



Trust Council Revised Agenda

Date: Friday, December 5, 2014
Location: Harbour Towers
345 Quebec Street, Victoria, BC

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That the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.	
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That the Islands Trust Council approve the September 30, 2014 Quarterly Financial Report as presented.	

4.4	Financial Forecast for March 31, 2015 year end - Briefing	62 - 65
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	That the Islands Trust Council approve the revisions to Trustee Equipment Allocation Policy 7.5.i (previously named Trustee Computer Allocation Policy) and remove Trustee Equipment Allocation and Retrieval Policy 7.4.iii from the Islands Trust Council's Policy Manual.	
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7.3	2015 Trust Council Meeting Schedule - Decision	82 - 82
	That the Islands Trust Council establish the following meeting schedule for 2015: March 10-12, 2015 - Gabriola Island; June 23-25, 2015 – Galiano Island; September 15-17, 2015 – Bowen Island; and December 8-10, 2015 – Salt Spring Island.	
7.4	Proposed March 2015 Trust Council Agenda Program - Information	83 - 83
7.5	Disposition of Delegations and Town Hall Requests - General Consent	
8.	NEW BUSINESS	
8.1	<i>Appointment to the Gulf Islands National Park Reserve Advisory Board - Decision</i>	84 - 93
	That the Islands Trust Council recommend to Parks Canada, Trustee (to be determined by Council) as Trust Council's representative and Trustee (to be determined by Council) as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.	
8.2	<i>Trust Fund Board Audited Financial Statements ending March 31, 2014 - Briefing</i>	94 - 109
9.	ADJOURNMENT	



Minutes of Islands Trust Council Meeting
Keats Island (September 9 and 11, 2014)
Gambier Island (September 10, 2014)

Present:

Executive Committee:

Sheila Malcolmson, Chair (Gabriola)
David Graham, Vice Chair (Denman)
Ken Hancock, Vice Chair (North Pender)
Peter Luckham, Vice Chair (Thetis)

Trustees:

Alison Morse, Bowen
Andrew Stone, Bowen (September 10 and 11)
Laura Busheikin, Denman
Louise Decario, Galiano
Sandy Pottle, Galiano
Jan Hagedorn, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby
Tony Law, Hornby
Peter Johnston, Lasqueti
Susan Ann Morrison, Lasqueti
Brian Crumblehulme, Mayne
Peter Grove, Salt Spring
Paul Brent, Saturna
Pam Janszen, Saturna
Mike Jones, South Pender
Liz Montague, South Pender
Sue French, Thetis

Regrets:

Gisele Rudischer, Gabriola
Jeanine Dodds, Mayne
Gary Steeves, North Pender
George Grams, Salt Spring
Andrew Stone, Bowen (September 9)

Staff:

Linda Adams, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Cindy Shelest, Director, Administrative Services
Marie Smith, Executive Coordinator (Recorder)

TUESDAY, SEPTEMBER 9, 2014

Call to Order

The meeting was called to order at 1:22 pm. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Twenty trustees were in attendance. Trustees absent: Andrew Stone, Bowen; Gisele Rudischer, Gabriola; Jeanine Dodds, Mayne; Gary Steeves, North Pender; George Grams, Salt Spring.

Notice of New Items/Approval of the Agenda

TC-2014-081

It was MOVED by Trustee Stamford and SECONDED by Trustee Hagedorn,
To add "Advocacy to expand the boundaries of Halkett Bay Provincial Marine Park" as a new business item.

CARRIED

TC-2014-082

It was MOVED by Trustee Luckham and SECONDED by Trustee Hancock,
To add "Trustee reporting out on contractual agreement" as a new business item.

CARRIED

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

CLOSED SESSION

TC-2014-083

It was MOVED by Trustee Luckham and SECONDED by Trustee Graham,
That the Islands Trust Council meeting be closed to the public subject to Sections 90(1) (c),(f),(g),(i) of the Community Charter in order to consider matters related to labour relations and other employee relations, bylaw enforcement, litigation or potential litigation affecting the Islands Trust, receipt of advice that is subject to solicitor-client privilege; and that CAO Linda Adams be invited to attend the entire meeting, and that Islands Trust staff be invited to attend Parts 2 and 3 of the meeting.

CARRIED

The meeting closed to the public at 1:33 p.m. and reopened to the public 2:02 p.m.

DECISION AND INFORMATION ITEMS

1. GENERAL

1.1 Resolutions Without Meeting

Resolutions Without Meeting TC-RWM-2014-002, 003, 004 and 005 were provided for information.

1.2 September 2014 Trust Council Meeting Draft Minutes

By General Consent, the June 2014 Trust Council Meeting Minutes were adopted, as presented.

1.3 Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1 Director of Local Planning Services Report

Provided for information.

2.2 Advisory Planning Commission Policy Review and Bylaw Development

TC-2014-084

It was MOVED by Trustee Decario and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council remove “Review of the Advisory Planning Commission Policy and Development of Model Advisory Planning Commission Bylaw” from the Local Planning Committee’s Work Program.

CARRIED

2.3 Local Planning Committee Terms of Reference

TC-2014-085

It was MOVED by Trustee Decario and SECONDED by Trustee Janszen,
That the Islands Trust Council request that the Local Planning Committee undertake a review of its terms of reference and recommend amendments to Trust Council Policy 2.3.ii Local Planning Committee Terms of Reference.

CARRIED

2.4 Local Planning Committee Work Program Report

The top work program priorities of the Local Planning Committee as of August 2014 were:
1) Local Planning Committee Policy Review; 2) Green Shores for Homes; and 3) Renewable Energy Technology in the Trust Area.

TC-2014-086

It was MOVED by Trustee Decario and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

CARRIED

2.5 Bylaw Enforcement Report

A report noting the number of enforcement files organized by local trust area and by the type of enforcement was provided for information, along with a report on the status of open files and the length of time current files have been open.

2.6 Bylaw Violation Implementation

A briefing outlining the implementation and current status of the Bylaw Violation Notice system was provided for information.

2.7 Local Planning Services Three Year Work Plan

Provided for information.

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report – Decision

The top work program priorities as of August 2014 were: 1) Governance, Policy, Strategic Planning, Trust Council; 2) Communications, Advocacy, Policy Statement, Interagency and Public Relations; and 3) Organizational Improvements.

TC-2014-087

It was MOVED by Trustee Hancock and SECONDED by Trustee Luckham,
That the Islands Trust Council approve the top priorities of the Executive Committee Work Program Report.

CARRIED

3.3 Revisions to Local Trust Committee Resolutions Without Meeting Policy

The proposed amendments to this policy reflect improvements and greater clarity to the procedures, many of which require change to reflect a greater reliance on digital communications.

TC-2014-088

It was MOVED by Trustee Luckham and SECONDED by Trustee French,
That the Islands Trust Council adopt revised Policy 4.1.v Local Trust Committee Section 26 Resolutions Without Meeting (attachment 1, dated September 10, 2014) and amend Policy 2.1.i Statutory Rules of Conduct, sec. 4(d) and Appendix "B", dated September 9, 2014, as shown on attachment 4 of the report.

CARRIED

3.4 2014 Elections Administration

The Election Services Agreements with each Regional District recommended are similar to those approved by Trust Council in 2011, with the exception that they would enable mail balloting in the Regional Districts within the Islands Trust Area that have now approved this form of balloting for resident and non-resident electors, with the exception of the Sunshine Coast Regional District (SCRD). Staff addressed questions related to what the process was to lobby the SCRD Board to allow mail in ballots, and whether scrutineers could oversee allocation of ballots to non-resident property owners.

TC-2014-089

It was MOVED by Trustee Luckham and SECONDED by Trustee French,
That the Islands Trust Council agree to enter into service contracts with the Boards of the following regional districts: Nanaimo Regional District, Comox Valley Regional District, Cowichan Valley Regional District, Powell River Regional District, Sunshine Coast Regional District, Capital Regional District, and Greater Vancouver Regional District (for Bowyer and Passage Islands mail ballot process only), for the purpose of sharing the costs of conducting elections, and

That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.

TC-2014-090

It was MOVED by Trustee Decario and SECONDED by Trustee Pottle,

To sever part 2 from the motion:

That the Islands Trust Council agree to enter into service contracts with the Boards of the following regional districts: Nanaimo Regional District, Comox Valley Regional District, Cowichan Valley Regional District, Powell River Regional District, Sunshine Coast Regional District, Capital Regional District, and Greater Vancouver Regional District (for Bowyer and Passage Islands mail ballot process only), for the purpose of sharing the costs of conducting elections. ,and

~~That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.~~

On the Amendment

CARRIED

On the motion as amended

CARRIED

TC-2014-091

It was MOVED by Trustee Luckham and SECONDED by Trustee Brent,

That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.

IN FAVOUR – 20
OPPOSED – 1
(Decario-Galiano)
CARRIED

3.5 New Policy: Planning, Regulation and Advocacy Initiatives
- Outer Boundary of Islands Trust Area

This policy will guide Islands Trust bodies in a consistent approach towards initiatives related to the outer boundary of the Islands Trust Area, considering the available resources, planning data, the Islands Trust's tax base and electoral representation. It identifies the adjacent tidal waters up to 300 metres and areas already zoned as the priority areas for expenditure of new planning resources.

TC-2014-092

It was MOVED by Trustee Hancock and SECONDED by Trustee Busheikin,

That the Islands Trust Council adopt Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area.

TC-2014-093

It was MOVED by Trustee Law and SECONDED by Trustee Hancock,
That the Islands Trust Council adopt Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area, as amended, by including the following change to section 6.1 Advocacy Initiatives:

Should an Islands Trust body propose an advocacy or other initiative that is relevant to an area outside that described in E.1.1, it is encouraged to base its initiative primarily on the Islands Trust object or and the *Islands Trust Policy Statement, or advocacy policies as appropriate* rather than on the potential exercise of land use planning or regulatory authority.

On the amendment

CARRIED

On the motion as amended

IN FAVOUR - 20
OPPOSED – 1
(Johnston-Lasqueti)
CARRIED

3.6 Trust Council Followup Action List Item re: Food Security

TC-2014-094

It was MOVED by Trustee Graham and SECONDED by Trustee Hancock,
That the Islands Trust Council remove from its Follow-Up Action List the task “Review food security topics in existing protocols and in protocol development process.”

CARRIED

3.7 2011-14 Continuous Learning Plan

Provided for information.

3.8 2011-14 Strategic Plan Update

Provided for information. This item will also be referred to during the 2011-14 Term Review Session on September 10.

The meeting recessed at 5:00 p.m.

WEDNESDAY, SEPTEMBER 10, 2014

The meeting was reconvened on Gambier Island at 9:15 a.m.

Twenty-one trustees were in attendance. Trustees absent: Gisele Rudischer, Gabriola; Jeanine Dodds, Mayne; Gary Steeves, North Pender; George Grams, Salt Spring.

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report – Decision

The top work program priorities for the Financial Planning Committee as of August 2014 were:

1) First Draft 2015/16 Budget; and 2) Complete 2013/14 Year End.

TC-2014-095

It was MOVED by Trustee Grove and SECONDED by Trustee Brent,
That the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.

CARRIED

4.3 June 30, 2014 Audited Financial Statement and Report

TC-2014-096

It was MOVED by Trustee Grove and SECONDED by Trustee Brent,
That the Islands Trust Council approve the June 30, 2014 Quarterly Financial Report as presented.

CARRIED

4.4 Statement of Financial Information – Trustee Remuneration and Expenses 2013

Provided for information.

4.5 Draft 2015/16 Budget Principles and Assumptions Briefing

Provided for information.

4.6 2015-16 Budget Timeline

Provided for information.

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information.

5.2 Trust Fund Board Report

Trustee Tony Law, Chair of the Trust Fund Board, highlighted the Board's accomplishments as of August 2014 in the areas of Strategic Planning/Administration, Covenant and Property Acquisition, Property and Covenant Management, Communications and Fundraising. A written report was provided for information.

5.3 Trust Programs Committee Work Program Report – Decision

The top work program priorities of the Trust Programs Committee as of August 2014 were: 1) BC Ferries Advocacy Program; 2) Community Stewardship Awards; and 3) Vacant Crown Land Profiles.

TC-2014-097

It was MOVED by Trustee Brent and SECONDED by Trustee Busheikin,
That the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.

CARRIED

5.4 Draft Amendments to Community Stewardship Awards Policy

TC-2014-098

It was MOVED by Trustee Brent and SECONDED by Trustee Stone,
That the Islands Trust Council replace Policy 2.1.xi Administration of the Community Stewardship Awards Program dated September 16, 2009 with Policy 2.1.xi Community Stewardship Awards Program dated September 9, 2014.

CARRIED

5.5 Protocol Agreements About Crown Land

TC-2014-099

It was MOVED by Trustee Hancock and SECONDED by Trustee Decario,
That the Islands Trust Council add to its 2011-2014 Strategic Plan a new item:
“Negotiate a new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations,” and recommend that the next Trust Council retain this item as a strategic priority.”

CARRIED

5.6 Advocacy Program Evaluation 2011-14

Briefing provided for information.

5.7 Advocacy Decision-Making Framework

Briefing provided for information.

2011-2014 TERM REVIEW

CAO Linda Adams presented a review of Trust Council's 2011-2014 Strategic Plan, identifying challenges and celebrating achievements. Chairs of the Financial, Local Planning, and Trust Programs Committees and Chair of the Trust Fund Board summarized accomplishments, and a trustee representative from each local trust area reported on their challenges and successes.

The meeting recessed at 12:18 p.m. and reconvened at 1:02 p.m.

COMMUNITY PRESENTATION

On behalf of the Marine Life Sanctuary Society of BC, Adam Taylor provided a presentation about glass sponge reefs in Howe Sound, including a basic overview of their biology, possible habitat roles, photographs and videos, as well as maps of known locations.

DELEGATIONS AND TOWN HALL

Stephen Foster

On behalf of the David Suzuki Foundation, Stephen Foster addressed Council members about the time and resources that the Foundation is investing in issues affecting the Howe Sound region and his involvement with the Howe Sound Community Forum.

Ruth Simons

On behalf of the Future of Howe Sound Society, Ruth Simons addressed Council members about the role the Society is taking as part of the Howe Sound Community Forum.

Peter Scholefield

On behalf of the Gambier Conservancy, Peter Scholefield spoke to trustees about the Conservancy's work, including opposition to proposed woodlots on Gambier Island and next steps, establishment of new nature reserves on the island and preparation of a new trails standards guide.

DECISION AND INFORMATION ITEMS

Chair Malcolmson advised that New Business Item 8.1 will be addressed next while members of the public are still in attendance, as it relates to the Community Presentation on glass sponge reefs.

8. NEW BUSINESS

8.1 Advocacy to expand the boundaries of Halkett Bay Provincial Marine Park

TC-2014-100

It was MOVED by Trustee Stamford and SECONDED by Trustee Hagedorn,
That the Islands Trust Chair write a letter to BC Parks supporting, in principle, the request of the Marine Life Sanctuary Society of BC, to expand Halkett Bay Provincial Marine Park boundaries to include the Glass Sponge Reef and Garden off Halkett Point, Gambier Island.

CARRIED

6. CORRESPONDENCE

6.1 Eion Finn re Howe Sound Woodfibre LNG

Received for information. It was noted that Council is on record from 2008 as being opposed to shipping of LNG in the Salish Sea and that Islands Trust is represented on the Environmental Assessment Office Working Group on LNG, and that Council has sent letters on the subject already.

7. SUMMARY/UPDATES

7.1 Trustee Updates

7.1.1 BC Ferries (T. Law)

Trustee Law, Ferry Advisory Committee Chairs (FACC), provided a verbal report on recent activities of the Ferry Advisory Committee Chairs, noting that he has recently stepped down as Co-Chair and that Trustee Morse has taken over. Various trustees also provided verbal updates on their local Ferry Advisory Committees.

On behalf of Council, Chair Malcolmson expressed appreciation for Trustee Law's many years of involvement on the FACC.

Chair Malcolmson left the meeting and turned over chairing duties to Vice Chair Hancock.

7.1.2 First Nations

Various trustees provided verbal reports on recent activities with First Nations in their respective local trust areas.

7.1.3 Salt Spring Island Water Protection Authority (G. Grams)

Written report provided for information.

7.1.4 Howe Sound Report (J. Hagedorn)

Trustee Hagedorn provided a verbal report for information.

7.1.5 Disclosure of Contract Arrangement

Trustee Luckham reported his pecuniary interest as a successful candidate to provide handmade picture frames for the Community Stewardship Awards.

Trustee Stone reported his freelance camera work for the Thetis Island Local Trust Committee regarding the Greenshores for Homes Project.

7.2 Priorities Chart – General Consent

By General Consent, the Islands Trust Council approved the Priorities Chart, as presented.

7.3 Proposed December 2014 Trust Council Agenda Program – Information

The draft agenda program for the next meeting of the Islands Trust Council, scheduled for December 3-5, 2014 in Victoria was provided for information.

7.4 Disposition of Delegations and Town Hall Requests – General Consent

By General Consent, the Islands Trust Council requested the Chair to write to the delegation participants and to thank them for their submissions.

Chair Malcolmson returned to the meeting and resumed Chair duties.

CLOSED MEETING

TC-2014-101

It was MOVED by Trustee Hagedorn and SECONDED by Trustee Pottle,
That the Islands Trust Council close this meeting to the public subject to Section 90(1)(e) and 90(2)(b) of the Community Charter in order to consider matters related to the acquisition of land and confidential negotiations with the Provincial Government and that the staff be invited to remain in the meeting.

CARRIED

The meeting closed to the public at 3:44 p.m. and reopened to the public at 4:05 p.m.

The meeting recessed at 4:06 p.m.

THURSDAY, SEPTEMBER 11, 2014

The meeting was reconvened on Gambier Island at 8:24 a.m.

Twenty-one trustees were in attendance. Trustee absent: Gisele Rudischer, Gabriola; Jeanine Dodds, Mayne; Gary Steeves, North Pender; George Grams, Salt Spring.

Notice of New Items/Approval of the Agenda

Trustee Brent requested consideration of a new business item in relation to the recently released 'BC Ferry Socio Economic Impact Study' that will be addressed at the Union of BC Municipalities Convention on September 23, 2014.

TC-2014-102

It was MOVED by Trustee Brent and SECONDED by Trustee Morse,
To add "BC Ferry Socio Economic Impact Study" as a new business item.

CARRIED

Election Best Practices

Chief Administrative Officer Linda Adams provided a presentation about best practices to follow during the upcoming election period, referring to the 'Guidelines for Trustees and Staff, Best Practices during the Election Period' approved by Trust Council in 2008.

Staff will ensure that consistent advice is provided for planners regarding public hearings during campaign period.

8. NEW BUSINESS

8.2 Socio Economic Impact Analysis of BC Ferries

TC-2014-103

It was MOVED by Trustee Brent and SECONDED by Trustee Law,
In light of the Union of BC Municipalities' report, 'A Socioeconomic Impact Analysis of BC Ferries', Islands Trust Council calls upon the province to recognize coastal ferry service as a crucial part of provincial transportation infrastructure by providing the funding to address identified socioeconomic impacts of fare increases and service cuts.

CARRIED

Advice to Incoming Council

Trustees provided roundtable advice and recommendations for the 2014-2018 term of Islands Trust Council to consider. Council members expressed appreciation for the staff in all three offices and for the support and friendship of fellow trustees in serving the public and carrying out the 'preserve and protect' mandate of the Islands Trust.

