Islands Trust Council
Decision and Information Items Agenda

Date: Wednesday, December 4 - Thursday, December 5, 2013

Location: Harbour Towers

345 Quebec Street, Victoria, BC

Pages

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. RWM-06-2013

It was Moved by Trustee David Graham and Seconded by Trustee Peter Luckham:

"That the Islands Trust Council approve amendments to *Policy 6.10.iii – Advocacy Policy*, as indicated in the draft dated September 30, 2013".

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Peter Grove	September 30, 2013	In Favour
Sheila Malcolmson	September 30, 2013	In Favour
Laura Busheikin	September 30, 2013	In Favour
Paul Brent	September 30, 2013	In Favour
Tony Law	September 30, 2013	In Favour
Liz Montague	September 30, 2013	In Favour
Brian Crumblehulme	September 30, 2013	In Favour
Jeanine Dodds	September 30, 2013	In Favour
David Graham	September 30, 2013	In Favour
Sandy Pottle	October 1, 2013	In Favour
Kate-Louise Stamford	October 1, 2013	In Favour
Susan Morrison	October 1, 2013	In Favour
Peter Johnston	October 2, 2013	In Favour
Louise Decario	October 2, 2013	In Favour
Andrew Stone	October 3, 2013	In Favour
Peter Luckham	October 3, 2013	In Favour
Mike Jones	October 3, 2013	In Favour
George Grams	October 3, 2013	In Favour
Sue French	October 3, 2013	In Favour
Pamela Janszen	October 3, 2013	In Favour
Jan Hagedorn	October 4, 2013	In Favour
Alex Allen	October 7, 2013	In Favour

TRUSTEES VOTE NOT AVAILABLE
Wolfgang Duntz
Gisele Rudischer
Ken Hancock
Gary Steeves

FINAL VOTE COUNT 22 IN FAVOUR
CARRIED

THE CHAIRPERSON DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON OCTOBER 7, 2013.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

ISLANDS TRUST COUNCIL

RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. RWM-07-2013

It was Moved by Trustee David Graham and Seconded by Trustee Ken Hancock:

"That the Islands Trust Council appoint Trustee Steeves to the Select Committee on CAO Appointment Process."

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Mike Jones	October 9, 2013	In Favour
Louise Decario	October 9, 2013	In Favour
Peter Grove	October 9, 2013	In Favour
Gisele Rudischer	October 9, 2013	In Favour
Brian Crumblehulme	October 9, 2013	In Favour
Tony Law	October 9, 2013	In Favour
Laura Busheikin	October 9, 2013	In Favour
Gary Steeves	October 9, 2013	In Favour
Jeanine Dodds	October 9, 2013	In Favour
Jan Hagedorn	October 9, 2013	In Favour
Alex Allen	October 9, 2013	In Favour
Sandy Pottle	October 10, 2013	In Favour
Kate-Louise Stamford	October 10, 2013	In Favour
Susan Morrison	October 10, 2013	In Favour
Ken Hancock	October 11, 2013	In Favour
Sheila Malcolmson	October 11, 2013	In Favour
David Graham	October 11, 2013	In Favour
Peter Luckham	October 11, 2013	In Favour
Andrew Stone	October 11, 2013	In Favour
Liz Montague	October 11, 2013	In Favour
Pamela Janszen	October 12, 2013	In Favour
Sue French	October 15, 2013	In Favour

TRUSTEES VOTE NOT AVAILABLE
Wolfgang Duntz
Peter Johnston
George Grams
Paul Brent

FINAL VOTE COUNT 22 IN FAVOUR
CARRIED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON OCTOBER 15, 2013.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

ISLANDS TRUST COUNCIL

RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. RWM-08-2013

It was Moved by Trustee Peter Johnston and Seconded by Trustee Gary Steeves:

"That the Islands Trust Council appoint Trustee Andrew Stone to the Select Committee on CAO Appointment Process."

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Louise Decario	October 30, 2013	In Favour
Peter Johnston	October 30, 2013	In Favour
Sheila Malcolmson	October 30, 2013	In Favour
Gary Steeves	October 30, 2013	In Favour
Mike Jones	October 30, 2013	In Favour
Brian Crumblehulme	October 30, 2013	In Favour
Jeanine Dodds	October 30, 2013	In Favour
Kate-Louise Stamford	October 30, 2013	In Favour
Wolfgang Duntz	October 30, 2013	In Favour
Tony Law	October 30, 2013	In Favour
Andrew Stone	October 30, 2013	In Favour
Gisele Rudischer	October 30, 2013	In Favour
George Grams	October 30, 2013	In Favour
Pamela Janszen	October 30, 2013	In Favour
Sandy Pottle	October 30, 2013	In Favour
Ken Hancock	October 30, 2013	In Favour
Laura Busheikin	October 30, 2013	In Favour
Paul Brent	October 30, 2013	In Favour
David Graham	October 30, 2013	In Favour
Sue French	October 30, 2013	In Favour
Peter Grove	October 30, 2013	In Favour
Alex Allen	October 30, 2013	In Favour
Susan Morrison	October 30, 2013	In Favour
Liz Montague	October 31, 2013	In Favour
Peter Luckham	October 31, 2013	In Favour

TRUSTEES VOTE NOT AVAILABLE

Jan Hagedorn

FINAL VOTE COUNT

25 IN FAVOUR
0 OPPOSED
CARRIED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON OCTOBER 31, 2013.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Draft – Subject to Council Approval

Islands Trust

Minutes of Islands Trust Council Meeting
September 10-12, 2013, Lasqueti Island, BC

Present:

Executive Committee:	Sheila Malcolmson, Chair (Gabriola) David Graham, Vice Chair (Denman) Peter Luckham, Vice Chair (Thetis)
Trustees:	Wolfgang Duntz, Bowen (September 10 & 11) Andrew Stone, Bowen (September 10 & 11) Laura Busheikin, Denman Louise Decario, Galiano Sandy Pottle, Galiano Jan Hagedorn, Gambier Alex Allen, Hornby Tony Law, Hornby Peter Johnston, Lasqueti Susan Ann Morrison, Lasqueti Brian Crumblehulme, Mayne George Grams, Salt Spring 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 Kate-Louise Stamford, Gambier Jeanine Dodds, Mayne Ken Hancock, Vice Chair (North Pender) Gary Steeves, North Pender Andrew Stone, Bowen (September 12) Wolfgang Duntz, Bowen (September 12)
Staff:	Linda Adams, Chief Administrative Officer Lisa Gordon, Director, Trust Area Services David Marlor, Director, Local Planning Services Cindy Shelest, Director, Administrative Services Carmen Thiel, Manager, Legislative Services Clare Frater, Policy Analyst Marie Smith, Executive Coordinator (Recorder)

TUESDAY, SEPTEMBER 10, 2013

Call to Order

The meeting was called to order at 1:33 pm.

Twenty-one trustees were in attendance. Regrets: Rudischer-Gabriola; Stamford-Gambier; Dodds-Mayne; Steeves-North Pender; Hancock-North Pender.

Chair Sheila Malcolmson welcomed everyone to the meeting and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Approval of Agenda/Notice of New Items

New Business Item: 7.2 Letter from Denman Island Marine Stewards

By General Consent, the Agenda for the September 2013 Trust Council meeting was approved, as amended.

COMMUNITY PRESENTATIONS

Trustees received presentations from members of the Last Resort Society and Lasqueti Forage Fish Team.

DECISION AND INFORMATION ITEMS

1. GENERAL

1.1 Resolutions Without Meeting – RWM-05 -2013

Provided for information.

1.2 June 2013 Trust Council Meeting Draft Minutes

By General Consent, the June 2013 Trust Council Meeting Minutes were approved, as amended.

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 Local Planning Committee Work Program Report

The top work program priorities as of August 2013 were: 1) Development of Water Quality and Quantity Tool Kit; 2) Develop Mechanism for Proactive Bylaw Enforcement of Illegal Structures on the Foreshore; and 3) Renewable Energy Technology in the Trust Area.

The Local Planning Committee will consider suggestions from trustees at its next meeting about moving ‘Integrated Watershed and Shoreline Stewardship Protection Approach’ to the short list.

Resolution TC 160-2013

It was Moved by Trustee Decario and Seconded by Trustee Crumblehulme:

That the Islands Trust Council approve the Local Planning Committee Work Program Report.

CARRIED

2.3 Local Planning Services Three Year Work Program

The Local Planning Services 2011-2014 Plan was provided for information. This report includes projects and top priorities of local trust committees, allocation of staff resources, work carried out by the Local Planning Committee and policy work by the Bylaw Enforcement office.

Council members requested that new or changed items be italicized or highlights in future reports.

2.4 Bylaw Enforcement Report Briefing

Staff highlighted the current status of bylaw enforcement investigations in the Trust Area. Trustees asked for better definition on files opened, carried over versus new for each fiscal.

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report

The top work program priorities as of August 2013 were: 1) Governance, Policy, Strategic Planning, Trust Council; 2) Communications, Advocacy, Policy Statement, Interagency and Public Relations; and 3) Organizational Improvements.

Resolution TC 161-2013

It was Moved by Trustee Luckham and Seconded by Trustee French:

That the Islands Trust Council approve the Executive Committee Work Program Report.

CARRIED

Staff were requested to send the detailed Executive Committee Work program to trustees.

3.3 Trust Council Plan for Continuous Learning 2011-2014

Provided for information. Trustees discussed the value of webinars as a Council learning tool outside of Council meetings and about receiving pre reading material ahead of webinar and Council agenda packages when possible.

3.4 Trust Council Strategic Plan Update

Resolution TC 162-2013

It was Moved by Trustee Luckham and Seconded by Trustee Morrison:

That the Islands Trust Council endorse the Objectives, Strategies, Activities and Phases (columns 1 – 3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014.

CARRIED

Resolution TC 163-2013

It was Moved by Trustee Luckham and Seconded by Trustee Crumblehulme:

That the Islands Trust Council request Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

a. their projected ability to complete Strategic Plan items on target;
b. identification of any Strategic Plan items they recommend for amendment, removal or delay;
c. identification of any items that should be added to the Strategic Plan; and
d. recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target.

CARRIED

Resolution TC 164-2013

It was Moved by Trustee Luckham and Seconded by Trustee French:

That the Islands Trust Council request the Financial Planning Committee to use the August 27, 2013 version of its Strategic Plan for 2011-2014 for the purposes of budget development, after considering recommendations of other Council Committees and local trust committees.

CARRIED

Resolution TC 164-2013

It was Moved by Trustee Luckham and Seconded by Trustee Janszen:

That the Islands Trust Council request the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

CARRIED

ADVOCACY POLICY/PROGRAM SESSION

Senior staff provided Council members with an overview of the Advocacy Policy, outlining the current Trust priorities and current challenges facing the Advocacy Program including demand capacity and limits on resources.

Resolution TC 165-2013

It was Moved by Trustee Graham and Seconded by Trustee Luckham:

That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to distribute documents related to litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege; and staff be invited to attend the meeting.

CARRIED

The meeting closed to the public at 5:35 pm and reopened at 5:38 pm.
The meeting recessed at 5:38 pm.

WEDNESDAY, SEPTEMBER 11, 2013

The meeting reconvened at 8:39 am.

Twenty-one trustees were in attendance. Regrets: Rudischer-Gabriola; Stamford-Gambier; Dodds-Mayne; Steeves-North Pender; Hancock-North Pender.

CLOSED SESSION

Resolution TC 166-2013

It was Moved by Trustee Graham and Seconded by Trustee Grams:

That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(c),(g) and (i) of the Community Charter in order to consider matters related to: labour relations and other employee relations, litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege; CAO Linda Adams be invited to attend the entire meeting, and staff be invited to attend Parts 2, 3 and 4 of the meeting.

CARRIED

The meeting closed to the public at 8:40 am and reopened at 9:35 am.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Senior staff provided trustees with a high level explanation about what the *Freedom of Information and Protection of Privacy Act* is and what it does and provided examples of situations that trustees may encounter while serving as elected officials.

REFRESHER ON ADMINISTRATIVE FAIRNESS IN APPLICATION PROCESSING

Senior staff provided a review to trustees about the principles of fair decision-making and how to apply those principles when considering land use applications.

DELEGATIONS AND TOWN HALL

An Islands Trust Community Stewardship Award was presented to the Lasqueti Forage Fish Team

1. Stephen Foster

On behalf of the David Suzuki Foundation, Stephen Foster shared the Foundation's views about how major industrial projects could jeopardize the rejuvenation of Howe Sound that has occurred in recent years.

2. Gordon Scott, Lasqueti Island Nature Conservancy

Gordon Scott provided a presentation to trustees about the current activities of the Lasqueti Island Nature Conservancy.

Municipal Trustees Duntz and Stone left the meeting.

OIL SPILL AND SHIPPING ADVOCACY

Chair Malcolmson provided a slide show presentation about shipping safety, oil spill preparedness and oil tanker traffic expansion concerns. This presentation has been given by the Chair on behalf of Council to other local governments, including the Association of Vancouver Island Coastal Communities, the Regional District of Nanaimo, and San Juan County Marine Managers.

DECISION AND INFORMATION ITEMS - continued

Notice of New Items:

Resolution TC 167-2013

It was Moved by Trustee Hagedorn and Seconded by Trustee Crumblehulme:

To add "Advocate for the Howe Sound Management Plan" as a new business item.

CARRIED

3.5 Policy Amendments Related to Trust Council Bylaw 154

Council considered a request for decision recommending amendments to Council policies, as requested by Trust Council in relation to the recent adoption of Bylaw 154 which delegates specific powers to the Salt Spring Island Local Trust Committee related to the preservation and protection of water resources in the Salt Spring Island Local Trust Area.

Resolution TC 168-2013

It was Moved by Trustee Graham and Seconded by Trustee Luckham:

That the Islands Trust Council approve amendments to Policy 2.1.iv – Coordination Agreement Process, as indicated in the draft dated September 11, 2013.

CARRIED

Resolution TC 169-2013

It was Moved by Trustee Graham and Seconded by Trustee French:

That the Islands Trust Council approve amendments to Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to LTCs, as indicated in the draft dated September 11, 2013.

