



Executive Committee Minutes of Meeting

Date/Time: August 29-30, 2011

Location: Islands Trust Victoria Office

Present: Sheila Malcolmson, Chair
Louise Bell, Vice Chair
Peter Luckham, Vice Chair

Linda Adams, Chief Administrative Officer
Craig Elder, Administrative Services Director
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator and Recorder

Absent: Gary Steeves, Vice Chair

AUGUST 29, 2011

Call to Order/Approval of Agenda

The meeting was called to order at 10:02 a.m. Chair Sheila Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Additions to the Agenda: 3.2.d UBCM Resolutions

By General Consent, the agenda was approved as amended.

1. Previous Meeting/Coordination Topics

1. Minutes of Previous Meetings

- a. August 16, 2011

By General Consent, the Minutes of the August 16, 2011 Executive Committee meeting were adopted as amended.

2. Follow-up Action List (review during Director Updates)

Provided for information.

2. Local Planning Services (D. Marlor)

1. Updates

- a. LPS Director

David Marlor updated the Executive Committee on his follow up action list items and current activities.

- b. LTC Chairs

Executive Committee members provided updates on recent activities in their roles as Local Trust Committee Chairs.

2. Bylaws

Item 2.2.a was deferred to August 30th.

b. Thetis Island Bylaw No. 88 (New OCP)

Proposed Thetis Bylaw 88 is intended to replace the current Thetis Island Official Community Plan. This bylaw follows a complete review of the official community plan and land use bylaw and addresses a number of administrative requirements and best practices. Community issues regarding affordable housing, home occupations and short term vacation rental have also been addressed.

Staff answered a number of questions regarding septic and water issues from existing guest cottages used full time and shoreline work and Executive Committee expressed concern with the language used to define mariculture land use.

It was Moved and Seconded that the Executive Committee return proposed Thetis Island Local Trust Committee Bylaw No. 88 to the Local Trust Committee with direction that if the second sentence in Section 2.7 ("Mariculture is also understood to include fin fish aquaculture bottom culture of other species") is deleted, the Official Community Plan would become consistent with Policy 4.5.2 of the Islands Trust Policy Statement ("Trust Council holds that finfish farms should not be located in the marine waters of the Trust Area").

CARRIED
UNANIMOUSLY

Items 2.2.c, d, e, and f were deferred to August 30th.

3. Other

b. K'omoks First Nation – DENLTC request

Staff presented a request from the Denman Island Local Trust Committee for Executive Committee advice on proceeding with a proposed meeting on September 12 with the Hornby and Denman Local Trust Committees and K'omoks First Nation. The July 21 letter from the K'omoks First Nation to the Local Trust Committees regarding the First Nation's concerns was reviewed. Discussion followed on the communication role of the Islands Trust, educating the community, and how to work effectively with the K'omoks First Nation. It was suggested to contact Cortes Island Regional Director Noba Anderson about her regional district's experience with this issue.

c. Brian Milne re Swanson Pond

Staff was directed to prepare a reply for the Vice Chair Steeves' signature referring Mr. Milne to the Ombudsperson.

d. Saturna Island Property Owners Association re: Proposed Saturna Island LTC Bylaw 104

Staff was directed to prepare a reply for the Chair's signature.

e. Climate Change Presentation to Trust Council

Vice Chair Luckham reported on a presentation held recently on Lasqueti Island regarding climate change, using the GHG program used by the Province. He suggested a presentation to Trust Council using the Lasqueti Island data as an example.

3. Other

a. Denman Community Land Trust's Application Fee

It was Moved and Seconded that the Executive Committee financially sponsor up to \$4,950 the Denman Community Land Trust Association bylaw amendment proposing to establish an affordable housing development on Denman Island.

CARRIED
UNANIMOUSLY

Staff was directed to send a letter to Denman Community Land Trust (DCLT) of the Executive Committee's decision with policy wording on what fees would be covered by this sponsorship, and that other expenses would be the responsibility of DCLT.

4. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its September 2011 meeting:

- a. Local Planning Committee Report

Forwarded as presented.

- b. Director of Local Planning Services Report

Forwarded as presented.

- c. Development Application Fee Review - RFD

Forwarded as amended.

- d. Community Housing Task Force - RFD

Forwarded as amended.

- e. Local Planning Committee Terms of Reference - RFD

Forwarded as presented.

- f. Procedural Fairness and Administrative Certainty - RFD

Forwarded as amended.

