

**Trust Council Quarterly Meeting Schedule
December 5-7, 2017
728 Humboldt Street, Victoria BC**

Tuesday, December 5	Wednesday, December 6	Thursday, December 7
Members of the public are welcome to attend all sessions of Council except meals and closed meetings.	8:30 Islands Trust Act Session	8:30 Closed meeting
	10:30 Break	9:30 Summary/Updates Trustee Updates Priorities Chart Proposed March TC Draft Agenda Disposition of Delegations and Town Hall Requests
12:30 A Welcome to Territory from Esquimalt Nation and Songhees Nation	10:45 Ocean Protection Plan	
12:30 Call to Order and Approval of Agenda RWMs * Adoption of Minutes FUAL Trustee Round Table	12:45 Staff Awards	10:30 Correspondence
	1:00 Lunch	11:00 New Business Items * Islands Trust Standards of Conduct Policy 2.7
1:45 Budget Session	2:00 Delegations & Town Hall	12:00 Adjournment (approx.)
3:00 Break	3:00 Break	
3:15 Executive CAO's Report * EC Work Program Continuous Learning Plan Strategic Plan Update * Amendment to Trust Council Meeting Procedures Bylaw * Revised Trust Council 2018 Meeting Dates Islands Trust Act Amendments - Briefing * Islands Trust Visioning Statement - RFD	3:30 Proposed NMCAR in the southern Strait of Georgia	
3:45 Administrative Services Director's Report * FPC Work Program Report Quarterly Financial Report 2017/18 Forecast Briefing Revisions to Policy 6.5.iii Purchasing Procedure 2016/17 Allocated Financial Statements	4:30 San Juan County	
4:15 Trust Area Services Director's Report * TPC Work Program Trust Fund Board Report Legislative Monitoring Report * Islands Trust Fund 2018-2022 Plan - RFD Policy Statement Amendment Project Update Geoduck Advocacy Strategies - Briefing	5:30 Adjourn for the day	
5:00 Local Planning Services Director's Report * LPC Work Program Bylaw Enforcement Briefing * Amendments to Policy 4.1.13 - RFD		
5:30 Adjourn for the day		





Islands Trust Council Quarterly Meeting Agenda

Date: Tuesday, December 5, 2017
Location: Victoria Marriott Inner Harbour
728 Humboldt St, Victoria, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. GENERAL BUSINESS ARISING	
3.1 Resolutions Without Meeting	
3.2 September 12-14, 2017 Trust Council Meeting Draft Minutes	6 - 17
3.3 Trust Council Follow Up Action List	18 - 21
3.4 Trustee Round Table	
4. BUDGET SESSION	
4.1 Budget Session Outline	22 - 23
4.2 Budget Overview	24 - 26
4.3 Budget Assumptions and Principles	27 - 32
4.4 Budget Detail	33 - 33
4.5 Analysis of Surplus Funds	34 - 34
4.6 Summary of Budget Requests	35 - 35
4.7 Support for Budget Requests	36 - 76
5. EXECUTIVE	
5.1 Chief Administrative Officer's Report	77 - 78
5.2 Executive Committee Work Program Report	79 - 80
5.3 Continuous Learning Plan	81 - 82
5.4 Strategic Plan Update	83 - 85

5.5 Amendment to Trust Council Meeting Procedure Bylaw - RFD 86 - 88

That Islands Trust Council Bylaw No. 171, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017” be read a first time.

That Islands Trust Council Bylaw No. 171, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017” be read a second time.

That Islands Trust Council Bylaw No. 171, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 4, 2017” be read a third time.

5.6 Revised Trust Council 2018 Meeting Dates 89 - 89

5.7 Islands Trust Act Amendments - Briefing 90 - 114

5.8 Islands Trust Vision Statement - RFD 115 - 119

Trust Council select draft policy statement No. “x” as follows: Trust Council select draft policy statement No. “x” as follows: “ .”

6. ADMINISTRATIVE SERVICES

6.1 Director of Administrative Services Report 120 - 121

6.2 Financial Planning Committee Work Program Report 122 - 122

6.3 2017/18 Forecast - Briefing 123 - 126

6.4 Revisions to Policy 6.5.3 Procurement Policy - RFD 127 - 136

That the Islands Trust Council amend Policy 6.5.3 Purchasing Procedure and rename it Procurement Policy to update it for several items raised by Trustees and Staff since the policy was last updated in March 2014.

