



Islands Trust

Executive Committee Minutes of Meeting

Date/Time: November 22, 2011

Location: Islands Trust Victoria Office

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

Linda Adams, Chief Administrative Officer
Craig Elder, Administrative Services Director
Lisa Gordon, Trust Area Services Director
David Marlor, Local Planning Services Director
Jas Chonk, Recorder

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.e AVICC Presentation Proposal
- 5.2.a Executive Committee as Local Trust Committee Request
- 5.2.b Executive Committee Role in Bylaw Approval
- 5.2.c Executive Committee Meeting Frequency
- 5.3.a.iv Save Halkett Group Delegation

Removal from the agenda:

- 1.1.a November 1, 2011 Minutes
- 5.3.k Proposed 2012-2014 Quarterly Meetings Schedule
- 5.3.l Proposed March 2012 Council Program
- 5.3.m Draft September 2011 Council Minutes

By General Consent, the agenda was approved as amended.

1. Previous Meeting/Coordination Topics

1. Minutes of Previous Meetings

- a. November 1, 2011

Removed from the agenda.

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.

Staff was directed to forward the Bylaw Enforcement Policy briefing dated August 9, 2010 to the Local Planning Committee.

b. LTC Chairs

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

2. Bylaws

a. Denman Island LTC Bylaw No. 202

The purpose of this bylaw is to correct an error in the recently adopted Bylaw 195. Bylaw 195 amended the Land Use Bylaw, but part of the amending bylaw was intended to amend mapped development permit area boundaries, which are found in a schedule to the Official Community Plan. The other parts of Bylaw 195 are still valid, but an additional amending bylaw is required to make the intended change to the mapped development permit area boundary in the Official Community Plan.

It was Moved and Seconded that the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 202, cited as "Denman Island Official Community Plan Bylaw, 2008, Amendment No. 2, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

b. Salt Spring LTC Bylaw 452

Proposed Bylaw 452 would change the SSI Land Use Bylaw No. 355 zoning designation from Residential 6 to a new Commercial 4 Zone Variation (a) – C4(a).

It was Moved and Seconded that the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 452, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2011", under Section 24 of the Islands Trust Act.

CARRIED
UNANIMOUSLY

c. Greenhouse Gas Baseline Report

Received as information.

d. Short Term Vacation Rentals Enforcement

Following a request from the Executive Committee in February 2011, staff presented a report on the effectiveness of the short term vacation rental strategy and information on how bylaw enforcement could be carried out more effectively by using a bylaw enforcement policy. The report provides an analysis on the effectiveness of current local trust committee bylaw enforcement policies, and recommending that new enforcement policies be developed.

It was Moved and Seconded that the Executive Committee direct staff to develop bylaw enforcement strategies on unlawful dwellings for consideration by the Executive Committee initially.

CARRIED
UNANIMOUSLY

It was Moved and Seconded that the Executive Committee direct staff to develop bylaw enforcement strategies on unlawful structures on the foreshore for consideration by the Executive initially.

CARRIED
UNANIMOUSLY

It was Moved and Seconded that the Executive Committee direct staff to work with the Cowichan Valley Regional District and the Thetis Island Local Trust Committee to develop a pilot project to explore joint enforcement strategies on building inspection and zoning regulations violations on remote islands.

CARRIED
UNANIMOUSLY

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 December 2011 meeting:

- a. Director of Local Planning Services Report

Forwarded as amended.

- b. Official Community Plan/Land Use Bylaw Status Report

Forwarded as amended.

- c. Bylaw Investigations Report

Forwarded as amended.

- d. Council Orientation – Local Planning Services

Council orientation outline forwarded as amended. Council orientation powerpoint slides deferred.

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. 2011 Union of BC Municipalities (UBCM) Report

Staff was directed to send the 2011 UBCM report to current trustees via email and to forward to Islands Trust Council for review and consideration at its December Trust Council meeting.

- b. BC Ferries Advisory Committee membership

Executive Committee provided comments to staff on BC Ferries Advisory Committee membership.

- b. Seniors Video Project

This item was moved to the in-camera agenda.

Closed Session

It was Moved and Seconded that the meeting be closed to the public pursuant to s. 90(1) (k) of the Community Charter to discuss matters related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the committee, could reasonably be expected to harm the interests of the municipality if they were held in public and that staff attend the meeting.

