 1997, Amendment No. 1, 2014”, under Section 24 of the Islands Trust Act.

CARRIED

6.11 Gabriola Island LTC Bylaw 275 (LUB amendment)

This bylaw amends the Gabriola Island Land Use Bylaw by expanding provisions for ALR lands to align with Agricultural Land Commission (ALC) policies in terms of allowing secondary suites; housing for immediate family and farm workers; indoor medical marijuana and agri-tourism. The bylaw also proposes new setbacks for greenhouses and farm/produce stands in all zones where agriculture is permitted.

EC-2014-121

It was MOVED and SECONDED,

That the Executive Committee approve proposed Gabriola Island Local Trust Committee Bylaw No. 275 cited as “Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2014”, under Section 24 of the Islands Trust Act.

CARRIED

Staff was requested to confirm a consistent approach to reporting to local trust committees regarding First Nations consultation.

6.12 Gabriola Island LTC Bylaw 276 (OCP amendment)

This bylaw amends the Gabriola Island Official Community Plan by expanding the justification and objectives of Development Permit 7 from strictly form and character to also include water conservation and greenhouse gas emission reduction.

EC-2014-122

It was MOVED and SECONDED,

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 276 cited as “Gabriola Island Official Community Plan Bylaw 166, 1997, Amendment No. 2, 2014”, under Section 24 of the Islands Trust Act.

CARRIED

6.13 Gabriola Island LTC Bylaw 277 (fees bylaw)

This bylaw revises the Gabriola Island Fees Bylaw by reducing the fee for a development permit application for Development Permit Area 3 – Riparian Areas from \$450 to \$200.

EC-2014-123

It was MOVED and SECONDED,

That the Executive Committee approves Gabriola Island Local Trust Committee Bylaw No. 277 cited as “Gabriola Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2014”, under Section 24 of the Islands Trust Act.

CARRIED

7. EXECUTIVE COMMITTEE PROJECTS

7.1 Trust Council Initiated

7.1.1 Amendments to Policy 8.4.i CAO Succession Plan

Following Trust Council direction, staff presented proposed amendments to Policy 8.4.i, to address the process to be followed if there was an unplanned and permanent absence of the CAO.

EC-2014-124

It was MOVED and SECONDED,

That the Executive Committee approve amendments to *Executive Committee Policy 8.4.i – CAO Contingency Succession Plan*, dated July 29, 2014.

CARRIED

8. NEW BUSINESS

8.1 Trust Area Services

8.1.1 Trustee Stamford request re HMCS Annapolis

Staff advised that the issue of artificial reefs was not part of Trust Council’s recent Strategic Plan review and did not recommend further advocacy on this topic.

EC-2014-125

It was MOVED and SECONDED,

That the Chair forward to the Minister of Environment the 2011 Trust Council letter on artificial reefs.

Discussion ensued as to the value in sending the 2011 letter to the Minister.

DEFEATED

EC-2014-126

It was MOVED and SECONDED,

That the Executive Committee request the Chair to write a concise letter to the Minister of Environment outlining Trust Council's policy with regard to artificial reefs.

CARRIED

8.2 Local Planning Services

8.2.1 Islands Trust Policy Statement implementation – discussion of reporting to Council

Chair Malcolmson noted that a report exists from the previous term that identifies those policies that should be addressed.

EC-2014-127

It was MOVED and SECONDED,

To further discuss whether the Executive Committee (EC) will report to Trust Council on actions taken to increase visibility and utility of Islands Trust Policy Statement, this term, and whether EC encountered topics without Islands Trust Policy Statement policy direction.

CARRIED

Chair Malcolmson and Vice Chair Luckham agreed to work together to draft something for Executive Committee direction with staff input if required.

8.2.2 Agricultural Land Commission Act – request for consultation, August 12 session

Staff presented a briefing regarding the Ministry of Agriculture's invitation to the Islands Trust to participate in a consultation session on potential changes to the *Agricultural Land Reserve, Use, Subdivision and Procedure Regulation* on August 12, 2014, along with an ALC circulated paper outlining the potential changes being considered.