CARRIED

Resolution TC 170-2013

It was Moved by Trustee Graham and Seconded by Trustee Crumblehulme:

That the Islands Trust Council approve amendments to Policy 6.3.ii – Special Property Tax Requisition, as indicated in the draft dated September 11, 2013.

CARRIED

Resolution TC 171-2013

It was Moved by Trustee Graham and Seconded by Trustee Hagedorn:

That the Islands Trust Council approve amendments to Policy 6.5.i – General Revenue Fund Surplus Policy, as indicated in the draft dated September 11, 2013.

CARRIED

Resolution TC 172-2013

It was Moved by Trustee Graham and Seconded by Trustee Janszen:

That the Islands Trust Council approve amendments to Policy 6.5.ii – Budget Control and Adjustment Authority, as indicated in the draft dated September 11, 2013.

CARRIED

3.6 Statement of Disclosure of Contract with Bowen Municipal Trustee Stone Briefing

Provided for information.

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report

The top work program priorities for the Financial Planning Committee as of August 2013 were: 1) First Draft of 2014/15 Budget; 2) Complete 2012/13 Year End and Audit; 3) Purchasing Procedures Policy 6.5.iii; and 4) LTC Expense Policy 4.1.viii.

Resolution TC 173-2013

It was Moved by Trustee Grove and Seconded by Trustee Luckham:

That the Islands Trust Council approve the Financial Planning Committee Work Program Report.

CARRIED

4.3 June 30, 2013 Quarterly Financial Statement – Decision

Resolution TC 174-2013

It was Moved by Trustee Grove and Seconded by Trustee Janszen:

That Islands Trust Council approve the June 30, 2013 Quarterly Financial Report as presented.

CARRIED

4.4 March 31, 2013 Year End Financial Statements Allocated to LTCs Briefing

This briefing was provided for information.

4.5 Revisions to Purchasing Policy 6.5.iii

Resolution TC 175-2013

It was Moved by Trustee Busheikin and Seconded by Trustee Graham:

To further amend Policy 6.5.iii under Item 12 Local Purchasing, as follows:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, at least 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia with preference given to items produced in the Islands Trust Area or on Vancouver Island. Add words at least to item 12, first bullet, before 40%

CARRIED

Resolution TC 176-2013

It was Moved by Trustee Grove and Seconded by Trustee Montague:

That the Islands Trust Council approve the revisions to Purchasing Procedure Policy 6.5.iii, as amended September 11, 2013.

CARRIED

4.6 2012-13 Trustee Remuneration and Expense Report Briefing

This briefing was provided for information.

4.7 2013-2014 Budget Planning

4.7.1 Draft Assumptions and Principles for 2014/15 Budget Process Briefing

This briefing was provided for information.

4.7.2 Timeline for 2014/15 Budget Process

Resolution TC 177-2013

It was Moved by Trustee Grove and Seconded by Trustee Crumblehulme:

That the Islands Trust Council approve the timeline for the 2014/15 budget process as presented.

CARRIED

4.8 Resolution TC 160-2013 to Local Trust Committees Regarding Fees Bylaw

Resolution TC 178-2013

It was Moved by Trustee Grove and Seconded by Trustee Crumblehulme:

That the Islands Trust Council recommend local trust committees update their fee bylaws with an increase to fees of 10%.

Trust Council has considered the topic of fee revenue for some time. If endorsed, this recommendation would be forwarded to each local trust committee (LTC) for its consideration. The decision to amend individual LTC fee bylaws rests with individual LTCs.

Discussion by trustees on whether a fees increase is the best avenue to address fees revenue; as all local trust committees adopting this recommendation would only amount to a 1% portion of the budget.

Trustees opposed to the recommendation felt it could hinder applications whether by individuals or developers and could be prohibitive to applying for rezonings. Others wanted more information to make an informed decision including cost recovery and a more thorough review on types of applications and the fees charged vs their expenses.

DEFEATED

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 May 2013 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 Council Follow Up Action List Item re Revising Policy 3.3.ii Trust Fund and Local Planning Services Coordination

Resolution TC 179-2013

It was Moved by Trustee Law and Seconded by Trustee Hagedorn:

That the Islands Trust Council remove from its Follow-Up Action List the task "Draft Proposed Updates to Policy 3.3.ii."

CARRIED

5.4 Trust Fund Board 2012-13 Audited Financial Statements Briefing

This briefing was provided for information.

5.5 Trust Programs Committee Work Program Report

The top work program priorities as of August 2013 were: 1) Develop and Implement Research Program in Support of BC Ferries Advocacy Program; 2) Create Linkages to Share Economic Development Models; and 3) Encourage Understanding and Voluntary Stewardship of Water Resources.

Resolution TC 180-2013

It was Moved by Trustee Brent and Seconded by Trustee Janszen:

That the Islands Trust Council approve the Trust Area Services Work Program Report.

CARRIED

5.6 Trust Council Follow Up Action List Item re Smart Meters

Resolution TC 181-2013

It was Moved by Trustee Brent and Seconded by Trustee Morrison:

That the Islands Trust Council remove from its Follow-Up Action List the task "Smart Meters -Prepare Chair letter to BC Energy Minister", in recognition of actions taken by the ministry since Trust Council made the request.

CARRIED

5.7 Trust Council Position re Union of BC Municipalities Resolutions

Council reviewed the 'Trust Council Position on Selected UBCM Resolutions', recommending how the Executive Committee vote at the Union of BC Municipalities Convention on selected resolutions most relevant to the Islands Trust mandate, policy statement, and current issues in island communities and Bowen Island Municipality.

Resolution TC 182-2013

It was Moved by Trustee Brent and Seconded by Trustee Law:

That the Islands Trust Executive Committee vote against Resolution B94 – which supports asking the provincial government to increase the interval between civic elections from three years to four years.

18 In Favour
1 Opposed
(add trustee opposed)
CARRIED

Resolution TC 183-2013

It was Moved by Trustee Luckham and Seconded by Trustee French

That the Islands Trust Council endorse the positions the Islands Trust Executive Committee will take, subject to amendment or further information, at the September 2013 Union of BC Municipalities (UBCM) meeting as indicated in the attached document entitled 'Trust Council Position on Selected UBCM Resolutions (2013)', as amended September 11, 2013.

CARRIED

6. SUMMARY/UPDATES

6.1 Trustee Updates

6.1.1 BC Ferries

Trustee Tony Law provided a verbal update on the activities of the Ferry Advisory Council in regards to BC Ferries.

Chair Malcolmson noted that she and coastal regional district chairs will be attending a meeting at the UBCM Convention with the new Minister of Transportation and the Premier to address their concerns with BC Ferries.

6.1.2 First Nations

No report was given.

6.1.3 Gulf Islands National Park Reserve Advisory Committee

Trustee Pam Janszen provided a verbal update in her role as a member of the Gulf Islands National Park Reserve Advisory Committee.

6.2 Priorities Chart

By General Consent, the Islands Trust Council approved the Priorities Chart, as presented. The Islands Trust Priorities Chart highlights the current top priorities of Trust Council and its Committees, the Trust Fund Board and Local Trust Committees.

6.3 Proposed December 2013 Trust Council Agenda Program

A proposed schedule for the December 2013 Trust Council meeting in Victoria was provided for information.

6.4 Disposition of Delegations and Town Hall Requests

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

7. NEW BUSINESS

7.1 Potential Amendments to Trust Council Administration Bylaw 3 and Policy 2.4.1 (Executive Committee Terms of Reference) re Trust Council Input into Future Appointments to Position of Chief Administrative Officer (Trustee Grams Request)

Resolution TC 184-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove

That the Islands Trust Council establish a select committee, to be comprised of (trustees to be named) and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – Executive Committee Terms of Reference that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

There is currently no requirement for the Executive Committee to consult before making a decision about a hiring a new Chief Administrative Officer.

Resolution TC 185-2013

It was Moved by Trustee Law and Seconded by Trustee French:

To Amend the Motion as follows:

That the Islands Trust Council establish a select committee, to be comprised of the Executive Committee and other trustees to be named by the Chair and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – Executive Committee Terms of Reference that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

Executive Committee members advised they have zero capacity for additional responsibilities at this time.

On the Amendment

IN FAVOUR – 3
(Pottle-Galiano; Law-Hornby; Crumblehulme-Mayne)
OPPOSED - 18
DEFEATED

Resolution TC 185-2013

It was Moved by Trustee Luckham and Seconded by Trustee Hagedorn:

To table the motion.

CARRIED

7.2 Denman Marine Stewards re: Aquaculture Licenses

Resolution TC 186-2013

It was Moved by Trustee Graham and Seconded by Trustee Hagedorn:

That the Islands Trust Council request the Director of Local Planning Services, at the upcoming meeting with Integrated Land Management Branch (ILMB), to add the topic "requiring aquaculture applicants within the Trust Area to acquire the appropriate zoning prior to ILMB issuing any license or tenure associated with the application".

CARRIED

7.3 Advocacy for Howe Sound Management Plan

Resolution TC 187-2013

It was Moved by Trustee Hagedorn and Seconded by Trustee Graham:

That the Islands Trust Council request staff and trustees to participate in Howe Sound Comprehensive Management Plan meetings on September 18 and 25, to be followed by Executive Committee's consideration in October of staff advice regarding options for further action, in consultation with the local trustees of the Gambier Island Local Trust Area and Bowen Island.

CARRIED

The meeting recessed at 5:59 pm.

WEDNESDAY, SEPTEMBER 12, 2013

The meeting reconvened at 8:35 am.

Nineteen trustees were in attendance. Regrets: Stone-Bowen; Duntz-Bowen; Rudischer-Gabriola; Stamford-Gambier; Dodds-Mayne; Steeves-North Pender; Hancock-North Pender.

DECISION AND INFORMATION ITEMS (continued)

7.1 Potential Amendments to Trust Council Administration Bylaw 3 and Policy 2.4.1 (Executive Committee Terms of Reference) re Trust Council Input into Future Appointments to Position of Chief Administrative Officer

Resolution TC 188-2013

It was Moved by Trustee Luckham and Seconded by Trustee Grove:

Untable the motion: That the Islands Trust Council establish a select committee, to be comprised of (trustees to be named) and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – Executive Committee Terms of Reference that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

CARRIED

Resolution TC 189-2013

It was Moved by Trustee Grams and Seconded by Trustee Luckham:

To amend the motion as follows:

That the Islands Trust Council establish a select committee, to be comprised of Trustees Hagedorn, Law, Morrison, Crumblehulme, Grove, French, Montague, Brent and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – Executive Committee Terms of Reference that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

Staff noted that the Trust Council's procedures bylaw for standing committees would apply to this committee, with no budget funds allocated to it.

On the Amendment

CARRIED

Resolution TC 190-2013

It was Moved by Trustee Busheikin and Seconded by Trustee Law:

To further amend the motion as follows:

That the Islands Trust Council establish a select committee, to be comprised of Trustees Hagedorn, Law, Morrison, Crumblehulme, Grove, French, Montague, Brent and request it to make recommendations ~~in December 2013~~ regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – Executive Committee Terms of Reference that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

On the Amendment

CARRIED

On the Amended Motion

18 IN FAVOUR
1 OPPOSED
(Jones-South Pender)
CARRIED

Small Group Discussions

Trustees participated in small group discussions to share ideas, concerns and problem solve in the areas of housing, environment, First Nations and island economies.

8. ADJOURNMENT

By General Consent, the meeting adjourned at 10:15 am.

Next meeting: December 3-5, 2013, Victoria, BC.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator & Recorder

Islands Trust

Islands Trust Council
Follow up Action List

Updated: Nov 20/13

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; KN-Kris Nicholls; MS–Marie Smith; JE–Jennifer Eliason; CT-Carmen Thiel; JC – Jas Chonk

MEETING/Item * Next TC Agenda ⏶ to Bowen Island Municipality	Action By/To	Target/ Status
Previous Meetings		
Riparian Areas Regulation (June 2010)		
* Status report to Council until completed	LPC (DM) to TC	Ongoing
Food Security (Sept 2010)		
Review food security topics in existing protocols and in protocol devt process	(LA)	2013
NAPTEP Certificates - Issue subject to survey, covenant and baseline report	(LG/JE)	
- **SSI-NAP 2012.1**		Pending
- **HO-NAP 2011.3**		Pending
Integrated Watershed and Shoreline Mapping (June 2012)		
* Develop and implement strategy to integrate maps into TAPIS & operations	LPC (DM) to TC	June
Integrated Shoreline/Watershed Protection Approach (June 2012)		
* Final report to Council	LPC (DM) to TC	March
Development Approval Information Bylaw (March 2013)		
* Prepare draft amendments to Policy 2.1.viii	LPC (DM/KN) to TC	2014
NAPTEP Certificate SS-NAP-2013.1 (June 2013)		
Issue certificate subject to conservation covenant and baseline report	TFB (JE)	Pending
Legislative Monitoring Chart (June 2013)		
Place on EC agenda for discussion re communications/circulation	EC (LG/MS)	2014
September 2013 Meeting		
Strategic Plan		
Post new version of plan to website	LA	Done
Put on agenda of Council committees, LTCs and TFB for input	LA	Done
Executive Committee Work Program		
Circulate detailed Executive Committee work program to trustees	LA	Done
Bylaw 154 Policy Amendments		
Post and circulate policies as approved (as presented at TC)	LA (JC)	Done
Policy 6.5.iii Purchasing Procedure Policy		
Post and circulate policy as approved (incl. amendment made at TC)	CS (JC)	Done

Zoning of Crown licenses/tenures

Add topic to agenda of staff meeting with ILMB	DM	Done

Howe Sound Management Plan

Participate in meetings of Sept 18 and 25 and develop advice for EC	LA/LG (CF)	Done

Council Input re CAO Appointment Process

Notify select committee members of potential dates for first meeting and develop draft agenda	LA/CS	Done