9. ADJOURNMENT

TC-2014-104

It was MOVED by Trustee Luckham and SECONDED by Trustee Hancock,
To adjourn the meeting.

CARRIED

The meeting adjourned at 11:15 a.m.

Next meeting: December 3-5, 2014, Victoria, BC.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator & Recorder

Codes

TC	Trust Council	TFB	Trust Fund Board
EC	Executive Committee	LTC	Local Trust Committees
FPC	Financial Planning Committee	LPS	Local Planning Services Unit
TPC	Trust Programs Committee	()	Staff Member Lead for Action Required
LPC	Local Planning Committee	LA–Linda Adams; LG–Lisa Gordon; DM–David Marlor; CS–Cindy Shelest; CF–Clare Frater; MS–Marie Smith; JE–Jennifer Eliason; CT–Carmen Thiel; JC – Jas Chonk	

MEETING/Item	Action By/To	Target/Status
* Next TC Agenda ▲ to Bowen Island Municipality		
<u>Previous Meetings</u>		
Riparian Areas Regulation (June 2010)		
* Status report to Council until completed	LPC (DM) to TC	Ongoing
NAPTEP Certificates - Issue subject to survey, covenant and baseline report	(LG/JE)	
- HO-NAP 2011.3		Pending
- SS-NAP 2013.1		Pending
Groundwater Quality and Quantity Toolkit		
* Include in TC orientation materials for 2015-2019 Council	DM to TC	done
Communications Towers Process		
* Advise whether Council actions are necessary	EC(LG/DM)	Dec
NAPTEP 2014.1 Certificate (June 2014)		
Issue certificate, subject to standard conditions	JE	Pending
<u>Sept 2014 Meeting</u>		
POLICY 4.1.V – LTC RESOLUTIONS WITHOUT MEETING		
Post amended policy to website	CS/JC	done
Circulate amended policy	JC	done
2014 ELECTIONS ADMINISTRATION		
Enter into service contracts with Regional District boards, allowing mail ballots	CS	done
POLICY 5.9.ii – PLANNING, REGULATION AND ADVOCACY – OUTER BOUNDARY		
Post amended policy to website	JC	done
Circulate amended policy	JC	done
POLICY 2.1.xi – COMMUNITY STEWARDSHIP AWARDS		
Post amended policy to website	JC	done
Circulate amended policy	JC	done
2011-14 TERM REVIEW		
Post presentation to website	JC	done
Send PowerPoint presentation to trustees	LA	done
HALKETT BAY PROVINCIAL PARK		
Draft Chair correspondence supporting expansion re glass sponge areas	LG	done



SOCIO-ECONOMIC IMPACT ANALYSIS OF BC FERRIES

Add to EC work program Council's request to call upon the province to recognize coastal ferry service as a crucial part of provincial transportation infrastructure by providing the funding to address identified socioeconomic impacts of fare increases and service cuts.

LG

done

IN CAMERA

Implement resolution as directed

LG

done

ELECTION PERIOD BEST PRACTICES

Provide consistent advice for planners regarding public hearings during campaign period.

LA/DM

done

Send power PowerPoint presentation to trustees.

LA

done

Follow-up Letters

Acknowledge Delegates and Guests

LG

done

Next Trust Council

Sept 2014 Follow Up Action List to Trustees and staff

(MS)

done

Sept 2014 Council meeting decision highlights to website

EC (MS)

done

News Release and Agenda for Dec 2014 Council meeting

EC (MS)

done

Invitations – Area MLA, Electoral Area Director, former trustees

(MS)

done

Agenda Package - Review/Distribution to Trustees

EC (MS)

done

Post notice on community bulletin boards (on island of meeting only)

(MS)

n/a

DIRECTOR OF LOCAL PLANNING SERVICES 2014-15 SECOND QUARTER REPORT

Date: 20/11/2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Executive Committee and Council • Attended and reported to Executive Committee meetings • Monitored and updated Executive Committee Work Program • Attended September Trust Council Worked with management to develop orientation material for December Trust Council • Provided technical feedback on the proposed Provincial Sea Level Rise Guidelines	Executive Committee and Council • Attend and report to Executive Committee meetings • Monitor and update Executive Committee Work Program • Attend December Trust Council Work with management to develop orientation material and deliver in December • Provide feedback on the proposed amendments regarding Medical Marihuana legislation
Local Planning Committee • Developed final report to Trust Council on Green Shores for Homes Pilot Project • Finished micro-hydro technologies fact sheets • Developed Request for Decision on Local Planning Committee Terms of Reference based on survey feedback and practices over time • Organised and attended next meeting planned for November 5, 2014 • Green Shores for Homes – sent one LPS staff for assessor training in Seattle as a means to further the implementation of Green Shores for Homes in the trust area.	Local Planning Committee • Send Request for Decision to Council to circulate Thetis Green Shores for Homes pilot material to local trust committees and Bowen Municipality • Develop orientation material related to Local Planning Committee
Management of Local Planning Services Unit • Met Monthly with Regional Planning Managers (RPMs) and Coordinators in October and November. • Worked with regional planning managers and Director of Administrative Services to manage Local Planning Services work program budgets and began process review and advance local planning services requested budgets for 2015-16 Fiscal year to Financial Planning Committee. • Provide support to regional planning managers and coordinators as necessary • Organised a professional development day on October 15m 2014 – Bowen Island Planner and Ministry of Community, Sports and Cultural Development staff (Brent Meuller and Eric Nicholls) attended and led a discussion on First Nation engagement and consultation. The Director of Trust Area Services and the Policy Analyst also attended. The Director of Trust Area Services led a discussion on Trust Area Services and communications issues mutual to Local Planning	Management of Local Planning Services Unit • Monthly meetings with regional planning managers (RPMs) and Coordinators planned for December, January and February. • Work with regional planning managers and Director of Administrative Services to manage Local Planning Services work program budgets and complete process review for Local Planning Services budgets to provide information to Financial Planning Committee for the 2015-16 Fiscal year budget requests. • Provide support to Regional Planning Managers and coordinators as necessary • Plan the professional development days for 2015, including establishing a date and agenda for February. • Begin process of Performance Management and Development Planning for all local planning services staff with an aim to have them completed by the end of January.

Lucy Adams 7

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Services and Trust Area Services, and led a discussion with the web-posters on management and maintenance of the website. Continued to work on development of leadership skills with the management team.	Complete the orientation material for Trust Council and local trust committees for all three regions.
Planning Support to Local Trust Committees - Worked with RPMs on providing planning services to local trust committees with a focus on completing projects by the end of the term. - Developed orientation material for the new trust committees - Continued to work with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project - Continued to work with Trust Area Services and Administrative Services on improving communications - Continued to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation with intent to adopt bylaws prior to the end of term - Reported to the Ministry of Forest, Lands and Natural Resources on compliance of local trust committee bylaws with the Riparian Areas Regulation as requested by the Ministry.	Planning Support to Local Trust Committees - Work with regional planning managers on providing planning services to local trust committees with a focus on completing projects by the end of the term. - Complete development of orientation material for the new local trust committees - Establish 2015 meeting schedule for all local trust committees. - Continue to have presence on the Green Shores for Homes steering committee - Continue to work with Trust Area Services and Administrative Services on improving communications - Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation.
Processing Applications - Continued to work with regional planning managers and Legislative Services Manager monitor procedural approaches in each office and address as needed - Continued to work to implement eScribe into Local Planning Services with aim to have fully functional by November 2014. - Continue to monitor bylaw enforcement ticketing and provide information in its effectiveness to local trust committees.	Processing Applications - Working with regional planning managers on resources and getting ready for new Trust Council in December 2014. - Continue to work on implementing eScribe for Local Planning Services – all LTC agendas will be created in eScribe for the new term, continue to implement other functions of eScribe - Work with Bylaw Enforcement Manager to complete staffing and work program alignment.
Support for the CAO - Participated in management meetings and Executive Committee meetings, ad hoc group meetings to deal with operations manual and Time and Leave Management (new on-line system for staff) working group. - Developed orientation materials for the new Trust Council in December.	Support for the CAO - Participate in management meetings, leadership meetings and meetings with the Executive Committee - Continue to work on the operations manual updates include development of new place to maintain specific local trust committees' policies and procedures, and internal procedures - Continue to work with Director of Trust Area Services on the implementation of the Time and Leave Management on-line system.
Grants Administration	Grants Administration

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
• Update database and administrative systems/policies to reflect Qualified Donee status. • Managed the Gambier Local Trust Committee Forage Fish Habitat Assessment Project Management • Green Shores for Homes Project support • Signed off on Lasqueti community energy project funding (value \$347,000) • Obtained the Salt Spring Island Watershed Protection Society grant funding (value \$10,000) • Placed a grant request for the North Pender Island Seniors Housing and Support Initiative (est. value would be \$16,800)	• Prepare and present draft Grant (& donations) policy changes to management and local planning committee (Spring 2015) • Gambier Forage Fish Habitat Assessment Project to go to the LTC and posted on the website • Undertake meetings with several funders • Continue to look for grant opportunities • Update the grants database

LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: Nov 20, 2014

WORK PROGRAM

1. LPC POLICY REVIEW

Current – Draft policy recommended policy changes and Request for Decision for Local Planning Committee consideration.

Planned – To Be Announced.

2. GREEN SHORES FOR HOMES (Strategic Plan 2.1)

Current – Forward Thetis Pilot summary report and supporting documentation to Trust Council with a Request for Decision to forward to local trust committees and Bowen Municipality.

Planned – Consider expanding pilot program to other LTCs

3. RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA (Strategic Plan 1.7.4)

Current – Revise the fact sheet including web links to address micro-hydro projects is completed and posted to the web.

Planned – Model policy and regulatory wording to address solar hot water, photovoltaic power and domestic tidal power.

ON-GOING ITEMS

DEVELOPMENT APPROVAL INFORMATION MODEL BYLAW - Staff to draft amendments to Trust Council Policy 2.1 viii in order to develop a Development Approval Information Model Bylaw.

LETTER OF AGREEMENT WITH THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – including discussion around access to water - Staff working with the MOTI to address the Letter of Agreement; next meeting planned for Spring 2014. LPC is monitoring progress.

OCP/LUB PROGRAM STATUS – LPC is monitoring progress and funding availability.

DOMESTIC WIND POWER – Update report as required.

David Marlor
Designate Staff

Louise Decario
Chair





BRIEFING

To: Trust Council

For the Meeting of: December 3-5 , 2014

From: Miles Drew, Bylaw Enforcement Manager

Date : November 20, 2014

SUBJECT: BYLAW ENFORCEMENT REPORT

DESCRIPTION OF ISSUE:

A report on the number of enforcement files organized by local trust area, and by the type of enforcement. Also included are reports on the status of open files and the length of time current files have been open.

BACKGROUND:

Attached are four tables and two pie charts that provide information on bylaw enforcement activity.

Table 1 shows the total number of bylaw enforcement files for each local trust area by fiscal year and the number of files remaining open at the end of the fiscal year. Information is provided for the 2012/13, 2013/14 and 2014/15 Fiscal years. For the current fiscal year the information is broken down by Quarter, in addition to providing number of new files opened in the 2014/15 Fiscal year and a total for the 2014/15 Fiscal year.

Chart 1 shows the number of files open at the end of the most recent reporting Quarter.

Table 2 shows the number of open files by violation type. The table includes the more common categories of enforcement types. The "Other Land Use" column includes a mix of enforcement types that do not fit in the larger categories.

Chart 2 shows the percentage of open files by type.

Table 3 show the status of open files as well as the numbers of new and closed files during the most recent reporting Quarter.

Table 4 shows how long current bylaw enforcement files have been open.

COMMENT:

The new bylaw enforcement officer is now in position in the Salt Spring Island Office and bylaw enforcement files have been reassigned to match new assignments. A brief period of familiarization with the files is now being completed.

The bylaw enforcement clerk position has also been refilled by a temporary clerk and temporarily relocated on Gabriola Island while the incumbent fills a temporary position in administration.

ATTACHMENT(S):

Bylaw Enforcement - File Volume
Bylaw Enforcement - Violation Type
Bylaw Enforcement - Status of Open Files
Bylaw Enforcement - Length of Time Files Have Been Open

AVAILABLE OPTIONS:

1. Receive for information.
2. Request additional information to be presented in the report.

FOLLOW-UP:

Reports will be updated and presented every quarter to Trust Council.

Prepared By: Miles Drew, Bylaw Enforcement Manager

Reviewed David Marlor, Director, Local Planning
By/Date: Services

Executive Committee



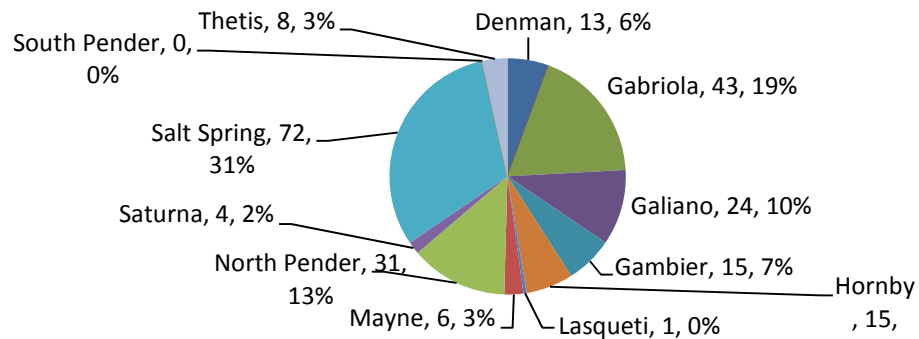
Chief Administrative Officer

Bylaw Enforcement - File Volume

TABLE 1

LTC	Fiscal 2012/13				Fiscal 2013/14				Fiscal 2014/15							
	Total	%	Open	%	Total	%	Open	%	Q1	Q2	Q3	Q4	YTD Total	YTD %	T Open	%
Denman	19	6%	18	6%	21	7%	14	6%	14	13			1	3%	13	6%
Executive	0	0%	0	0%	0	0%	0	0%	0	0			0	0%	0	0%
Gabriola	40	13%	40	14%	60	20%	51	20%	45	43			8	20%	43	19%
Galiano	25	8%	25	9%	32	11%	30	12%	28	24			1	3%	24	10%
Gambier	16	5%	16	6%	18	6%	17	7%	17	15			1	3%	15	6%
Hornby	17	6%	16	6%	16	5%	15	6%	16	15			2	5%	15	6%
Lasqueti	1	0%	1	0%	1	0%	1	0%	1	1			1	3%	1	0%
Mayne	8	3%	5	2%	10	3%	9	4%	12	6			3	8%	6	3%
North Pender	43	14%	40	14%	45	15%	36	14%	35	31			2	5%	31	13%
Saturna	8	3%	6	2%	6	2%	3	1%	3	4			0	0%	4	2%
Salt Spring	112	37%	104	37%	81	27%	66	26%	78	72			21	53%	72	31%
South Pender	1	0%	1	0%	1	0%	0	0%	0	0			0	0%	0	0%
Thetis	12	4%	10	4%	11	4%	8	3%	9	8			0	0%	8	3%
TOTAL	302	100%	282	100%	302	100%	250	100%	258	232	0	0	40	100%	232	100%

Chart 1: Open Files to Jun 30, 2014



LEGEND

YTD Total = Total number of files opened in the fiscal year.

T Open = Total number of files remaining open at the end of the current reporting period

Q1 = April 1 to June 30 - reported to September Trust Council

Q2 = July 1 to September 30, Report to December Trust Council

Q3 = October 1 to December 31, Reported to March Trust Council

Q4 = January 1 to March 31, Reported to June Trust Council

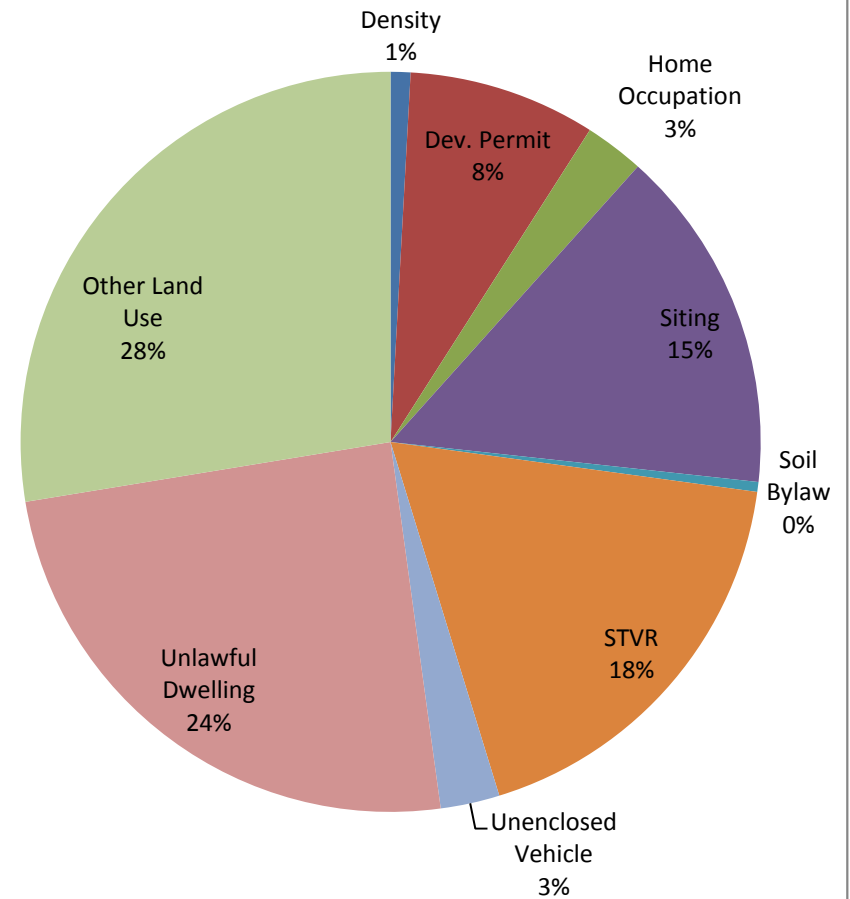
The numbers for each quarter are a running total of all open and closed files in the period.

Bylaw Enforcement - Violation Type

Table 2

LTC	Violation Type										
	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other Land Use	TOTALS	Percentage
Denman		5				1		4	3	13	6%
Executive										0	0%
Gabriola	1	2	2	5		14		9	10	43	19%
Galiano			1	5		3	2	6	7	24	10%
Gambier				5				1	9	15	6%
Hornby	1	1	1	3		2		5	2	15	6%
Lasqueti								1		1	0%
Mayne				2		3			1	6	3%
North Pender		1		5		11	2	5	7	31	13%
Saturna		1		2		1				4	2%
South Pender										0	0%
Salt Spring		9	2	4	1	7	2	25	22	72	31%
Thetis				4				1	3	8	3%
TOTALS	2	19	6	35	1	42	6	57	64	232	100%
%	1%	8%	3%	15%	0%	18%	3%	25%	28%	100%	

Chart 2: Open Files by Type



Bylaw Enforcement - Status of Open Files

Table 3

Local Trust Area	2014/2015 2nd Quarter (Jul 1 - Sep 30)				Proceeding to Compliance	On Hold			Litigation	TOTAL
	OPEN Start of Quarter	NEW	CLOSED	OPEN End of Quarter		Application in to LTC	LTC Direction	Staff Direction*		
Denman	14	1	1	14	8		3	1	1	13
Executive	0			0						0
Gabriola	45	3		48	43					43
Galiano	28			28	10	2	3	7	2	24
Gambier	17			17	7		5	1	2	15
Hornby	16			16	8		6	1		15
Lasqueti	1			1	1					1
Mayne	12		2	10	5	1				6
North Pender	35		1	34	16	1		11	3	31
Saturna	3			3	3		1			4
Salt Spring	78	8	9	77	50		16	5	1	72
South Pender	0			0						0
Thetis	9	1		10	8					8
Total	258	13	13	258	159	4	34	26	9	232
Percentage					69%	2%	15%	11%	4%	100%

* "Staff Direction" refers to files that Staff have decided not to pursue at this time for a variety of reasons, such as waiting for a court decision or for bylaw amendments that could alter the need for enforcement.

