



Islands Trust

Executive Committee Minutes of Meeting

Date: Tuesday, November 1, 2011

Location: Islands Trust Victoria Office

Present: Sheila Malcolmson, Chair
Peter Luckham, Vice Chair
Gary Steeves, Vice Chair
Louise Bell, Vice Chair
Linda Adams, Chief Administrative Officer
Lisa Gordon, Trust Area Services Director
Craig Elder, Administrative Services Director
David Marlor, Local Planning Services Director
Marie Smith, Executive Coordinator

Call to Order/Approval of Agenda

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

Proposed Additions to the Agenda:

- 1.1.d Resolutions Without Meeting 105-11 and 106-11
- 2.2.g Invite to Consultation on Aquaculture Regulation

Staff proposed addressing the Closed Session, Section 6 and Item 2.2.a first to accommodate staff attendance. By General Consent, the Executive Committee approved the agenda as amended.

Closed Session

That the meeting be closed to the public pursuant to s. 90(1)(c), (g) and (i) of the Community Charter to discuss matters related to labour relations and other employee relations, litigation or potential litigation and solicitor-client privilege and that staff attend the meeting.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 10:12 a.m.
The meeting reopened to the public at 11:25 a.m.

The following resolution was proposed, following a closed meeting discussion regarding current litigation:

It was Moved and Seconded that the Islands Trust Council:

1. *Indemnify Trustee George Ehring and Trustee Christine Torgrimson pursuant to s 287.2 of the Local Government Act, in respect of all amounts required or incurred including legal fees, costs and disbursements:*
 - (a) *in the defence of the claims brought against them in the Supreme Court of British Columbia - Victoria Registry - Court File No Vic-S-S-114036 (the 'Proceedings');* and
 - (b) *to satisfy any judgment or award imposed in the Proceedings to the extent that the claims are in relation to the exercise of their powers as Trust Council Members and Local Trustees of the Salt Spring Island Local Trust Committee, or the performance of duties and functions in those capacities; and*
2. *Request staff to draft recommended amendments to the Islands Trust Council's Indemnification Bylaw, 2003 (Bylaw 96) that would ensure that trustees, staff and advisory groups are indemnified to the full extent permitted by s 287 of the Local Government Act and request staff to present recommendations to a Trust Council meeting in the near future.*

CARRIED
UNANIMOUSLY

6. Trust Council (Joint Session with Management)

1. December 2011 Trust Council

- a. Proposed 4 day Council Schedule

Executive Committee members and senior staff reviewed, discussed and suggested changes to the proposed Council schedule of orientation and business sessions for the December 7-9, 2011 Trust Council meeting.

b. Review of Orientation Plans

Staff provided plans for proposed sessions for the December 2011 Council orientation program for comment, along with power point presentations from the December 2008 orientation for background. Executive Committee members provided feedback for consideration. Staff will prepare presentation slides and finalize session outlines for review at the November 22 Executive Committee meeting.

c. Administrative Fairness Principles Slides – proposed new session

Staff proposed a new orientation session on administrative fairness principles. Executive Committee endorsed the presentation in principle; staff will prepare presentation slides and finalize a session outline for review at the November 22 meeting.

d. Advice to Incoming Council – Comments on Orientation

Executive Committee members and senior staff reviewed and considered trustee comments on orientation provided at the September 2011 Council meeting.

2. Local Planning Services (D. Marlor)

2. Other

a. Secondary Suites & the Policy Statement: Salt Spring Island.

Justine Starke, Salt Spring Island Planner, provided a memorandum to give the Executive Committee an opportunity for early feedback into the resource implications of legalizing secondary suites on Salt Spring Island and in the context of compliance with the Islands Trust Policy Statement, as requested by the Salt Spring Island Local Trust Committee.

The Executive Committee had questions and comments around how well the draft bylaws fit with the Islands Trust Policy Statement and with the Salt Spring Island Official Community Plan. Island Planner Starke indicated that she would reflect on the Executive Committee comments when considering further advice to the Salt Spring Island Local Trust Committee and report back to the Salt Spring Island Local Trust Committee.