<u>Follow-up Letters</u>

Acknowledge Delegates and Guests	(LG)	Done

<u>Next Trust Council</u>

June 2013 Council minutes to website	(MS)	Done
Follow Up Action List to Trustees and staff	(MS)	Done
Sept 2013 Council meeting decision highlights to website	EC (MS)	Done
News Release and Agenda for Dec 2013 Council meeting	EC (MS)	Done
Invitations – Area MLA, CRD Directors, former trustees	(MS)	Done
Post notice on community bulletin boards (on island of meeting only)	(MS)	n/a
Agenda Package - Review/Distribution to Trustees	EC (MS)	Done

2.2

DIRECTOR OF LOCAL PLANNING SERVICES
2013-2014 FIRST QUARTER REPORT

Islands Trust

Date: Nov 19, 2013

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
1. Islands Trust Executive Committee (and Islands Trust Council):	
1. Bylaw enforcement report – added new reports 2. Attended and reported to Executive Committee meetings 3. Attended September Council	1. Finalise amendments to bylaw enforcement reports 2. Attended and reported to Executive Committee meetings 3. Attend December Trust Council
2. Local Planning Committee:	
1. Presented draft water quality tool kit to LPC in November 2013 2. Green Shores for Homes – continued to sit on project steering committee. Canvassed LTCs for interest in piloting Green Shores for Homes. 3. Presentation to LPC on draft Green Shores for Homes credit rating system, and next steps in developing incentives and running a pilot project in the Islands Trust Area.	1. Develop incentives, and pilot project for Green Shores for Homes in collaboration with Thetis LTC 2. Develop project charter for Green Shores for Homes pilot 3. Begin work on renewable energy technologies – micro-hydro on the work program – project charter to be developed once planner resources available. **4.** Green Shores for Homes – continue to sit on project steering committee. Canvass LTCs for interest in piloting Green Shores for Homes. 5. In collaboration with Thetis Local Trust Committee, develop incentives and pilot project on Green Shores for Homes.
3. Management of the Local Planning Services (LPS) Unit:	
1. Monthly meetings with Regional Planning Managers (RPMs) and Coordinators 2. Worked with RPMs and coordinators to develop programs and budgets for 2014/15 fiscal year 3. Provided support to RPMs and coordinators as necessary 4. Completed review of LPS administrative services support 5. Professional development day in June and September – included the Bowen Island Planner in June – September focused only on LPS Administrative staff.	1. Monthly meetings with Regional Planning Managers (RPMs) and Coordinators 2. Work with RPMs and Director of Administrative Services to manage LPS work program budgets. 3. Fill vacant positions in Salt Spring Office 4. Work with regional planning managers to begin implementation of administrative services new job profiles 5. Provide support to RPMs and coordinators as necessary 6. Complete review of administrative services support 7. Professional development day Scheduled for February 2014 – Bowen Island Planner invited and other Islands trust staff depending on agenda.
4. Planning support to Local Trust Committees:	
1. Continued work with Bylaw Enforcement on implementation of adjudication system on islands that have adopted it. 2. Worked with RPMs on various issues related to planning coordination and establishment of Local Trust Committee work programs 3. Supported Denman LTC in regards to concerns around shellfish aquaculture 4. Supported Gabriola Island Local Trust Committee in implementation of the Riparian Areas Regulation.	1. Continue to work with RPMs on providing planning services to local trust committees with a focus on completing projects by the end of the term 2. Work with RPMs to continue to review and improve service delivery and resource allocation 3. Work with directors to provide support to regional offices and to Island Planners
Comprehensive Community Planning Initiatives::	
1. Worked with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project 2. Worked with regional planning managers to bring official community plans and land use bylaws into compliance	1. Continue to work with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project 2. Continue to worked with Trust Area Services on improving communications

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
with the Riparian Areas Regulation 3. Worked with bylaw enforcement office to revise practices based on IT policy and increase officers availability to be in the field	3. Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation 4. Work with regional planning managers to support a variety of local trust committee projects.
Processing of Applications for Land Use Changes:	
1. On-going work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices 2. Ongoing work on improving minute taking and agenda preparation system 3. On-going work with regional planning managers to continue to review and improve service delivery and resource allocation 4. Improve operations of Bylaw Enforcement office	1. On-going work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices 2. Ongoing work on improving minute taking and agenda preparation system 3. On-going work with regional planning managers to continue to review and improve service delivery and resource allocation 4. Implementation of LPS procedures for use of new website in collaboration with Trust Area Services 5. Improve operations of Bylaw Enforcement office with a focus on file management and communications
Support for the Chief Administrative Officer, and liaising with other Directors:	
1. Participate in management meetings, Executive Committee meetings and other meetings as determined. 2. Continue working with Trust Area Services and Administrative Services to develop standards for cooperative tasks 3. Continue with collaboration training and look at ways to implement in organisation	1. Participate in management meetings, Executive Committee meetings and other meetings as determined. 2. Continue working with Trust Area Services and Administrative Services to develop standards for cooperative tasks 3. Continue with collaboration training and look at ways to implement in organisation

David Marlor, MCIP
Director of Local Planning Services

Islands Trust

LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: November 21, 2013

WORK PROGRAM

1. **DEVELOPMENT OF WATER QUALITY AND QUANTITY TOOL KIT (Strategic Plan 3.3)**

   Current – finish report and develop Request for Decision.

   Planned – completion of project by forwarding to Trust Council

2. **Green Shores for Homes (Strategic Plan 2.1)**

   Current – Develop a Pilot program in collaboration with the Thetis Island Local Trust Committee. Incentives to be determined.

   Planned – Expand pilot program

3. **RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA**

   Current - Model policy and regulatory wording to address micro-hydro projects.

   Planned – Model policy and regulatory wording to address domestic tidal power.

ON-GOING ITEMS

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.

PROTECTION OF SPECIES AND ECOSYSTEMS (Strategic Plan 1.6) – Staff to draft report and report back to LPC

DEVELOPMENT APPROVAL INFORMATION MODEL BYLAW – Staff to draft amendments to model bylaw.

David Marlor
Designate Staff

Louise Decario
Chair

2.3

BRIEFING

To:	Trust Council	**For the Meeting of:**	December 3-5, 2013
From:	Miles Drew, Bylaw Enforcement Manager	**Date prepared:**	November 20, 2013
		File No.:	

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. Two new tables report 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 presented 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 2011/12, 2012/13 and 2013/14 Fiscal years. For the 2013/14 fiscal year the information is broken down by Quarter, in addition to providing a total for the 2013/14 Fiscal year.

Chart 1 shows the number of files open at the end of the most recent reporting Quarter (September 30, 2013).

Table 2 shows the number of open files by violation type. The table includes the more common categories of enforcement types. The "Land Use Misc" 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.

ATTACHMENT(S):
Bylaw Enforcement File Volume Report
Bylaw Enforcement by Violation Type Report
Status of Open Files Report
Length of Time BE Files Have Been Open Report

AVAILABLE OPTIONS:

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

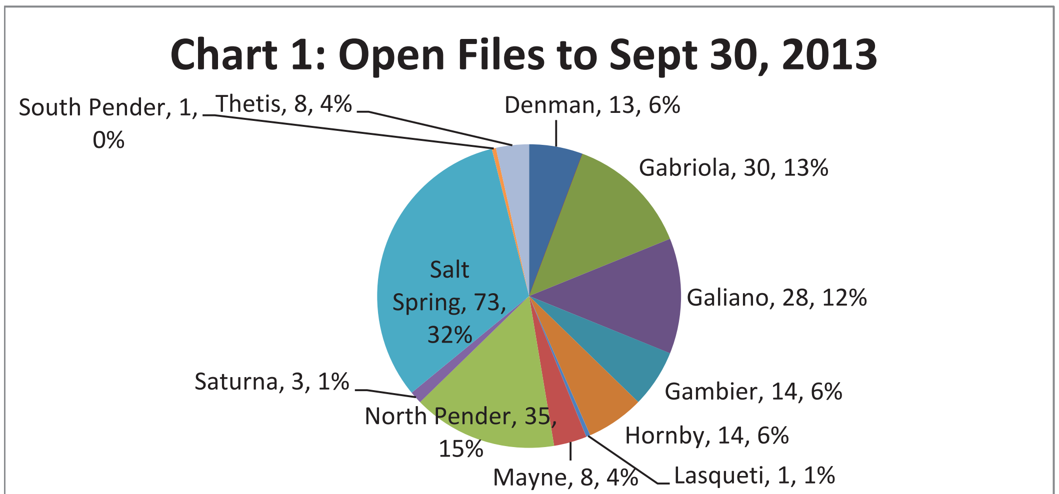
FOLLOW-UP:
Reports will be updated and presented every quarter to Trust Council.

Prepared By:	Robert Gratton, Bylaw Enforcement Administrative Assistant	
Reviewed By/Date:	David Marlor, Director, Local Planning Services	November 7, 2013
	Local Planning Committee	November 7, 2013
	Linda Adams, CAO	

Bylaw Enforcement by Local Trust Area

TABLE 1

LTC	Fiscal 2011/12				Fiscal 2012/13				Fiscal 2013/14							
	Total	%	Open	%	Total	%	Open	%	Q1*	Q2	Q3	Q4	YTD Total	YTD %	T Open	%
Denman	23	6%	15	5%	19	6%	18	6%	18	13			19	7%	13	6%
Executive	0	0%	0	0%	0	0%	0	0%	0	0			0	0%	0	0%
Gabriola	46	12%	28	10%	40	13%	40	14%	35	30			39	14%	30	13%
Galiano	35	9%	28	10%	25	8%	25	9%	25	28			31	11%	28	12%
Gambier	14	4%	14	5%	16	5%	16	6%	15	14			16	6%	14	6%
Hornby	23	6%	21	7%	17	6%	16	6%	15	14			15	5%	14	6%
Lasqueti	1	0%	1	0%	1	0%	1	0%	1	1			1	0%	1	0%
Mayne	34	9%	18	6%	8	3%	5	2%	8	8			11	4%	8	4%
North Pender	61	16%	41	14%	43	14%	40	14%	35	35			40	15%	35	15%
Saturna	8	2%	8	3%	8	3%	6	2%	6	3			9	3%	3	1%
Salt Spring	131	34%	99	35%	112	37%	104	37%	63	73			80	29%	73	32%
South Pender	1	0%	1	0%	1	0%	1	0%	0	1			2	1%	1	0%
Thetis	13	3%	12	4%	12	4%	10	4%	11	8			12	4%	8	4%
TOTAL	**390**	**100%**	**286**	**100%**	**302**	**100%**	**282**	**100%**	**232**	**228**			**275**	**100%**	**228**	**100%**



LEGEND

YTD Total = Total number of open files year to date, including open files carried over from the previous quarter and files opened during the current reporting period.

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.

* As explained at September Trust Council, due to a technical issue, the numbers reported for the first quarter of 2013/2014 were not accurate. The revised numbers above are accurate.

Bylaw Enforcement by Local Trust Area

Table 2

LTC	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other	TOTALS	Percentage
	Violation Type										
Denman		5				3		2	3	**13**	**6%**
Executive										**0**	**0%**
Gabriola		1	1	4		7		8	9	**30**	**13%**
Galiano			2	8		4	2	7	5	**28**	**12%**
Gambier				5				1	8	**14**	**6%**
Hornby	1	1	1	1		2		6	2	**14**	**6%**
Lasqueti								1		**1**	**0%**
Mayne				3		3			2	**8**	**4%**
North Pender		1		6		11	2	4	11	**35**	**15%**
Saturna				2		1				**3**	**1%**
South Pender				1						**1**	**0%**
Salt Spring		7	2	4	1	8	1	24	26	**73**	**32%**
Thetis				5				1	2	**8**	**4%**
TOTALS	**1**	**15**	**6**	**39**	**1**	**39**	**5**	**54**	**68**	**228**	**100%**
%	**0%**	**7%**	**3%**	**17%**	**0%**	**17%**	**2%**	**24%**	**30%**	**100%**	

Chart 2: Open Files by Type

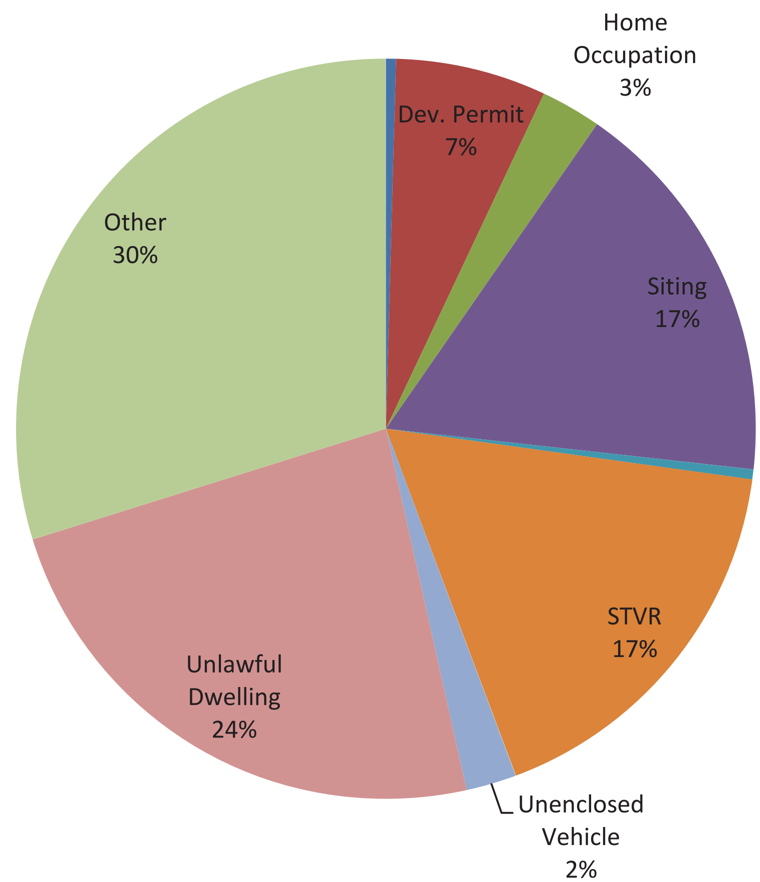


Table 3: Status of Open Files

	2013/2014 2nd Quarter (Jul 1-Sep 30)				Proceeding to Compliance	On Hold			Litigation	TOTAL
Local Trust Area	OPEN Start of Quarter *	NEW	CLOSED	OPEN End of Quarter		Application in to LTC	Due to LTC direction	Due to Admin Priority		
Denman	18	1	6	13	8		3	1	1	**13**
Executive	0			0						**0**
Gabriola	35	4	9	30	30					**30**
Galiano	25	6	3	28	14	4	6	1	3	**28**
Gambier	15	1	2	14	6	5		1	2	**14**
Hornby	15		1	14	7		6	1		**14**
Lasqueti	1			1			1			**1**
Mayne	8	3	3	8	7			1		**8**
North Pender	35	5	5	35	28	1		3	3	**35**
Saturna	6		3	3	2		1			**3**
Salt Spring	63	17	7	73	51	1	15	5	1	**73**
South Pender	0	2	1	1	1					**1**
Thetis	11	1	4	8	8					**8**
Total	**232**	**40**	**44**	**228**	**162**	**11**	**32**	**13**	**10**	**228**
Percentage					**71%**	**5%**	**14%**	**6%**	**4%**	**100%**

* As explained at September Trust Council, due to a technical issue, the numbers reported for the first quarter of 2013/2014 were not accurate. The revised numbers above are accurate.