Bylaw Enforcement - Length of Time Files Have Been Open

Table 4

Local Trust Area	<1 year	1-5 Years	> 5 years	Total Open Files
Denman	3	8	2	13
Executive				0
Gabriola	25	16	2	43
Galiano	1	10	13	24
Gambier	1	14		15
Hornby	3	9	3	15
Lasqueti		1		1
Mayne	3	3		6
North Pender	7	20	4	31
Saturna	1	1	2	4
South Pender				0
Salt Spring	27	27	18	72
Thetis		6	2	8
TOTAL	71	115	46	232
PERCENTAGE	31%	50%	20%	

CHIEF ADMINISTRATIVE OFFICER 2014-2015 THIRD QUARTER REPORT

Date: November 13, 2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL & TRUSTEES</u> - Supervise all decisions and briefings to Trust Council - Supervise implementation of Trust Council decisions - Supervise quarterly meeting preparation - Council sessions – Orientation, <i>in camera</i> session - Strategic planning – quarterly update - Advice to trustees re standards of conduct, fairness and legislative matters - Input into Financial Planning Committee agenda and budget preparations	- Supervise implementation of Council decisions - Supervise quarterly meeting preparation - RFDs and briefings - Strategic planning – initiate strategic planning for 2014-18 term - Liaison with MCSCD re Islands Trust Impact Assessment study - Prepare for FPC and Council sessions
2. <u>EXECUTIVE COMMITTEE</u> - Supervise tri-weekly meeting preparation - Supervise implementation of EC decisions - Litigation defence management (1 active file) - Administrative Fairness Complaints (one new complaint this quarter) - Liaison re Ombudsperson files (one complaint received –determined invalid by Ombudsperson) - Liaison with MCSCD re ministerial approval of OCP bylaws. - Staff working group created re improvements to policy development and implementation - UBCM attendance and report preparation	- Supervise tri-weekly meeting preparation - Supervise implementation of EC decisions - Litigation defence management (2 active files)
3. <u>EXECUTIVE SERVICES UNIT</u> - Staff performance reviews and plans (partial) - Unit budget details for 2015-16	Complete staff performance reviews and plans
4. <u>EXTERNAL LIAISON</u> Union of BC Municipalities	Local Government Leadership Academy – newly-elected officials orientation
5. <u>MANAGEMENT TEAM</u> - Bi-weekly management coordination meetings - Monthly meetings of leadership group - Professional Development: Union of BC Municipalities – learning sessions and clinics (e.g. First Nations Reconciliation in Action) - Municipal Administration Training Institute (faculty for Community Planning course)	- Bi-weekly management coordination meetings - Monthly meetings of leadership group - Professional Development: CAO Forum, PIBC Ethics Session (participating in development of professional ethics instruction)



EXECUTIVE COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: November 13, 2014

WORK PROGRAM (*Top Three Priorities*)

Bold items are identified in Trust Council's Strategic Plan

1. GOVERNANCE, POLICY, STRATEGIC PLANNING, TRUST COUNCIL (LA)

Top Priorities

- **Develop Executive Committee orientation program (LA)**
- Manage current litigation defence (LA)
- Improve policy development program (LA)

Planned

- **Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation) (LA)** (delayed)

2. COMMUNICATIONS, ADVOCACY, POLICY STATEMENT, INTERAGENCY AND PUBLIC RELATIONS (LG)

Top Priorities

- **Crown land agreements review (LG/DM)**

Planned

- **Pleasure craft sewage advocacy (LG/CF)**
- **Derelict vessel advocacy (LG/CF)**

3. ORGANIZATIONAL IMPROVEMENTS (DM/CS/CT)

Top Priority

- Review process for development of RD/LTC protocol agreements (DM)

Planned

- Establish consistent use of Policy Statement checklist with planners (DM)

PROVINCIAL LIAISON UPDATE

Completed

- MLA/Regional Directors Breakfast at Union of BC Municipalities Convention

Planned

- Introductory meeting with Minister of Community, Sport and Cultural Development (2015)

Linda Adams
Chief Administrative Officer

Sheila Malcolmson
Chair





Islands Trust Council Plan for Continuous Learning 2014-2015

(What other topics would trustees like to propose?)

2014-11-20

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
	Dec (Victoria)	Orientation Draft 2015/16 Budget Session	Orientation	Orientation	Orientation
2015	2015 Webinars (dates TBD)	Annual Budget in Depth <i>Email management</i>	Introduction to Roberts Rules Introduction to Freedom of Information/Protection of Privacy		<i>Making meetings work</i>
	Mar	Introduction to Strategic Planning Annual Budget Session	Standards of Conduct and Indemnification (legal session) Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation)	Community Planning 101 (for newly-elected)	Working with First Nations
	June	Strategic Planning – Review of Current Plan and Confirmation/Identification of Goals	<i>Making Difficult Decisions(?) (suggested during trustee round table in Sept)</i>		Respectful Workplaces (for newly-elected) San Juan County
	Sept	Adoption of Strategic Plan for 2015-18			Working with the Trust Fund Board
	Dec	Draft 2016/17 Budget Session	Administrative Fairness refresher		

SESSIONS/ITEMS COMPLETED IN 2011-14 TERM

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
	<i>Webinar Sessions (held)</i>	<i>Email Management (Aug 2013) Carbon Offsets (June 2013)</i>			
2014	<i>Mar (Hornby)</i>	<i>Annual Budget Session</i>			<i>Provincial Treaty Negotiators</i>
	<i>June (Saturna)</i>	<i>Coastal Douglas Fir Zone Conservation Action Plan</i>	<i>Aquaculture Management</i>		<i>San Juan County Respectful Workplaces</i>
	<i>Sept</i>	<i>Term Review</i>	<i>Election Period Best Practices</i>		
2013	<i>June (Mayne)</i>	<i>Carbon Neutral Policy</i>		<i>Making Difficult Decisions</i>	<i>Working with San Juan County</i>
	<i>Mar (Thetis)</i>	<i>Annual Budget Session</i>	<i>Legal Session Conflict of Interest</i>		<i>Working with the Islands Trust Fund</i>
	<i>Sept (Lasqueti)</i>	<i>Advocacy Policy</i>	<i>Freedom of Information and Protection of Privacy</i>	<i>Refresher on admin. fairness in application processes</i>	
	<i>Dec (Victoria)</i>	<i>Draft 2014/15 Budget Strategic Plan Review Invasive Species</i>		<i>Bylaw Enforcement Best Practices</i>	<i>Economic Sustainability Session</i>
2012	<i>Dec (Salt Spring)</i>	<i>Draft Budget Session</i>		<i>Greenshores for Homes re Shoreline Mapping</i>	<i>Agricultural Land Commission</i>
	<i>Sept (Bowen)</i>	<i>Strategic Planning Oil Spill Response</i>	<i>Standards of Conduct and Admin. Fairness Refresher</i>	<i>Best practices in public engagement</i>	<i>Bowen Island Municipality</i>
	<i>June (Penders)</i>	<i>Strategic Planning</i>	<i>Intro to Indemnification</i>		<i>First Nations San Juan County</i>
	<i>Mar (Gabriola)</i>	<i>Annual Budget Session Initial Strategic Planning</i>	<i>Standards of Conduct and Indemnification</i>	<i>Community Planning 101 (for new trustees)</i>	
2011	<i>Dec (Victoria)</i>	<i>Trustee Orientation</i>	<i>'Staying out of Trouble'</i>	<i>Planning Orientation</i>	<i>Making Fair Decisions Islands Trust Human Resources</i>

Potential topics/agency liaison for consideration in 2011-14 or future terms:

- *Public Consultation and Polling*
- Using Special Tax Requisitions
- Introduction to UBCM
- Effective Advocacy (Trustee Steeves suggestion) / advocacy policy
- Dealing with difficult people (Trustee Busheikin suggestion)
- Dispute Resolution for planners and trustees (Trustee Grove suggestion)
- Introduction to the Climate Action Charter
- Effective Conservation Covenants
- Demographics-Aging Population
- Dept. of Fisheries and Oceans – marine sewage, fish farming
- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)
- Advocacy and Media Relations
- Succession Planning and Staff Retention
- Soil Removal
- Alternate Energy Sources
- Using Technology – document and information management
- Using Social Media
- Adapting to Sea Level Rise
- Local Government Liability

SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM					
Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2008	<i>December (Victoria)</i>	<i>Intro to Budget Session Strategic Plan Discussion</i>	<i>General Orientation Governance (G. Cuff)</i>	<i>General Orientation</i>	<i>General Orientation</i>
2009	<i>Mar (Gabriola)</i>	<i>Annual Budget Session</i>	<i>Strategic Planning Legal Session</i>	<i>Intro to land use planning</i>	
	<i>June (N. Pender)</i>		<i>Procedural Fairness</i>	<i>Introduction to land use planning – part 2</i>	<i>Farm Industry Review Board San Juan County</i>
	<i>September (Mayne)</i>	<i>Climate Change – GHG Emission Reduction Targets</i>		<i>GHG Emission Reduction – planning policies actions</i>	
	<i>December (SaltSpring)</i>	<i>Intro Budget Session History of the Trust</i>	<i>Litigation 101</i>	<i>Comm. Housing Task Force Bill 27 Update</i>	<i>Trust Fund Board</i>
2010	<i>March (Hornby)</i>	<i>Strategic Plan Review Annual Budget Session</i>	<i>Update regarding court case</i>	<i>Comm. Housing Task Force Bill 27 Update</i>	
	<i>June (Saturna)</i>	<i>Marine Shipping Safety</i>	<i>Refresher on Orientation Topics</i>	<i>Refresher on Temporary Use Permits</i>	<i>San Juan County Parks Canada</i>
	<i>Sept (Bowen)</i>	<i>Strategic Plan Update and Review</i>		<i>Food Security through Land Use Planning RAR – QEP perspective</i>	<i>Bowen Island Council</i>
	<i>Dec (Victoria)</i>	<i>Intro Budget Session Strategic Plan Update</i>		<i>Good Planning Practice (Randall Arendt)</i>	<i>Trust Fund Board Regional Conservation Plan (RCP)</i>
2011	<i>March (Galiano)</i>	<i>Annual Budget Session</i>		<i>MAP IT demo Implementing RCP w/ LTCs</i>	
	<i>June (Denman)</i>	<i>Conservation Offsets</i>	<i>Operational Carbon Neutrality and Offsets</i>	<i>Rural By Design Practical examples</i>	<i>Electoral Area Director – Cortes Strathcona RD</i>
	<i>Sept (SaltSpring)</i>	<i>Term & Strategic Plan Review Advice to Incoming Council</i>	<i>Elections Period Best Practice</i>		<i>San Juan County</i>



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

“to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia”

– Islands Trust Act



Islands Trust Council – Strategic Plan 2011-2014

Adopted September 12, 2012 – Status Updated – November 18, 2014

The Trust Area

The Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC's Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing, food security, farmland protection, and socio-economic diversity.

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in the Islands Trust Area, through improved liaison at the political level and communications about marine advocacy.
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in the current or prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics – status updates since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2014/15</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete NAPTEP info shared; ITF presentation to LPS not started.
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget of 22K in 2013/14 and \$25K in 2014/15 for eelgrass mapping; \$10K in 2013/14 for forage fish mapping, as well as matching funds secured by partners	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping <i>will be complete for whole Trust Area in mid Dec.</i> Forage fish habitat mapping completed for North and South Pender, Denman, Hornby, Thetis, Bowen and Gambier.
		<u>FY 2013/14-2014/15</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	No external funding secured; working within base budget	By whether a landowner contact pilot program is implemented	Outreach via mail <i>complete. Site visits on Lasqueti underway.</i>
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB	Funded by base budget and donations	By the number of island conservation projects supported from private donations through the Opportunity Fund	Grants awarded in 2011-14: Galiano Conservancy Association (\$7,000), Lasqueti Island Conservancy (\$2,500),

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
							Thetis Island Conservancy (\$2,100), Pender Island Conservancy (\$5,000), Salt Spring Island Conservancy (\$5,000), Mayne Island Conservancy (\$3,450), Galiano Conservancy Association (\$1,300), Salt Spring Island Conservancy (\$2,500) Opportunity Fund income: 2011/12 \$7,151; 2012/13 \$9,322; 2013/14 \$9,816; 2014/15 to date \$2,044.
		FY 2013/14 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Complete
		FY 2013/14 – 2014/15 1.1.7 Share information with the public about managing invasive species	TFB		Funded by base budget	By whether information has been shared with the public	Complete
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	FY 2012/13 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for 2011/14 term
		FY 2013/14 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		FY 2013/14 – 2014/15 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for 2011/14 term.
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	PHASE 1 – Identify watersheds FY 2013-14 – 2014/15 1.3.1 Identify RAR watersheds on Gambier, Hornby and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier, Hornby and Lasqueti have been identified	Mapping complete for Hornby. Gambier underway.
		PHASE 2 – Improve mapping FY 2012/13 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete

		FY 2013/14 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and all remaining riparian areas on Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Complete
		FY 2014/15 1.3.4 Improve mapping of additional riparian areas in Gambier LTA	LTCs**		Funded in 2014/15 program budget (\$30,000 mapping on Gambier LTA)	By whether new mapping of riparian areas is complete	RFP in preparation for Gambier LTA
		PHASE 3 – Adopt bylaws FY 2012/13 - 2014/15 1.3.5 Adopt new bylaws to implement RAR on selected islands (Gabriola, Lasqueti, Mayne, Saturna, Thetis)	LTCs**		Funded by 2014/15 program budget	By whether Gabriola, Lasqueti, Mayne Saturna and Thetis are RAR compliant through bylaw development	Saturna complete. Gabriola bylaw submitted for ministerial approval. Lasqueti & Thetis in progress. Mayne restarting work.
		FY 2014/15 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and Salt Spring)	LTCs**		Funded by 2014/15 program budget (\$17,500)	By whether Ballenas/Winchelsea, Denman, Hornby and Salt Spring are compliant with RAR through bylaw development	Denman bylaw drafted. Denman and Hornby consultation begun. SSI bylaw given 1 st reading.
		FY 2014/15 - ? 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds	LTCs**		Subject to 2015/16 program budget	By whether all Gambier and Lasqueti watersheds are compliant with RAR through bylaw development	Project planning underway on Lasqueti
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	FY 2012/13 – 2014/15 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13. <i>Minister unable to meet before end of 2011/14 term.</i>
		FY 2011/12 – 2014/15 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Complete: Information package distributed to estate planners
		FY 2015/16 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB		Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		FY 2016/17 1.4.4 Review and launch long-term funding strategy	TFB		Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	FY 2011/12- 2014/15 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB		Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping finalized; strategy in development
		FY 2011/12 – 2014/15 1.5.2 Protect land with high	TFB*		Partial funding through base	By whether the TFB has protected at least 500	133.7 hectares protected since 2011

		biodiversity, through acquisition, donation, or conservation covenant			budget; acquisitions funded by donations and external grants	hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	
		1.5.3 Participate in Coastal Douglas Fir and Associated Ecosystem Conservation Partnership	LTCs**		Funded by base budget	By whether one LTC is actively participating	Complete for 2011/14 term Galiano LTC participating. Endorsed by Council.
	1.6 Reduce greenhouse gas emissions	<u>FY 2012/13 - 2014/15</u> 1.6.1 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***		Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola bylaw to implement OCP policies <i>submitted for ministerial approval (confirm).</i>
		<u>FY 2012/13 – 2013/14</u> 1.6.2 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC		Funded by base budget	By whether Trust Council has adopted a policy	Complete
		<u>FY 2013/14 - 2014/15</u> 1.6.3 Develop a Renewable Energy Tool Kit	LPC		Funded by base budget	By whether elements of a Renewable Energy Tool Kit have been developed	Two reports complete: (Domestic Small Scale Wind Energy and Ocean Based Geo-Exchange). <i>Macro-hydro fact sheet in draft form.</i>
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	<u>FY 2015/16</u> 1.7.1 Develop recommendations re LTC use of planning tools to protect cDf and associated ecosystems	LPC		Subject to funding	By whether recommendations for planning tools have been prepared	Not due Not started
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC		Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete
		<u>FY 2013/14</u> 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS		Funded by base budget	By whether website links have been updated	Complete
		<u>FY 2013/14 - 2014/15</u> 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	LPC	Funded by base budget and grant funds	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Complete

	2.2 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2013/14</u> 2.2.1 Advocate for implementation of the NMCA reserve	EC			Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Complete for 2011/14 term Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.2.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	Funded by base budget	By level of participation in NMCA workshops and consultation opportunities	Complete. No further LTC input needed at this time.
		<u>FY 2014-15</u> 2.2.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**			Funding allocated for enhanced SSI consultation	TBD	Not due Not started
	2.3 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> 2.3.1 Chair correspondence regarding oil spill prevention and response	EC			Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	Complete for 2011/14 term 2011:7 letters sent 2012:1 letters sent 2013: 3 letters sent 2014: 2 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
		2.3.2 Chair participation through a 'letter of comment' to hearings related to Kinder Morgan tanker traffic	EC			Funded by base budget	By whether the Chair has sent a letter of comment regarding the Kinder Morgan pipeline proposal	NEB accepted application to participate as a commenter. Deadline delayed to Mar/15
		2.3.3 Chair participation in oral hearings related to tanker traffic increases	EC			Letter of comment would be funded by base budget	By whether the Chair has participated in oral hearings (i.e. Enbridge) related to tanker traffic increase	Complete
		2.3.4 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC			Funded by base budget	By whether workshops have been held	Complete for 2011/14 term One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop 2014: Chair presentation at Pender Stewardship Day
		2.3.5 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC			Funded by base budget	By whether participation has taken place	Complete Participation in two exercises in 2012

						Staff observed transboundary oil spill exercise in 2014
		<u>FY 2011/12 – 2014/15</u> 2.3.6 Continue to advocate for senior government solutions to derelict vessels	EC	Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going resulting in the Province publishing 2 guides. 2013: 3 letters sent, organized resolution, clinic and meeting with Minister at UBCM; trustees invited to contribute to federal inventory 2014: 2 letters sent; trustees and staff invited to contribute to federal inventory
		<u>FY 2011/12 – 2013/14</u> 2.3.7 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted
		<u>FY 2012/13 – 2014/15</u> 2.3.8 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Chair has written a letter to advocate regarding the proposed Burnco Gravel Mine	Complete Chair correspondence sent (Oct/13) Ongoing staff participation in Environmental Assessment Office working group.
		<u>FY 2013/14 – 2014-15</u> 2.3.9 Advocate for a comprehensive Howe Sound management plan that ensures a balance between development and protection	EC	Funded by base budget	By whether the Chair has written in support of a comprehensive Howe Sound Management Plan	Complete; Chair and staff also attended meetings in 2013 and 2014.
		2.3.10 Provide ecosystem sensitivity mapping data to partners advocating for Howe Sound management plan	TAS	Funded by base budget	By whether mapping data has been offered	Complete
		<u>FY 2013/14 – 2014/15</u> 2.3.11 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Complete (Trust Council policy approved)
	2.4 Advocate for appropriate regulation of	<u>FY 2013/14 – 2014/15</u> 2.4.1 Meet with regulatory agencies responsible for shellfish	EC	Funded by base budget	By whether staff and the Executive Committee has met with regulatory agencies	Complete for 2011/14 term Staff meetings held

	aquaculture	activities in the Islands Trust Area			regarding shellfish activities	Nov-Dec/13 Briefings and legal advice to TC in June/14 2014: Chair letter re geoduck framework with maps
	2.5 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.5.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Complete for 2011/14 term. Research and mapping completed. Staff participated in stakeholders' meeting re Saanich Inlet Chair letter sent.

