



## Executive Committee Minutes of Regular Meeting

**Date:** Tuesday, November 18, 2014

**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

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

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

### 1. CALL TO ORDER

The meeting was called to order at 10:12 a.m. 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

7.1.3 National Energy Board - Kinder Morgan Briefing to Council

#### 2.2. Approval of Agenda

By General Consent, the agenda was approved as amended.

### 3. ADOPTION OF MINUTES

#### 3.1. October 28, 2014

By General Consent, the Minutes of the October 28, 2014 Executive Committee meeting were adopted, as amended.

### 4. FOLLOWUP ACTION LIST AND UPDATES

#### 4.1. Followup Action List

Provided for information.

#### **4.2. Director/CAO Updates**

Directors and the CAO 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. BYLAWS FOR APPROVAL CONSIDERATION**

#### **5.1. Salt Spring Island LTC Bylaw 469**

This bylaw will enable a multiple unit affordable housing development with intent of providing housing for persons of moderate income working on or retired after working on Salt Spring Island. It is the first housing agreement on Salt Spring Island that does not include a non-profit society or housing organization.

##### **EC-2014-167**

##### **It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 469, cited as "Salt Spring Island Housing Agreement Bylaw No. 469, 2013", under Section 24 of the *Islands Trust Act*.

**CARRIED**

#### **5.2. Salt Spring Island LTC Bylaw 476**

This bylaw will change the Official Community Plan (OCP) land use designation on the nine subject strata-property lots from Forestry to Rural Neighbourhood.

##### **EC-2014-168**

##### **It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 476, cited as "Salt Spring Island Official Community Plan, 2008, Amendment No. 1, 2014" (SS-RZ-2013.3, 119-150 Ashya Road), under Section 24 of the *Islands Trust Act*.

**CARRIED**

#### **5.3. Salt Spring Island LTC Bylaw 477**

This bylaw will amend the Land Use Bylaw to include each of the nine lots in Schedule I of the Land Use Bylaw – the secondary suites pilot area. A secondary suite would be permitted within each principle dwelling.

**EC-2014-169**

**It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 477, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2014" (SS-RZ-2013.3, 119-150 Ashya Road), under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.4. Salt Spring Island LTC Bylaw 480**

This bylaw will implement the *Riparian Areas Regulation* on Salt Spring Island and would create a new Development Permit Area.

**EC-2014-170**

**It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 480, cited as "Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 2, 2014", under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.5. Salt Spring Island LTC Bylaw 482**

This bylaw will implement the *Riparian Areas Regulation* on Prevost and associated islands. It would do this through changes in Capital Regional District Zoning Bylaw No. 103 (there is no Official Community Plan).

**EC-2014-171**

**It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw 482 cited as "Zoning Bylaw, Planning Area No. 4, 1972, Amendment Bylaw No. 1, 2014", under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.6. Galiano Island LTC Bylaw 244**

This bylaw will amend the Galiano Island Official Community Plan (OCP) Bylaw by establishing a site specific policy in the Galiano Island OCP to permit the creation of a subdivision with a minimum average parcel size as low as two hectares on the lands to be designated Rural Residential contingent upon the land to be designated Nature Protection by this amendment being transferred to the Crown represented by BC Parks and the Capital Regional District for parkland.

**EC-2014-172**

**It was MOVED and SECONDED,**

That the Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 244, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2013", under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.7. Galiano Island LTC Bylaw 245**

This bylaw will amend the Galiano Island Land Use Bylaw No. 127, 1999 by establishing a site specific regulation in the Rural Residential zone that would permit the creation of a five lot subdivision with a minimum average parcel size as low as two hectares on the lands to be rezoned Rural Residential, contingent upon the land to be rezoned Nature Protection and Park being transferred to the Crown represented by BC Parks and the Capital Regional District respectively for parkland.

**EC-2014-173**

**It was MOVED and SECONDED,**

That the Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 245, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2013”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.8. Thetis Island LTC Bylaw 93**

This bylaw will be the new official community plan for the Thetis Local Trust Area Associated Islands.