Table 4: Length of Time BE Files Have Been Open

LTA	<1 year	2-5 Years	> 5 years	Total Open Files
Denman	5	7	1	**13**
Executive				**0**
Gabriola	16	13	1	**30**
Galiano	7	7	14	**28**
Gambier	2	12		**14**
Hornby	2	9	3	**14**
Lasqueti		1		**1**
Mayne	6	2		**8**
North Pender	9	23	3	**35**
Saturna	1	1	1	**3**
South Pender	1			**1**
Salt Spring	21	32	20	**73**
Thetis	4	3	1	**8**
TOTAL	**74**	**110**	**44**	**228**
PERCENTAGE	**32%**	**48%**	**19%**	

Islands Trust

3.1

CHIEF ADMINISTRATIVE OFFICER
2013-2014 THIRD QUARTER REPORT

Date: November 20, 2013

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
    o Council sessions – Strategic Planning, in camera session
• Strategic planning – solicit comments from IT bodies, provide advice and assemble input, develop potential amendments during budget process
• Advice to trustees re standards of conduct, fairness and legislative matters
• Select Committee re future CAO hiring process
    o Agenda preparation and meeting attendance
• Preparations and input into budget process
	• Supervise implementation of Council decisions
	• Supervise quarterly meeting preparation
	    o RFDs and briefings
	• Strategic planning – Final phase of Strategic Plan in relation to budget adoption
	• Review and assist with communications re budget consultation
	• Select Committee re future CAO hiring process
	    o Preparation of next meeting agenda
	    o Preparation of report regarding preferred option
	    o Recommendations to Trust Council
	• Supervise initial preparations re elections administration

2. <u>EXECUTIVE COMMITTEE</u>
• Supervise tri-weekly meeting preparation
• Supervise implementation of EC decisions
• Staff liaison re SSI governance study
• Coordinate input into Islands Trust Impact Assessment study and review drafts
    o Provide consultant with financial and other relevant documents
• Briefing to EC re Islands Trust boundary
• Litigation defence management (2 files on-going, 1 active)
• Liaison with Ombudsperson office (no current complaints)
• Administrative Fairness Complaints (no new complaints this quarter)
• Attendance at UBCM and coordinate follow-up report
	• Supervise tri-weekly meeting preparation
	• Supervise implementation of EC decisions
	• Staff liaison re SSI governance study
	• Coordinate review and comment on Islands Trust Impact Assessment study and review drafts
	• Litigation defence management (1 active file)
	• Briefing regarding food security topics
	• Further work re changes to ITFB name and corporate structure
	• Initial steps in policy development and implementation improvement program
	    • Finalize recommendations for policy development process
	    • Deliver staff training modules

3. <u>EXECUTIVE SERVICES UNIT</u> • Staff performance reviews completed • Unit budget preparation	• Unit budget management • Staff performance planning for next cycle

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
4. <u>EXTERNAL LIAISON</u> • Ministry of Community, Sport and Cultural Development re miscellaneous Islands Trust issues • Ministry staff from Forests Lands and Natural Resource Operations and Ministry of Community Sport and Cultural Development – re communications about RAR on Gabriola Island • Ministry staff from Forests Lands and Natural Resource Operations, Treaty Negotiators and Komoks FN re aquaculture license issues on Denman Island • Bowen Island Municipality re joint meeting, financial issues, zoning issues • MLA Holman and staff – info re various southern Gulf Island issues	• Coordinate meeting with Minister of Community, Sport and Cultural Development re Islands Trust issues • Bowen Island Municipality – EC annual meeting preparations • Coordinate EC and DILTC meeting with Minister of Forests, Lands and Natural Resources and MLA re aquaculture licensing process
5. <u>MANAGEMENT TEAM</u> • Bi-weekly management coordination meetings • Management strategic session • Monthly meetings of leadership group • Staff survey deployment	• Bi-weekly management coordination meetings • Monthly meetings of leadership group • Training focus: collaboration/leadership, problem solving/policy development • Review and coordinate internal response to staff survey results

Islands Trust

EXECUTIVE COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: November 19, 2013

WORK PROGRAM (*Top Three Priorities*)

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

Top Priorities

- Clarify jurisdictional issues related to aquaculture and First Nations rights (LA)
- Clarify jurisdictional issues related to Islands Trust boundary (LA)
- Islands Trust Impact Analysis – potential budget impact with regards to possible SSI incorporation (LA)

Planned

- Coordinate amendments to Strategic Plan in relation to 2014/15 annual budget (LA)
- Internal policies, procedures regarding local food security (LA)
- Seek legislative change re Islands Trust Fund structure and name change (LA/JE)
- Annual meeting with Bowen Island Municipality (LA)

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

Top Priorities

- BC Ferries advocacy (prepare trustees for provincial consultation)
- New MLA, minister and critic orientation
- Derelict vessel advocacy

Planned

- Monitor opportunities to support ALR during core review

3. ORGANIZATIONAL IMPROVEMENTS (DM/CS/CT)

Top Priority

- Develop recommendations regarding RWM procedures (CT)
- Review and report on ILMB process re tenure referrals (DM)

Planned

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

TRUST COUNCIL MEETING – SESSIONS and REQUEST FOR DECISION/ INFORMATION ITEM(S)

Sessions
- In camera session

Decision Items
- RFD re Strategic Plan amendment
- RFD re LTC correspondence management policy
- RFD re Agricultural Land Reserve
- RFD re participation in National Energy Board process re Kinder Morgan pipeline expansion
- 2014 Quarterly Trust Council meeting schedule

Information Items
- Executive Committee report
- Trust Council - Continuous Learning Plan (for discussion and suggestions)
- Organizational Priorities Chart
- CAO Quarterly Report
- Draft March 2014 Trust Council program

PROVINCIAL LIAISON UPDATE

Completed
- Meeting with Minister of Forests, Lands and Natural Resource Operations re derelict vessels (Coordinating a meeting of multiple local governments at UBCM)
- Meeting with Minister of Forests, Lands and Natural Resource Operations re Howe Sound Management Plan (Attending a meeting at UBCM, coordinated by Sunshine Coast RD)
- Introductory meetings with Trust Area MLAs (at UBCM)
- Introductory chair letters to Trust Area MLAs and ministers

Planned
- Introductory meeting with Minister of Community, Sport and Cultural Development
- Meeting with minister of Forests, Lands and Natural Resource Operations re crown license process re aquaculture operations

Linda Adams
Chief Administrative Officer

Sheila Malcolmson
Chair

REQUEST FOR DECISION

To: TRUST COUNCIL **For the Meeting of:** December 3 - 5, 2013

From: Executive Committee **Date:** November 19, 2013

SUBJECT: AMENDED ISLANDS TRUST COUNCIL POLICY 7.4.I HANDLING OF INCOMING MAIL - GENERAL

RECOMMENDATION:

1. That the Islands Trust Council adopt Policy 7.4.i *Incoming Local Trust Committee Correspondence: General,* dated December 5, 2013.

2. That the Islands Trust Council repeal Policy 7.4.i *Handling of Incoming Mail General*, dated February 4, 1993.

CHIEF ADMINISTRATIVE OFFICER OR DIRECTOR COMMENTS:
The Islands Trust Council adopted a policy in 1993 to guide the handling of general correspondence. Since that time, the office and work environment has changed considerably, including the advent of electronic mail, the enactment of the *Freedom of Information and Protection of Privacy Act,* and new standards for workplace harassment. The Executive Committee is recommending adoption of a new policy that will address these changes and provide trustees and staff with greater clarity regarding correspondence management.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The proposed changes will provide more consistent and comprehensive advice for trustees and direction to the staff responsible for managing in-coming correspondence. An up-to-date policy that addresses current circumstances and issues is expected to reduce the amount of organizational time spent determining individual approaches to correspondence management.

FINANCIAL:
No new external costs are expected as a result of the adoption of a new policy.

No external costs have been incurred as a result of policy review/drafting work undertaken by staff. In addition to the Legislative Services Manager’s time to review and draft a replacement policy, the draft policy was reviewed and input sought from the Chief Administrative Officer, senior Local Planning Services staff and Planning Clerks and Secretaries.

POLICY:
The recommendation could lead to the replacement of the current correspondence policy for Local Trust Committee correspondence.

A separate policy 7.4.ii deals with correspondence to the Chair, Executive Committee or which is recommended to be placed on a Trust Council agenda.

IMPLEMENTATION/COMMUNICATIONS:
If the replacement policy is adopted as presented, or amended and adopted, the policy will be communicated to local planning services staff and local trustees as a guideline for handling all incoming correspondence, including emails. Procedures will be drafted to accompany and implement the replacement policy and will be the focus of detailed review with those staff that process local trust committee correspondence on a regular basis.

OTHER:
Other potential amendments to the policy may be identified by Executive Committee or Trust Council during the review phase.

BACKGROUND

Observations and concerns have been raised by Executive Committee and local planning services staff indicating that the current policy for management of correspondence needs to be reviewed and updated, particularly as it applies to correspondence for local trust committees, local trustees and local planning services staff. The Executive Committee requested the Legislative Services Manager to prepare related recommendations.

The purpose of the current policy and procedures is to ensure proper and expeditious delivery of all incoming mail to local trustees and staff. It covers how mail received in hard copy through Canada Post, courier or via fax should be handled by administrative staff, depending on whether it's addressed to: staff in general, a local trustee or a local trust committee. The current policy did not anticipate and does not address the advent of email, which is received by individual trustees and staff. It also predates the *Freedom of Information and Protection of Privacy Act (FOIPP Act)*.

To address concerns and observations raised by local trustees and staff, the proposed replacement policy focusses on updated office processes and management of correspondence that will be placed on a local trust committee agenda. Proposed management of correspondence (and contents) recognizes the advent of:

- email communications;
- *FOIPP Act* issues;
- WCB requirements for maintaining a respectful workplace for employees, and
- agendas being published on the internet.

REPORT/DOCUMENT:

Attached to this RFD are:
Attachment 1: Proposed Replacement Policy 7.4.i - Incoming Local Trust Committee Correspondence: General, dated December 5, 2013
Attachment 2: Current Policy 7.4.i - Handling of Incoming Mail: General, dated February 4, 1993.

KEY ISSUE(S)/CONCEPT(S):

The key areas that have been reviewed and incorporated into the proposed replacement policy are summarized below:

- Updating of office processes; for example the current policy only refers to hard copy (paper) mail;
- References to the extensive use of email and the electronic environment that we work in today;
- The inclusion of “email” in the definition of “correspondence”;
- Clarifying criteria for correspondence in order for it to be included on a local trust committee agenda; and

- Guidance to local trustees and staff in managing the multitude of correspondence that they receive.

As part of clarifying criteria for correspondence that will be placed on an open meeting agenda, the replacement policy provides direction on managing:

- correspondence that contains defamatory statements or offensive references to others - and is being submitted for the public record;
- "personal information" within correspondence and how or if the *FOIPP Act* should apply; and
- anonymous correspondence or correspondence marked confidential, but which the writer wants to have taken into account by the trustee or a local trust committee.

Example procedures from the municipalities of Colwood, Kelowna, Saanich and Victoria as well as the Regional Districts of Alberni-Clayoquot, Comox Valley and Nanaimo were researched as part of the development of the replacement policy.

RELEVANT POLICY:

1. Trust Council Policy 7.4.ii: Handling of Correspondence: Chairperson and Executive Committee
2. Trust Council Policy 5.4.ii Procedural Fairness in Rezonings (reference to handling public input)
3. *Community Charter*
4. *Freedom of Information and Protection of Privacy Act*

DESIRED OUTCOME:
Proposed changes to the existing policy and procedures would recognize the present day office environment (e.g. extensive use of computers and electronic documents, including emails; and impact of the *FOIPP Act*). It would establish guidelines for handling incoming correspondence addressed to staff, local trustees and local trust committees in a consistent and efficient manner. The policy would include email under the definition of "correspondence". It would also clarify criteria for correspondence, in order for it to be included on a local trust committee agenda, which has been the subject of questions and ongoing discussion among staff.

RESPONSE OPTIONS

Recommended:
1. That the Islands Trust Council adopt Policy 7.4.i *Incoming Local Trust Committee Correspondence: General,* dated December 5, 2013.
2. That the Islands Trust Council repeal Policy 7.4.i *Handling of Incoming Mail General*, dated February 4, 1993.

Alternative:

1. Not to consider replacement of Policy 7.4.1 - Handling of Incoming Mail: General at this time.
2. To request staff to recommend different or additional amendments the current policy.

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Chief Administrative Officer
November 19, 2013

Chief Administrative Officer

Policy:	7.4.i
Approved by:	Islands Trust Council
Approval Date:	December 5, 2013
Amendment Date(s):	
Policy Holder:	Legislative Services Manager

DRAFT

INCOMING LOCAL TRUST COMMITTEE CORRESPONDENCE: GENERAL

Purpose / Rationale
To establish guidelines for processing incoming correspondence addressed to local trust committees, local trustees and local planning services staff, in a consistent, efficient and transparent manner.