Policy Statement Goal B: Stewardship of Island Resources...

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile and web-post educational materials about water resources done by local groups	TPC	Funded by base budget	By whether educational materials have been compiled and posted.	Complete
		3.1.2 Identify gaps and make recommendations about new educational materials about water resources.	TPC	Funded by base budget	By whether gaps have been identified and recommendations about new educational materials have been made	Complete. Staff and island water groups have not recommended new educational materials
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2013/14</u> 3.2.1 Continue to participate in Water Sustainability Act reform consultations	EC	Funded by base budget	By whether participation in Water Sustainability Act reform has taken place	Complete
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit including model Development Permit Areas for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Complete
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection. Galiano DPA bylaw re groundwater referred for ministerial approval

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Initial water reports completed on Galiano
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal C: Sustain Island Character and Healthy Communities...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Complete
	4.2 Advocate for sustainable, affordable and appropriate ferry	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	service	<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submissions sent to Transportation Ministers Chair meetings with Premier, Transportation Ministers, opposition critics and ferry commissioner. Fiscal Fairness campaign supported. Chair participating in UBCM sub-committee. <i>Sept-Oct 2014: 3 letters sent Complete for 2011/14 term</i>
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2014/15 program budgets	By whether OCPs have been amended to include new affordable housing policies	Hornby considering OCP amendments. Saturna OCP bylaw public hearing held. Mayne OCP bylaw submitted for ministerial approval. SSI bylaw adopted to allow secondary suites. Bylaw for temporary portable homes in progress.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations. Galiano, Mayne and N. Pender considering affordable/senior housing applications. Denman bylaw awaiting EC approval. Saturna bylaw public hearing held. SSI consulting with

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
						CRD re housing agreements.
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	FY 2012/13 – 2014/15 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2014/15 program budgets	By whether OCPs have been amended to address food security and farmland protection	Gabriola OCP submitted for ministerial approval.
		4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Gabriola LUB submitted for ministerial approval.
	4.5 Use land use planning tools to promote socio-economic diversity	FY 2013/14 – 2014/15 4.5.1 Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA	LTCs**	Funded in 2013/14 program budget for one LTC (SSI) Funded requested in 2014/15 budget	By whether one LUB has been amended to ensure an appropriate supply of land zoned for emerging industrial and commercial needs	SSI APC considering the issue
		4.5.2 Undertake background analysis regarding improved planning for Ganges Village, including Ganges Harbour	LTCs**	Funded in 2013/14 program budget for one LTC (SSI) Funded requested in 2014/15 budget	By whether background analysis work is proceeded	Project charter and illustrative designs in preparation

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
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OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve engagement with First Nations	FY 2011/12 – 2014/15 5.1.1 Reallocate resources to enable adoption of a First Nations Engagement Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has reallocated resources to enable adoption of a First Nations Engagement Strategy	Resources not included in current budget
		FY 2012/13 5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		FY 2013/14 5.1.3 Identify resource needs for improved FN engagement	EC		Funded by base budget	By whether the resource needs for improved engagement have been identified	Complete <i>Resources identified and business case completed for 2015/16 budget</i>
		FY 2013/14-2014/15 5.1.4 Implement First Nations liaison improvements at an informal political level	LTCs		Funded by base budget	By the number of meetings trustees have attended to improve liaison with First Nations level	Ballenas-Winchelsea LTC has added a work program item to improve engagement with Nanoose FN. DILTC and staff discussions held with K'omoks FN. Chair liaison on-going.
6. IMPROVE organizational cost and operational effectiveness	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	FY 2012/13 6.1.1 Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC		Funded by base budget	By whether Policy 7.2.vi has been amended	Complete
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS		Funded by base budget	By whether BIM needs for TAS services have been identified	Complete for 2011/14 term. Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS		Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Complete for 2011/14 term. Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC		Funded by base budget	By whether budget lines have been reviewed	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS		Funded by base budget	By whether BIM is accessing additional TAS services as identified	Complete for 2011/14 term Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	FY 2013/14 6.2.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies alternative adaptation strategies	EC		Funded and managed by province	By whether input has been provided	Complete for 2011/14 term. Input into study terms of reference complete. Input to consultants complete.
		FY 2014/15 - ? 6.2.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	<i>Awaiting provincial Impact Assessment report (Due in Mar/2015)</i>
		FY 2015/16(?) - ? 6.2.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		FY 2015/16(?) 6.2.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.3 Review service delivery regarding application processing	FY 2015/16 6.3.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded by program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started Not due
7. Improve cooperation with the Province of BC	7.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests,	FY 2014/15 – 2015/16 7.1 Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area	TAS		Funded by base budget	By whether the protocol agreement with the ministry has been amended and approved by Trust Council and the Minister responsible.	<i>Staff drafting project charter.</i>

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	Lands and Natural Resource Operations					

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities

BIM – Bowen Island Municipality

EC – Executive Committee

FN – First Nations

FPC – Financial Planning Committee

FY – Fiscal Year

IT – Islands Trust

ITF – Islands Trust Fund

ITPS – Islands Trust Policy Statement

LGA – Local Government Act

LPC – Local Planning Committee

LPS – Local Planning Services

LTA – Local Trust Area

LTC – Local Trust Committee

LUB – Land Use Bylaw

MCSCD – Ministry of Community, Sport and Cultural Development

MVRD – Metro Vancouver Regional District

NA – Not Applicable

NEB – National Energy Board

NAPTEP – Natural Area Protection Tax

Exemption Program

NMCA – National Marine Conservation Area

OCP – Official Community Plan

ProD – Professional Development

RAR – Riparian Areas Regulation

RD – Regional District

RFD – Request for Decision

SSI – Salt Spring Island

TAS – Trust Area Services

TBD – To Be Determined

TC – Trust Council

TFB – Trust Fund Board

TPC – Trust Programs Committee

UBCM – Union of BC Municipalities

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Colour Key for Middle Column:

Colour	Potential committee/unit/body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff

	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee

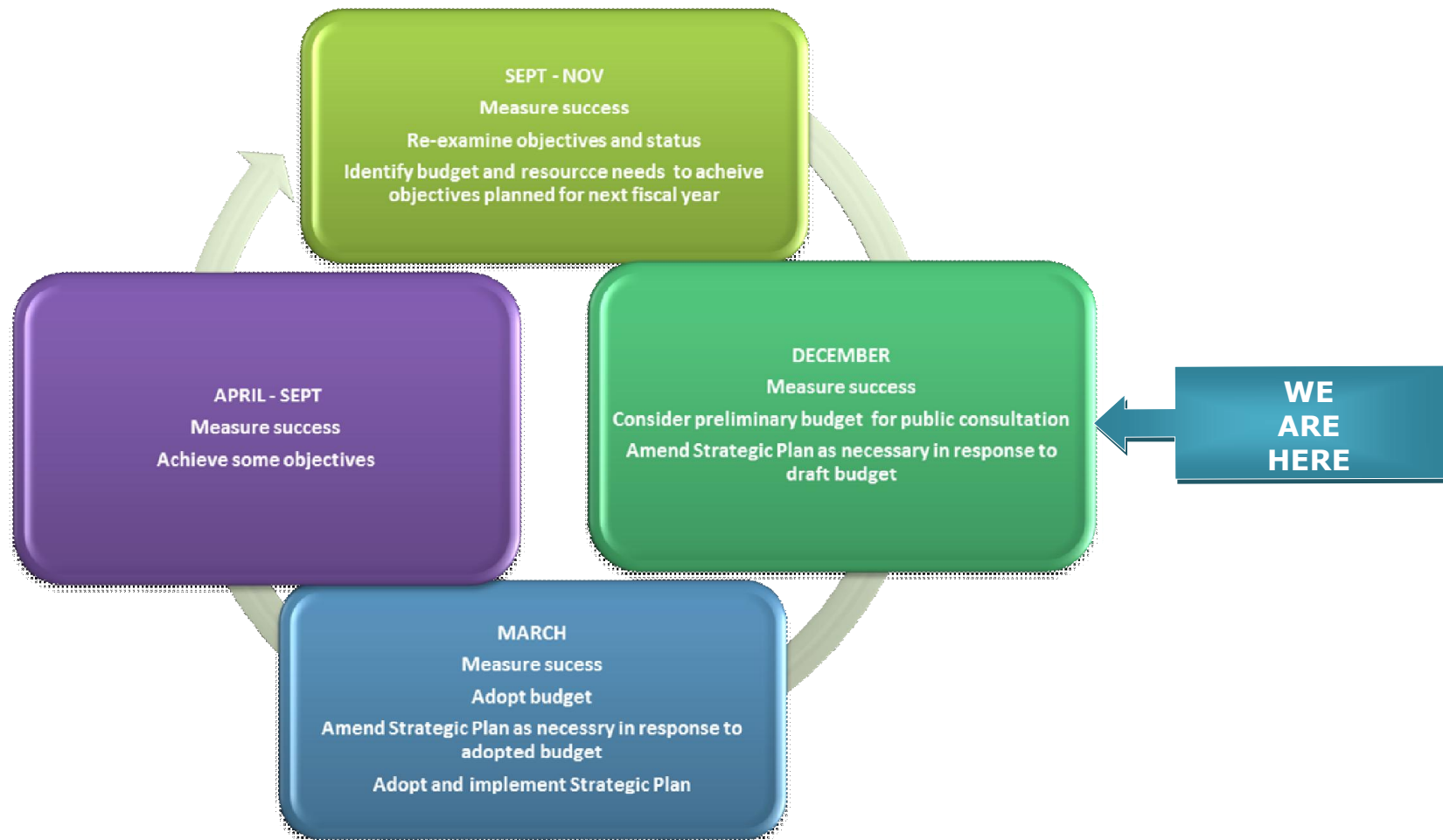
++ Colour Key for Status Column:

Colour	Status Description
	Not due to start or awaiting actions of others
	Completed or anticipated tasks for 2011/14 term are complete
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target



Islands Trust

Summary of Strategic Planning Process



To: TRUST COUNCIL

For the Meeting of: December 3-5, 2014

From: Linda Adams
Chief Administrative Officer

Date: November 19, 2014

SUBJECT: STATUS UPDATE: PROVINCIAL ANALYSIS OF IMPACT ON ISLANDS TRUST OF POTENTIAL SALT SPRING ISLAND INCORPORATION (PREVIOUSLY RECEIVED BY TRUST COUNCIL IN JUNE, 2014 – BRIEFING REPEATED WITH MINOR UPDATES FOR NEWLY-ELECTED TRUSTEES)

DESCRIPTION OF ISSUE: Background and status regarding a study by the Ministry of Community Sport and Cultural Development to assess the impacts on the Islands Trust, in the event of incorporation of Salt Spring Island.

BACKGROUND:

In February 2012, Salt Spring Island's three locally-elected representatives (two local trustees and the electoral area director) wrote to the Minister of Community, Sport and Cultural Development to request a governance study for Salt Spring Island.

In October 2012, Minister Bill Bennett, then Minister of Community Sport and Cultural Development, announced the ministry would provide the Salt Spring Island community with funding (\$60,000) and staff support for a first phase of a governance study.

Salt Spring Island Governance Study

A Salt Spring Island Governance Study Committee was formed in late 2012 and concluded its work in November 2013. After an investigation into the current state of governance on Salt Spring Island, it recommended to the minister on November 29, 2013 that a full municipal incorporation study should be initiated to consider the implications of municipal incorporation of Salt Spring Island. Until a full study is undertaken, the community will not have an analysis of the costs associated with incorporation, in comparison with its current taxation structure.

To date, the minister has not announced a decision in response to the committee's request and full incorporation study has not begun. The ministry has not given any formal indication as to whether such a study would be funded, but has indicated a decision would not be made until 2015.

Provincial Analysis of Impact on Islands Trust (re potential Salt Spring Island incorporation)

When funding for the first phase of the Salt Spring Island governance study was announced in October 2012, the minister of the day also announced that he would allocate \$20,000 to undertake a second study ('Islands Trust Impact Analysis' – ITIA) to analyze the potential impact on the Islands Trust, should Salt Spring Island eventually incorporate as a municipality. This second study, managed by the province, is loosely modeled after a similar study that was completed in 2000, entitled '[Island Municipality Transition Strategy](#)' and available (without appendices) on the Islands Trust website.

In 2000, the *Island Municipality Transition Strategy* considered the implications of the then-recent Bowen Island incorporation and examined various scenarios if Salt Spring Island, Gabriola and/or another major island also incorporated. It assessed projected changes to Islands Trust revenues and expenditures in the event of incorporation; it also identified options for addressing the implications through changes to taxation, staff and service levels. While the strategy primarily focused on financial matters, it included a brief discussion of the less-tangible implications of major island incorporation.

In August 2013, the Ministry of Community, Sport and Cultural Development (through the Capital Regional District, which is handling administrative matters) engaged with Urban Systems to undertake the Islands Trust Impact Analysis (ITIA). The study is being managed by ministry staff, who developed the Terms of Reference for the ITIA (included with this briefing as Attachment A). The Terms of Reference were developed with input from the Islands Trust Executive Committee and Islands Trust senior staff. While the terms of reference initially indicated that the analysis was to be completed by March 31, 2014, the ministry later amended the completion date to September 31, 2014 and more recently changed the completion date to March 31, 2015. The study will have little relevance unless/until the Minister approves a full incorporation study for Salt Spring Island; that decision is not expected until 2015, likely after the ITIA has been completed. If an incorporation study for Salt Spring Island proceeds, the ITIA will be of interest to island communities. It would also inform the ministry's and Trust Council's preparations for a potential 'YES' vote, if an incorporation referendum is held.

Since initiation of the ITIA, Islands Trust senior staff (CAO and Director of Administrative Services) have responded to requests from Urban Systems for various types of information, work that is anticipated in Trust Council's Strategic Plan for 2011-2014 (Section 6.3). The information provided primarily relates to Islands Trust finances and existing arrangements regarding Bowen Island Municipality, such as the current protocol agreement and the methodology for calculating the municipal tax requisition. On May 31, 2014, Islands Trust senior staff met with Urban Systems representatives to provide further information. Trust Council's *Policy 7.2.v – Incorporation Study Cost Allocations* provides some guidance in how staff should provide financial information for these purposes.

The Terms of Reference for the ITIA indicate that the consultants will present preliminary findings of their analysis/report to the Ministry and to the Islands Trust for comment prior to finalization and release to the public. This was originally scheduled for the fall of 2014.

At this time, staff understand that the consultants may be prepared to provide a draft of the ITIA to an *in camera* meeting of the Financial Planning Committee in February 2015 and to an *in camera* session at Trust Council's March 2015 meeting. This briefing is intended to give Trust Council some background information at its December 2014 meeting, in anticipation of receipt of the draft ITIA report. (*Note: this briefing was originally received by Trust Council in June 2014; minor amendments have been made to reflect the ministry's revised schedule*).

Also provided for information is a preliminary process summary (Diagram 1) that illustrates staff's general understanding of the way the ITIA relates to the Salt Spring Island Governance Review. The dates suggested are illustrative only and subject to future decisions, such as those made by the provincial government, or those that could follow from community consultations and referenda. Minor up-dates have been made since the original version of this briefing was reviewed by Trust Council in June 2014.

FOLLOW-UP:

Receive briefing for information.

No other follow-up recommended at this time (Executive Committee has tentatively scheduled an *in camera* session at the March 2015 Trust Council meeting for a consultant presentation of the ITIA report and the ministry has confirmed the general timing of such a presentation.)

ATTACHMENTS:

1. Terms of Reference – provincial Islands Trust Impact Analysis – June 2013 (note: the province has made subsequent amendments regarding the due date of the report – it is now due in March 2015.)

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: C. Shelest, Director of Administrative Services
D. Marlør, Director of Local Planning Services
Executive Committee – June 3, 2014 and November 18, 2014 (revised version)

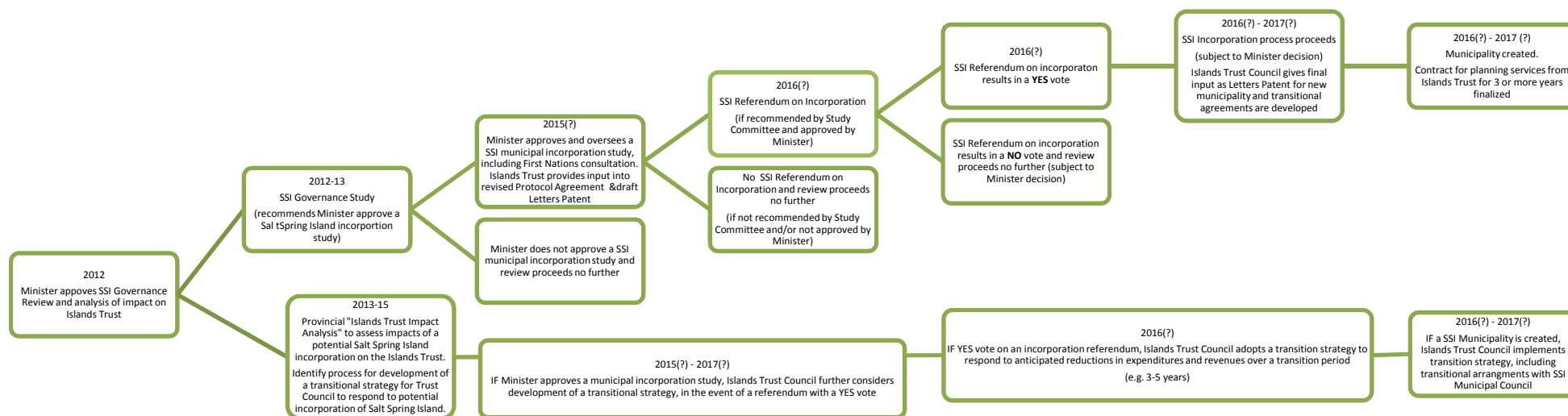


Chief Administrative Officer

Diagram 1 – Salt Spring Island (SSI) Governance Review and Provincial Analysis of Impact on Islands Trust General Process Summary to Illustrate Relationship of Studies

Amended November 19, 2014

(**NB** dates are illustrative only and subject to future provincial or community decisions and activities)



June 2013

Islands Trust Impact Analysis
Terms of Reference
Update Islands Trust: Island Municipality Transition Strategy (October 2000)

CONTEXT

The Islands Trust was created by provincial legislation in 1974. The object of the Trust is to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.

Salt Spring Island is the largest and most populated island within the Trust Area at 19,663 hectares and approximately 10,300 people. With the largest single tax base, Salt Spring Island is the largest contributor to the funding of Islands Trust operations.