- g. GHG/RAR Communication Budget Expenditure Report

Forwarded as amended.

- h. OCP/LUB Status Report

Forwarded as amended.

- i. Bylaw Enforcement Notification System

Forwarded as amended.

- j. Greenshores for Homes - Briefing

Forwarded as amended.

- k. Integrated Shoreline Mapping - Briefing

Forwarded as amended.

- l. Riparian Areas Regulation Update – Briefing

Forwarded as presented.

- m. Food Security Status Update

Forwarded as amended.

- n. Planning Session

Forwarded as amended.

3. **Trust Area Services** (L. Gordon)

1. **Updates**

- a. Director/Follow up Action List Review

Lisa Gordon updated the Executive Committee on her follow up action list items and current activities.

2. **Other**

- a. Website Design Presentation (30 minutes)

Representatives from Caorda Web Solutions, the consultant hired to redesign the Islands Trust and Islands Trust Fund websites, presented their Website Redesign Requirements and Scope project outline and answered questions.

- b. BC Aquaculture Regulatory Program Update

Staff will reply that we have an interest in this program and to request further information as it becomes available.

- c. HMCS Annapolis Artificial Reef Correspondence

- i. Reply from Environment Minister Lake to Islands Trust Letter of June 3/11

Provided for information and will be posted on the website.

- ii. Letter from Artificial Reef Society of BC

Staff reviewed a letter from the Artificial Reef Society of BC requesting changes to Islands Trust policy about artificial reefs. Staff was directed to prepare a letter for the Chair's signature advising that the Trust is currently bound to defend current policies on this issue but is anticipating a Policy Statement review in the 2011-2014 term and would welcome input at that time.

- d. Union of BC Municipalities Resolutions

Staff will prepare a briefing of what resolutions the Executive Committee resolved to endorse at AVICC and other resolutions to be considered at the UBCM Convention that staff advise are significant to the Islands Trust, for review at the September 13 Executive Committee meeting.

3. **Trust Council Items**

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its September 2011 meeting:

- a. Director of Trust Area Services Report

Forwarded as presented.

- b. Trust Programs Committee Report

Forwarded as presented.

- c. Trust Fund Board Report

Forwarded as presented.

- d. Annual Report Policy - RFD

Forwarded as amended.

- e. Trust Fund Board Audited Financial Statements

Forwarded as presented.

- f. Draft 2010-2011 Annual Report – RFD

Forwarded as amended.

4. Administrative Services (C. Elder)

1. Director's Update/Follow Up Action List Review

Craig Elder updated the Executive Committee on his follow up action list items and current activities.

2. Other

- a. Municipal Auditor General proposal – survey response

A draft survey response was provided for review and comment. Staff was directed to finalize the response and send to the Municipal Auditor General.

3. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its September 2011 meeting:

- a. Financial Planning Committee Report

Forwarded as presented.

- b. Director of Administrative Services Report

Forwarded as presented.

- c. June 30/11 Quarterly Financial Statements and Report – RFD

Forwarded as presented.

- d. Allocated Financial Statements to March 31, 2011 – Briefing

Forwarded as presented.

- e. Trustee Remuneration and Expense report for 2010/11

Forwarded as presented.

- f. Draft 2012/13 Budget Principles and Assumptions – Briefing

Forwarded as amended.

- g. Budget Timeline for 2012/13 Budget Process - RFD

Forwarded as presented.

The meeting recess at 4:10 p.m.

AUGUST 30, 2011

The meeting reconvened at 9:05 a.m.

2. Local Planning Services

- a. Salt Spring Island LTC Bylaw No. 448 (LUB Amendment)

Proposed Salt Spring Bylaw 448 would amend the Salt Spring Island Land Use Bylaw by implementing various Official Community Plan policies and some of the recommendations contained in the 2009 Industrial Task Force Report. The bylaw addresses the recommendations to include food processing as a use in light industrial zones, the needs of home based businesses to have additional non-resident employees and to increase the floor area permitted for business use. This bylaw reflects the trend to enhance home based business opportunities and monitors negative impacts.

It was Moved and Seconded that the Executive Committee approve proposed Salt Spring Island Local Trust Committee Bylaw No. 448, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No.1, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

- c. Thetis Island Bylaw No. 89 (New LUB)

Staff introduced this bylaw for review and answered a number of questions related to home occupation issues and short term vacation rentals. Approval consideration of this bylaw will not occur until the Executive Committee have received proposed Thetis Bylaw 88 which was returned with reasons to the local trust committee on August 29.

