



# ADOPTED

## Executive Committee Minutes of Regular Meeting

**Date:** October 10, 2018  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

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

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer  
David Marlor, Director Local Planning Services  
Clare Frater, Director, Trust Area Services  
Lori Foster, Executive Coordinator

### 1. CALL TO ORDER

The meeting was called to order at 8:48 AM. Chair Luckham acknowledged the meeting was being held on Coast Salish First Nations territory.

### 2. APPROVAL OF AGENDA

#### 2.1 Introduction of New Items

Item 11.8 Howe Sound Forum - R. Simmons.

#### 2.2 Approval of Agenda

**By General Consent** the agenda was approved as amended.

##### 2.2.1 Agenda Context Notes

No references.

### 3. ADOPTION OF MINUTES

**3.1 By General Consent**, the July 17<sup>th</sup> Executive Committee-Islands Trust Conservancy joint meeting minutes were adopted as presented.

#### 3.2 August 29th special meeting

**By General Consent**, the August 29th special meeting minutes were adopted as presented.

#### 3.3 September 5th regular meeting

**By General Consent**, the September 5 regular meeting minutes were adopted as presented.

#### 3.4 September 18th regular meeting

For consideration, to amend the comment item 8.1.1 removing the first clause to read, "Hiring a contractor and calling the feedback a discussion paper ensued. Feedback due October 5."

**By General Consent**, the September 18<sup>th</sup> regular meeting minutes were adopted as amended.

**3.5 October 1, 2018 special meeting**

**By General Consent**, the October 1, 2018 special meeting minutes were adopted as presented.

**4. FOLLOW UP ACTION LIST AND UPDATES**

**4.1 Follow Up Action List**

Staff reviewed the status of items on the Follow up Action list.

Discussion regarding the Request for Decision reports and amendments ensued.

**EC-2018-145**

**It was MOVED and SECONDED,**

THAT the Executive Committee request Item 1. Policy 2.2.1 RFD Request for Decision Reports on the Executive Committee Follow Up Action List be removed.

**CARRIED**

**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 LTC Bylaw No. 507 (LUB) – RFD**

Chair Luckham spoke to the rezoning bylaw for 74 dwelling units to include 34 affordable housing units and office use.

**EC-2018-146**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 507, cited as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 1, 2017”, in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.2 Salt Spring Island LTC Bylaw No. 513 (housing agreement) – RFD**

Chair Luckham addressed the housing agreement requirement for bylaw No 507.

**EC-2018-147**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 513, cited as “Salt Spring Island Housing Agreement Bylaw No. 513, 2017,” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.3 Salt Spring Island LTC Bylaws Now. 514 (fees amendment) – RFD**

Chair Luckham reviewed the fees amendment bylaw for processing various applications and permits.

**EC-2018-148**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 514 cited as "Salt Spring Island Local Trust Committee Fees Bylaw, 2007, Amendment No. 1, 2018" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.4 Galiano Island LTC Bylaw No. 267 (OCP) & 268 (LUB) – RFD**

Vice Chair Busheikin addressed the rezoning application to allow the current use including a short term vacation rental.

**EC-2018-149**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 267, cited as "Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2018-150**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 268, cited as "Galiano Island Land Use Bylaw, 1999, Amendment No. 1, 2018", in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.5 South Pender LTC Bylaw No. 115 (OCP) – RFD**

Chair Luckham reviewed the bylaw to amend the Official Community Plan schedules to include a preferred multi-modal roadside path.

**EC-2018-151**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve South Pender Island Local Trust Committee Bylaw No. 115, cited as South Pender Island Official Community Plan Bylaw No. 107, 2011, Amendment No. 1, 2018 in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**5.6 Lasqueti Island LTC Bylaw No.97 (fees bylaw) – RFD**

Vice Chair Busheikin reviewed the fees amendment bylaw to process Liquor and Cannabis Regulation Branch (LCRB) license applications.

**EC-2018-152**

**It was MOVED and SECONDED,**

THAT the Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 97, cited as "Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2018", under Section 27 of the *Islands Trust Act*.

**CARRIED**

- 5.7 Hornby Island LTC Bylaw No. 157 (fees amendment) – RFD**  
Vice Chair Busheikin reviewed the fees amendment bylaw for processing LCRB applications.

**EC-2018-153**

**It was MOVED and SECONDED,**

THAT the Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 97, cited as “Lasqueti Island Local Trust Committee Fees Bylaw, 2009, Amendment No. 1, 2018” , under Section 27 of the Islands Trust Act.

**CARRIED**

- 5.8 Bowen Island Municipality Bylaw No. 432 – RFD**  
Director Marlor spoke to the rezoning of the community lands application.

**EC-2018-154**

**It was MOVED and SECONDED,**

THAT the Islands Trust Executive Committee approve Bylaw 432, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 432, 2017” pursuant to Section 38 of the Islands Trust Act.