Bowen Island Municipality incorporated on December 4, 1999 and is the only island municipality within the Trust Area. Around that time, residents of other islands within the Trust Area (Salt Spring and Gabriola Islands) also studied and considered municipal incorporation. Due to the interest and potential for other island municipal incorporations, the provincial government and Islands Trust recognized the need for an organizational stability and adaptation strategy for the Islands Trust. Urban Systems worked with the Islands Trust and Ministry and developed the Island Municipality Transition Strategy in October 2000.

Accounting Methodology:

Since 2000, the Islands Trust has changed its cost accounting methodology. The benefit of this change allows for more detailed and accurate allocation information about each local trust area within the Trust Area, than was available in 2000.

Salt Spring Island Governance Study:

On October 5, 2012, grant funding for a Salt Spring Island governance study was approved. Because of the complex history of governance on Salt Spring Island, it was determined that a phased study approach would be undertaken. The purpose of the governance study is to engage the Salt Spring Island public in a review of all governance structures on the Island and to generally outline the differences between rural and municipal local governments. The governance study will not conclude with a referendum.

A steering committee of 10 residents and the three local elected officials (1 director, Capital Regional District; 2 local trustees, Islands Trust) are in the process of selecting a consultant to undertake the study process. Once the study is complete, the steering committee will make a recommendation about whether or not there is community interest in proceeding to a second phase, a municipal incorporation study.

Islands Trust Impact Analysis

In addition to reviewing the current state of governance on Salt Spring Island, the first phase also includes an opportunity to examine the impacts of municipal incorporation on the Islands Trust. The

steering committee has no role in assessing the potential impacts of municipal incorporation on the Islands Trust.

PURPOSE

Update the Island Municipality Transition Strategy (Impact analysis)

The purpose of updating the impact analysis is to examine the potential impact of municipal incorporation of Salt Spring Island on the Islands Trust organization in relation to fiscal stability and organizational adaptation. That is, the transition strategy will identify how the Islands Trust will continue to provide community planning and regulate development on unincorporated islands within the Trust Area and continue to support the work of the Islands Trust Council and the Trust Fund Board. The analysis will identify specific impacts to service levels, budget, and taxation of all local trust areas within the Trust Area and help determine appropriate mitigation action if required should Salt Spring Island incorporate as an Island municipality in the future.

SCOPE OF IMPACT ANALYSIS

Tasks:

1. The impact analysis will consider the impacts to the Islands Trust organization should Salt Spring Island incorporate as a municipality. For clarity, the impact analysis will not consider the incorporation of other islands within the Trust Area. The analysis will:
 - a. Obtain revenues and expenses received from Salt Spring Island operations from the Islands Trust accounting records and financial information.
 - b. Examine the impact of the removal of:
 - i. Tax revenues at the current rate from Salt Spring Island and
 - ii. Salt Spring operations from the Islands Trust budget, including indirect support provided through the management and administration budgets.
 - c. Identify costs that could be reduced or eliminated, e.g. staff positions, facilities, or services, as well as other costs that could be reduced or eliminated.
 - d. Identify scenarios that could manage the tax impact on unincorporated islands while maintaining an acceptable level of service.
2. The impact analysis will review the impacts of the Bowen Island Municipality incorporation on the Islands Trust organization and consider how that analysis informs predictions regarding a potential Salt Spring Island incorporation. What were the financial, service, taxation and other relevant implications?
3. Determine if the assumptions built into the 2000 study are appropriate or if a different approach could be used:
 - a. Three-year transition period where a newly incorporated island municipality would contract with the Islands Trust for its planning service.
 - b. If Islands Trust staff were transferred to the municipality describe how union agreements would be managed? E.g. current labour law.
 - c. Determine any implications to the Islands Trust provincial grant if Salt Spring Island incorporates as an island municipality. E.g. Islands Trust receives a grant similar to regional district basic grants.

- d. Review the methodology used to determine municipal contributions to the Islands Trust (section 49 of the *Islands Trust Act*), e.g. cost of operations of Trust council and executive committee and cost of administrative operations of the Trust fund board.
- 4. How could the transition phase and transfer of services from the Islands Trust to the municipality be managed? What impacts could this phase have on :
 - a. Staff retention?
 - b. How could the Islands Trust best prepare itself for the transition?
 - c. Should there be a greater use of special property tax levies on individual local trust areas?
 - d. How could the overall impact on the strength, durability, and resilience of the organization be handled?

CONTRACTOR RESPONSIBILITIES

- 5. Urban Systems will be responsible for conducting all research, field work, documentation and other investigations necessary to complete the impact analysis. Urban Systems may use subcontractors familiar with the Islands Trust to assist with the work.
- 6. Urban Systems will provide draft copies of reports to the Islands Trust and the Ministry of Community, Sport and Cultural Development for comment before the report is finalized.
- 7. The Capital Regional District will pay Urban Systems the approved grant amount. Urban Systems will be responsible for paying any subcontractors.
- 8. The update of the Islands Trust impact analysis should be completed by December 31, 2013.

PROCESS

- 9. Draft terms of reference will be provided to the Chief Administrative Officer (CAO) of the Islands Trust for comment prior to finalization.
- 10. The primary Islands Trust contact for the consultant is the Chief Administrative Officer. The CAO liaises with the Islands Trust Executive Committee and Islands Trust Council as appropriate.
- 11. The preliminary findings of the analysis/report will be presented to the Islands Trust and the Ministry for comment prior to finalization and release to the general public.
- 12. Public communications regarding the release of the final report will be coordinated between the Ministry and the Islands Trust.

DIRECTOR OF ADMINISTRATIVE SERVICES 2014-2015 THIRD QUARTER REPORT

Date: 12/11/2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Trust Council, Executive Committee, Financial Planning Committee - Completed 2nd Quarter Financial Results - Completed Briefing to Trust Council on 2014/15 Forecast - October 29 and November 12, 2014 FPC meetings - Draft 2015/16 budget provided for FPC's review and recommendation to Trust Council in December	Trust Council, Executive Committee, Financial Planning Committee - FPC meetings January 13 and February 18, 2015 - Complete public consultation process for 2015/16 Budget
Human Resources - All Staff Meeting September 17, 2014 - Reviewed 2014 Performance Management and Development Plan (PMDP) Process with Management Team	Human Resources - Develop training for managers on hiring processes, time reporting and leave management in January/February 2015 - Provide orientation and tools to guide the completion of the 2014 PMDP process
Financial Management and Payroll Continued work on the Time, Leave and Attendance Management (TLAM) Project (weekly meetings, discussions with PSA Project Team, gathering implementation materials)	Financial Management and Payroll Go Live date of March 15, 2014 for the Time, Leave and Attendance Management (TLAM) Project
Information Systems - Information Systems Advisory Group meeting September 4, 2014 - Completed migration to roaming profiles and 2014/15 refresh program (2014/15 projects) - Further development of Trustee iPad solution including training and documentation for December Trust Council - New Computer Applications Support Technician orientation (started November 12, 2014)	Information Systems - Review integrated Information Systems strategy - Finalize telephone system contract renewal - Begin work on Business Continuity Plan - Information Systems Advisory Group meeting January 2015
General - Completed Trustee Orientation presentations for December Trust Council - Leading Workplace Strategies Exploration Group meetings and tours completed	General - Complete annual performance reviews for Administrative Services team - Continue with Leading Workplace Strategies Exploration Group meetings and finalize recommendations - Review Administrative Services Local Area Network usage - Continued participation on Operations Manual Review Project - Complete and review 2014 Carbon Inventory calculations and research Carbon Offset purchases as necessary

FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council

Date: November 12, 2014

WORK PROGRAM

1. First Draft of the 2015/16 Budget

Current

Reviewed Draft Assumptions and Principles at FPC meeting August 13, 2014 and October 30, 2014.

Revised first draft of proposed budget with FPC at October 29 and November 12, 2014 meetings.

Planned

First draft of proposed Budget to December 2014 Trust Council.

Public consultation in January/February 2015.

2. Complete the 2014/15 Forecast

Current

Review 2014/15 Forecast with FPC at November 12, 2014 meeting.

Planned

Forward briefing to Trust Council's December 2014 meeting.

WORK PROGRAM STATUS *(Completed, Changed, and Future Priorities)*

The Financial Planning Committee has adopted the above noted priorities for the third quarter of fiscal 2014/2015. New work program items will be reviewed and assessed throughout the year.

UPDATE *(on Meetings, Agency Liaison, Resource Requirements, etc.)* The Financial Planning Committee met on October 29 and November 12, 2014. The next meeting of the Financial Planning Committee is proposed to be held January 13, 2015. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: December 2, 2014

From: Financial Planning Committee

File No: Quarterly Reports

SUBJECT: SEPTEMBER 30, 2014 QUARTERLY FINANCIAL REPORT

RECOMMENDATION:

That the Islands Trust Council approve the September 30, 2014 Quarterly Financial Report as presented.

CHIEF ADMINISTRATION OFFICER COMMENTS: The financial report reflects that Islands Trust is generally following the financial plan for 2014/15

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are no organizational implications to the recommendation.

FINANCIAL: Expenditures to September 30, 2014 are within approved budgets.

POLICY: There are no implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Managers and Directors will receive ongoing reports throughout the year.

OTHER: None.

BACKGROUND

Islands Trust Policy 2.3. iii Financial Planning Committee Terms of Reference requires the Financial Planning Committee to report to Trust Council regarding the organization's financial management practices.

REPORT/DOCUMENT: The Islands Trust Statement of Net Financial Position (Balance Sheet) and Consolidated Statement of Revenue and Expenditures to September 30, 2014 attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position (September 30, 2014 compared to March 31, 2014)

For the most part (unless otherwise identified) differences are due to timing of expenditures, receipt of revenues and reversal of accruals following fiscal year end. Results for September 30, 2013 are also provided for year over year comparison.

Consolidated Statement of Revenue and Expenditure

The benchmark for revenues and expenditures after six months (second quarter completion) of operations is 50% of the annual budget. The revenue and expense areas that vary significantly from the 50% benchmark include:

Revenue:

- Fees and Sales total includes \$32,169.35 of receipts (29% of the Fees and Sales annual budget) offset by \$8,620.00 in refunds. It is difficult to say if this downward trend in fees will continue through the fiscal year. The forecast will be reduced to mitigate any variances at year-end.
- The general property tax requisition, the provincial grant funds, and the Bowen island property tax requisition were all received in the second quarter.
- Other revenues with are mostly from grant funds are below budget and are expected to reach budget levels as projects relating to grants are completed during this fiscal year.

Expenses:

Council

- Trust Council expenditures are lower than budget due to the timing of costs for the elections which will occur during the third quarter.
- Executive Committee expenditures are higher than budget due to the timing of Training & Conferences Fees and Travel for Training that occurred in the first half of the fiscal year and were higher than anticipated.
- Council committee expenditures are lower than budget due to the timing of meetings which will occur later in the fiscal year and to cover the additional costs related to the four-day December Trust Council.
- Trust Area Services expenditures are lower than budget due to the timing of costs for projects which are expected to occur during the third and fourth quarters of the fiscal year.

Local Planning Services

- LPS Facilities & Programs expenditures are lower than budget due to the timing of costs for LTC projects which are expected to be completed during the second half of the fiscal year.
- Mapping Services expenditures are higher than budget due to the timing of costs for the acquisition of orthophotos that occurred in the first half of the fiscal year.
- Bylaw Enforcement expenditures are lower than budget due to a staff vacancy that has now been filled.

Trust Fund

- Board expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Administration expenses are lower than budget due to a reduction in projected staff hours worked resulting from a developmental opportunity offered to the Trust Fund Board Office Assistant covering maternity leave as well as other flexible work arrangements for staff.

Administration

- Finance, Human Resources and Administrative Services are higher than anticipated due to contract costs for technical support and project management which occurred early to cover a vacancy.
- Personnel Recruiting is higher than budget due to significant turnover of staff during the first half of the year.
- Office Operations expenditures are slightly higher than anticipated due to higher expenditures for office supplies in the first half of the fiscal year.
- Computer/Furniture & Equipment Purchases are higher than budget due to the timing of purchases made in the first half of the fiscal year.

FINANCIAL PROJECTIONS TO MARCH 31, 2015 FISCAL YEAR END

A detailed forecast was done based on the second quarter results. Based on the forecast results, the March 31, 2015 transfer from surplus is now forecast to be \$121,879 instead of the \$268,620 that was budgeted to achieve a break even result.

RELEVANT POLICY: Bylaw No. 155, Islands Trust Financial Plan Bylaw 2014/15

DESIRED OUTCOME: Approval of the September 30, 2014 quarterly financial report

RESPONSE OPTIONS

Recommended:

That Trust Council approve the September 30, 2014 quarterly financial statements.

Alternative:

None identified.

Prepared By: Nancy Roggers, Finance Officer **October 31, 2014**

Reviewed By: Cindy Shelest, Director of Admin Services
Linda Adams, Chief Administrative Officer

Financial Planning Committee

November 12, 2014



Islands Trust
Statement of Net Financial
Position – September 30, 2014

	Sept 30 <u>2014</u>	Sept 30 <u>2013</u>	March 31 <u>2014</u>
Financial Assets:			
Cash & Short-term Investments	6,878,755	6,748,542	3,696,156
Accounts Receivable	50,838	50,437	55,271
Due from Trust Fund Board	3,924	-	-
Total Financial Assets	<u>6,933,517</u>	<u>6,798,979</u>	<u>3,751,427</u>
 Liabilities:			
Wages & benefits payable	937,624	1,051,699	894,084
Accounts payable & accrued liabilities	242,778	157,955	357,364
Development Application Deposits	29,038	38,353	29,038
Deferred Revenue	60,101	55,019	53,981
Employee Benefit Obligations	94,538	99,130	94,538
Capital Lease Obligations	46,275	35,440	55,265
Cost Recovery Deposits	6,713	11,355	9,675
Total Liabilities	<u>1,417,067</u>	<u>1,448,951</u>	<u>1,493,945</u>
Net financial assets	<u>5,516,450</u>	<u>5,350,028</u>	<u>2,257,481</u>
 Non-Financial Assets:			
Tangible Capital Assets	88,350	88,105	115,322
Prepaid Expenses	63,278	45,172	52,273
Total Non-Financial Assets	<u>151,627</u>	<u>133,277</u>	<u>167,595</u>
General Revenue Surplus Fund	<u>5,668,077</u>	<u>5,483,305</u>	<u>2,425,076</u>

Islands Trust
Consolidated Statement of Revenue and Expenditure
For The 6 Months Ending September 30, 2014

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:					
	Fees & Sales	71,277	23,549	110,000	21%
	Provincial Grant	85,184	119,122	119,122	100%
	Property Tax Levy General	6,066,025	6,126,685	6,126,684	100%
	Special Property Tax Requisition	0	110,000	110,000	100%
	Property Tax Levy Bowen	225,170	214,654	214,654	100%
	Transfer from Surplus	0	0	268,620	0%
	Investment Income	91	23,837	50,000	48%
	Other Revenues	135	9,428	60,000	16%
Total Revenue		6,447,882	6,627,275	7,059,080	94%
Expenses					
Council					
	Trust Council	132,531	134,138	388,412	35%
	Executive Committee	52,289	49,871	96,637	52%
	Council Committees	5,991	4,300	9,000	48%
	Trust Area Services	217,660	192,014	417,739	46%
	General Admin Allocation - 16%	124,772	124,249	237,720	52%
Total Council Expenses		533,242	504,570	1,149,508	44%
Local Planning Services					
	Local Trust Committees	411,754	364,027	748,412	49%
	Planning Staff	1,053,743	1,119,790	2,308,734	49%
	LPS Facilities & Programs	229,422	227,656	599,475	38%
	Mapping Services	101,400	140,845	248,422	57%
	Bylaw Enforcement	120,169	140,121	295,342	47%
	General Admin Allocation - 75%	577,068	582,415	1,114,311	52%
Total Local Planning Services Expenses		2,493,557	2,574,856	5,314,696	48%

Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Trust Fund				
Board	3,777	7,828	19,000	41%
Administration	217,982	190,333	434,159	44%
Operations	41,761	36,796	73,000	50%
General Admin Allocation - 9%	77,982	69,890	133,717	52%
Total Trust Fund Expenses	341,503	304,847	659,876	46%
General Admin				
CAO Office	161,964	159,597	327,864	49%
Financial, HR and Admin Services	432,412	410,142	793,184	52%
Personnel Recruiting	3,827	6,436	5,000	129%
Office Operations	106,442	109,258	211,700	52%
Computer/Furniture & Equipment Purchases	38,304	64,148	83,000	77%
Amortization Expense	36,873	26,972	65,000	41%
General Admin Recovery	(779,822)	(776,554)	1,485,748	52%
Total General Admin Expenses	0	0	0	0%
Total Expenses	3,368,302	3,384,273	7,059,080	48%
Surplus to date	3,079,581	3,243,002	0	

To: Trust Council

For the Meeting of: December 2, 2014.

From: Nancy Rogers, Finance Officer

File No.: 2014-15 Forecast

**SUBJECT: FINANCIAL FORECAST FOR MARCH 31, 2015 YEAR END, UPDATED
SEPTEMBER 2014**

DESCRIPTION OF ISSUE:

The fiscal year ending March 31, 2015 was budgeted to be break-even with a Transfer from General Revenue Fund Surplus of \$268,620 to fund operations. The year-end financial results for March 31, 2015 have been forecasted based on actual activity to September 30, 2014 plus estimates to the end of the year. Based on the forecasted results the Transfer from General Revenue Fund Surplus is now estimated to be \$121,879. The reasons for the decrease of \$146,741 are outlined below.

BACKGROUND:

Revenue and expenditures that contribute to the requirement for a reduced transfer from surplus include:

Revenue:

Income from fees and sales are trending below anticipated results. Based on the actual amount of income received to September 30, 2014 of \$23,549 (net of refunds of \$9,000.00) the estimated amount for the year has been reduced to \$75,000.

Expenditures:

- Salaries and benefits are forecast to be \$201,304 under budget due to the impact of vacancies and turnover of staff in Planning, Bylaw Enforcement and Computer Applications Support.
- The over-run in contract services of \$36,500 relates to the under-run in salaries for Computer Applications Support and Bylaw Enforcement, as contract staffing services have been utilized to cover unfilled vacancies.
- Litigation Defence expenses are projected to be \$10,000 below budget based on actuals to date.
- LTC Projects are anticipated to be \$10,000 below budget based on a review of all project spending to date.
- Other variances are not significant in nature.

[Comments]

CONCLUSIONS:

Based on the forecast results, the March 31, 2015 transfer from General Revenue Fund Surplus is forecast to be \$121,879 instead of the \$268,620 that was budgeted, a difference of \$146,741.

ATTACHMENT(S):

Financial Forecast detail for 2014/15 fiscal year.

AVAILABLE OPTIONS: No other options identified.

FOLLOW-UP: Forward to Trust Council.

Prepared By: Nancy Roggers, Finance Officer

Reviewed By: Cindy Shelest, Director Administrative Services
Linda Adams, Chief Administration Officer
Financial Planning Committee

Date: November 12, 2014

A handwritten signature in black ink, appearing to read "Linda Adams", is positioned below the reviewed by section.

