



# Executive Committee Minutes of Regular Meeting

**Date:** Wednesday, January 20, 2016

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

**Members Present** Peter Luckham, Chair  
Laura Busheikin, Vice Chair  
Susan Morrison, Vice Chair  
George Grams, Vice Chair

**Staff Present** Russ Hotsenpiller, Chief Administrative Officer  
Lisa Gordon, Director, Trust Area Services  
David Marlbor, Director, Local Planning Services  
Cindy Shelest, Director, Administrative Services  
Clare Frater, Trust Area Policy Analyst  
Jas Chonk, Recorder and Deputy Secretary

## 1. CALL TO ORDER

The meeting was called to order at 8:46 am. Chair Luckham 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

- 6.2.1 Tony Law re March Trust Council
- 11.8 Marv Coulthard re SSI rezoning bylaw 485

### 2.2. Approval of Agenda

By General Consent, the agenda was approved as amended.

#### 2.2.1. Agenda Context Notes

Provided for information.

## 3. ADOPTION OF MINUTES

### 3.1. November 25, 2015

By General Consent, the Minutes of the November 25, 2015 Executive Committee Meeting were adopted as presented.

### 3.2. December 8, 2015

By General Consent, the Minutes of the December 8, 2015 Executive Committee Meeting were adopted as presented.

Vice Chair Laura Busheikin joined the meeting at 8:50 am.

#### **4. FOLLOWUP ACTION LIST AND UPDATES**

##### **4.1. Followup Action List**

Provided for information.

##### **4.2. Director/CAO 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. BYLAWS FOR APPROVAL CONSIDERATION**

##### **5.1 Denman Island Local Trust Committee Bylaw No. 216 (LUB Amendment)**

The purpose of proposed Bylaw No. 216 is to create the conditions which will allow for a second set of cooking facilities for the use of customers in association with a Home-based Guest Accommodation operation (often referred to as bed and breakfast home occupations) as permitted by the Denman Land Use Bylaw.

###### **EC-2016-001**

**It was MOVED and SECONDED,**

That the Executive Committee approve Denman Island Local Trust Committee Bylaw No. 216, cited as "Denman Island Land Use Bylaw 186, Amendment No. 1, 2015", under Section 24 of the *Islands Trust Act*.

**CARRIED**

##### **5.2 Bowen Island Municipality Bylaw No. 401**

Bowen Island Municipality has referred Bylaw 401 to the Executive Committee after first reading. It is a 'non-OCP' bylaw that requires comment only, rather than approval. Staff recommends that the Executive Committee advise that the bylaw is not contrary to or at variance to the Islands Trust Policy Statement.

###### **EC-2016-002**

**It was MOVED and SECONDED,**

That the Executive Committee advise Bowen Island Municipality that the Bylaw 401, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 401, 2015" is not contrary or at variance to the Islands Trust Policy Statement.

**CARRIED**

### **5.3 Salt Spring Island Local Trust Committee Bylaw No. 483 (LUB Amendment)**

The purpose of proposed Bylaw No. 483 is to amend Salt Spring Island Land Use Bylaw No. 355 to include a definition of “abattoir,” and to permit an “abattoir” as a principal use on a 3.3 hectare industrial-zoned property at 1449 Fulford-Ganges Road.

#### **EC-2016-003**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 483, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2015,” under Section 24 of the *Islands Trust Act*.

**CARRIED**

### **5.4 Salt Spring Island Local Trust Committee Bylaw No. 485 (LUB Amendment)**

The purpose of proposed Bylaw No. 485 is to amend Salt Spring Island Land Use Bylaw No. 355 to permit a private boat club house and a parking lot for a private boat club as principal uses on a 0.83 hectare (2.06 acre) residential-zoned property at 150 Douglas Road.

#### **EC-2016-004**

**It was MOVED and SECONDED,**

That the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 485, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2015,” under Section 24 of the *Islands Trust Act*.

**CARRIED**

## **6. TRUST COUNCIL MEETING PREPARATION**

### **6.1 Post December Council Joint Session**

#### **6.1.1. Roundtable**

Executive Committee members and senior management provided feedback regarding the December 2015 Trust Council meeting, noting what went well and identifying areas for future improvement.

#### **6.1.2 Trustee Comments/Feedback**

##### **6.1.2.1 Trustee Peter Grove**

Staff to investigate how agenda packages can be improved for Trust Council meetings.

### **6.2 Draft March 2016 Trust Council Schedule**

Executive Committee members reviewed the draft meeting program and made some amendments, staff to return the revised schedule to the next meeting.

### **6.3 Draft Trust Council Continuous Learning Plan**

Received as information.

### **6.4 Draft Session Outline – First Nations Session**

Staff to return with a revised session outline to the February 10 meeting.

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Trust Council Initiated**

#### **7.1.1 Adaptation Strategy – Principles and Objectives**

Staff provided update indicating the Adaptation Strategy principles had yet to be commented on by Ministry of Community Sport and Cultural Development.

#### **7.1.2 Transition Plan – Project Charter (revised)**

Staff to provide update to Executive Committee for the February 10 meeting.

#### **7.1.3 Transition Plan – Annotated Table of Contents – v.5**

Received as information.

The meeting recessed at 11:10 am.

The meeting reconvened at 11:15 am.

#### **7.1.4 Consideration of a new Council Committee focused on marine issues**

##### **EC-2016-005**

**It was MOVED and SECONDED,**

That the Executive Committee request Staff to return by February 10 with an analysis of current capacity, roles and process to respond to marine threats and recommendations for how to increase that capacity, improve process and clarify roles, which could include a new council committee.

**CARRIED**

### **7.2 Executive Committee Initiated**

## **8. NEW BUSINESS**

### **8.1. Trust Area Services**

#### **8.1.1 LTC Chairs report on local advocacy topics**

The Executive Committee members provided verbal updates on local advocacy topics arising from local trust committee meetings.

### **8.1.2 RFD - Advocacy about federal environmental assessments**

#### **EC-2016-006**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to draft a letter for the Chair's signature to the federal Minister of Environment and Climate Change

1. requesting that the Minister consider the Islands Trust's concerns with the treatment of marine shipping during federal environmental assessments prior to making any decision that would increase marine traffic in the Salish Sea, and
2. suggesting that the Minister consider during any review of the federal environmental assessment regime the Islands Trust's suggestions on ways to improve public participation in environmental assessments.

**CARRIED**

The meeting recessed at 12:00 pm.

The meeting reconvened at 12:23 pm.

### **8.1.3 RFD - AVICC 2016 Resolutions**

#### **EC-2016-007**

**It was MOVED and SECONDED,**

That the Executive Committee direct staff to draft a resolution and backgrounder on two items as discussed (Development Permit Enforcement and a 20-year management plan for marine shipping in the Salish Sea) for submission to the Association of Vancouver Island and Coastal Communities 2016 convention for Executive Committee's consideration on February 10, 2016.

**CARRIED**

### **8.1.4 Briefing – Gambier LTC request for Howe Sound Management Plan advocacy**

#### **EC-2016-008**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to allocate \$1000 to Gambier Island Local Trust Committee to host Howe Sound Community Forum.

**CARRIED**

#### **EC-2016-009**

**It was MOVED and SECONDED,**

That the Executive Committee resolves not to request a Howe Sound Management Plan until the Howe Sound Forum members better define what the request entails and resolves to offer up to \$1000 from the 2016-17 budget towards the costs of hosting the April 2016 Howe Sound Community Forum.

**CARRIED**

### **8.1.5 Briefing – Status of input from Ferry Advisory Committees**

By General Consent, the Executive Committee requested staff to contact Gabriola and Chemainus - Thetis Island - Penelakut Island Ferry Advisory Committees and draft a Request for Decision for a Chair letter to Minister of Transportation and Infrastructure for the February 10 meeting.

**8.1.6 RFD – Guidelines for promoting island events**

**EC-2016-010**

**It was MOVED and SECONDED,**

That the Executive Committee approve the guidelines for promoting island events as amended.

**CARRIED**

**8.1.7 Draft procedure – Public Input to Trust Council’s Budget Process**

Received as information.

**8.2 Local Planning Services**

**8.2.1 Jeff Stanhope, Innovation, Science and Economic Development re Letter of Understanding**

**EC-2016-011**

**It was MOVED and SECONDED,**

That the Executive Committee direct the Director of Local Planning Services to forward the letter to Local Trust Committees.

**CARRIED**

**8.3 Administrative Services**

**8.4 Executive/Trust Council**

**8.4.1 Executive Committee Policy 8.4.i CAO Contingency Succession Plan – for annual review**

Received as information.

**8.4.2 Draft 2015 UBCM Report**

By General Consent, the Executive Committee directed staff to circulate to Trustees.

**8.4.3 EC meeting schedule**

**EC-2016-012**

**It was MOVED and SECONDED,**

That staff ask Select Committee - Review of Victoria Office Location to reschedule their March 2 meeting due to conflict with Executive Committee meeting date.

**CARRIED**

**EC-2016-013**

**It was MOVED and SECONDED,**

That staff return with proposal for two new Salt Spring and Gabriola office location meeting dates and return amended 2016 schedule to February 10 meeting.

**CARRIED**

#### 8.4.4 Briefing – ALC Delegation of Decision-Making

**EC-2016-014**

**It was MOVED and SECONDED,**

That staff report be forwarded to Salt Spring Island Local Trust Committee.

**CARRIED**

#### 9. CLOSED MEETING

**EC-2016-015**

**It was MOVED and SECONDED,**

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the *Community Charter* in order to consider matters related to employee relations, 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 1:45 pm and reopened at 2:10 pm.

#### 10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)

No decisions to report.

#### 11. CORRESPONDENCE (for information unless raised for action)

##### 11.1 Jan Slakov re Follow up from December Trust Council

Received for information.

##### 11.2 Debbie Holmes re Galiano covenants

Received for information.

##### 11.3 Trustee Tony Law re Unique Amenities

Received for information.

##### 11.4 Mayne Island Conservancy Society re Mitigating Risks Associated with Shipping Traffic

**EC-2016-016**

**It was MOVED and SECONDED,**

That the Executive Committee request Chair Luckham to write in response to December 13, 2015 letter from Mayne Island Conservancy declining the advocacy request.

**CARRIED**

##### 11.5 Assoc. of Denman Island Marine Stewards (ADIMS) re support of new Marine Committee

Received for information.

**11.6 Ministry of Environment re new spill response regime**

Received as information.

**11.7 Jan Slakov re Protecting the Marine Environment**

Received for information.

**11.8 Marv Coulthard re SSI rezoning bylaw 485**

Received for information.

**12. WORK PROGRAM**

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

By General Consent, the Executive Committee endorsed the Work Program dated January 14, 2016, as presented.

**EC-2016-017**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to bring back business case and Request for Decision revisiting First Nations liaison to the February 10 meeting.

**CARRIED**

**13. NEXT MEETING – February 10, 8:45 a.m.**

**14. ADJOURNMENT**

**EC-2016-018**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 2:26 pm.

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Peter Luckham, Chair

Certified Correct

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Jas Chonk, Recorder and Deputy Secretary