



## Executive Committee

### Minutes of Regular Meeting

- Date:** November 1, 2017
- Location:** Grand Hotel Nanaimo  
4898 Rutherford Road, Nanaimo BC
- Members Present:** Peter Luckham, Chair  
Susan Morrison, Vice Chair  
George Grams, Vice Chair  
Laura Busheikin, Vice Chair
- Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
Clare Frater, Director, Trust Area Services (teleconference)  
David Marlor, Director, Local Planning Services  
Emma Restall, Executive Coordinator (recorder)
- 1. CALL TO ORDER**

The meeting was called to order at 11:17 a.m. Chair Luckham acknowledged that the meeting was being held in Coast Salish First Nations territory.
  - 2. APPROVAL OF AGENDA**
    - 2.1 Introduction of New Items**
      - 6.4.2 NMCA at Trust Council
      - 8.4.3 Establishment of Service Integration Working Group - RFD
      - 11.4 Stakeholder Engagement Session Invitation
    - 2.2 Approval of Agenda**

**By General Consent**, the agenda was approved as amended.
  - 3. ADOPTION OF MINUTES**
    - 3.1 October 11, 2017 Executive Committee Meeting**

**By General Consent**, the Minutes of the October 11, 2017 Executive Committee Meeting were adopted as presented.
  - 4. FOLLOW UP ACTION LIST AND UPDATES**
    - 4.1 Follow Up Action List**

Staff provided updates on outstanding items in the Follow Up Action List.
    - 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.

The meeting recessed at 11:55 p.m. and resumed at 12:20 p.m.

Director Clare Frater joined the meeting via teleconference at 12:20 p.m. and reported on Trust Area Services topics in items 4.1 and 4.2.

**5. BYLAWS FOR APPROVAL CONSIDERATION**

**5.1 Denman Bylaw No. 227  
EC-2017-132**

**It was MOVED and SECONDED,**  
that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", under Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.2 Bowen Bylaw No. 445  
EC-2017-133**

**It was MOVED and SECONDED,**  
that the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 445, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 445, 2017" is not contrary or at variance to the Islands Trust Policy Statement.

**CARRIED**

Discussion returned to item 5.1 and a requirement amendment was identified.

**EC-2017-134**

**It was MOVED and SECONDED,**  
That the motion that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 227, cited as "Denman Island Local Trust Committee Meeting Procedure Bylaw No. 163, 2004, Amendment No. 2, 2017", under Section 27 of the *Islands Trust Act* be rescinded.

**CARRIED**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Trust Area Services**

**6.2 Local Planning Services**

**6.3 Administrative Services**

**6.4 Executive**

**6.4.1 *Islands Trust Act* Amendments Working Session Outline**

CAO Hotsenpiller gave an overview of the presentation options for this working Session. He will return to the November 22, 2017 Executive Committee meeting with a revised Outline.

**6.4.2 NMCA at Trust Council**

Executive Committee discussed the opportunity to have NMCA present at Trust Council in December.

**7. EXECUTIVE COMMITTEE PROJECTS**

**7.1 Trust Council Initiated**

Nothing to report.

**7.2 Executive Committee Initiated**

Nothing to report.

**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.

**EC-2017-135**

**It was MOVED and SECONDED,**

that the Executive Committee request staff to provide funding options regarding the Gambier request for the Ocean Watch Howe Sound Marine Reference Guide.

**CARRIED**

It was later decided to redirect the request to Trust Fund Board.

**8.1.2 Abandoned vessels funding applicant research – Briefing**

Director Frater gave an overview of her briefing on Abandoned vessels funding applicant research.

**8.2 Local Planning Services**

**8.2.1 DE RZ 2017.1 – Sponsorship Application**

**EC-2017-136**

**It was MOVED and SECONDED,**

that the Executive Committee financially support (in full) the application for rezoning DE-RZ-2017.1 (Denman Island Land Trust Association) which would amend Denman Island Official Community Plan Bylaw No. 185, 2008 and the Denman Island Land Use Bylaw no. 186, 2008 to allow for a seniors affordable housing development.

**CARRIED**

**8.2.2 Policy 4.1.13 EC Sponsorship Amendments – RFD**

**EC-2017-137**

**It was MOVED and SECONDED,**

that Executive Committee request Trust Council to amend Policy 4.1.13 [Guidelines for Executive Committee Sponsorship or Local Trust Committee Initiated Development Applications] policy to allow the Executive Committee to consider up to 100% sponsorship of applications by taxpayer supported entities.

**CARRIED**

**8.2.3 Provincial Tenure Referral Process – Briefing**

Director Marlor gave an overview of his report on the current provincial process regarding tenure referrals.

**8.2.4 Report on Underspending on LTC Project Budgets - Briefing  
EC-2017-138**

**It was MOVED and SECONDED,**

that the Executive Committee forward the attached information to the Salt Spring Island Local Trust Committee to report back on underspending of Salt Spring Local Trust Committee projects.

**CARRIED**

**8.3 Administrative Services**

Nothing to report.

**8.4 Executive/Trust Council**

**8.4.1 Visioning Update**

Received for Information.

**8.4.2 Executive Committee Agenda Package Distribution**

Timelines for meeting package distribution was discussed.

**8.4.3 Establishment of Service Integration Working Group – RFD**

There was discussion over membership and selection criteria.

**EC-2017-139**

**It was MOVED and SECONDED,**

that the Executive Committee direct staff to forward the Request For Decision regarding Establishment of Service Integration Working Group to Trust Programs Committee for comment.

**CARRIED**

It was agreed that items 11 and 12 be considered before items 9 and 10.

**11. CORRESPONDENCE**

**11.1 Ministry of Environment – UBCM Follow Up Letter**

Received for Information

**11.2 AVICC Update**

Received for Information

**11.3 Kate-Louise Stamford re HS Marine Reference Guide**

Received for Information

**11.4 Stakeholder Engagement Session Invitation**

Received for Information

- 12. WORK PROGRAM**  
**12.1 Review and amendment of current work program**  
Received for information

- 9. CLOSED MEETING**  
**EC-2017-140**  
**It was MOVED and SECONDED,**  
that the meeting be closed to the public subject to Sections 90(1)(a)(c)(g) and (i) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality, employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege.

**CARRIED**

The meeting closed to the public at 2:20 p.m. and reopened at 2:35 p.m.

- 10. RISE AND REPORT DECISIONS FROM CLOSED MEETING (not applicable)**

- 13. NEXT MEETING – November 22<sup>nd</sup> in Victoria**

- 14. ADJOURNMENT**  
**EC-2017-131**  
**It was MOVED and SECONDED,**  
To adjourn the meeting.

The meeting adjourned at 3:06 p.m.

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Peter Luckham, Chair

Certified Correct

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Emma Restall, Recorder