- d. Bowen Island OCP Bylaw No. 282

Staff presented Bowen Island Municipality's referral of its Official Community Plan for approval. The Executive Committee commented on a draft of the OCP in September 2010, noting some recommended changes. These matters have all been addressed in the revised OCP. A review by Islands Trust staff indicates that the proposed OCP is fully compliant with the Islands Trust Policy Statement.

It was Moved and Seconded that the Executive Committee approve proposed Bowen Island Bylaw No. 282, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" and instruct Staff to advise Bowen Island Municipality of the decision by September 2, 2011.

CARRIED
UNANIMOUSLY

- e. Bowen Island LUB Bylaw No. 301

Staff presented Bowen Island Municipality's referral of its Land Use Bylaw for comment by the Executive Committee. It is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommended a response indicating no objections to the bylaw.

It was Moved and Seconded that the Executive Committee advise Bowen Island Municipality that it has no objections to proposed Bowen Island Bylaw No. 301, cited as "Bowen Island Municipality Land Use Bylaw No.57, 2002, Amendment Bylaw No. 301, 2011".

CARRIED
UNANIMOUSLY

- f. Bowen Island LUB Bylaw No. 309

Staff outlined proposed Bowen Island LUB Bylaw No. 309. It is a 'non-OCP' bylaw that requires comment only. Staff recommended a conditional response, advising that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement, provided specific topics are addressed prior to bylaw adoption.

It was Moved and Seconded that the Executive Committee advise Bowen Island Municipality that it has no objections to proposed Bowen Island Bylaw No. 309, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 309, 2011" provided that measures are in place to address the sensitive environmental areas identified by Whitehead Environmental Consultants, and provided that the proposed bylaw is not increasing development in an area known to have a problem with water quantity or quality or provided that the proposed development is on a community water system.

CARRIED
UNANIMOUSLY

Closed Session

It was Moved and Seconded that the meeting be closed to the public pursuant to s. 90(1) (g) and (i) of the Community Charter to discuss matters related to bylaw enforcement and solicitor-client privilege and that staff attend the meeting.

CARRIED
UNANIMOUSLY

The meeting was closed to the public at 10:55 a.m.
The meeting reopened to the public at 11:15 a.m.

5. Executive (L. Adams)

1. Director's Update/Follow Up Action List Review

Linda Adams updated the Executive Committee on her follow up action list items and current activities.

2. Other

a. Survey of Trustees – BC Ferries

Executive Committee members provided comments and suggestions prior to sending the survey to trustees. Input from the survey will be incorporated into the Council session with the BC Ferries Commissioner.

b. Meeting with Bowen Municipal Council - options

The timing for holding the annual joint meeting with Bowen Municipal Council members was discussed. Staff was directed to arrange a meeting now for sometime in early 2012.

3. Trust Council Items

By General Consent, the Executive Committee approved forwarding the following items to the Islands Trust Council for review and consideration at its September 2011 meeting:

a. Decision and Information Items Agenda

Forwarded as presented.

b. Executive Committee Report

Forwarded as presented.

c. Chief Administrative Officer's Report

Forwarded as presented.

d. Continuous Learning Plan

Forwarded as presented.

- e. Closed Session Outline

Forwarded as presented.

- f. BC Ferries Session Outline

Forwarded as presented.

- g. Priorities Chart

Forwarded as presented.

- h. Strategic Plan Update – Briefing

Forwarded as amended.

- i. Election Administration Agreements with Regional Districts – RFD

Forwarded as amended.

- j. Proposed December 2011 Trust Council Agenda Program

Forwarded as presented.

- k. Delegations Requests:
 - i. Tom Varzeliotis
 - ii. John Roe
 - iii. SSI Conservancy's Stewards in Training School Program
 - iv. Island Pathways
 - iv. Valerie VanDeWint

Forwarded as presented. Staff will advise the delegates of their appointments to address Trust Council.

- l. Trust Council Followup Action List

Forwarded as presented.

- m. Farm Plan Session Outline

Forwarded as amended.

4. Executive Committee Work Program

By General Consent, the Executive Committee Work Program, dated August 25, 2011 was adopted as presented.

The meeting adjourned at 2:20 p.m. Next meeting: September 13, 2011

Sheila Malcolmson, Chair

Marie Smith, Deputy Secretary and Recorder