While Executive Committee members considered the bylaw to be compliant with the Islands Trust Policy Statement, they raised concern that using an example of “seawall” in Policy 5.2.11 appears to promote seawalls and not other more green alternatives to shoreline protection.

**EC-2014-174**

**It was MOVED and SECONDED,**

That the Executive Committee suggests that the Thetis LTC consider deleting 'such as seawalls' from 5.2.11, in light of Islands Trust Policy Statement 3.4.4 and 3.4.5 on natural coastal processes.

**CARRIED**

While Executive Committee members considered the bylaw to be compliant with the Islands Trust Policy Statement, they raised concern that the new OCP does not include any greenhouse gas reduction targets as required under the *Local Government Act*.

**EC-2014-175**

**It was MOVED and SECONDED,**

That the Executive Committee recommend that the Thetis Island Local Trust Committee include targets in the Thetis Island Associated Islands Official Community Plan for the reduction of greenhouse gas emissions and policies and actions to achieve those targets, pursuant to S. 877 of the *Local Government Act*.

**EC-2014-176**

**It was MOVED and SECONDED,**

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 93 cited as the “Thetis Associated Islands Official Community Plan Bylaw, 2014”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.9. Thetis Island LTC Bylaw 94**

This is the proposed new land use bylaw for the Thetis Local Trust Area Associated Islands.

**EC-2014-177**

**It was MOVED and SECONDED,**

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 94 cited as the “Thetis Associated Islands Land Use Bylaw, 2014”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.10. Thetis Island LTC Bylaw 95**

This bylaw revised the Thetis Island Local Trust Committee Advisory Planning Commission Bylaw No. 91 by changing all terms of members to two years.

**EC-2014-178**

**It was MOVED and SECONDED,**

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 95 cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2014”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.11. Bowen Island Municipal Bylaw 352**

This bylaw is an amendment to the Bowen Island Official Community Plan (OCP) that would provide for limited accessory retail, office and medical clinic uses in addition to the Institutional and Village Residential already designation in the OCP. Islands Trust staff indicate that the proposed OCP is compliant with the Islands Trust Policy Statement.

**EC-2014-179**

**It was MOVED and SECONDED,**

That the Executive Committee approve Bylaw 352, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 352, 2014”, pursuant to Section 38 of the *Islands Trust Act*.

**CARRIED**

**EC-2014-180**

**It was MOVED and SECONDED,**

That the Executive Committee request Staff to advise Bowen Island Municipality of the decision before November 28, 2014.

**CARRIED**

**5.12. Bowen Island Municipal Bylaw 372**

This is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommend that the Executive Committee advise that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement.

**EC-2014-181**

**It was MOVED and SECONDED,**

That the Executive Committee advise Bowen Island Municipality that Bylaw 372, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 372, 2014" is not contrary or at variance to the Islands Trust Policy Statement.

**CARRIED**

**6. TRUST COUNCIL MEETING PREPARATION**

By General Consent, the Executive Committee approved forwarding the following items to Trust Council for review and consideration at its December 2014 meeting:

**6.1. Trust Area Services**

**6.1.1. Director's Report**

As amended.

**6.1.2. Trust Programs Committee Work Program Report**

As presented.

**6.1.3. Trust Fund Board Report**

As presented.

**6.1.4. Howe Sound Community Forum - Briefing**

As amended.

**6.2. Local Planning Services**

**6.2.1. Director's Report**

As amended.

**6.2.2. Local Planning Committee Work Program Report**

As amended.

**6.2.3. Bylaw Enforcement Quarterly Report**

As presented.

**6.2.4. Local Planning Services Session**

As presented with amendments as outlined by the Local Planning Services Director.

**6.3. Administrative Services**

**6.3.1. Director's Report**

As presented.

**6.3.2. Financial Planning Committee Work Program Report**

As presented.

**6.3.3. September 30, 2014 Quarterly Financial Report**

As presented.

**6.3.4. Financial Forecast for March 31, 2015 year end**

As presented.

**6.3.5. Proposed changes to Policy 7.5.i Trustee Computer Allocation**

As presented.

**6.3.6. Administrative Services Session**

As presented.

**6.3.7. Human Resources Session**

As presented.