Islands Trust
2014/15 FORECAST
as of September 30, 2014

Description	Annual Budget	YTD Actual	Forecast	
			Forecast to March 31, 2015	Higher (Lower) Than Budget
Revenue:				
Fees & Sales	110,000	23,549	75,000	(35,000)
Provincial Grant	119,122	119,122	119,122	-
Property Tax Levy General	6,126,684	6,126,685	6,126,685	-
Property Tax Levy Bowen	214,654	214,654	214,654	-
Special Levy Property Tax Requisition	110,000	110,000	110,000	-
Transfer from General Revenue Fund Surplus	268,620	0	121,879	(146,741)
Interest Income	50,000	23,837	50,000	-
Other Income	0	2,386	4,000	4,000
Grant Income	60,000	7,041	60,000	-
Total Revenue	7,059,080	6,627,275	6,881,340	(177,741)
Expenses				
Amortization Expense	65,000	26,972	65,000	-
Applications sponsored by Exec Committee	5,000	0	5,000	-
Audit	25,000	0	25,000	-
Bank Charges & Interest	4,000	2,549	4,000	-
Board of Variance	1,500	214	1,500	-
Carbon Offset Purchases	2,000	0	2,000	-
Committee Expense FPC	4,000	1,903	4,000	-
Committee Expense LPC	2,500	1,092	2,500	-
Committee Expense TPC	2,500	1,305	2,500	-
Communications	28,000	2,842	28,000	-
Computer renewal of support & maintenance	15,000	12,021	15,000	-
Computer Internet Charges	40,000	22,899	40,000	-
Computer Supplies	8,000	4,654	8,000	-
Computer Tech Support	45,000	32,352	45,000	-
Trustee Hardware & Internet	0	2,175	3,000	3,000
Contingency	15,000	2,900	15,000	-
Contract Services	73,500	67,614	110,000	36,500
Elections General	118,000	840	118,000	-
Equipment Leases Supplies & Maintenance	20,000	12,069	20,000	-
Insurance	95,000	47,360	95,000	-
ITF "Board Honoraria"	8,000	2,550	5,550	(2,450)
ITF "Board Meeting Expense"	9,000	5,278	10,000	1,000
ITF "Board Training & Conferences"	2,000	0	0	(2,000)
ITF "Property Management"	55,000	35,513	56,000	1,000
ITF "Covenants & Acquisitions"	18,000	1,284	18,000	-
Land Title Registrations	3,000	737	3,000	-
Legal "General"	50,000	23,692	54,000	4,000
Legal "Bylaw Enforcement Litigation"	150,000	97,900	150,000	-
Legal "Litigation Defence"	50,000	(4,583)	40,000	(10,000)
Legislative Updates	1,000	0	1,000	-
LTC Trustee Expenses	10,000	6,888	10,000	-
LTC "Executive Expense on LTC's"	23,000	9,257	23,000	-

LTC Local Exp LTC Meeting Expenses	30,000	17,487	34,500	4,500
LTC Local Exp APC Meeting Expenses	9,000	3,567	8,500	(500)
LTC Local Exp Communications	5,000	1,713	3,500	(1,500)
LTC Local Exp Special Projects	15,000	4,169	12,500	(2,500)
Mapping " BCAA Updates"	1,500	0	1,500	-
Mapping " GIS Software & Consulting"	70,000	41,182	70,000	-
Mapping " Sales Inventory"	0	288	500	500
Meeting Expense	88,200	45,321	88,200	-
Memberships	17,500	2,250	17,500	-
Notices Statutory & Non Statutory	16,001	10,028	21,000	4,999
Office Rent	390,100	181,329	390,100	-
Office Services	37,900	16,855	37,900	-
Postage & Courier	13,500	8,441	14,500	1,000
Project funded by grants	60,000	6,288	60,000	-
All Projects	298,750	98,139	288,000	(10,750)
Recruitment	5,000	6,436	10,000	5,000
Safety	3,000	2,548	3,000	-
Sal & Ben "Salaries Admin Staff"	1,605,763	768,864	1,541,843	(63,920)
Sal & Ben "Benefits Admin Staff"	378,303	185,998	385,461	7,158
Sal & Ben "Salaries Planners & Support"	1,582,948	772,125	1,488,553	(94,395)
Sal & Ben "Benefits Planners & Support"	378,108	192,066	372,138	(5,970)
Sal & Ben "Salaries Bylaw"	218,421	95,128	181,332	(37,089)
Sal & Ben "Benefits Bylaw"	52,421	23,658	45,333	(7,088)
Stationary & Supplies	18,000	9,879	18,000	-
Subscriptions	4,000	2,251	4,000	-
Telephone "Lease"	44,200	23,097	44,200	-
Telephone "Toll Charges"	3,565	1,535	3,565	-
Mobile Devices	25,700	10,583	25,700	-
Telephone "Web Conferencing"	0	640	1,000	1,000
Training "Organization Wide"	8,000	13,615	13,615	5,615
Staff Meetings & Recognition	10,000	4,614	10,000	-
Educational Re Imbursement	7,000	3,790	7,000	-
Training & Conferences	60,350	28,683	55,000	(5,350)
Travel for Training	34,400	23,493	34,400	-
Travel	79,500	38,224	70,000	(9,500)
Trustee Remuneration	362,473	181,237	362,473	-
Trustee Remuneration "CPP Expense"	16,712	10,490	16,712	-
Trustee Remuneration Health/Dental Benefits	53,340	21,575	53,340	-
Trustee Remuneration MSP Benefits	36,288	13,485	36,288	-
Trustee Remuneration Pay In Lieu of Benefits	0	2,000	0	-
Trustee Remuneration "Executive on LTC's"	66,137	33,069	66,137	-
Total Expenses	7,054,080	3,326,411	6,876,340	(177,740)
Capital				
Trustee IPADS	10,000	8,078	10,000	-
Hardware and Software	45,000	44,194	45,000	-
Furniture & Equipment	10,000	2,132	7,000	(3,000)
Office Renovations	5,000	3,459	8,000	3,000
	70,000	57,862	70,000	-
Total Expenditures	7,124,080	3,384,272	6,946,340	(177,740)
Less Non-Cash Expenditures - Amortization	(65,000)	(26,972)	(65,000)	
Surplus (Deficit)	0	3,269,975	0	-

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: December 2, 2005

From: Financial Planning Committee

File No: FPC Meeting Nov 12, 2014

SUBJECT: REVISIONS TO TRUSTEE COMPUTER ALLOCATION POLICY 7.5.I AND TRUSTEE EQUIPMENT ALLOCATION AND RETRIEVAL POLICY 7.4.III.

RECOMMENDATION:

That the Islands Trust Council approve the revisions to Trustee Equipment Allocation Policy 7.5.i (previously named Trustee Computer Allocation Policy) and remove Trustee Equipment Allocation and Retrieval Policy 7.4.iii from the Islands Trust Council's Policy Manual.

CHIEF ADMINISTRATION OFFICER COMMENTS:

The proposed amendments to the Trustee Computer Allocation Policy and the Trustee Equipment Allocation and Retrieval Policy will clarify and streamline procedures related to equipment provided to trustees.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The proposed amendments will clarify and streamline procedures and add additional information to certain procedural aspects of the policies.

FINANCIAL:

The proposed amendments will clarify administrative processes related to trustee equipment expenditures.

POLICY:

This recommendation would result in amendment and renaming of Policy 7.5.i Trustee Computer Allocation (last updated December 6, 2002) and would remove Policy 7.4.iii Trustee Equipment Allocation and Retrieval (last updated September 8, 1993) from the Islands Trust Council Policy Manual.

IMPLEMENTATION/COMMUNICATIONS:

The revised policies will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website.

OTHER:

None.

BACKGROUND

During preparations for the allocation and retrieval of Islands Trust assets related to the new Trust Council being sworn in this December, it was noted that these two policies required updating to reflect current practices. It is also recommended that these two policies now be incorporated in order to remove duplication and streamline information

REPORT/DOCUMENT:

Policy 7.5.i. Trustee Equipment Allocation (previously named Trustee Computer Allocation) - illustrating proposed amendments dated December 2014.

Policy 7.4.iii. Trustee Equipment Allocation and Retrieval – recommended for removal.

KEY ISSUE(S)/CONCEPT(S):

Procedures related to allocation and retrieval of equipment to trustees.

RELEVANT POLICY:

Policy 7.5.i. Trustee Computer Allocation

Policy 7.4.iii. Trustee Equipment Allocation and Retrieval

DESIRED OUTCOME:

Clarify and streamline procedures.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council approve the revisions to Trustee Computer Allocation Policy 7.5.i and remove Trustee Equipment Allocation and Retrieval Policy 7.4.iii.

Alternatives:

- Make different revisions to the policies.
- Recommend that these policies not be amended at this time

November 12, 2014

**Prepared By: Cindy Shelest, Director
Administrative Services
Reviewed By: Linda Adams, Chief
Administrative Officer**



7.5.i Policy

TRUSTEE EQUIPMENT ALLOCATION

Trust Council: December 6, 2002; December 4, 2014

A: PURPOSE:

To establish the policy and guidelines for the allocation and use of equipment and other physical resources required by trustees, and for the retrieval of these items following the conclusion of the trustee's term of office. The rationale for this program is to support the work of trustees, including efficient electronic communication for trustees between staff, fellow trustees and their constituents. This will be accomplished through telephone, internet, e-mail, meeting management software and document sharing, which meet the business practises and overall objectives of the Islands Trust.

B: DEFINITIONS:

1. **Equipment** - Items purchased or owned by the Islands Trust including, but not limited to, computers, telecommunications equipment, office furniture and equipment.

C. BACKGROUND:

1. Computers allocated by the Islands Trust are **public assets**, and as such they are subject to certain conditions of use to ensure their integrity including:
 - a. Security systems (e.g. passwords), designed to safeguard confidential records belonging to the Islands Trust, must be maintained and used as indicated by the Director of Administrative Services or their designate;
 - b. Virus protection software will be supplied and must be kept up to date;
 - c. Additions of hardware components or software applications should be primarily related to Islands Trust business and receive prior approval;
 - d. Use of equipment by trustees should be consistent with their responsibilities as an elected official of the Islands Trust including statutory standards of conduct (see Trust Council Policy 2.1.i) and Trust Council Policy 2.1.ii – Standards of Conduct.
2. The acquisition of equipment is undertaken on a cycle whereby all equipment is purchased, financed, allocated, and retired within the trustee term of office.

D. POLICY

1. Allocation of Equipment

Trustee equipment will be allocated at the beginning of each term of office, subject to budget availability. All trustees provided with equipment will be required to sign an acknowledgement of receipt and acceptance of the conditions of use.

2. Asset Inventory Records

All equipment purchased or acquired by the Islands Trust remains the property of the Islands Trust. Accordingly, all items purchased and paid from Trust funds will be entered into a physical asset inventory record. This inventory will indicate the specific equipment items held by each trustee.

3. Delivery, Operating Costs, and Support

All costs related to the delivery, connection, servicing, supplies and ongoing operating costs for trustee equipment will be paid for by the Islands Trust.

The Islands Trust will provide computer hardware and software support for those trustees who have been provided with a computer.

The Islands Trust does not provide computer hardware and software support for computers not been supplied by the Islands Trust, or for work unrelated to Islands Trust business.

4. Insurance

Insurance coverage for all equipment allocated to trustees is covered under the Islands Trust general insurance policy (office contents). Supplementary insurance coverage by the trustee is not required.

As soon as practicable after an occurrence, trustees must report any stolen, lost or damaged equipment to the Director of Administrative Services.

5. Retrieval of equipment

Following the conclusion of a trustee term of office where that trustee is not entering into a subsequent term, all equipment owned by the Trust must be returned. The Trust staff will be responsible for the return to the Victoria office or for coordinating the transfer of the equipment from an outgoing trustee to an incoming trustee.

At the sole discretion of the Director of Administrative Services, equipment may be purchased by an out-going trustee at fair market value, if it is surplus to the needs of the Islands Trust.

6. Sign Out procedure

All equipment will be signed out by the trustee, as received. The return of the equipment to the Victoria office will be signed off by the Director of Administrative Services or designate.

7. Charges for non-return

Equipment not returned by a trustee in accordance with section D.5, or otherwise arranged by the Director of Administrative Services, will be charged to that trustee by way of an invoice, at replacement cost.

7.4.iii. Policy & Guidelines**TRUSTEE EQUIPMENT
ALLOCATION AND RETRIEVAL**

Trust Council: September 8, 1993

A: PURPOSE:

To establish the policy and guidelines for the appropriate allocation of equipment and other physical resources required by trustees, and for the retrieval of this equipment following the conclusion of the trustee's term of office.

B: DEFINITIONS:

1. **Equipment** - Items purchased or owned by the Islands Trust including, but not limited to, fax machines, computers, office furniture and equipment, and reference and resource materials.

C: POLICY:

1. Equipment will be allocated according to the following general guidelines:
 - 1.1. One fax machine allocated to each LTC to be shared by both trustees.
 - i. Where one trustee has a personal fax machine, the Trust machine will be allocated to the second trustee for that LTC.
 - ii. For LTCs where one trustee is also an Executive member, both trustees for that LTC shall be allocated fax machines. Where additional fax machines are made available by the Trust, they will be made available on an equitable basis with priority going next to chairpersons of council committees.
 - 1.2. Office equipment (e.g. filing cabinets, bookshelves), when purchased by the Trust, will be allocated equitably to all trustees but may also be purchased through LTC Local Expense budgets in which case it will be for the exclusive use by that LTC's trustees.
 - 1.3. Reference books and resource materials purchased by or for a trustee are for the use of the LTC.

2. Asset Inventory Records

All equipment purchased or acquired by the Islands Trust remains the property of the Islands Trust. Accordingly, all items purchased and paid from Trust funds will be entered into a physical asset inventory record. This inventory will indicate the specific equipment items held by each trustee.

3. Delivery, connection and operating costs

All costs related to the delivery, connection, servicing, supplies and ongoing operating costs for trustee equipment will be paid for by the Islands Trust either directly or by reimbursement to the trustee.

4. Insurance

Insurance coverage for all equipment allocated to trustees is covered under the Islands Trust general insurance policy (office contents). Supplementary insurance coverage by the trustee is not required.

5. Retrieval of equipment

Following the conclusion of a trustee term of office where that trustee is not entering into a subsequent term, all equipment owned by the Trust must be returned. The Trust staff will be responsible for the return to the Victoria office or for coordinating the transfer of the equipment from the outgoing trustee to the incoming trustee.

6. Sign Out procedure

All equipment will be signed out by the trustee, as received. Accordingly, the return of the equipment to the Victoria office will be signed off by the Manager of Administrative Services or designate.

7. Charges for non-return

Equipment not returned by a trustee in accordance with section 5. above, or otherwise arranged, will be charged to that trustee by way of an invoice, at replacement cost.

DIRECTOR OF TRUST AREA SERVICES 2014-2015 THIRD QUARTER REPORT

Date: Nov. 18, 2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. TRUST COUNCIL / TRUST PROGRAMS COMMITTEE - Prepared budget proposals for 2015-16 - Sent three letters to delegates at September Trust Council - Briefed Trust Council re Howe Sound Community Forum - Briefed Trust Council re letter of comment to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project	- Implement Council's decision re Community Stewardship Awards Policy and launch 2015 program - Assess resources required to complete Crown Land Profiles and hire contractor if needed
2. AGENCY LIAISON and ADVOCACY - Continued research on pleasure craft sewage issues - Attended Transport Canada's Canadian Marine Advisory Council meeting and a meeting about the effectiveness of this consultation method - Attended a meeting of the Howe Sound Community Forum - Drafted Chair letters to: - The Honourable Mary Polak, Minister of Environment re Protecting Halkett Bay glass sponge reef - Select Standing Committee on Finance and Government Services re Priorities for Budget 2015 - BC Ferries - Premier Christy Clark and the Honourable Todd Stone, Minister of Transportation and Infrastructure re BC Ferries consultation - Minister Lisa Raitt, Minister of Transport re Pleasure Craft Sewage - The Honourable Todd Stone, re submission about BC Ferries to <i>On the Move</i> consultation	- Ongoing tracking of legislative and major policy / program changes in all levels of government - Support engagement by Trust Council and trustees on BC Ferries issues - Continue implementing marine advocacy program (Woodfibre LNG, derelict vessels, pleasure craft sewage, NMCA) - Participate in the BC Environmental Assessment Office's Woodfibre LNG Advisory Working Group - Draft letter of comment to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project (due in March 2015) - Create project charter and negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations.
3. COMMUNICATIONS - News Releases, 3 re: elections and 1 re Trust Council program - Completed election communications plan - Completed Gambier LTC Newsletter - Succession Planning completed - Reviewed LTC webpages for consistent design - Reviewed subscription notices completed with recommendations - Distributed guidelines for responding to social media LTC newsletter template updated - Twitter – 583 followers / 76 Tweets	- Implement high priority items on EC's communications work plan - Provide service to BIM upon request
4. HUMAN RESOURCES - Completed hiring process for Communications Specialist, including revisions to job profile and confirmation of classification - Assisted with business case for proposed Aboriginal Advisor position	- Continue amendments to staff operations manual 2015 performance planning

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TRUST FUND BOARD REPORT TO TRUST COUNCIL 3rd Quarter 2014-2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
Reviewed status of 2011-2015 Regional Conservation Plan and strategized on next phase of conservation planning Circulated feedback questionnaire to planners regarding use of Regional Conservation Plan and Ecosystem Mapping by Local Planning Services Reviewed Forage Fish Mapping data for Gambier and Bowen (LPS contract)	Provide orientation for new Trust Fund Board members Continue policy review work, with an emphasis on fundraising related policies Work with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to integrate mapping into future Regional Conservation Plan Complete Trust-wide Eelgrass mapping (December 15, 2014)
2. COVENANT AND PROPERTY ACQUISITIONS	
Registered Old Divide (Appleby) NAPTEP Covenant (Salt Spring) and issued tax exemption certificate Registered covenant on C. Cunningham Nature Reserve (Salt Spring), held by Salt Spring Island Conservancy and Habitat Acquisition Trust Transferred McFadden Creek Nature Sanctuary to Trust Fund Board; conservation covenant held by Salt Spring Island Conservancy Approved conservation proposals for two additional nature reserves (Denman and Keats)	Negotiate two NAPTEP covenants (1 on Hornby, 1 on North Pender) and two regular covenants (1 on North Pender, 1 on South Pender) Continue to negotiate covenant for the John Osland Nature Reserve (Lasqueti) Assist Thetis Island Nature Conservancy with acquisition campaign to purchase a 16 hectare property known as Burchell Hill Negotiate transfer for 2 nature reserves (Denman & Keats)
3. PROPERTY AND COVENANT MANAGEMENT	
Issued annual letters reporting the results of the monitoring visits to all landowners, covenant holders and management groups Held community trail building event held at Mt Trematon to develop safer route to the summit Met with partners re management options for Coats Millstone Nature Reserve (Gabriola)	Collaborate with BC Parks to reroute a trail connecting Morrison Marsh Nature Reserve to Boyle Point Park (Denman) Initiate Management Plan for McFadden Creek Nature Sanctuary (Salt Spring) Complete Management Plan for Burren's Acres Nature Reserve (Gabriola)

*As of December 2014 the Trust Fund Board
owns 26 properties and holds 68 covenants (of which 23 have NAPTEP certificates)*



TRUST FUND BOARD REPORT TO TRUST COUNCIL 3rd Quarter 2014-2015

Completed Management Plan for Mt Tuam Protected Area	
Participated in Management Plan development for Brooks Point Regional Park	
4. COMMUNICATIONS	
Followed up with landowners who responded to Lasqueti Island Landowner Outreach brochure (developed in partnership with Lasqueti Nature Conservancy) Launched a Facebook page for Islands Trust Fund; 105 likes so far Implemented new unsubscribe feature for ITF E-News Issued October edition of ITF E-News Issued News Releases about: • Protection and restoration of the mature trees in Elder Cedar Nature Reserve (Gabriola) • Old Divide (Appleby) NAPTEP Covenant • Lower Burchell Hill Nature Reserve Fundraising campaign • McFadden Creek Nature Sanctuary	Distribute Fall/Winter edition of The Heron (newsletter of the ITF) Update website with new protected places profiles Revise and reprint ITF Rack Card
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Started migrating data into customized client/donor database (DonorPro) Salt Spring Island Conservancy awarded \$2,500 Opportunity Fund grant for costs associated with transfer of addition to Blackburn Lake Nature Reserve Negotiated partnership agreement re: campaign for Burchell Hill (Thetis)	Complete implementation and staff training for DonorPro Continue outreach on planned giving Send ITF Christmas Cards to past donors

*As of December 2014 the Trust Fund Board
owns 26 properties and holds 68 covenants (of which 23 have NAPTEP certificates)*

TRUST PROGRAMS COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: Sept 2014 Trust Council

WORK PROGRAM

1. **BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
 - Support engagement by Trust Council and trustees on BC Ferries issues
2. **COMMUNITY STEWARDSHIP AWARDS**
 - Amend and implement policy changes post September council
3. **VACANT CROWN LAND PROFILES**
 - Evaluate the resources required to complete the profiles for Bowen Island, Gambier LTA, and Ballenas-Winchelsea Islands

CONTINUING ITEMS

INDICATOR PROGRAM

- Research high-priority indicators, such as census and housing

LEGISLATIVE MONITORING

- Monitor changes and report to Trust Council (March 2015)

Lisa Gordon
Designate Staff

Paul Brent
Chair

NOTE: Trust Programs Committee did not meet in November 2014 so this report is for information only. It has not changed since it was approved by Trust Council in September 2014 (TC-2014-097).