6.5 2016/17 Allocated Financial Statements - Briefing 137 - 139

6.6 Quarterly Financial Report - RFD 140 - 145

That the Islands Trust Council approve the September 30, 2017 Quarterly Financial Report as presented.

6.7 Revisions to Policy 7.2.vi Municipal Tax Requisition Calculation - RFD 146 - 157

That the Islands Trust Council amend Policy 7.2.vi Municipal Tax Requisition Calculation, to incorporate Mapping Services expenses into Information Services expenses in Administration. Sections 2.3.a.i. and 2.3.b.i will be removed and the revised Section 2.3 will include all Administration expenses including Finance, HR and Information Services.

7. TRUST AREA SERVICES

7.1 Director of Trust Area Services Report 158 - 161

7.2	Trust Programs Committee Work Program Report	162 - 163
7.3	Trust Fund Board Report	164 - 165
7.4	Legislative Monitoring Report – Briefing	166 - 186
7.5	Islands Trust Fund 2018-2022 Plan – RFD	187 - 212
	That the Islands Trust Council endorse the Islands Trust Fund Five Year Plan	
7.6	Policy Statement Amendment Project Update - Briefing	213 - 214
7.7	Geoduck Advocacy Strategies - Briefing	215 - 223
8.	LOCAL PLANNING	
8.1	Director of Local Planning Services Report	224 - 226
8.2	Local Planning Committee Work Program Report	227 - 228
8.3	Bylaw Enforcement - Briefing	229 - 234
8.4	Amendments to Policy 4.1.13 – Guidelines For Executive Committee Sponsorship Or Local Trust Committee Initiated Development Applications - RFD	235 - 239
	That Trust Council adopt amended 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.	
9.	ISLANDS TRUST ACT SESSION	240 - 252
10.	OCEAN PROTECTION PLAN SESSION	
10.1	Ocean Protection Plan Session Outline	253 - 253
11.	DELEGATIONS AND TOWN HALL	
11.1	Michael Sketch of Pender Island re Significance of the joint Confederation and Federation governance model in preserving and protecting Trust Area agricultural soil ecosystems	254 - 254
11.2	Peter Lamb of Salt Spring Island re Islands Trust Act Amendments	255 - 255
12.	NATIONAL MARINE CONSERVATION AREA SESSION	
12.1	National Marine Conservation Area for Southern Strait of Georgia Session Outline	256 - 256
13.	SAN JUAN COUNTY SESSION	
13.1	San Juan County Joint Meeting Session Outline	257 - 257

14. CLOSED MEETING (Separate Agenda)

That the Islands Trust Council meeting be closed to the public subject to Section 90(1) of the Community Charter in order to consider matters related to:

- (c) labour relations or other employee relations,
- (g) litigation affecting the Islands Trust; and
- (i) receipt of advice that is subject to solicitor-client privilege;

and that CAO Russ Hotsenpiller be invited to attend the closed session.

15. SUMMARY / UPDATES

15.1 Trustee Updates

- 15.1.1 BC Ferries (Ferry Advisory Committee Chairs)
- 15.1.2 First Nations
- 15.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)
- 15.1.4 Salt Spring Island Watershed Protection Authority (SSIWPA) (Vice Chair Grams)
- 15.1.5 Howe Sound Community Forum
- 15.1.6 Freighter Roundtable Update

15.2 Priorities Chart 258 - 259

By General Consent

15.3 Proposed March 2018 Trust Council Agenda Program 260 - 260

For information.

15.4 Disposition of Delegations and Town Hall Requests

By General Consent

16. CORRESPONDENCE

17. NEW BUSINESS

17.1 Islands Trust Standards of Conduct Policy 2.7 - RFD 261 - 262

That Trust Council amend the policy as recommended below to affirm the right of Trustees to comment publicly about local political matters that substantively affect the Trust Area as a whole or other Local Trust Areas:

2.7 As an elected official, respect local autonomy and avoid becoming publicly involved in the local politics or controversial issues that are local in nature in an area outside a local trust area or island municipality that he or she represents unless the local political issue could affect other Local Trust Areas or the Trust as a whole.

18. NEXT MEETING - March 13-15th, 2018 on Salt Spring Island

19. ADJOURNMENT