**6.3.8. Budget Session Package**

As presented.

**6.4. Executive**

**6.4.1. Delegation Requests**

Staff will advise the delegates of their acceptance and appointed times, pending each delegate's confirmation that the subject of their delegation will address trust wide jurisdictional issues, not local trust committee issues which are the responsibility of the respective local trust committee.

**6.4.2. Decision and Information Items Agenda**

As presented.

**6.4.3. Chief Administrative Officer Report**

As presented.

**6.4.4. Executive Committee Work Program Report**

As amended.

**6.4.5. Continuous Learning Plan**

**EC-2014-182**

**It was MOVED and SECONDED,**

To Move 'Working with First Nations' to the March 2015 Council schedule and 'Respectful Workplaces' to June 2015 Council schedule.

**CARRIED**

The Snuneymuxw First Nation will be invited to attend the 'Working with First Nations' session at the March 2015 Council meeting on Gabriola Island.

**6.4.6. Priorities Chart**

As amended.

**6.4.7. 2015 Meeting Schedule**

As presented.

**6.4.8. Draft 2015 March Trust Council Program**

As amended.

**6.4.9. 2014-18 Strategic Plan**

As presented.

**6.4.10. Provincial Analysis Impact of Potential SSI Incorporation - Briefing**

As presented.

**6.4.11. The Big Picture Session**

As presented.

**6.4.12. Staying out of Trouble Session**

As presented.

**6.4.13. Making Fair Decisions Session**

As presented.



**7. NEW BUSINESS**

**7.1. Trust Area Services**

**7.1.1. AVICC 2015 Convention - Call for Conference Proposals**

**EC-2014-183**

**It was MOVED and SECONDED,**

That the Executive Committee request the Association of Vancouver Island Coastal Communities (AVICC) Executive to host a plenary session at the AVICC 2015 Convention 2015 regarding BC Ferries.

**CARRIED**

**7.1.2. Draft Amendments to 6.12.ii Policy UBCM/AVICC Membership and Resolutions**

There was discussion and consensus among the Executive Committee members that the amended policy is satisfactory.

**7.1.3. National Energy Board/Kinder Morgan Briefing - proposed TC item**

By General Consent, the Executive Committee approved sending the above noted briefing to Trust Council for review and consideration at its December 2014 meeting.

**8. CLOSED MEETING (if applicable)**

**EC-2014-184**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

**CARRIED**

The meeting closed to the public at 3:05 pm and reopened at 3:20 pm.

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

No items.

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

**10.1. AVICC update re Private Managed Forest Lands Update**

No action suggested. For information only.

**10.2. E-mail from SCRD re Halkett Bay Provincial Marine Park letter (see ACN)**

No action suggested. For Information only.

**10.3. BC Parks Update on Artificial Reef Project at Halkett Bay Provincial Marine Park**

No action suggested. For information only.

**10.4. Consultation-Renewing the Comprehensive Land Claims Policy**

No action suggested. For information only.

**10.5. Minister Stone reply re Feasibility of Gabriola Island Fixed Link**

By General Consent, the Executive Committee suggested staff anticipate communication needs for when the feasibility study commences.

**10.6. Call for New Members - Pacific Regional Advisory Council on Oil Spill**

**EC-2014-185**

**It was MOVED and SECONDED,**

That the Executive Committee request Clare Frater, Policy Analyst apply for membership to the Transport Canada Pacific Regional Advisory Council on Oil Spill Preparedness and Response, representing Islands Trust.

**CARRIED**

Staff will email the Call for New Members document to all trustees.

**10.7. Consultation-10-year provincial transportation plan**

That the Executive Committee directs the Chair to submit to BC on The Move Consultation a cover letter and the October 3, 2014 letter to the Select Standing Committee regarding BC ferries funding.

**CARRIED**

**11. WORK PROGRAM**

**11.1. Review and amendment of current work program**

By General Consent, the Executive Committee adopted the Consolidated Work Program, as presented.

**12. ADJOURNMENT**

**EC-2014-186**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

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Sheila Malcolmson, Chair

Certified Correct

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Marie Smith, Deputy Secretary  
and Recorder