REPORT TO TRUST COUNCIL DECEMBER 2014

Since my last report to Trust Council in September, SSIWPA has:

Appointed a public advisory committee to act as a conduit between the community and the steering committee

Agreed to expand its work plan to include a root and branch review of water quantity (see addendum);

Begun a Structured Decision Making Process under the supervision of Compass Resource Management Ltd, to assist in the assessment of options for remediation.

Scheduled its second open house (28 November 2014).

Further information is available on each of the above through the agenda package for the SSIWPA meeting of 28 November 2014 available here:

<http://ssiwatersheds.ca/wp-content/uploads/2014/04/SSIWPA-Agenda-Package-Nov-28-2014-2.pdf>

George Grams
SSIWPA Chair
Islands Trust Local Trust
21 November 2014

A handwritten signature in black ink, appearing to read "George Grams".

ssiwatersheds.ca

c/o SSI Islands Trust ~ 1-500- Lower Ganges Road, Salt Spring Island V8K 2N8
Coordinator Shannon Cowan ssiwpacoord@gmail.com 250-537-4847



DOCUMENT FOR DISCUSSION: WATER QUANTITY REVIEW

BACKGROUND

At its October meeting the Salt Spring Island Watershed Protection Authority agreed to add to its workplan an immediate review of water quantity on Salt Spring Island and to promote that review by means of the formation of a SSIWPA subcommittee.

In addition, the SSI Local Trust Committee recently promoted to its Projects list the preparation of an Integrated Community Sustainability Plan (ICSP) for Salt Spring Island. A review of water quantity will form a crucial component of that ICSP.

The purpose of this document is to provide for discussion and agreement by SSIWPA at its November meeting an outline of what that water quantity review might look like.

VISION

1. To determine whether the supply and delivery/availability of potable water from surface and ground watersheds on Salt Spring Island is sufficient to meet current and projected future ecosystem needs (human, agricultural and wildlife).
2. To plan our community to ensure we remain within the boundaries of the quantity of water available.
3. To economically maximize resource efficiency.

MISSION

To assess quantity of potable water supply from Salt Spring Island surface and ground watersheds, and to design and evaluate improvements (infrastructure, management, monitoring, policy), as directed by Salt Spring Island Watershed Protection Authority.

OBJECTIVES

1. To measure the finite quantity of water that is sustainably available to the community from:
 - a. surface water sources;
 - b. ground water sources.
2. To measure the existing demand on that resource.
3. to assess the projected demand that will ultimately arise from all lots on SSI being built out as permitted by current zoning.
4. to determine whether sustainable supply is sufficient to meet projected demand.
5. if not, to reduce projected demand through a range of measures (downzoning the density capacity of the island by revision of the OCP).
6. to undertake a cost/benefit analysis of available conservation options (rainwater harvesting, grey water recycling, etc.) including cost to maintain, reliability, regulatory framework, ability to monitor and enforce etc.

7. to audit the condition of the delivery infrastructure and determine what upgrades are necessary and desirable both long and short term.
8. to examine management structure for water delivery (water improvement districts), to define alternatives and to undertake a cost/benefit analysis of the available options. This should include the ability of each option to raise funding through federal and provincial grants and a review of the consequences of merging the water improvement districts.

SCOPE OF WORK

Scope of work to be determined in consultation with steering group, other agencies and with the water quantity subcommittee stakeholders.

THE STAKEHOLDERS

The following are suggested as possible stakeholders, not as a suggested list of sub committee members. The structure of the subcommittee, any satellite committees and the respective agencies that sit on each has yet to be determined.

Stakeholder	Rationale
CRD delegate appointed by director SSI	First, CRD manage the sewage plant in Ganges which discharges 90 million gallons of treated, nearly potable water into Ganges harbour every year. Second, they manage the FHWC plant and some (5?) of the others. Third, they administer the building code and would need to be involved in preparing a code specific to SSI and the SGI. Fourth, they have access to grants that improvement districts do not.
CRD delegate appointed by director SGI	SGI and SSI share common interests and concerns. Exploring collectively water use efficiency measures, and means that might be introduced to promote that efficiency, has benefits for both island communities.
Islands Trust	Mandate for preservation and protection and land use legislator and regulator. Coordination manager for the various agencies that comprise SSIWPA.
NSSWD	Major water provider on island drawing on Maxwell and St Mary lakes.
FHWC	Provides water from St Mary Lake to parts the north end of the island.
Other water improvement districts	Discussion needed to determine scope and nature of their involvement.
Fire chief	The rationale for including Tom Bremner is that water in considerable quantity is needed for fire fighting. Some of that is delivered via fire hydrants. In addition, sizeable tanks for fire fighting are located at strategic points on the island.
Pat Lapcevic MoFLNR	250 751-3149 pat.Lapcevic@gov.bc.ca
Ministry of CSPC	The ministry are responsible for oversight of improvement districts and so any changes to the management structure for delivery would need to be made by the ministry.
School board representative	Two municipal buildings - the school and the hospital - use considerable H ₂ O, the school by virtue of its high occupancy but also by virtue of irrigation of the playing fields. The school in particular would seem to be a good candidate for piloting efficiency measures and for including an educational component to the project.



Stakeholder	Rationale
Chamber of commerce/ private water interests (e.g. Salt Spring Water Co).	Restaurants, food manufacturers, etc. are likely to be substantial water consumers and be impacted by water policy.
Well drillers?	Well drillers have a wealth of knowledge about island aquifers and underground supplies. Having the ability to tap into that knowledge would be helpful.
TAC	Will the TAC be useful in any peer review of the studies that NSSWD have obtained and are using to base their future plans on? Do we need to expand the TAC to increase their capacity to handle this?
Farming fraternity	Major water consumers and OCP promotes expansion of the industry on island.

Revision:

24 Oct 2014 - Table revised to include other water districts, correct named agencies.

20 Nov 2014 - Table revised to include Chamber of Commerce and commercial interests.

2014 Islands Trust Council Priorities Chart

Nov 18/14

Islands Trust Council Goals	Executive Committee (LA)	Trust Fund Board (JE)
Ecosystem Preservation and Protection... Stewardship of Island Resources... Sustain Island Character and Healthy Communities	1. Governance, Policy, Strategic Planning, Trust Council (LA) 2. Communications, Advocacy, Policy Statement, Interagency and Public Relations (LG) 3. Organizational Improvements (DM/CS/CT)	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising and Conservancy Support
Financial Planning Committee (CS)	Local Planning Committee (DM)	Trust Programs Committee (LG)
1. First Draft of the 2015/16 Budget 2. Complete the 2014/15 Forecast	1. Local Planning Committee Policy Review 2. Green Shores for Homes 3. Renewable Energy Technologies in the Trust Area	1. BC Ferries Advocacy Program 2. Community Stewardship Awards Policy 3. Vacant Crown Land Profiles
Southern Team (RK) Galiano, Mayne, N. Pender, S Pender, Saturna	Northern Team (CS) EC as LTC (Ballenas-Winchelsea), Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	Salt Spring Team (LH) Salt Spring
LTC Planning Priorities • Galiano - Visitor Accommodation Review (KF); Ground Water protection DPA review (KF); and LUB amendments (contractor yards)(KF). • Mayne – Housing options (GR); LUB/OCP amendments (GR/KF); Riparian Areas Regulation Implementation (GR) • North Pender – Shoreline Review (RK) - completed; Conservation Subdivision Review (JS); Age and disability friendly communities planning (JS) • Saturna – STVR Review (GR); Secondary Suite Review (GR); and OCP Density Review (GR). • South Pender - LUB Update and Review (RK).	LTC Planning Priorities • EC as LTC (Ballenas-Winchelsea) (KK): Development of OCP and LUB; Meeting Procedures Bylaws (electronic meetings); Administrative Bylaws • Denman (RM): RAR implementation; MoU with K'omoks First Nation; Visitor Accommodation • Gabriola: Housekeeping Bylaw (KK); Gabriola OCP Review (CS); Snuneymuxw FN Protocol Agreement Implementation (CS) • Gambier (AB): Foreshore protection/stewardship; OCP advocacy implementation & support; RAR implementation • Hornby (RM): OCP and LUB Review; RAR implementation • Lasqueti (ME): RAR implementation; OCP & LUB review; Parking as home enterprise LUB amendment • Thetis (AB): Associated Islands OCP & LUB Creation; Shoreline Protection; RAR implementation	LTC Planning Priorities • OCP Review - RAR Mapping & Implementation (SC) • Grace Islet Zoning (KA) • OCP Review: Watershed Management (SC) • Land Use Bylaw Update: Industrial (SC) • Ganges Village Area Planning (LH)

Planning Priorities – taken from top priorities established by each local trust committee. LA – Linda Adams; LG – Lisa Gordon; DM – David Marlor; CS –Cindy Shelest; JE – Jennifer Eliason

Southern Team: RK – Robert Kojima; GR – Gary Richardson; JS – Justine Starke; KN – Kris Nichols

Northern Team : CS – Courtney Simpson; AB - Aleksandra Brzozowski KK – Karin Kronstal; ME – Marnie Eggen; RM - Rob Milne

Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; KA – Kristin Aasen





**Islands Trust Council
2015 Quarterly Meetings Schedule
(proposed)**

November 13, 2014

Resolution:

That the Islands Trust Council establish the following meeting schedule for 2015:

**March 10-12, 2015 - Gabriola Island
June 23-25, 2015 – Galiano Island
September 15-17, 2015 – Bowen Island
December 8-10, 2015 – Salt Spring Island**

March 2015 Islands Trust Council Agenda Program

Meetings: The Haven - Auditorium
240 Davis Road, Gabriola Island

Nov 13/14

	Tuesday, March 10	Wednesday, March 11	Thursday, March 12
A.M.	9:00 – 12:00 Community Planning 101 Orientation Session for New Trustees - Heron Building	7:30 – 8:20 Breakfast - Lodge 8:30 – 9:30 Strategic Planning (3) 9:30 – 10:30 Decision & Information Items (4) 10:30 – 11:00 Break 11:00 – 12:00 Working with First Nations	7:30 – 8:20 Breakfast - Lodge 8:30 – 11:45 **Closed Meeting** (6) • <i>CAO Session</i> • <i>Litigation Update</i> • <i>Legal Session - Standards of Conduct and Indemnification (?)</i> 10:00 – 10:20 Break 11:45 Meeting adjourned (approx)
P.M.	12:15 – 12:55 Box Lunch at the Islands Trust Northern Office 12:55 Call to Order/Notice of New Items 1:00 – 2:30 2015/16 Budget Overview (1) • Revenue & Expenses • Salaries and Staffing 3:00-3:30 Break 3:30 – 5:30 Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation) (2)	12:00 – 12:55 Lunch - Lodge 1:00 – 1:30 Community Presentation 1:30 – 2:30 Delegations and Town Hall (5) 2:30 – 3:00 Break 3:00 – 4:00 2015/16 Budget Discussion • <i>Budget Debate and Approval</i> 4:00 – 5:30 Decision and Information Items (continued as required)	12:35 ferry to Nanaimo

** Members of the public are invited to attend all sessions except any closed meeting and meals.



REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: December 3-5, 2014

From: Executive Committee

Date Prepared: November 28, 2014

File No.:

**SUBJECT: ISLANDS TRUST REPRESENTATION ON THE GULF ISLANDS
NATIONAL PARK RESERVE PARK ADVISORY BOARD (PAB)**

RECOMMENDATION: That the Islands Trust Council recommend to Parks Canada, *Trustee (to be determined by Council)* as Trust Council's representative and *Trustee (to be determined by Council)* as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Representation on the Parks Advisory Board provides the Islands Trust Council with an opportunity for close liaison with Parks Canada. Ideally, Council's representatives are from islands most affected by National Park policies.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Few organizational demands are expected from the appointment. Trust Council's appointed representative (or alternate) attends meetings as required and reports to Trust Council on a regular basis.

FINANCIAL: None (Parks Canada pays an honorarium and expenses to attend meetings).

POLICY: No policy implications.

IMPLEMENTATION/COMMUNICATIONS: Staff will advise the Superintendent of Gulf Islands National Park Reserve of Council's recommended appointees. The park Superintendent subsequently submits a request for appointment to the CEO of Parks Canada. The CEO will write directly to the appointees to confirm their membership.

OTHER: None.

BACKGROUND

1. The PAB has 7 members, including a Trust Council representative, a Capital Regional District Board representative, 3 public members, and 2 non-voting Parks Canada representatives.
2. The PAB is required to meet at least 4 times per year for a half or full day, normally a weekday.
3. Key purpose is to assist in the development of the Park Management Plan and to advise the Superintendent on annual business planning and on matters of interest to the public/surrounding communities relating to planning, management and operations of the park reserve.
4. Islands Trust members will be appointed for 2 or 3 years.
5. Chairperson and Vice Chair of the PAB are elected annually from the membership.
6. Islands Trust member must be at meeting to have a quorum.
7. All members are to act in the public interest and not as representatives of an organization.
8. The PAB provides an opportunity for members to provide their expertise (focused on conservation, education, land based recreation, water based recreation, tourism or cultural heritage and planning/public service) to assist in ensuring the best possible planning and management of the national park.

Previously, Trust Council was represented by:

- 2005-2008: Tom Johnstone of Saturna Island and the late John Henshaw (alternate 2005-2007) and Gary Rowe of Mayne Island (alternate 2007-2008).
- 2008-2011: Wendy Scholefield of South Pender Island and Derek Masselink of North Pender Island (alternate).
- 2011-2014: Pam Janszen of Saturna Island and Brian Crumblehulme of Mayne Island (alternate)

REPORT/DOCUMENT: Park Advisory Board Terms of Reference 2006

KEY ISSUE(S)/CONCEPT(S): The National Park Establishment Agreement requires that the Islands Trust Council recommend an elected trustee and an alternate for appointment to the Park Advisory Board.

RELEVANT POLICY: Consistent with Islands Trust Policy Statement:

To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.

Consistent with Park Advisory Board Terms of Reference dated July 15, 2006.

DESIRED OUTCOME: Trust Council recommends a Trustee and an alternate for appointment to the Park Advisory Board. Ideally, the appointees represent islands most affected by National Park policies.

RESPONSE OPTIONS

Recommended: That the Islands Trust Council recommend to Parks Canada, Trustee (*to be determined by Council*) as Trust Council's representative and Trustee (*to be determined by Council*) as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.

Alternative: None recommended.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Executive Committee



Linda Adams, Chief Administrative Officer

PARK ADVISORY BOARD (PAB)

TERMS OF REFERENCE

Revised June 15, 2006

A: BACKGROUND

1. Certain aspects of this Terms of Reference are set out as per the Memorandum of Agreement Between Her Majesty the Queen in Right of Canada as Represented by the Minister of Canadian Heritage (now Minister of Environment) For the Purposes of the Parks Canada Agency and Her Majesty the Queen in Right of British Columbia as Represented by the Minister of Sustainable Resource Management and the Minister of Water, Land and Air Protection Respecting the Establishment of a National Park Reserve of Canada in the Gulf Islands of British Columbia (Park Establishment Agreement) which was signed in May 2003.
2. The Site Superintendent and Field Unit Superintendent are accountable for the preparation and recommendation process of the Interim Management Guidelines and Management Plan for Gulf Islands National Park Reserve. The Management Planning Program is led by the Park and Community Planning Coordinator. The Planning Coordinator sets the process, leads the Parks Canada team preparing the documents, obtains and addresses the feedback from the Advisory Board and the public and is charged with preparing the Interim Management Guidelines and the Management Plan.
3. Interim Management Guidelines are approved by the Director General for National Parks. Management Plans are approved by the Minister responsible for Parks Canada and subsequently tabled in the House of Parliament.
4. The PAB Terms of Reference will be made available to the public upon request.
5. In addition to the Canada National Parks Act, Parks Canada's Guiding Principles and Operational Policies and its Guide to Management Planning set out the framework within which the Management Planning Program will be undertaken.

6. Parks Canada staff will continue to work with other community and regionally-based groups on management planning and operational programs for the Park Reserve and will seek, on an on-going basis, input and consultations respecting park management planning.

B: PURPOSE OF THE PARK ADVISORY BOARD:

1. The purpose of the PAB is to provide advice and guidance to Canada through the following roles:
 - (a) recommending the interim management guidelines for the Gulf Islands National Park Reserve to the Director-General for National Parks for approval;
 - (b) recommending the management plan for the Gulf Islands National Park Reserve to the federal Minister for approval;
 - (c) reviewing the annual business plan for Gulf Islands National Park Reserve and providing advice with respect to that plan to the Superintendent of Gulf Islands National Park Reserve; and
 - (d) providing advice on other current matters related to the planning, management and operation of the Gulf Islands National Park Reserve that are of interest to the surrounding communities and the public.

C: PARK ADVISORY BOARD MEMBERSHIP

1. The PAB will consist of seven members appointed by the Chief Executive Officer of the Parks Canada Agency as follows:
 - (a) from the Parks Canada Agency, two non-voting members, one of whom will be the Superintendent;
 - (b) from the Capital Regional District (CRD), one member who is an elected regional director and one alternate, recommended to the Chief Executive Officer by the CRD;
 - (c) from the Islands Trust Council (as defined in the Islands Trust Act), one member who is an elected trustee and one alternate, recommended to the Chief Executive Officer by that Council; and
 - (d) from the public, three members chosen by the Chief Executive Officer who are recognized as having expertise in one or more of the following areas: conservation, education, land based recreation, water based recreation, tourism or cultural heritage.