Scope / Limits
This policy addresses how to process incoming correspondence to local trust committees, local trustees and local planning services staff.

The Legislative Services Manager is authorized to make minor, non-substantive amendments to this policy to maintain its currency, such as updates to references to legislation and position titles. A log of such minor amendments will be maintained as an attachment to the policy.

The Legislative Services Manager and other staff may develop administrative procedures and tools to implement this policy.

Principles

1. Local trustees, local trust committees and local planning services staff should receive correspondence addressed to them in an expeditious manner.

2. Correspondence addressed to a quorum of a local trust committee that is relevant to the actions or decisions of the local trust committee should be received in an open and transparent manner, so that those with interests in the topic have an opportunity to hear and respond to all information considered by the local trust committee that has been received within the relevant time limits for decision-making.

3. Despite the principles of openness and transparency expressed in Principle 2, Islands Trust bodies should not consider correspondence from anonymous sources and should not consider or publish written materials that are defamatory, profane or otherwise inappropriate for general circulation. Senders of such correspondence should have the opportunity to have their views considered by a local trust committee, by being informed of the necessary amendments that would make their correspondence eligible for receipt and circulation on an open public agenda.

A. Definitions

1. **"Correspondence"** means any written communication received by mail, BC Government courier, facsimile transmission, email, webmail or other electronic format, or in person.
2. **"Defamatory"** means false statements communicated to other people about a person that tends to hurt the person's reputation.
3. **"Webmail"** means mail that is received through generic email addresses posted on the Islands Trust website.

B. Guidelines

1. Correspondence addressed to local planning services staff and individual trustees

a) All incoming correspondence received by planning support staff that is addressed to a local planning services staff person or a local trustee, and is not marked private and/or confidential, is opened and forwarded to the addressee.

b) Correspondence addressed to individuals that is marked private and/or confidential is forwarded to the addressee unopened.

c) The Islands Trust maintains individual email addresses for each local trustee during their term of office and for each staff member during their term of employment. Such addresses and the contents of the related inboxes are managed by the individual named in the address in accordance with records management policies and procedures, but are ultimately part of the organizational record of the Islands Trust, rather than a private record.

d) Correspondence addressed to an individual trustee, including emails sent to the individual trustee's personal or Islands Trust email account, which is not considered by that trustee to be intended for the local trust committee, is not forwarded by the trustee to other members of the local trust committee or to staff. If a trustee believes that the correspondence is intended to be for the local trust committee, or should be considered by the local trust committee and be part of the public record, the trustee advises the sender, either by direct response, or in the case of an email by a pre-approved auto reply message, that if the sender wants the local trust committee to consider the correspondence, it should be sent directly to the local trust committee at the appropriate email or regular mail address.

e) Trustees should use the email addresses issued to them by Islands Trust for sending and receiving all official communications related to their role as an elected official. A separate private email address should be used for their personal communications.

f) Correspondence related to the business of the local trust committee, that is addressed to more than one individual trustee (a quorum), is forwarded to the relevant planning support staff by the first named recipient, for distribution to the entire local trust committee and consideration for inclusion on the local trust committee's public agenda.

g) Bylaw complaints are forwarded to the Bylaw Enforcement Administrative Assistant and are not included in the public agenda of a local trust committee.

h) All correspondence received by Islands Trust staff or trustees in response to a Public Hearing Notice is forwarded to planning support staff or to the appropriate email address for Public Hearing submissions.. Where a trustee receives such correspondence by email, a pre-approved auto reply message is used to inform the sender that the correspondence is being forwarded to planning support staff or to the appropriate email address for Public Hearing submissions.

2. Local Trust Committee Correspondence

a) The Islands Trust maintains a group email address for each local trust committee that is the preferred address for distributing correspondence intended for all members of the local trust committee.

b) The Islands Trust offers the public the ability to access local trust committees through webmail addresses posted on the Islands Trust website. Planning support staff checks webmail for each local trust committee once a day to determine the appropriate distribution of the contents in accordance with this policy and guiding procedures.

c) All incoming correspondence received in an Islands Trust office that is addressed to a local trust committee is opened and forwarded electronically to the relevant local trust committee email address or to the appropriate recipient(s), with the exception of correspondence marked private and/or confidential, correspondence that is misaddressed, or unsolicited commercial correspondence unrelated to Islands Trust business.

d) If individual trustees receive correspondence described in 2(c) directly, including via email, they forward it immediately to the appropriate planning support staff that ensures that the correspondence is distributed to the appropriate local trust committee email address.

e) Provided that the subject of such correspondence falls within the jurisdiction of the local trust committee, or addresses an item on the Islands Trust Council's advocacy program, the original correspondence is forwarded to the Planner who ensures that the appropriate follow-up action is undertaken as follows:

   i. When correspondence requires local trust committee action, and a staff report is not essential for consideration, the matter is brought forward on the next local trust committee agenda, provided it is received before the agenda deadline.

   ii. Correspondence specific to an active development application or ongoing project is generally received on a local trust committee agenda when that application or project is also on the agenda for consideration. Such correspondence may also be sent to the local trust committee group email address for information in the interim, depending on when the matter will next appear on an agenda.

iii. When correspondence requires local trust committee action and a staff report is essential for consideration, the matter is brought forward on the next local trust committee agenda with the relevant staff report, if it can be prepared in time. If a staff report is not prepared for the next agenda, the correspondence may be brought forward on the next agenda with an update from the Planner.

iv. With the exception of correspondence referenced in 2(e)(vii), (f) and (g), where the Planner determines that correspondence should be received by the local trust committee for information, and it is received within the deadlines for agenda package preparation, it is placed on the next local trust committee agenda. Correspondence received after the agenda deadline for the local trust committee meeting is placed on the following agenda unless the local trust committee agrees to consider it as a late agenda item, because it is of an urgent nature.

v. Misaddressed correspondence, for example to "Islands Trust" or to staff but is, in the opinion of the Planner, intended for a local trust committee is handled in accordance with 2(e) (i) – (iv).

vi. Correspondence of a general operational nature, including general inquiries and routine requests for information, where a decision or action of the local trust committee is not required, is answered directly by staff. The staff response is copied to the local trust committee for information, if the incoming correspondence was addressed to the local trust committee.

vii. Correspondence relevant to a matter that has been the subject of a Public Hearing and that is received after the close of that Public Hearing will be withheld from circulation to members of the relevant local trust committee until such time as it may be legally circulated to them. Trustees that receive such correspondence because it has been directed to the local trust committee's email address should refrain from opening or considering it, to the extent that this is practicable.

f) A local trust committee will not formally accept anonymous correspondence, or correspondence marked private or confidential, unless it could be considered in a closed meeting in accordance with Sec. 90 of the *Community Charter*.

g) Correspondence that is defamatory toward an individual or that contains profanities or language that the Legislative Services Manager (or their designate) deems to be inappropriate will not be placed on a local trust committee agenda that is open to the public.

h) Senders of correspondence referenced in 2(e) (vii), (f) and (g) that does not qualify for receipt by the local trust committee will be notified by staff explaining the reasons and what would be necessary to have the correspondence received, if applicable.

i) Hard copy correspondence qualifying for inclusion on an agenda must include the first and last name of the sender as well as their address, including postal code. Email correspondence qualifying for inclusion on an agenda must include the first and last name of the sender and their email address.

j) With the exception of correspondence referenced in 2(e) (vii), (f) and (g), correspondence submitted to the local trust committee is a public record and may be published in a meeting agenda that is available for viewing by the public in hard copy and on the Islands Trust website.

i) Personal information supplied by the sender in correspondence to the Local Trust Committee is also part of the public record and may have contact information (email address, house number, phone number) and signature severed before being included in an open meeting agenda package.

C. Legislated References

1. Community Charter

2. Freedom of Information and Protection of Privacy Act

D. Links to Supporting Forms, Documents, Websites, Related Policies

3. Policy Manual: Procedural Fairness in Rezonings (5.4.ii)
4. Policy Manual: Handling of Correspondence: Chairperson and Executive Committee (7.4.ii.):
5. Policy Manual: Communications Policy (6.10.ii.): http://www.islandstrust.bc.ca/media/58357/6.10.ii%20communications.pdf

7.4.i. Guidelines

HANDLING OF INCOMING MAIL: GENERAL

February 4, 1993

A: PURPOSE:

1. To ensure the proper and expeditious delivery of all incoming mail to local trustees and staff.

B: REFERENCES:

1. Policy Manual: Handling of Correspondence: Chairperson and Executive Committee (7.4.ii.)

C: GUIDELINE:

1. MAIL DELIVERED BY GOVERNMENT MAIL SERVICES

1.1. Once every day, receptionist receives and date stamps all incoming mail delivered to Trust Office by Government Mail Services.

1.2. All mail receives a circulation slip which notes staff person to receive the correspondence. Invoices, travel vouchers and permit/bylaw applications do not receive circulation slips. Invoices are given to Financial Clerk, Travel Vouchers and applications are given to Office Assistant. Newspapers receive a "newspaper circulation slip".

1.3. All resumes are logged noting the applicant's name, address, and date resume arrived. Resume is then passed to Operations Manager.

1.4. Addressed Correspondence

i. For correspondence addressed to a staff person, receptionist paper clips circulation slip on correspondence, and places correspondence in staff person's "in basket".

ii. For correspondence addressed to a local trustee, receptionist copies correspondence and mails to trustee (goes in trustee mail slot - sent out weekly). If correspondence is deemed urgent*, it is faxed to the trustee. The original correspondence is directed to the appropriate staff planner or manager, and receptionist notes on circulation slip that the correspondence has been mailed or faxed to the trustee.

iii. For correspondence addressed to a local trust committee, receptionist copies correspondence and mails to all local trust committee members. If correspondence is deemed urgent*, it is faxed to the trustees. The original correspondence is directed to the appropriate staff planner or manager, and receptionist notes on circulation slip that the correspondence has been mailed or faxed to local trust committee members.

iv. For correspondence addressed to the Executive Director, Chairperson or Executive Committee, the receptionist passes the correspondence to the Administrative Secretary for her to coordinate (see related procedures under Operations Manual Code 3 - Handling of Correspondence - Chairperson and Executive Committee).

2. MAIL DELIVERED BY COURIER OR PRIORITY POST

2.1. When a package arrives by courier or priority post, the receptionist will immediately open the package to examine the contents.

2.2. If the correspondence in the package is considered urgent, the receptionist will date stamp, and immediately pass to the appropriate staff person. If the correspondence in the package is not considered urgent, it will be placed in the "incoming mail basket" and will be dealt with when the regular mail is opened.

If Receptionist is unsure whether a piece of correspondence is considered urgent, she will consult the Administrative Coordinator. If Administrative Coordinator is unsure, the Operations Manager will be consulted.

3. ABSENT STAFF

3.1. When staff are absent, their designated backup will check the absentee staff person's inbasket for correspondence which should be dealt with expeditiously.

REQUEST FOR DECISION

To: Trust Council **For the Meeting of::** December 3-5, 2013

From: Executive Committee **Date Prepared:** November 19, 2013

SUBJECT: TRUST COUNCIL STRATEGIC PLAN (2011-2014)

RECOMMENDATIONS:

1. **That the Islands Trust Council endorse the Objectives, Strategies, Activities and Phases (columns 1 – 3) illustrated in the November 19, 2013 version of its Strategic Plan for 2011-2014.**

2. **That the Islands Trust Council request the Financial Planning Committee to use the November 19, 2013 version of its Strategic Plan for 2011-2014 for the purposes of finalizing its recommendations regarding the annual budget for 2014-15.**

3. **That the Islands Trust Council request the Executive Committee to make recommendations in March 2014 regarding any further amendments to the Strategic Plan for 2011-2014 that may arise following public input into the 2014-15 budget.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Implementation of Trust Council's adopted Strategic Plan has been progressing since the plan was adopted in September 2012. In September 2013, Trust Council asked Council Committees, Local Trust Committees and the Trust Fund Board to provide input to the Financial Planning Committee and the Executive Committee regarding the status of strategic plan items. That input has suggested some additional or different areas of focus, and some areas that are no longer priorities. After consideration of the input received, the Financial Planning Committee has now proposed a budget for the 2014/15 fiscal year. As that draft budget would not accommodate all parts of the Strategic Plan that Trust Council endorsed in September, the Executive Committee is recommending a revised version of the Strategic Plan. It reflects the input received to date, including the draft budget proposed by the Financial Planning Committee for the 2014/15 fiscal year.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The Strategies, Activities and Phases proposed for the current fiscal year are already funded in the current budget and are being worked on with existing resources. Proposed amendments to the Strategic Plan reflect changes to organizational priorities and to the resources proposed in the 2014/15 budget, including the proposed elimination of one 0.6 FTE staff position.

FINANCIAL:
The recommendation is that the Strategies, Activities and Phases of November 19, 2013 version of the Strategic Plan be endorsed in preparation for final budget preparations. Following its consideration of its 2014/15 budget in March 2014, Trust Council will be asked again to confirm

amendments to the Strategic Plan. If both are adopted essentially as proposed, the Strategic Plan would align with the 2014/15 budget.

POLICY:
This proposed amendments to the Strategic Plan do not have implications for existing policy. However, other documents may need to be re-examined, but these have not yet been analysed.

MPLEMENTATION/COMMUNICATIONS:
Adoption of the Strategies, Activities and Phases in the November 19, 2013 version of the Islands Trust Council's Strategic Plan will provide the basis for consistent communication with the public as the Financial Planning Committee consults with the public regarding a proposed budget for 2014/15.

If these recommendations are adopted, the Financial Planning Committee would consider the updated version of the Strategic Plan in developing the final draft of the 2014/2015 annual budget that Trust Council will consider in March 2014. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

OTHER: n/a

BACKGROUND

The Islands Trust Council adopted a Strategic Plan for the 2011-2014 term in September 2012. In March 2013, it adopted an annual budget aimed at funding activities identified in the Strategic Plan (among other operations and activities). As indicated in Attachment 1, several activities have now been completed and significant progress has been made on others.