**CARRIED**

The meeting recessed for a break at 10:25 A.M. and reconvened at 10:40 A.M.

Chair Luckham reconvened the meeting where a discussion on covenant referrals being missed by the Islands Trust Conservancy followed.

**EC-2018-155**

**It was MOVED and SECONDED,**

THAT Executive Committee request staff review the policy surrounding referrals regarding amendments to covenants that would affect lands in the local trust committee jurisdiction.

**CARRIED**

**6. TRUST COUNCIL MEETING PREPARATION**

**6.1 Post September Trust Council**

**6.1.1 September 2018 Decision Highlights**

Circulate as presented.

**6.1.2 Roundtable**

Discussion on outcomes of decision items and general review of the last quarterly meeting.

It was noted that the garbage footprint at Trust Council be considered.

**6.1.3 November Trust Council draft schedule**

Items from the draft schedule were discussed:

- Paper agenda copy if requested,
- When committee appointments would be made,
- First Nations opening,
- Welcome letter indicating biography deadline for positions,
- Training for Chairs and Vice Chairs on November 14<sup>th</sup> and further.

**By General Consent**, the Executive Committee request staff invite a First Nations elder to open the November Trust Council.

**By General Consent**, the Executive Committee endorsed the format of the November Trust Council Schedule.

## 7. EXECUTIVE COMMITTEE PROJECTS

### 7.1 Trust Council Initiated

There were no items.

#### 7.1.1 Executive

#### 7.1.2 Trust Area Services

#### 7.1.3 Local Planning Services

#### 7.1.4 Administrative Services

### 7.2 Executive Committee Initiated

#### 7.2.1 Executive

None

#### 7.2.2 Trust Area Services

##### 7.2.2.1 NEB Advocacy and Communications re Trans Mountain Expansion Project Reconsideration

Islands Trust has requested to be commenters on the reconsideration of the Trans Mountain expansion project. An initial letter has already been sent.

#### **EC-2018-156**

#### **It was MOVED and SECONDED,**

That the Executive Committee direct staff to provide the province with information that would support them in intervening in the National Energy Board process on priority issues for the Islands Trust and to draft a letter of comment for the Chair.

**CARRIED**

#### 7.2.3 Local Planning Services

None

#### 7.2.4 Administrative Services

None

## 8. NEW BUSINESS

### 8.1 Executive/Trust Council

#### 8.1.1 Quorum discrepancy between TC Bylaw 101 and Policy 2.3.1 [Council Committee System Policy]

Presented for information as a new business item for the January meeting. Discussion on committee size ensued.

### 8.2 Trust Area Services

#### 8.2.1 LTC Chairs Report on Local Advocacy Topics

Chairs spoke on current advocacy projects.

**8.3 Local Planning Services**

None

**8.4 Administrative Services**

None

**By General Consent**, items 9 and 10 were address before the meeting adjournment.

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

**11.1 Response re: TMX letter to Prime Minister**

Received for information.

**11.2 Invitation to Attend: MIDOSS Workshop on October 19th, 2018**

Acting Islands Trust Conservancy Manager, Emmings to attend.

**11.3 Invitation to Oceans Protection Plan South Coast Dialogue Forum, October 22, 2018**

Chair Luckham and Director Frater to attend. Grant application for travel and salary to be covered.

**11.4 Hazardous & Noxious substances on OPP**

Discussion to send a response regarding the 2014 letter sent.

**EC-2018-157**

**It was MOVED and SECONDED,**

THAT the Executive Committee request staff to write a cover letter to reply to the Oceans Protection Plan and also attaching the letter of 2014.

**CARRIED**

**11.5 Re: Islands Trust – Proposed Policy Statement Amendment Process - Chief Bill Williams**

Received for information.

**11.6 SIPS Roundtable Agenda**

Director Frater will attend the October 11<sup>th</sup> meeting. To inform around secretariat role.

**11.7 GAFA re Anchorages**

Received for information.

**11.8 R. Simmons re: Howe Sound Forum**

Chair to respond to the Howe Sound Forum, forward to Trust Programs Committee and the Gambier LTC could support this.

**12. WORK PROGRAM**

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

Received for information.

**13. NEXT MEETING**

The next Executive Committee meeting is October 24, 2018 at the Victoria office.

At 11:50 A.M. the meeting was closed to the public.

**9. CLOSED MEETING**

**EC-2018-158**

**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**

Staff were asked to leave the in camera meeting at 12:03 PM and Executive Committee continued with a restricted meeting and no staff present.

At 12:05 PM the meeting was reopened to the public.

**10. RISE AND REPORT DECISIONS FROM CLOSED MEETING**

None

**14. ADJOURNMENT**

**By General Consent,** the meeting was adjourned at 12:05 P.M.

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**Peter Luckham, Chair**

**Certified Correct**

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**Lori Foster, Executive Coordinator**