2. Parks Canada will provide an opportunity for interested Canadians to apply and be considered for appointment to the public member positions of the PAB.
3. Members of the PAB will be appointed for terms of 2 or 3 years. A member may be re-appointed, to a maximum term length of 6 years, excluding the park reserve superintendent, who remains a permanent member.
4. Alternates for the Islands Trust Council representative and the Capital Regional District representative will also be appointed and will fill in for their respective PAB member if the member is unable to attend a scheduled meeting.
5. Members of the PAB, and their alternates as necessary, will act impartially and in the public interest and will not act as representatives of the person or agency recommending or appointing them while participating as members of the PAB.
6. All members of the PAB, and alternates when they are required to attend, will be entitled to payment by Parks Canada of travel expenses and a per diem honorarium (according to standard federal government per diem rates) as appropriate to attend meetings of the PAB.
7. The Chief Executive Officer of Parks Canada may terminate the appointment of a member of the PAB, or an Alternate, at any time.
8. A PAB member or Alternate may resign from the Advisory Board at any time by submitting a letter of resignation to the Chief Executive Officer of Parks Canada

D: ROLES AND RESPONSIBILITIES

PAB Members and Alternates

1. The members of the PAB, and their Alternates when they are acting on behalf of a PAB member, will act impartially, in good faith, and in the public interest in all aspects of the PAB business.
2. The members of the PAB will elect a Chairperson and Vice Chairperson from among their membership to serve annual terms.
3. The members will take an active part in the meetings to ensure the best advice is provided to Parks Canada.

4. The members will respect the confidentiality of information identified as sensitive or privileged.
5. The members may seek information and input from external sources to assist them in providing well-rounded advice to Parks Canada.
6. The members will maintain relationships with Parks Canada staff so as to develop trust and respect, but avoiding personal relationships that may affect their objectivity.

PAB Chairperson

1. The chairperson will provide impartial leadership to the PAB at its meetings and through the PAB's various endeavours.
2. The Chairperson is responsible for establishing the agenda for the meeting, in consultation with the Park and Community Planning Coordinator and the PAB members.
3. The Chairperson is responsible for conducting meetings in an effective, efficient, and fair manner and will require all involved in the meetings to conduct their business in a respectful manner at all times. If necessary, the Chairperson will use Roberts Rules of Order as a guide to ensure due process.
4. The Chairperson will work with closely Park and Community Planning Coordinator to ensure that information needs of the PAB and requirements of the Park Management Planning Program are adequately addressed.

PAB Vice-Chairperson

1. The Vice-Chairperson will serve as Chairperson in the absence of the Chairperson.

E: MEETINGS

1. The PAB will meet at least four times yearly, at the call of the chairperson and a quorum will be the Superintendent and three other members of the PAB, one of whom must be a local trustee (as defined in the Islands Trust Act).
2. All regular meetings of the PAB will be open to the public, however the PAB meetings are not for the purpose of public consultation. The PAB may consider allowing representations from the public to be made during some portion of its meetings.
3. The Chairperson, in consultation with other members and the Park and Community Planning Coordinator, will prepare and post a notice of meetings including time, location and agenda so the public is made aware of the meetings.
4. Administrative support for the PAB will be determined and provided by Parks Canada. Parks Canada will ensure that there is a record of all PAB meetings, including discussions and recommendations. The chairperson will be responsible to verify the records are accurate.
5. For the first three meetings the Gulf Islands National Park Reserve Superintendent will act as chairperson for the meetings. Before the end of the third meeting the PAB will elect a PAB chairperson and vice-chair from among its members.
6. The Park Superintendent or his designate shall, at each meeting, update members of the PAB and those in attendance from the public about any developments related to policies, planning, management, and operational matters relevant to the PAB's role.
7. Minutes will be kept of all PAB meetings and will be distributed in accordance with the practices established by the PAB.
8. To complement the PAB processes, the PAB may seek external technical expertise and/or establish volunteer working groups on specific issues or groups of issues. If volunteer working groups are established the PAB will establish a Terms of Reference for the group(s).

F: BOARD CONDUCT

1. In its deliberations and in making any recommendations, the PAB will comply with all applicable laws and policies and its Terms of Reference and will meet the purpose of the

National Park Reserve while taking into consideration the cultural landscape as well as historic community uses.

2. The PAB will make every effort to make recommendations by consensus but, if necessary, the PAB will decide by a simple majority of those members present.
3. The PAB will establish, regularly review, and maintain an annual work plan to guide its work.
4. Before making its final recommendations under subsection 17.4(a) of the park establishment agreement, the PAB will make its draft recommendations, in writing to the Field Unit Superintendent.
5. Where the Field Unit Superintendent advises the PAB that he is not in agreement with the draft recommendations submitted by the PAB, the PAB may, at its discretion, submit its draft recommendations to the Chief Executive Officer of Parks Canada. If the PAB submits draft recommendations to the Chief Executive Officer, the Chief Executive Officer will notify the PAB, in writing, of his decision with respect to the draft recommendations submitted.
6. PAB members may not use or allow the use of, for other than official PAB purposes, information obtained through or in connection with their PAB affiliation that has not been made available to the general public.
7. When speaking to the public or writing about any matter regarding the Gulf Islands National Park Reserve in a document for distribution beyond the PAB membership, the Superintendent, or Parks Canada staff, a PAB member shall clearly distinguish those recommendations, opinions, or positions officially adopted by the PAB as a body from those he or she may have as an individual. In no case shall a member represent individual opinions as those of the PAB, the Superintendent, or Parks Canada staff.
8. Any PAB member that has a conflict of interest or potential conflict of interest (personal, financial, professional, etc.) in any matter before the Board, its subcommittees or working groups, shall preclude himself or herself from any action on that matter including discussions and voting actions.
9. PAB members will use any and all information gained through the PAB for PAB purposes only and will not use any information gained through the PAB for personal gain.

10. All PAB requests to Parks Canada staff for information or assistance will be made through the PAB to the Superintendent to ensure that those needs are addressed within the context of staff work programs.

G: FIRST NATIONS

1. Parks Canada wishes to continue to consult with those First Nations who have expressed that they have an historical relationship to the region encompassing the Gulf Islands National Park Reserve, with respect to their involvement in the planning and management of the National Park Reserve, including with respect to the development of interim management guidelines and the management plan for the National Park Reserve and Parks Canada will work with the First Nations to determine the best processes for consultation.
2. In accordance with section 35 of the *Constitution Act* (1982), any existing aboriginal and treaty rights will be respected in the National Park Reserve and any proposed new regulation that may infringe an existing aboriginal or treaty right will be the subject of consultations between Canada and the affected First Nations prior to the coming into force of the regulation. The PAB will bear this in mind in its discussions, deliberations and recommendations.
3. Parks Canada may convene joint meetings of the PAB and interested First Nations to discuss the development of interim management guidelines and/or the management plan.
4. Parks Canada is responsible for ensuring that interested First Nations are provided opportunities to provide input to the development of the interim management guidelines and the management plan for the park reserve.

H: National Marine Conservation Area Feasibility Study

1. Parks Canada may convene joint meetings of the PAB the NMCA Advisory Board to discuss issues of mutual interest, including the development of interim management guidelines and/or the management plan.

I: Modification of the Terms of Reference

1. Parks Canada, from time to time and working in consultation with the PAB, may modify the Terms of Reference for the PAB.



BRIEFING

To: Trust Council

For the Meeting of: December 3-5, 2014

From: Trust Fund Board

Date: November 26, 2014

SUBJECT: AUDITED FINANCIAL STATEMENTS OF THE ISLANDS TRUST FUND

DESCRIPTION OF ISSUE: The audited financial statements of the Islands Trust Fund for the year ended March 31, 2014 were approved by the Trust Fund Board at their July 24, 2014 meeting and are being provided here for information.

BACKGROUND: The Islands Trust Act Section 46 requires the Trust Fund Board to prepare and submit to Trust Council a report respecting the previous fiscal year that includes an audited balance sheet, a statement of revenue and expenditures and a schedule of all assets held in trust, with their valuation.

FOLLOW-UP: Provided for information only.

Prepared By: Jennifer Eliason, Manager, Islands Trust Fund

Reviewed By: Lisa Gordon, Director, Trust Area Services

Linda Adams, Chief Administrative Officer

Financial Statements of

THE ISLANDS TRUST FUND

Year ended March 31, 2014



KPMG LLP
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INDEPENDENT AUDITORS' REPORT

To the Trustees of the Islands Trust Fund Board, the Trustees of the Islands Trust Council and the Minister of Community, Sport and Cultural Development

We have audited the accompanying financial statements of The Islands Trust Fund, which comprise the statement of financial position as at March 31, 2014, the statements of remeasurement gains and losses, operations, changes in fund balances and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, The Islands Trust Fund derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of The Islands Trust Fund. Therefore, we were not able to determine whether, as at March 31, 2014 and for the years ended March 31, 2014 and March 31, 2013, any adjustments might be necessary to revenue and excess of revenue over expenses reported in the statements of operations, statements of cash flows and statements of changes in fund balances and current assets and fund balances reported in the statements of financial position. This caused us to qualify our audit opinion on the financial statements as at and for the year ended March 31, 2013.



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Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of The Islands Trust Fund as at March 31, 2014, its remeasurement gains and losses, its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP' with a long horizontal line underneath.

Chartered Accountants

July 21, 2014
Victoria, Canada

THE ISLANDS TRUST FUND

Statement of Financial Position

March 31, 2014, with comparative information for 2013

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2014 Total	2013 Total
(Schedule 1)						
Assets:						
Current assets:						
Cash	\$ 31,828	\$ 94,953	\$ -	\$ -	\$ 126,781	\$ 101,857
Short-term investments (note 2)	-	204,726	-	88,000	292,726	275,497
Inventory of fundraising items	2,228	-	-	-	2,228	2,288
	34,056	299,679	-	88,000	421,735	379,642
Land (notes 3 and 5)	-	-	7,073,903	4,974,000	12,047,903	11,620,903
	\$ 34,056	\$ 299,679	\$ 7,073,903	\$ 5,062,000	\$ 12,469,638	\$ 12,000,545
Fund Balances						
Unrestricted	\$ 34,056	\$ -	\$ -	\$ -	\$ 34,056	\$ 43,900
Investment in land (note 3)	-	-	7,073,903	-	7,073,903	6,856,903
Internally restricted (note 4)	-	16,160	-	-	16,160	16,124
Externally restricted (note 4)	-	283,519	-	-	283,519	231,618
Restricted for endowment purposes (note 5)	-	-	-	5,062,000	5,062,000	4,852,000
	\$ 34,056	\$ 299,679	\$ 7,073,903	\$ 5,062,000	\$ 12,469,638	\$ 12,000,545

The accompanying notes are an integral part of these financial statements.

Approved by the Trust Fund Board:



Board member



Board member

THE ISLANDS TRUST FUND

Statement of Operations

Year ended March 31, 2014, with comparative information for 2013

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2014 Total	2013 Total
(Schedule 2)						
Revenue:						
Donations:						
Cash	\$ 9,351	\$ 21,071	\$ -	\$ -	\$ 30,422	\$ 9,933
Land	-	-	217,000	210,000	427,000	336,000
Grants	-	3,416	-	-	3,416	3,342
Rental income	-	10,200	-	-	10,200	10,200
Investment income	119	17,405	-	-	17,524	11,323
Sale of fundraising items	126	-	-	-	126	267
	9,596	52,092	217,000	210,000	488,688	371,065
Expenses:						
Repairs and maintenance - Alton property	-	126	-	-	126	6,709
Cost of sales of fundraising items	60	-	-	-	60	270
Bank charges	80	29	-	-	109	86
Donations to conservancy groups	19,300	-	-	-	19,300	9,769
	19,440	155	-	-	19,595	16,834
Excess (deficiency) of revenue over expenses	\$ (9,844)	\$ 51,937	\$ 217,000	\$ 210,000	\$ 469,093	\$ 354,231

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST FUND

Statement of Changes in Fund Balances

Year ended March 31, 2014, with comparative information for 2013

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2012	\$ 44,583	\$ 228,828	\$ 6,800,903	\$ 4,572,000	\$ 11,646,314
Excess (deficiency) of revenue over expenses	(683)	18,914	56,000	280,000	354,231
Fund balances, March 31, 2013	43,900	247,742	6,856,903	4,852,000	12,000,545
Excess (deficiency) of revenue over expenses	(9,844)	51,937	217,000	210,000	469,093
Fund balances, March 31, 2014	\$ 34,056	\$ 299,679	\$ 7,073,903	\$ 5,062,000	\$ 12,469,638

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST FUND

Statement of Cash Flows

Year ended March 31, 2014, with comparative information for 2013

	2014	2013
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 469,093	\$ 354,231
Item not involving cash:		
Donation of land	(427,000)	(336,000)
Changes in non-cash operating working capital:		
Inventory of fundraising items	60	270
Accounts payable	-	(29,880)
	42,153	(11,379)
Investing activities:		
Increase in short-term investments	(17,229)	(10,895)
Increase (decrease) in cash	24,924	(22,274)
Cash, beginning of year	101,857	124,131
Cash, end of year	\$ 126,781	\$ 101,857

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

The Islands Trust (the "Trust") is incorporated under The Islands Trust Act of British Columbia (as amended). The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Islands Trust Fund (the "Trust Fund") is also incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of the Trust and to hold land and other property in compliance with a Trust Fund plan approved by the Ministry of Community, Sport and Cultural Development.

The Trust Fund is administered by the Trust and for financial reporting purposes, the Trust and the Trust Fund are reported on separately. The Trust Fund's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Fund.

1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

(a) Fund accounting:

The Trust Fund follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Fund's capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record all investments at fair value as they are managed and evaluated on a fair value basis.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. In the years presented, there are no unrealized gains or losses and as a result no statement of remeasurement gains or losses has been included.

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

1. Significant accounting policies (continued):

(b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. All investments held by the Trust Fund are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

(c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

(d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

1. Significant accounting policies (continued):

(e) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Significant estimates include assumptions used in estimating the fair value of contributed land at the date of contribution. Actual results could differ from those estimates.

2. Short-term investments:

Short-term investments consist of a guaranteed investment certificate, short term investment certificate and Municipal Finance Authority of British Columbia ("MFA") Intermediate and Money Market Funds. Investment certificates mature on April 16, 2014 and have interest rates ranging from 1.00% to 1.55%. Investments in MFA Funds are recorded at cost plus earnings reinvested in the funds.

3. Land:

	Acquisition date	2014	2013
Inner Island Nature Reserve, Denman Island	1992	\$ 70,000	\$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
Medicine Beach Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
Elder Cedar Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
DL 58 Nature Reserve, Galiano Island	2014	217,000	-
		\$ 7,073,903	\$ 6,856,903

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

4. Restricted Fund balances:

	2014	2013
Internally restricted:		
McFadden property	\$ 16,160	\$ 16,124
Externally restricted:		
Alton Nature Reserve - maintenance fund	62,145	34,537
Morrison Fund	20,000	-
Covenant Defense Fund	60,974	59,992
Lasqueti Acquisition Funds	30,875	29,747
Gambier Acquisition Fund	109,525	107,342
	283,519	231,618
	\$ 299,679	\$ 247,742

The Covenant Defense Fund was previously named the Marilyn King – Covenant protection endowment.

5. Restricted for endowment purposes:

	Acquisition date	2014	2013
Short-term investments:			
Alton Nature Reserve - maintenance	2002	\$ 88,000	\$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,000	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
Properties acquired under the Federal Government Ecological Gifts program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve, Denman Island	2013	280,000	280,000
Burren's Acres Nature Reserve, Gabriola Island	2014	210,000	-
		4,974,000	4,764,000
Total restricted for endowment purposes		\$ 5,062,000	\$ 4,852,000

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

5. Restricted for endowment purposes (continued):

Investment gains on endowment funds for the year of \$14,064 (2013 - \$7,184) have been recorded in the Restricted Fund.

Two properties owned by the Trust Fund Board, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated "for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.". The Alton property is to be held, managed and preserved for its ecological environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve, and to the Executors of the donor's estate in the case of the Alton Nature Reserve.

Certain properties as listed in the preceding table were acquired under the Federal Government Ecological Gift program. Recipients of ecological gifts are responsible for maintaining the biodiversity and environmental heritage values of the property in perpetuity.

6. Related party:

The Trust is related to the Trust Fund through the composition of the Trust Fund's Board. The Trust Fund's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Community, Sport and Cultural Development.

The Trust Fund's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2014	2013
Programs	\$ 465,536	\$ 455,441
Board	14,082	18,559
Administration	144,701	138,814
	\$ 624,319	\$ 612,814

THE ISLANDS TRUST FUND

Notes to Financial Statements

Year ended March 31, 2014

7. Financial risks and concentration of risk:

The Trust Fund's financial instruments consist of cash, short-term investments and accounts payable. It is management's opinion that the Trust Fund is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2014 is the carrying value of cash and short-term investments. The Trust Fund deals with creditworthy counterparties to mitigate credit risk. The Trust Fund manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short term nature of investments held. There have been no significant changes to risk exposure in the years presented.

8. Comparative figures:

Certain properties were reclassified from the Capital Fund to Endowment Fund in accordance with restrictions noted at the terms of the donation. The reclassification resulted in a decrease in land and fund balance of the Capital Fund and increase in land and fund balance of the Endowment fund of \$890,000 at March 31, 2012 and \$280,000 at March 31, 2013

THE ISLANDS TRUST FUND

Statement of Financial Position

Schedule 1

March 31, 2013

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2013 Total
Assets:					
Current assets:					
Cash	\$ 41,612	\$ 60,245	\$ -	\$ -	\$ 101,857
Short-term investments	-	187,497	-	88,000	275,497
Inventory of fundraising items	2,288	-	-	-	2,288
	43,900	247,742	-	88,000	379,642
Land (notes 3 and 5)	-	-	6,856,903	4,764,000	11,620,903
	\$ 43,900	\$ 247,742	\$ 6,856,903	\$ 4,852,000	\$ 12,000,545
Fund Balances					
Unrestricted	\$ 43,900	\$ -	\$ -	\$ -	\$ 43,900
Investment in land (note 3)	-	-	6,856,903	-	6,856,903
Internally restricted (note 4)	-	16,124	-	-	16,124
Externally restricted (note 4)	-	231,618	-	-	231,618
Restricted for endowment purposes (note 5)	-	-	-	4,852,000	4,852,000
	\$ 43,900	\$ 247,742	\$ 6,856,903	\$ 4,852,000	\$ 12,000,545

THE ISLANDS TRUST FUND

Statement of Operations

Schedule 2

Year ended March 31, 2013

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2013 Total
Revenue:					
Donations:					
Cash	\$ 8,987	\$ 946	\$ -	\$ -	\$ 9,933
Land	-	-	56,000	280,000	336,000
Grants	-	3,342	-	-	3,342
Rental income	-	10,200	-	-	10,200
Investment income	188	11,135	-	-	11,323
Sale of fundraising items	267	-	-	-	267
	9,442	25,623	56,000	280,000	371,065
Expenses:					
Repairs and maintenance - Alton property	-	6,709	-	-	6,709
Cost of sales of fundraising items	270	-	-	-	270
Bank charges	86	-	-	-	86
Donations to conservancy groups	9,769	-	-	-	9,769
	10,125	6,709	-	-	16,834
Excess (deficiency) of revenue over expenses	\$ (683)	\$ 18,914	\$ 56,000	\$ 280,000	\$ 354,231