In September 2013, Trust Council endorsed a new version of its strategic plan and asked Islands Trust bodies to provide input regarding it to the Executive Committee and the Financial Planning Committee. A summary of input received to November 19, 2013 is included as Attachment 2 to this RFD.

On November 13, 2013, the Financial Planning Committee considered the input received to date and recommended a draft 2014/15 budget for Council's consideration in December 2013. The recommended budget does not support all aspects of the Strategic Plan that Council had endorsed in September 2013.

Following consideration of input received and the Financial Planning Committee's recommendations for the 2014/15 budget, the Executive Committee has recommended amendments to Council's Strategic Plan. The November 19, 2013 version of the Strategic Plan has been updated to illustrate:

- The addition of some activities as recommended by Islands Trust bodies (or related staff recommendations), as indicated in highlighted italics
- The amendment or elimination of some activities, as recommended by Islands Trust bodies (or related staff recommendations), as indicated with 'strike-throughs' and related highlighted italics that represent amendments
- The amendment or elimination of some activities, in response to the budget proposed by the Financial Planning Committee, or to recognize that some items are no longer priorities on various work programs. These items are also indicated with 'strike-throughs' in Attachment 1. In some cases, requests from various Islands Trust bodies are indicated in highlighted italics, but also as 'strike-throughs' because they were not supported in the budget recommended by the Financial Planning Committee.

REPORT/DOCUMENT:
Attachment 1 – Islands Trust Council Strategic Plan 2011-2014, November 19, 2013 version.
Attachment 2 – Input from Islands Trust bodies to Islands Trust Council Strategic Plan – Received to November 19, 2013 (only comments received by November 14, 2013 are reflected in draft Strategic Plan)

KEY ISSUE(S)/CONCEPT(S):
Endorsement of an updated version of Trust Council's Strategic Plan, in relation to input from Islands Trust bodies and staff and in relation to final budget preparations for 2014/15.

RELEVANT POLICY: n/a

DESIRED OUTCOME:
- Endorsement of amendments to the Strategic Plan to guide the final preparation of the 2014/15 annual budget.
- Development of a proposed budget for 2014/15 that is consistent with Trust Council's Strategic Plan.

<u>RESPONSE OPTIONS</u>

Recommended:

1. That the Islands Trust Council endorse the Objectives, Strategies, Activities and Phases (columns 1 – 3) illustrated in the November 19, 2013 version of its Strategic Plan for 2011-2014.

2. That the Islands Trust Council request the Financial Planning Committee to use the November 19, 2013 version of its Strategic Plan for 2011-2014 for the purposes of finalizing its recommendations regarding the annual budget for 2014-15.

3. That the Islands Trust Council request the Executive Committee to make recommendations in March 2014 regarding any further amendments to the Strategic Plan for 2011-2014 that may arise following public input into the 2014-15 budget.

Alternatives:
1. To add or restore items to the November 19, 2013 version of the Strategic Plan and request the Financial Planning Committee to develop budget recommendations that would accommodate those items with the necessary resources in the 2014/15 fiscal year.
2. To make other amendments to the November 19, 2013 version of the Strategic Plan before endorsement.
3. Not to endorse a version of the Strategic Plan at this time.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: Executive Committee, November 19, 2013

Linda Adams

Linda Adams, Chief Administrative Officer

Attachment 1

Islands Trust Council — Strategic Plan 2011-2014

Adopted September 12, 2012 –Potential amendments – Nov 19, 2013

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

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 ~~island land use decisions~~ the Islands Trust Area, *through improved liaison at the political level and communications about marine advocacy*.
- Continually working to improve our organizational effectiveness

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

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

(white)	Not due to start or awaiting actions of others
(blue)	Completed
(dark green)	In Progress – On Target
(light green)	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
(yellow)	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
(red)	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**	**FY 2011/12- 2014/15** 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
		FY 2012/13 – 2013/14 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 ITF presentation to LPS not started
		FY 2012/13 – 2014/15 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 in 2013/14 $22K for eelgrass mapping; $10K for forage fish mapping Further work subject to 2014/15 budget *$25K* for eelgrass mapping	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 completed for Gambier, Thetis, Thetis associated islands (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		FY 2013/14 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	Planning in progress

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		FY 2011/12 - 2014/15 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Recent grants awarded to Pender Island Conservancy ($5,000), Salt Spring Island Conservancy ($5,000) *and Mayne Island Conservancy ($3450)*
		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	Scheduled for Dec/13 Trust Council meeting
		FY 2013/14 – 2014/15 1.1.7 Share information with the public about managing invasive species	TFB		Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	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 current 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 current 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	*Contract awarded for Hornby*
		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	*Contracts awarded for Denman, Hornby and SSI for all known RAR watersheds*
		FY 2014/15 1.3.4 Improve mapping of additional riparian areas on Gambier~~, Lasqueti and Salt Spring islands~~	LTCs**		Subject to 2014/15 program budget ($30,000 mapping on Gambier)	By whether new mapping of riparian areas is complete	Not due Not started *Budget request endorsed by FPC in Nov/13*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		PHASE 3 – Adopt bylaws **FY 2012/13 - 2013/14** 1.3.5 Adopt new bylaws to implement RAR on selected islands (Gabriola, *Lasqueti*, Mayne,Saturna, Thetis)	LTCs**		Funded by 2013/14 program budget	By whether Gabriola, *Lasqueti*, Mayne Saturna and Thetis are RAR compliant through bylaw development	Saturna complete Gabriola, *Lasqueti* & Thetis in progress**.** *Mayne resolved to not proceed with adoption of bylaws*
		FY 2014/15 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and ~~one~~ Salt Spring ~~watershed~~)	LTCs**		Subject to 2014/15 program budget ($17,500)	By whether Ballenas/Winchelsea, Denman, Hornby and ~~one~~ Salt Spring ~~watershed~~ are compliant with RAR through bylaw development	Not due Not started *Budget request endorsed by FPC in Nov/13*
		FY 2015/16 - ? 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds ~~and remainder of Salt Spring~~)	LTCs**		Subject to budget	By whether all Gambier and Lasqueti ~~and Salt Spring~~ watersheds are compliant with RAR through bylaw development	Not due Not started
	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. *Further meeting sought*
		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	Information package re Planned Giving *distributed to estate planners*
		FY 2014/15 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 2015/16 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- *2013/14*** 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*
		FY 2011/12 – 2014/15 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*		Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	144 hectares protected since 2011

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
	~~1.6 Use land use planning tools and decisions to increase protection of special areas~~	~~**FY 2013/14**~~ ~~1.6.1 Explore model land use planning tools that protect species and ecosystems at risk~~	~~LPC~~	~~Funded by base budget~~	~~By whether a staff report on model land use planning tools has been completed~~	~~Not started. Pending provincial working group recommendations. Staff participating on prov. working group.~~
		~~1.6.2 Trustee workshop about protection of special areas~~	~~TFB~~	~~Funded by base budget~~	~~By whether a trustee workshop has been held~~	~~Complete~~
		~~**FY 2011/12 – 2014/15**~~ ~~1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity~~	~~LTCs**/BIM***~~	~~Funded in 2013/14 program budgets~~	~~By whether OCPs and LUBs have been amended to address improved protection of biodiversity~~	~~Some reviews underway (details to be confirmed)~~
	1.7 Reduce greenhouse gas emissions	~~**FY 2012/13 – 2013/14**~~ ~~1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA~~	~~LTCs~~	~~Funded by program budget~~	~~By whether all OCPs comply with LGA re GHG emissions~~	~~18 of 19 comply. Outstanding OCP (Piers Island) on work program *long list*, but work not started~~
		FY 2012/13 - 2014/15 1.7.2 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 working on regulations to implement OCP policies
		FY 2012/13 – 2013/14 1.7.3 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
		FY 2013/14 - 2014/15 *1.7.4 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)*
2. PROTECT coastal and marine ecosystems	**2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems**	**FY 2012/13** 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
		FY 2013/14 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

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* - 2014/15 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	Not started. *On LPC work program to work with Thetis LTC on a pilot*
	~~**2.2 Use land use planning tools and decisions to improve protection of coastal areas**~~	~~**FY 2013/14 – 2014/15**~~ ~~2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping~~	~~LTCs**~~	~~Subject to funding in future program budgets~~	~~By whether LTCs have adopted regulatory bylaws~~	~~Reviewed by Thetis LTC. Educational program being considered/developed by N Pender, S Pender, Thetis~~
		~~2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore~~	~~LPC/LTCs**~~	~~Funded in 2013/14 program budget ($2000)~~	~~By whether mechanisms have been developed~~	~~LPC recommends educational approach, not proactive enforcement~~
	2.3 Participate in planning for National Marine Conservation Area Reserve	**FY 2011/12 – *2013/14*** 2.3.1 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	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs ** / TAS / EC	Funded by base budget	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		~~**FY 2014/15**~~ ~~2.3.3 Participate in NMCA workshops and consultation opportunities~~	~~LTCs **~~ / ~~TAS~~ / ~~EC~~	~~May require additional funds~~	~~By level of participation in NMCA workshops and consultation opportunities~~	~~No funding proposed in 2014/15 budget. Trustee travel budgets reduced~~
		Future fiscal years (TBD) 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**	May require additional funds	TBD	Not due Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	**FY 2011/12 – 2014/15** 2.4.1 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	2011:7 letters sent 2012:1 letters sent 2013: 3 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
		2.4.2 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*	*Not started Not due*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		2.4.3 Chair participation in hearings related to tanker traffic increases	EC	Letter of comment would be funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		~~*2.4.4 Chair participation as an intervenor in Kinder Morgan hearings*~~	~~*EC*~~	~~*Subject to funding in 2014/15 budget*~~	~~*By whether the Chair has participated as an intervenor in the Kinder Morgan hearing process*~~	~~*Not started*~~ ~~*No funding in 2014/15 budget*~~ ~~*Not due*~~
		2.4.5 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	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.6 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
		FY 2011/12 – 2014/15 2.4.5 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 Mar/13 Letter to minister seeking action on Transport Canada report Sept/13 Organized resolution, clinic and meeting with Minister at UBCM Sept *and* Nov/13 Chair correspondence
		FY 2011/12 – 2013/14 2.4.6 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
		FY 2012/13 – 2014/15 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the ~~Executive Committee has~~ *Chair has written a letter to* advocate~~d~~ regarding the proposed Burnco Gravel Mine	*Complete* *Chair correspondence sent (Oct/13)*
		FY 2013/14 – 2014-15 *2.4.8 Advocate for a comprehensive Howe Sound management plan that ensures a balance between development*	*EC*	*Funded by base budget*	*By whether the Chair has written in support of a comprehensive Howe Sound Management Plan*	*Participated in a minister meeting at UBCM and community meeting. Awaiting specific request from*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		and protection				*community group.*
		2.4.9 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
		FY 2013/14 – 2014/15 2.4.10 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	Preliminary discussion with ministry staff Initial briefing prepared for EC
	2.5 Advocate for appropriate regulation of aquaculture	**FY 2013/14 – 2014/15** *2.5.1 Meet with regulatory agencies responsible for shellfish activities in the Islands Trust Area* *~~Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)~~*	*EC*	*Funded by base budget (subject to displacement of other advocacy initiatives)*	*By whether staff and the Executive Committee has met with regulatory agencies regarding shellfish activities* *~~By whether the Denman Island LTC has collaborated with DFO on a pilot project~~*	*Staff meeting held Nov 21/13* *~~Not started (Denman unsuccessfully sought representation on DFO committee)~~*
	2.6 Advocate for effective regulation of marine sewage	**FY 2011/12 – 2014/15** 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	Research and mapping in progress
		~~2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)~~	~~LTCs**/BIM***~~	~~Funded by base budget~~	~~By whether OCP policies require sewage pump-outs as a condition of marina development/expansion~~	~~No new OCP amendments since adoption of Strategic Plan~~

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

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

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**	**FY 2013/14** 3.1.1 Compile *and web-post* educational materials about water resources done by local groups ~~and identify gaps~~	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*. ~~Fill identified gaps with 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*	Not started
		~~**FY 2014/15** 3.1.3. Develop an on-going water stewardship program~~	~~TPC~~	~~Subject to 2014/15 program budget~~	~~By whether an on-going water stewardship program has been funded and launched~~	~~Not due Not started~~
	3.2 Advocate for provincial Water Act reform	**FY 2011/12 – *2013/14*** 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	Input to Water Sustainability Act Complete
	3.3 Use land use planning tools and decisions to protect water quality and quantity	**FY 2013/14** 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	Project charter approved by LPC; *Draft report prepared*
		FY 2013/14 – 2014/15 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
		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*

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
		~~**FY 2013/14**~~ ~~3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation~~	~~LPC~~	~~Funded in 2013/14 program budget ($2500)~~	~~By whether model Development Permit Areas have been developed~~	~~Not started~~
		~~**FY 2014/15**~~ ~~3.3.5 Adopt new Development Permit Areas to enhance water conservation~~	~~LTCs**/BIM***~~	~~Subject to funding in 2014/15 program budget~~	~~By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation~~	~~Not due~~ ~~Not started~~
	3.4 Explore alternative tools for improving watershed management	**FY 2012-13** 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
		FY 2013-14 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**	**FY 2013/14** 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	Sept/12 RD discussion at UBCM breakfast Aug/13 TPC approved project charter Sept/13 RD session at UBCM breakfast Dec/13 session at TC mtg
	4.2 Advocate for sustainable, affordable and appropriate ferry service	**FY 2013/14** 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	Aug/13 TPC approved research program *Nov/13 TPC recommends reducing program*
		FY 2011/12 – 2014/15 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
	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)	**FY 2011/12 – 2014/15** 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Hornby, *Salt Spring and Saturna* considering OCP amendments to allow secondary suites *and/or temporary portable homes.*
		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*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
						N. Pender considering affordable/senior housing applications. Denman and Saturna considering or drafting bylaw to allow secondary suites and/or dwelling units
	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 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	Included in Gabriola OCP review
		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	Included in Gabriola LUB review
	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*	*Work underway on SSI*
		4.5.2 Background analysis in regards to 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*	*Work underway on SSI*