The meeting recessed at 1:00 p.m.
The meeting reconvened at 3:25 p.m.

1. Previous Meeting/Coordination Topics

1. Minutes of Previous Meetings

a. October 11, 2011

By General Consent, the Executive Committee adopted the Minutes of the October 11, 2011 Executive Committee meeting, as amended.

b. October 19, 2011

By General Consent, the Executive Committee adopted the Minutes of the October 19, 2011 Executive Committee meeting, as amended.

c. October 25, 2011

By General Consent, the Executive Committee adopted the Minutes of the October 25, 2011 Executive Committee meeting, as amended.

d. Resolutions Without Meeting 105-11 and 106-11

Provided for information.

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

Provided for information.

2. Local Planning Services (D. Marlor)

1. Updates

- a. LPS Director/Follow up Action List Review

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

- b. LTC Chairs

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

2. Other (continued)

- b. Salt Spring Island Agriculture Alliance – Request to Sponsor Application Fees

Discussion ensued on this request to sponsor application fees that have already been paid for by the applicant. Staff advised they will be reviewing the policy and look at changing procedures.

It was Moved and Seconded that the Executive Committee financially sponsor the Salt Spring Island Agriculture Alliance applications for a Temporary Use Permit and a Development Variance Permit required to establish a community abattoir on Salt Spring Island.

CARRIED
UNANIMOUSLY

Staff was directed to send a letter to the Salt Spring Island Agriculture Alliance (SSIAA) advising 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 the SSIAA. Staff noted they are working on an application form for sponsorship of applications and will bring any policy change suggestions back to the Executive Committee.

- c. Galiano Land & Community Housing Trust – Request to Sponsor Application Fee

It was Moved and Seconded that the Executive Committee sponsor the Galiano Land and Community Housing Trust request for sponsorship of the \$4950.00 application fee for an affordable housing application for a property on Galiano Island.

CARRIED
UNANIMOUSLY

Staff was directed to send a letter to the Galiano Land and Community Housing Trust (GLCHT) advising 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 the GLCHT.

- d. Meeting with Ministry of Transportation – proposed agenda

Staff reported that a meeting has been scheduled for November 29 with Ministry of Transportation staff regarding the letter of agreement. Discussion followed on suggested topics for the proposed agenda.

- e. S. Jeffrey re Savary Island

Staff was requested to draft a reply for the Chair's signature redirecting the writer to speak with the Electoral Area Director regarding this issue.

- f. Denman Island Local Trust Committee re: Community Heritage Register

Staff will forward to trustees for information along with a covering note.

- g. Invite from Association of Vancouver Island Coastal Communities
re: Consultation on Aquaculture Regulation

Staff advised that Island Planner Courtney Simpson will be attending on behalf of the Islands Trust.

2. Bylaws

- a. Galiano Island LTC Bylaw No. 210 (Land Use Bylaw Amendment)

The purpose of Galiano Bylaw 210 is to change the zoning of a 26.3 ha parcel from Forest 1 (F1) to Forest 3 (F3).

It was Moved and Seconded that Galiano Island Local Trust Committee Bylaw No. 210, cited as "Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 2, 2010" be approved under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

3. Trust Area Services (L. Gordon)

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

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

2. Other

- a. 2011 Union of BC Municipalities Report – draft

This item was deferred to the November 22 meeting.

- b. Dogwood letter re pipeline expansion consultation

It was Moved and Seconded that the Executive Committee direct staff to authorize the Chair of the Islands Trust Council sign on the Dogwood letter to the National Energy Board regarding Kinder Morgan Canada's Trans Mountain Pipeline, with the proviso that 'municipalities' be changed to 'local governments'.

CARRIED
UNANIMOUSLY

- c. Subcommittee Advice to Executive Committee re BC Ferries

Chair Sheila Malcolmson will update the Executive Committee at a later date.

3. Administrative Services (C. Elder)

1. Director's Update/Followup Action List Review

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

2. Other

- a. Timing of Remuneration Payments and Coding of Benefit Costs

The Executive Committee agreed with staff's recommendation on transforming the payment system.

The Meeting adjourned at 5:05 p.m. Next meeting: November 22, 2011

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder