



# Executive Committee Minutes of Regular Meeting

**Date:** Wednesday, March 9, 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 Marlор, Director, Local Planning Services  
Cindy Shelest, Director, Administrative Services  
Clare Frater, Trust Area Policy Advisor  
Pamela Hafey, Communications Specialist  
Jas Chonk, Recorder and Deputy Secretary

## 1. CALL TO ORDER

The meeting was called to order at 8:45 a.m. 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

- 8.1.4 Transport Canada re Engagement on Marine Transportation
- 8.1.5 Debrief on Media Training
- 8.3.1 Taxable benefits related to Executive Committee

### 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. February 10, 2016

**By General Consent**, the Minutes of the February 10, 2016 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 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 Local Trust Committee Bylaw No. 486 (LUB Amendment)

The purpose of Bylaw No. 486 is to amend the Parks & Reserves 3 (a) zone to allow the additional use of a squash court facility. The bylaw also contains a regulation that the total number of buildings for the additional uses in the PR3 (a) zone may not exceed two.

**EC-2016-031**

**It was MOVED and SECONDED,**

That the Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 486, cited as "Salt Spring Island Land Use Bylaw, 1999, Amendment No. 4, 2015" under Section 24 of the *Islands Trust Act*.

**CARRIED**

##### 5.2 Mayne Island Local Trust Committee Bylaw No. 156 (Bylaw Enforcement Notice)

Proposed Bylaw No.156 has several purposes. Primarily, it establishes the ability for bylaw enforcement officers to issue fines for land use bylaw violations.

**EC-2016-032**

**It was MOVED and SECONDED,**

That the Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 156, cited as "Mayne Island Local Trust Committee Bylaw Enforcement Notification Bylaw, No. 156, 2011" under Section 24 of the *Islands Trust Act* and return it to the Mayne Island Local Trust Committee for final adoption.

**CARRIED**

**5.3 Gabriola Island Local Trust Committee Bylaw No. 288 (Fees Amendment)**

Proposed Gabriola Bylaw 288 revises Gabriola Island Fees Bylaw No. 245 by adding DPA-6 to the list of Development Permit Areas.

**EC-2016-033**

**It was MOVED and SECONDED,**

That the Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 288 cited as “Gabriola Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2016”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.4 Thetis Island Local Trust Committee Bylaw No. 99 (APC Amendment)**

Proposed Thetis Island Local Trust Committee Bylaw No. 99 revises the Thetis Island Local Trust Committee Advisory Planning Commission Bylaw No. 91 by reducing the minimum number of Advisory Planning Commission (APC) members required to convene an APC meeting from five members to three members.

**EC-2016-034**

**It was MOVED and SECONDED,**

That the Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 99 cited as “Thetis Island Local Trust Committee Advisory Planning Commission Bylaw, 2012, Amendment No. 1, 2016”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.5 Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea) Bylaw No. 32 (Development Procedures)**

**EC-2016-035**

**It was MOVED and SECONDED,**

That the Executive Committee approve Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Bylaw No. 32, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Development Procedure Bylaw No. 32, 2016”, under Section 24 of the *Islands Trust Act*.

**CARRIED**

**5.6 Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea) Bylaw No. 33 (Fees Bylaw)**

**EC-2016-036**

**It was MOVED and SECONDED,**

That the Executive Committee approve Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Bylaw No. 33, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Fees Bylaw No. 33, 2016”, under Section 24 of the *Islands Trust Act*.

**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 March 2016 meeting:

### **6.1 Trust Area Services**

#### **6.1.1 Director of Trust Area Services Report**

As presented.

#### **6.1.2 Trust Program Committee Work Program Report**

As presented.

#### **6.1.3 Trust Fund Board Report**

As presented.

#### **6.1.4 Legislative Monitoring - Briefing**

As presented.

#### **6.1.5 Particularly Sensitive Sea Area designation for the Salish Sea - RFD**

As presented.

#### **6.1.6 Amendments to Policy Statement Policies - RFD**

As presented. Executive Committee requested that the flow chart showing the proposed Policy Statement amendment process be printed for trustees attending the Trust Council meeting in March.

### **6.2 Local Planning Services**

#### **6.2.1 Director of Local Planning Services Report**

As presented.

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

As presented.

#### **6.2.3 Development Area Information Bylaw for the Ballenas – Winchelsea – RFD**

As presented.

#### **6.2.4 Local Planning Committee - Community Housing Forum – Briefing**

As presented.

**6.2.5 RFD - Concerning Land Use Consultation for Radio Communications Utilities**

As presented.

**6.3 Administration Services**

**6.3.1 Director of Administrative Services Report**

As presented.

**6.3.2 Financial Planning Committee Work Program Report**

As presented.

**6.3.3 December 31, 2015 Quarterly Financial Statement – RFD**

As presented.

**6.3.4 Financial Forecast for March 31, 2016 Year End – Briefing**

As presented

**6.3.5 Anticipation Borrowing Bylaw No. 164 – RFD**

As presented.

**6.3.6 2016/2017 Financial Plan Bylaw No. 165 – RFD**

As presented.

**6.3.7 Budget Session Outline and Attachments**

**6.3.7.1 Budget Session Outline**

As presented.

**6.3.7.2 Budget Overview**

As presented.

**6.3.7.3 Briefing - Changes to Budget since Dec Trust Council**

As presented.

**6.3.7.4 Budget Assumptions & Principles**

As presented.

#### **6.3.7.5 Budget Detail**

As presented.

#### **6.3.7.6 Project Requests Summary**

As presented.

##### **6.3.7.6.1 LTC Project Requests**

As presented.

###### **6.3.7.6.1.1 Briefing Northern LTC Projects**

As presented.

##### **6.3.7.6.2 Policy Statement Targeted Update**

As presented.

##### **6.3.7.6.3 SSI Special Property Tax Requisition**

As presented.

#### **6.3.7.7 Proposed Staffing Changes**

##### **6.3.7.7.1 Senior Intergovernmental Advisor - RFD**

As presented.

###### **6.3.7.7.1.1 Briefing Senior Intergovernmental Advisor**

As amended.

##### **6.3.7.7.2 Planner 1 Southern Team**

As presented.

#### **6.3.7.8 Public Feedback Received**

As presented.

### **6.4 Executive**

#### **6.4.1 March 2016 Trust Council Schedule**

As presented.

**6.4.2 Decision and Information Items Agenda**

As amended.

**6.4.3 Trust Council Follow Up Action List**

As presented.

**6.4.4 Chief Administrative Officer Report**

As presented.

**6.4.5 Executive Committee Work Program Report**

As presented.

**6.4.6 Continuous Learning Plan**

As amended.

**6.4.7 Priorities Chart**

As presented.

**6.4.8 Draft 2016 June Trust Council Program**

As presented.

**6.4.9 Strategic Plan Update**

As amended.

The meeting recessed at 10:40 a.m.

The meeting reconvened at 10:48 a.m.

**6.4.10 Session Outline – First Nations**

As amended.

**6.4.11 Session Outline – Trustee Roundtable**

As presented.

**6.4.12 Session Outline – Meeting Options and Attachments**

As presented.

### **6.4.13 Session Outline – Islands Trust Transition Plan**

As presented with additional Request for Decision to be included in the Decision and Information agenda.

### **6.4.14 Closed Session Outline**

As presented.

### **6.4.15 Delegation Requests:**

- 6.4.15.1 Gulf Islands Alliance re Public Trust Doctrine and Oath of Office
- 6.4.15.2 The Association for Denman Island Marine Stewards re marine issues
- 6.4.15.3 Denman Island Forage Fish Group re marine issues
- 6.4.15.4 Peter Lamb re Climate Change and 2016-17 Budget

**By General Consent**, the Executive Committee approved all 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.

The meeting recessed at 11:55 a.m.

The meeting reconvened at 12:16 p.m.