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(blue)	Completed
(green)	In Progress – On Target
(light green)	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
(yellow)	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
(red)	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++
5. STRENGTHEN relations with First Nations	**5.1 Improve engagement with First Nations ~~during land use referrals~~**	**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	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		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 2012/13 – 2014/15** 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN *Engagement* Strategy~~	~~LPS~~, ~~TAS~~	~~Funded by base budget~~	~~By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented~~	~~2 of 2 'essential' improvements in progress 3 of 8 'quick start' improvements in progress~~
		FY 2013/14 5.1.4 Identify resource needs for improved FN engagement	EC	Funded by base budget	By whether the resource needs for improved engagement have been identified	*Complete Budget request provided to FPC in Nov/13 Request not included in proposed budget*
		~~**FY 2014/15** 5.1.5 Implement improvements identified in the FN Engagement Strategy as longer term or requiring additional resources~~	~~LPS~~	~~Subject to increase in future base budget to support an additional LPS position~~	~~By whether all improvements identified in the FN Engagement Strategy as longer term or requiring additional resources have been implemented~~	~~Not started Not due~~
		FY 2013/14-2014/15 *5.1.6 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*	*EC as an LTC has added a work program item to improve engagement with Nanoose FN.*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
						DILTC members seeking informal discussion with Komoks FN. SSILTC has grant funding to engage with FNs in 2014
	~~5.2 Improve engagement with First Nations during Trust Council's marine and terrestrial protection work~~	~~FY 2014/15~~ ~~5.2.1 Improve engagement re free Crown grant program~~	~~TAS~~	~~Subject to increase in base budget~~	~~By whether consultation and engagement has been improved~~	~~Not started. Not due.~~ ~~Pending increased staff capacity~~
		FY 2012/13 – 2014/15 5.2.2 Improve communication ~~and coordination~~ during marine protection advocacy	EC	~~Subject to increase in~~ Funded by base budget	By whether ~~consultation and engagement~~ communication has been improved	Not started. ~~Pending staff capacity~~
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	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	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	*Amendments to related policy proposed by FPC for Dec/13 TC meeting*
		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	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	~~6.2 Improve cost-recovery from development application fees~~	~~FY 2013/14~~ ~~6.2.1 *Consider* developing model fees bylaw for consideration by LTCs~~	~~LPC~~ ~~FPC~~	~~Subject to annual program budget~~	~~By whether *development of a* model bylaw has been *considered*~~	~~*Complete (considered, but TC decided not to proceed)*~~

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~~ ~~6.2.2 Consider adoption of amended fees bylaws, *if recommended by TC.*~~	~~LPC/LTCs**~~		~~Funded by base budget~~	~~By whether LTCs have adopted amended fees bylaws, *if recommended by TC*~~	~~Complete *(TC decided not to recommend amendments to fees bylaws)*~~
	6.3 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 6.3.1 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	In progress. Input into study terms of reference complete. Response to initial info requests from consultant complete.
		FY 2014/15 – 2015/16 6.3.2 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.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		FY 2015/16(?) - ? 6.3.3 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 2014/15(?) 6.3.4 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
	6.4 Review service delivery regarding application processing	FY 2014/15 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded *by base budget*	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started *Not due*

* 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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www.islandstrust.bc.ca

Colour Key for Middle Column:

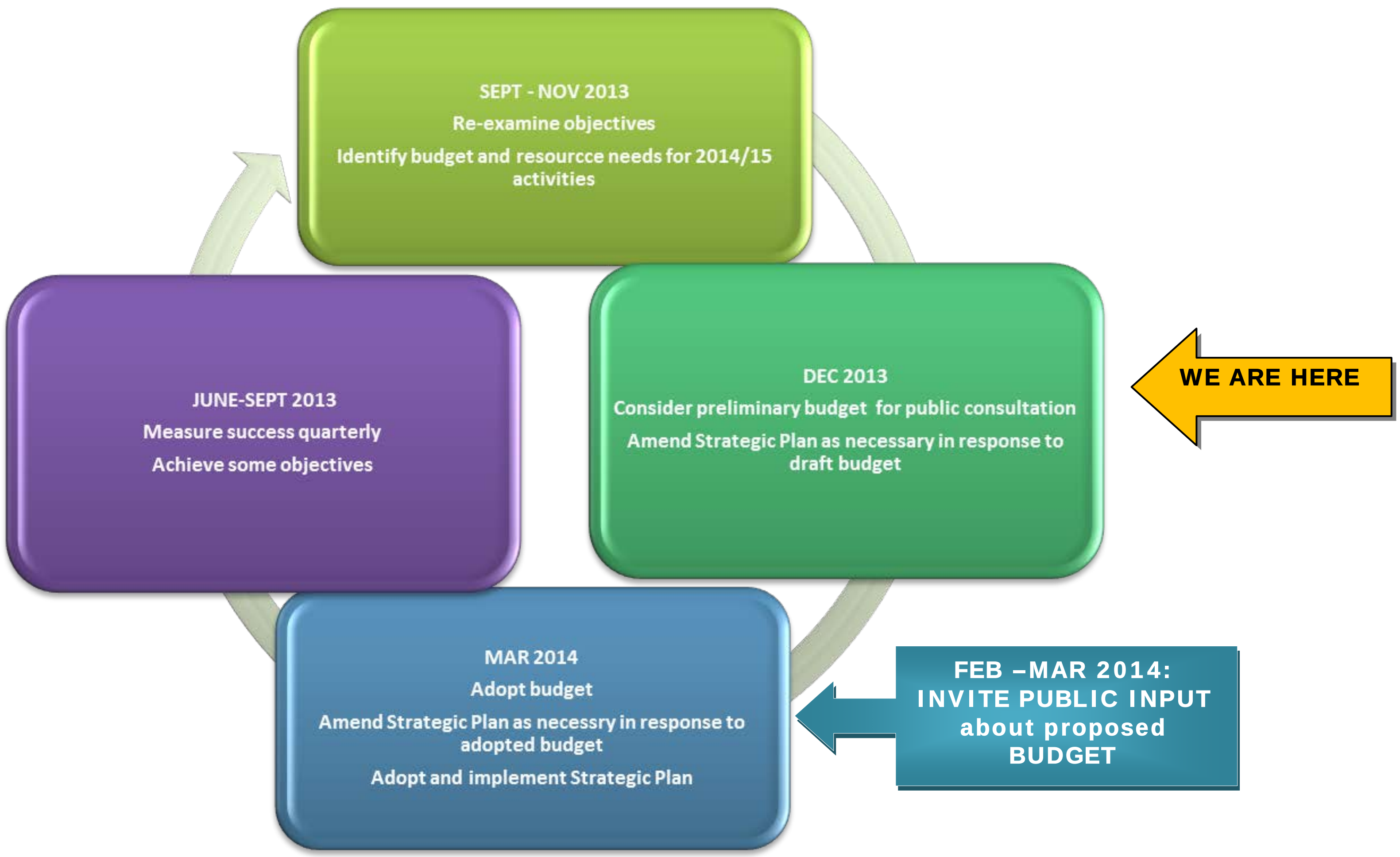
Colour	Potential committee / unit / body taking lead for a potential strategy
(pink)	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
(light blue)	Trust Programs Committee or Trust Area Services staff
(peach)	Executive Committee
(light green)	Trust Fund Board or Islands Trust Fund staff
(lavender)	Financial Planning Committee

++ Colour Key for Status Column:

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

Islands Trust

Summary of Strategic Planning Process (2013-2014)



Attachment 2
Input from Islands Trust bodies to Islands Trust Council Strategic Plan
Received to November 19, 2013 – via draft meeting minutes
(note: only input received prior to November 14 is reflected in draft Strategic Plan)

Executive Committee

Resolution EC 100/2013
It was MOVED and SECONDED:
Request staff propose amendments to the strategic plan for Item 2.4.1 chair correspondence re oil spill prevention and response, that would offer two options – 1) chair correspondence within the base budget; and 2) intervenor participation in the hearings contingent on program budget.
CARRIED

Local Planning Committee

Delete:
1.6.1 – Explore model land use planning tools that protect species and ecosystems at risk
2.2.2 – Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore
6.2 – Improve cost recovery from development application fees

Combine:
3.3.1 – Develop toolkit for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity
3.3.4 – Develop model DPAs that LTCs and BIM may consider in regards to water conservation

Add:
1.7.4 "Renewable Energy Tool Kit" with LPC as the group assigned; and
under 2.1.3, add LPC as one of the groups assigned

Trust Programs Committee

It was MOVED and SECONDED that the Trust Programs Committee recommends to Trust Council that the following changes be made to the water education part of the strategic plan: that 3.1.1. be amended by deleting “Identify gaps”; that 3.1.2 be changed to include “identify gaps, and make recommendations on new educational materials”, and delete 3.1.3.

Financial Planning Committee

It was MOVED and SECONDED to remove 6.2.1 and add the word "consider" and modify to read developing. This would read consider developing model fees bylaw for consideration by LTCs

Trust Fund Board

- Input to come

Ballenas/Winchelsea (Executive Committee as a Local Trust Committee)

EXLTC-047-2013
It was MOVED and SECONDED that the Executive Committee Acting as a Local Trust Committee request that its First Nations liaison initiative for 2014-15 be reflected in the strategic plan.

Denman Island Local Trust Committee

DE-071-2013
It was MOVED and SECONDED that the Denman Island Local Trust Committee amend the Activities and Phases for Strategy 2.5 (Advocate for appropriate regulation of aquaculture) to read “Executive Committee to meet with regulatory agencies responsible for shellfish activities in the Islands Trust area” and delete the activities under how we measure success.

Galiano Island Local Trust Committee (received on November 19)

That an activity be added to item 1.5.3 called "Participate in Coastal Douglas Fir and Associated Ecosystems Conservation Partnership" with measure of success being " Active Participation" and status being "Depict Galiano's Membership".

That item 3.3.2 be amended to include under status "Groundwater Protection DPA Policy Review".

That item 6.2.2 be deleted.

Note: re item 2.1.3 Green-shores, recommend amendment to reflect that the Thetis Island LTC is piloting this.

Gambier Island Local Trust Committee

GM-065-2013

It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to recommend to the Executive to consider putting advocacy regarding the Howe Sound management plan on the strategic plan.

North Pender Island Local Trust Committee

NP-LTC-83-13

It was Moved and Seconded that the North Pender Island Local Trust Committee anticipates completion of Strategic Plan activities pursuant to 1.6.3, 2.3.2, and 3.3.2 to be on target for this term.

Salt Spring Island Local Trust Committee

SSI-001-13 It was **MOVED and SECONDED** that the Salt Spring Island Local Trust Committee recommend that Trust Council amend Strategic Plan Item 2.3.2 to add more staff support and budget to better understand the implication of National Marine Conservation Area implementation. **CARRIED**

SSI-002-13 It was **MOVED and SECONDED** that the Salt Spring Island Local Trust Committee recommend that Trust Council remove any reference to Salt Spring Island from Item 1.3.4. **CARRIED**

SSI-003-13 It was **MOVED and SECONDED** that the Salt Spring Island Local Trust recommend to Trust Council that it amend the strategic plan at Item 1.3.6 to read "…and Salt Spring." and remove reference to Salt Spring Island in Item 1.3.7. **CARRIED**

SSI-004-13 It was **MOVED and SECONDED** that the Salt Spring Island Local Trust Committee recommend that the strategic plan reflects the Salt Spring Island Local Trust Committee Land Use Bylaw Industrial Lands update and Ganges Village Planning work program items in section 4. **CARRIED**

SSI-005-13 It was **MOVED and SECONDED** that the Salt Spring Island Local Trust Committee recommend that Item 6.4.1 remains a priority but will not be completed in this fiscal year. **CARRIED**

Saturna Island Local Trust Committee

1. Add "and Saturna" to the status column of 4.3.1 of the Strategic Plan
2. Add "and Saturna considering amendment to allow secondary suites" in front of existing text in the status column of 4.3.2

Islands Trust Council Plan for Continuous Learning 2011-2015

Islands Trust

(What other topics would trustees like to propose?)