Discussion ensued regarding the impossible timeline given to participate and whether to write to the minister responsible outlining concerns about the process.

EC-2014-128

It was MOVED and SECONDED,

To request staff to prepare a letter to the Provincial Minister of Agriculture for the Chair's signature objecting to the consultation timeline for the proposed *Agricultural Land Commission Act* regulation changes.

CARRIED

EC-2014-129

It was MOVED and SECONDED,

That in relation to the August 12 meeting invitation regarding the proposed *Agricultural Land Commission Act* regulation changes, staff be requested to send one Local Planning Service representative and extend invitations to the agricultural advisory commissions on Salt Spring and Gabriola islands to send one member each.

CARRIED

8.3 Executive/Trust Council

8.3.1 Respectful Workplaces Training

No further action required on this issue.

8.3.2 Trustee Orientation Development Schedule

Staff provided a draft Development Schedule for Trustee Orientation for the 2014-2018 Term, for information.

8.3.3 Advisory Planning Commission Legal Advice

EC-2014-130

It was MOVED and SECONDED,

That the Islands Trust Executive Committee authorize the Chief Administrative Officer to disclose legal advice regarding personal Conflict of Interest or bias to those members of Islands Trust advisory bodies and Boards of Variance to which the advice applies and to the relevant chairperson.

CARRIED

8.3.4 Mail Ballots in LTC Elections

Staff and Executive Committee members discussed the issue using mail-in voting ballots for the upcoming local government election. Staff advised that a Trust Council Request for Decision is being prepared regarding election contracts with the regional districts for consideration at the August 26 Executive Committee meeting.

8.3.5 Approval of Travel Claims

EC-2014-131

It was MOVED and SECONDED,

That the Executive Committee approve expense claims for Trustee Malcolmson for \$ 3,627.49 for the first quarter of 2014/15 budget.

This is necessary because the expense claims were filed later than the deadline stated in the Trustee Travel Procedures policy.

CARRIED

9. CORRESPONDENCE (for information unless raised for action)

9.1 Canadian Energy Pipeline Association (CEPA) re transmission pipeline

Staff will forward to trustees for their information, in accordance with our Correspondence policy.

9.2 National Energy Board re letter of comment deadline extension to March 16, 2015

EC-2014-132

It was MOVED and SECONDED,

To amend the Executive Committee's previous direction on filing a letter of comment to the National Energy Board regarding its concern about Kinder Morgan tanker traffic to reflect the deadline extension to March 16, 2015.

CARRIED

9.3 Minister of Transport MP Lisa Raitt reply re Derelict Vessels

This letter will be posted to the website.

9.4 B. Weiss re: RAR on Hornby Island

The Director of Local Planning Services will reiterate Chair Malcolmson's advice to Mr. Weiss.

Vice Chair Graham left the meeting at 4:00 pm.

10. WORK PROGRAM

10.1 Review and amendment of current work program

Executive Committee members considered the amended version of their current work program, with proposed amendments from staff. They also discussed timing to request a meeting with Minister Oakes regarding the Islands Trust Fund name change.

EC-2014-133

It was MOVED and SECONDED,

That the Executive Committee request staff to arrange a meeting with the Minister of Community Development to specifically address the Island Trust Fund name change.

CARRIED

EC-2014-134

It was MOVED and SECONDED,

To move Priority #7 'Coordinate Implementation of Strategic Plan' under CAO Priorities to Priority #3.

CARRIED

By general consent, the Executive Committee approved the work program, as amended.

11. ADJOURNMENT

EC-2014-135

It was MOVED and SECONDED,

To adjourn the meeting.

CARRIED

The meeting adjourned at 4:10pm. Next meeting: August 12, 2014.

Sheila Malcolmson, Chair

Marie Smith, Recorder