## **7. EXECUTIVE COMMITTEE PROJECTS**

### **7.1 Trust Council Initiated**

### **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 Briefing – Draft procedure for giving gifts to First Nations**

Staff to circulate the March 3, 2016 Draft Procedure for Giving Gifts at Meetings with First Nations to staff, trustees and select First Nations for feedback by March 31, 2016.



### **8.1.3 RFD - Staff support for Panel Discussion at Clear Seas Maritime Traffic Workshop**

**EC-2016-037**

**It was MOVED and SECONDED,**

That the Executive Committee request staff to provide a briefing on shipping advocacy history with key messages to support the Islands Trust Chair's participation in the April 11, 2016 Government and Community Engagement panel at the Clear Seas' Better Decision Making through Maritime Traffic Monitoring and Modelling workshop.

**CARRIED**

### **8.1.4 Transport Canada re Engagement on Marine Transportation**

**By General Consent**, the Executive Committee agreed that Chair Luckham would respond directly to Transport Canada.

### **8.1.5 Debrief on Media Training**

Executive Committee members provided feedback to staff on the media training held on March 8, 2016. By General Consent, the Executive Committee directed staff to draft media interview tips for trustees.

### **8.1.6 Saanich Inlet Conference**

Staff reported on the March 3, 2016 Saanich Inlet Roundtable meeting. Topics discussed included efforts to restrict pleasure craft sewage dumping, the proposed Steelhead LNG terminal, management and removal of derelict and abandoned vessels and mooring buoys, management of anchorages in Cowichan Bay and the southern Gulf Islands, and the proposed Southern Strait of Georgia National Marine Conservation Area Reserve.

## **8.2 Local Planning Services**

### **8.2.1 Briefing - Rural Status for Islands in the CRD for Funding Purposes**

**By General Consent**, the Executive Committee directed staff to add the topic "Rural Status for Islands in the CRD for Funding Purposes" to the long list of the Executive Committee work program and send formal refusal letter to local trust committee.

## **8.3 Administrative Services**

### **8.3.1 Taxable benefits related to Executive Committee**

Vice Chair George Grams asked a question in regards to taxable benefits. Staff provided clarification and suggested that Executive Committee members contact staff with any further questions.

## **8.4 Executive/Trust Council**

**9. CLOSED MEETING**

**EC-2016-038**

**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 1:00 p.m. and reopened at 1:21 p.m.

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

No decisions to report.

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

**11.1 Climate Change Task Force - Denman Island re climate change**

Staff was directed to refer this item to Denman Island Local Trust Committee.

**11.2 Kevin Obermeyer re Gabriola anchorage proposal update**

Staff was directed to draft a Chair letter conveying interest in attending anchorage meeting and requesting the meeting not be held during the August long weekend.

**11.3 BC Ferries re Hornby Island route**

Received for information.

**11.4 Trust Fund Board to FLNRO re Goshawk and Murrelet engagement SAR**

Received for information.

**11.5 Edina Johnston re driving on the beach**

Received for information.

**11.6 Minister Fassbender re Invitation to Engage on the Climate Leadership Team's Recommendation**

Received for information.

**12. WORK PROGRAM**

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

**EC-2016-039**

**It was MOVED and SECONDED,**

That Trust Area Services priority #1 'Guidelines and procure gifts for First Nations special events' be removed and replaced with '2015-2016 Annual Report'.

**CARRIED**

**EC-2016-040**

**It was MOVED and SECONDED,**

That the Executive Committee add to long list work program the pursuit of legislative changes to the *North Island - Coast Development Initiative Trust Act* to have the Southern Gulf Islands included in funding areas.

**CARRIED**

**13. NEXT MEETING – March 22, Hornby Island, 12:00 p.m.**

**14. ADJOURNMENT**

**EC-2016-041**

**It was MOVED and SECONDED,**

To adjourn the meeting.

**CARRIED**

The meeting adjourned at 1:40 p.m.

---

Peter Luckham, Chair

Certified Correct

---

Jas Chonk, Recorder and Deputy Secretary