CARRIED
UNANIMOUSLY

The meeting was closed to the public at 1:55 p.m.

The meeting reopened to the public at 2:15 p.m.

It was Moved and Seconded that the Executive Committee extends its thanks to four members of the video project advisory group in particular for their leadership and commitment and for their continuing with the film project until its completion.

CARRIED
UNANIMOUSLY

- d. End-of-term Communications Survey

Executive Committee provided comments on the survey for incorporating in the final version to be sent to existing trustees and staff.

- e. Association of Vancouver Island Coastal Communities (AVICC) Presentation Proposal

Executive Committee provided comments to staff on the proposal.

It was Moved and Seconded that the Executive Committee forward the presentation proposal on local government involvement in oil spill response, as amended to include a role for the Trust Council Chair to AVICC for the 2012 convention program.

CARRIED
UNANIMOUSLY

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 December 2011 meeting:

- a. Director of Trust Area Services Report

Forwarded as amended.

- b. Trust Fund Board Report

Forwarded as presented.

- c. Appointments to Gulf Islands National Park Reserve Advisory Board - RFD

Forwarded as presented.

- d. Policy Statement Review - Briefing

Forwarded as amended.

- e. Council Orientation Sessions

- i. Trust Area Services

Outline and powerpoint slides forwarded as amended.

- ii. Islands Trust Fund

Outline and powerpoint slides forwarded as presented.

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. 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 December 2011 meeting:

- a. Director of Administrative Services Report

Forwarded as amended.

- b. Financial Planning Committee Report

Forwarded as amended.

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

Forwarded as presented.

- d. Financial Forecast to March 31/12 - Briefing

Forwarded as presented.

- e. Trustee Remuneration Policy Amendment

Forwarded as amended.

- f. Development of Carbon Neutral Policy - RFD

Forwarded as presented.

- g. Council Orientation Sessions

- i. Budget

Forwarded as amended.

- ii. Administrative Services

Outline and powerpoint slides forwarded as amended.

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. Executive Committee as Local Trust Committee Request

This item was deferred to next regular business meeting in 2012.

- b. Executive Committee Role in Bylaw Approval

It was Moved and Seconded that the Executive Committee request staff to prepare a briefing for the 2011-14 Executive Committee outlining its role in bylaw approval and compiling all the direction to Executive Committee in various Trust Council documents into one briefing.

CARRIED
UNANIMOUSLY

- c. Executive Committee Meeting Frequency

Executive Committee recommended keeping the current three week meeting schedule and using electronic meetings for more routine items, and to review the schedule again mid-term.

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 December 2011 meeting:

- a. Delegation Request
 - i. Artificial Reef Society
 - ii. Maxine Leitcher
 - iii. Tom Varzelliotis
 - iv. Save Halkett Group

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

- b. December Council Agenda Program

Forwarded as amended.

- c. Information and Decision Items Agenda

Forwarded as presented.

- d. Trust Council Followup Action List

Forwarded as amended.

- e. Executive Committee Report

Forwarded as amended.

- f. Continuous Learning Plan

Forwarded as amended.

- g. Council Orientation Sessions

- i. The Big Picture

Deferred to next meeting.

- ii. Council Roundtable – What's Important?

Forwarded as amended.

- iii. Executive Committee/Trust Fund Board Candidate Presentations

Forwarded as amended.

- iv. Executive Committee/Trust Fund Board Elections

Forwarded as presented.

- v. Rules of the Road

Defer to next meeting.

- vi. Making Fair Decisions

Forwarded as presented.

- vii. Human Resources at the Islands Trust

Defer to next meeting.

- viii. Closed Session

Forwarded as presented.

- h. Chief Administrative Officer Report

Forwarded as presented.

- i. Priorities Chart

Forwarded as presented.

- j. Strategic Plan Update

Forwarded as presented.

- k. Proposed 2012-2014 Quarterly Meetings Schedule

Removed from the agenda.

- l. Proposed March 2012 Council Program

Removed from the agenda.

- m. Draft September 2011 Council Minutes

Removed from the agenda.

Vice Chair Gary Steeves left the meeting at 5:03 p.m.

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 was closed to the public at 5:05 p.m.

The meeting reopened to the public at 5:20 p.m.

The meeting adjourned at 5:20 p.m. Next meeting: December 8, 2011

Sheila Malcolmson, Chair

Jas Chonk, Recorder