2013-11-21

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2013	Webinar Sessions (planned)	New Website Orientation		Northern and Southern Team Meetings	
	Dec (Victoria)	Draft 2014/15 Budget Session Strategic Plan Review Invasive Species		Bylaw Enforcement Best Practices	Electoral Area Directors re Economic Sustainability
2014	Mar	Annual Budget Session		Good Planning Practice	Provincial Treaty Negotiators (To be confirmed)
	June	Coastal Douglas Fir Zone Conservation Action Plan			San Juan County
	Sept	Election Period Best Practices Term Review			
	Dec (Victoria)	Orientation Draft 2015/16 Budget Session	Orientation	Orientation	Orientation
2015	Mar				Working with First Nations

3.5

SESSIONS/ITEMS COMPLETED IN 2011-14 TERM					
Year		**Trust Wide and Administrative Topics**	**Legal and Governance Topics**	**Planning How-To**	**Working With Others**
	Webinar Sessions (held)	*Email Management (Aug 2013) Carbon Offsets (June 2013)*			
2013	*June (Mayne)*	*Carbon Neutral Policy*		*Making Difficult Decisions*	*Working with San Juan County*
	Mar (Thetis)	*Annual Budget Session*	*Legal Session Conflict of Interest*		*Working with the Islands Trust Fund*
	Sept (Lasqueti)	Advocacy Policy	Freedom of Information and Protection of Privacy	Refresher on administrative fairness in application processes	
2012	*Dec (Salt Spring)*	*Draft Budget Session*		*Greenshores for Homes re Shoreline Mapping*	*Introduction to the Agricultural Land Commission*
	Sept (Bowen)	*Strategic Planning Oil Spill Response*	*Refresher on Standards of Conduct and Administrative Fairness*	*Good Planning Practice Best practices in public engagement*	*Bowen Island Municipality*
	June (Penders)	*Strategic Planning*	*Intro to Indemnification*		*First Nations San Juan County*
	Mar (Gabriola)	*Annual Budget Session Initial Strategic Planning Session*	*Standards of Conduct and Indemnification*	*Community Planning 101 (for new trustees)*	
2011	*Dec (Victoria)*	*Orientation to Trust Area Services, Administrative and Financial Services and and budget process*	*'Staying out of Trouble' Session*	*Orientation to Local Planning Services*	*Making Fair Decisions Islands Trust Human Resources*

Potential topics/agency liaison for consideration in 2011-14 term:

- 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	*December (Victoria)*	*Intro to Budget Session Initial Strategic Discussion*	*General Orientation Governance (G. Cuff)*	*General Orientation*	*General Orientation*
2009	*Mar (Gabriola)*	*Annual Budget Session*	*Strategic Planning Legal Session*	*Intro to land use planning*	
	June (North Pender)		*Procedural Fairness*	*Introduction to land use planning – part 2*	*Farm Industry Review Bd San Juan County*
	September (Mayne)	*Climate Change – GHG Emission Reduction Targets*		*GHG Emission Reduction – planning policies actions*	
	December (Salt Spring)	*Intro Budget Session History of the Trust Strategic Plan Update*	*Litigation 101*	*Community Housing Task Force Update Bill 27 Update*	*Trust Fund Board*
2010	*March (Hornby) June (Saturna)*	*Strategic Plan Review Annual Budget Session Marine Shipping Safety*	*Update regarding court case Refresher on Orientation Topics*	*Community Housing Task Force Report Bill 27 Update Refresher on Temporary Use Permits*	*San Juan County Parks Canada*
	Sept (Bowen)	*Strategic Plan Update and Review*		*Food Security through Land Use Planning Riparian Area Regs - the Perspective of a QEP*	*Bowen Island Council*
	Dec (Victoria)	*Intro Budget Session Strategic Plan Update*		*Good Planning Practice (Randall Arendt)*	*Regional Conservation Plan (TFB) GINPR (southern trustees)*
2011	*March (Galiano)*	*Annual Budget Session*		*MAP IT demo Implementing the Regional Conservation Plan with LTCs*	
	June (Denman)	*Conservation Offsets*	*Operational Carbon Neutrality and Offsets*	*Rural By Design Practical examples*	*Liaison with Electoral Area Director – Cortes Strathcona RD*
	Sept (Salt Spring)	*Term & Strategic Plan Review Advice to Incoming Council*	*Elections Period Best Practice*		*San Juan County*

From: Peter Johnston
Sent: November-13-13 6:53 PM
To: Marie Smith

Subject: Request for Executive Committee

To the Trust Executive Committee:

I request that a brief item for discussion be placed on the agenda of December Council meeting, concerning Council meetings on our islands. I'd like this to have a short amount of time for discussion and immediate feedback/response from trustees, and senior staff.

I would like to suggest or request that trustees hosting Council meetings on their islands work to include as much trustee-community interaction as possible. Thetis Island started this by including a trustee lunch with community members. It was a very successful and enjoyable lunch. I think that increased interaction between trustees and community members will be good for the Islands Trust and our relationship with islanders.

I realize that there is not a lot of time during Council meetings, but Thetis has begun the process, and I'd like to encourage more. It might be possible and desirable for this sort of interaction to take place on one of the evenings.

A fair number of trustees arrive on islands the evening before the meetings begin, and some might now, or might be attracted to, stay later after the meeting ends. I propose that no additional cost to the Trust be incurred. There would be opportunities on Monday evening or Tuesday morning, or Thursday afternoon, for this sort of event, for those who chose to participate.

The Delegations/Town Hall session, held Wednesday afternoon, is a formal effort to interact with community, but it is usually a crowded agenda with very limited to no time for interaction, and especially for informal chat and discussion. More would be beneficial for the Trust and the communities.

I considered sending it out to everyone as an email, but wasn't sure this would be okay. I can do it if there is not time for it to fit into the agenda.

Thank you very much for your consideration. Peter

Islands Trust

DIRECTOR OF ADMINISTRATIVE SERVICES
2013-2014 THIRD QUARTER REPORT

Date: November 15, 2013

<table>
<tr><th>COMPLETED SINCE LAST REPORT</th><th>PLANNED 4th QUARTER 2013/14 ACTIVITIES</th></tr>
<tr><td>Trust Council, Executive Committee, Financial Planning Committee
▪ Completed Second Quarter Financial Results
▪ Completed Briefing to Trust Council on Forecast for 2013/14
▪ October 30 and November 13, 2013 FPC Meetings
▪ Draft 2014/15 budget provided for FPC's review and recommendation to Trust Council in December
▪ Reviewed 2011-14 Strategic Plan items wit FPC
▪ Met with Bowen Island Municipality Finance Committee
▪ Completed recommended revisions to Policy 7.2.vi Municipal Tax Requisition Calculation</td><td>Trust Council, Executive Committee, Financial Planning Committee
▪ FPC Meetings January 22 and February 12, 2014
▪ Complete public consultation process related to 2014/15 budget
▪ Complete recommend amendments to LTC Local Expense Policy 4.1.viii</td></tr>
<tr><td>Administrative Unit Supervision
▪ Held bi-weekly meetings with Admin Team</td><td>Administrative Unit Supervision
▪ Review Finance and HR Local Area Network (LAN) files
▪ Continue with regular visits to Northern office and Salt Spring office
▪ Complete annual Performance Plans</td></tr>
<tr><td>Human Resources and Payroll
▪ Staff trip to Salt Spring Island September 25, 2013
▪ Completed several hiring processes related to staff turnover
▪ Arranged meeting with PSA and Leadership Team with respect to new Worksafe BC Anti-Bullying Guidelines
▪ Completed review of Annual Staff Awards
▪ Several PECSF fund-raising activities held
▪ Planning for All Staff December meeting and seasonal celebration</td><td>Human Resources and Payroll
▪ Review Job Descriptions and update to new Public Service Agency standards
▪ Follow up with Public Service Agency on contract
▪ Complete review of excluded staff salaries
▪ Complete several hiring processes underway
▪ Review leadership training for 2013/14</td></tr>
</table>

COMPLETED SINCE LAST REPORT	PLANNED 4th QUARTER 2013/14 ACTIVITIES
Information Systems ▪ Information Systems Advisory Group meeting November 5, 2013 ▪ Reviewed new telephone system recommendations ▪ Renewed leases on photocopiers in Island offices	**Information Systems** ▪ Continue to monitor 2013/14 support and equipment budget and work program and develop 2014/15 work program ▪ Complete implementation of eSCRIBE (workflows and agenda preparation) and staff training ▪ Begin work on Business Continuity Plan ▪ Finalize File Naming Convention Policy
Financial Management and Payroll ▪ Provided financial information to consultant re Islands Trust Impact Analysis (study related to possible SSI incorporation) ▪ Finance Officer selected to participate in the PSA Time and Labour reporting project	**Financial Management and Payroll** ▪ Review capital asset management database ▪ Complete RFP for audit services ▪ Investigate use of PSA Time-On-Line system and develop business case if warranted ▪ Provide financial information to consultant re Islands Trust Impact Analysis (study related to possible SSI incorporation)
Risk/Safety/Contract Management ▪ Held monthly meetings of the OSH Committee ▪ Emergency drills and inspections completed at all offices	**Risk/Safety/Contract Management** ▪ Review template for Service Contracts and other procurement policy forms to ensure Conflict of Interest provisions are sufficient
Facilities Management ▪ None	**Facilities Management** ▪ None
Carbon Neutral Operations ▪ None	**Carbon Neutral Operations** ▪ Complete and review 2013 Carbon Inventory calculations and research Carbon Offset purchases as necessary

Islands Trust

FINANCIAL PLANNING COMMITTEE
WORK PROGRAM REPORT

To: Trust Council **Date:** November 20, 2013

WORK PROGRAM

1. **First Draft of the 2014/15 Budget**

Current
Reviewed Draft Assumptions and Principles at FPC meeting August 21, 2013 and October 30, 2013.
Reviewed Draft Assumptions and Principles at Trust Council in September 2013.
Revised first raft of budget with FPC at October 30 and November 13, 2013 meetings.

Planned
First draft of 2014/15 Budget to December 2013 Trust Council.

2. **Complete the 2013/14 Forecast**

Current
Review 2013/14 Forecast with FPC at November 13, 2013 meeting.

Planned
Forward briefing to Trust Council's December 2013 meeting.

3. **Policy LTC Expense Policy 4.1.viii.**

Current
Proposed revisions presented to FPC at August 21, 2013 meeting.

Planned
Complete further revisions requested by FPC

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

The Financial Planning Committee has adopted the above noted priorities for the third quarter of fiscal 2013/2014. 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 30 and November 13, 2013. The next meeting of the Financial Planning Committee is proposed to be held January 22, 2014. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair

4.3

REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: December 5, 2013

From: Nancy Roggers

Date Prepared: November 20, 2013

pc:

File No: [Report Number]

SUBJECT: SEPTEMBER 30, 2013 QUARTERLY FINANCIAL REPORT

RECOMMENDATION:

That the Islands Trust Council approve the September 30, 2013 quarterly financial report as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The financial report indicates that Islands Trust is generally following the financial plan for 2013/14.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: None

BACKGROUND

REPORT/DOCUMENT:
Islands Trust Statement of Net Financial Position (Balance Sheet) and Consolidated Statement of Revenue and Expenditures to September 30, 2013

KEY ISSUE(S)/CONCEPT(S):
Statement of Net Financial Position (September 30, 2013 compared to March 31, 2013)
Differences are due to timing of expenditures, receipt of revenues and reversal of accruals following fiscal year end.

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

- Investment Income is below budget expectations due to market conditions. During the second quarter investments were moved from the Municipal Finance Authority (MFA) Bond Fund which was not performing well to the MFA Money Market Fund which has better returns. Investment income should increase during the third quarter due to receipt of the general property taxes in the second quarter meaning that a higher amount of funds are now invested to get better returns.
- Fees and Sales are higher in the second quarter of this year than in the previous fiscal year due to an increase in zoning amendment applications received during the first quarter. It is difficult to say if this trend will continue through the fiscal year.
- 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 not expected to reach budget levels as projects relating to grants are not expected to be completed during this fiscal year.

EXPENSES

Council Expenses

- Executive Committee are higher than budget due to Training & Conferences fees and travel for training that were higher than anticipated.
- Council committee expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Trust Area Services expenses are lower than budget due to the timing of expenditures for projects which are expected to occur during the third and fourth quarters of the fiscal year.

Local Planning Services

- LPS Facilities & Programs, Mapping Services and Bylaw Enforcement expenditures are lower than budget due to the timing of expenditures for program items and leave in the bylaw area.

Trust Fund

- Board expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Operations expenses are slightly higher than budget due to the timing of covenant monitoring and land acquisition costs which occurred in the first quarter.

Administration

- Finance, HR and Admin Services are higher than budget due to unanticipated leaves for maternity, paternity and sick.
- Personnel Recruiting is higher than budget due to expenditures for filling unanticipated staff vacancies.

FINANCIAL PROJECTIONS TO MARCH 31, 2014 FISCAL YEAR END

A detailed forecast was done based on the second quarter results. Based on the forecast results, the March 31, 2014 transfer from surplus is now forecast to be $466,206 instead of the $310,814 that was budgeted to achieve a break even result.

RELEVANT POLICY: Bylaw No, 151, Islands Trust Financial Plan Bylaw 2013/14

DESIRED OUTCOME: Approval of the September 30, 2013 Quarterly Financial Report

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RESPONSE OPTIONS

Recommended:

That the Islands Trust Council approve the September 30, 2013 quarterly financial report as presented.

Alternative:

Prepared By: Nancy Roggers, Finance Officer

Reviewed By: Cindy Shelest, Director of Admin Services
Financial Planning Committee – October 30, 2013

Linda Adams, Chief Administrative Officer

Islands Trust

Statement of Net Financial Position

	September 30 2013	March 31 2013
Financial Assets		
Cash & Short-term Investments	6,748,542	3,702,155
Accounts Receivable	50,437	88,562
Due from TFB	-	-
	6,798,979	3,790,717
Liabilities		
Wages & benefits payable	1,051,699	878,534
Accounts payable & accrued liabilities	157,955	416,788
Development Application Deposits	38,353	38,353
Deferred Revenue	55,019	55,714
Employee Benefit Obligations	99,130	99,130
Capital Lease Obligations	35,440	43,481
Cost Recovery Deposits	11,355	15,110
	1,448,951	1,547,110
Net financial assets	**5,350,028**	**2,243,607**
Non-Financial Assets:		
Tangible Capital Assets	88,105	124,979
Prepaid Expenses	45,172	35,137
Total Non-Financial Assets	**133,277**	**160,116**
Accumulated Surplus	**5,483,305**	**2,403,723**

Islands Trust

Consolidated Statement of Revenue and Expenditure
For The 6 Months Ending September 30, 2013

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:					
	Fees & Sales	43,757	71,277	110,000	65%
	Provincial Grant	153,060	85,184	85,184	100%
	Property Tax Levy General	5,929,199	6,066,025	6,066,024	100%
	Property Tax Levy Bowen	165,374	225,170	225,170	100%
	Transfer from Surplus	0	0	310,814	0%
	Investment Income	55,125	91	95,000	0%
	Other Revenues	27,838	135	60,000	0%
Total Revenue		6,374,353	6,447,882	6,952,192	93%
Expenses					
Council					
	Trust Council	128,719	132,531	268,264	49%
	Executive Committee	44,752	52,289	94,827	55%
	Council Committees	5,798	5,991	17,500	34%
	Trust Area Services	185,359	217,660	521,847	42%
	General Admin Allocation - 16%	111,739	124,772	221,370	56%
Total Council Expenses		476,368	533,242	1,123,808	47%
Local Planning Services					
	Local Trust Committees	387,241	411,754	832,931	49%
	Planning Staff	1,012,357	1,053,743	2,186,281	48%
	LPS Facilities & Programs	203,245	229,422	555,230	41%
	Mapping Services	112,169	101,400	244,079	42%
	Bylaw Enforcement	131,365	120,169	293,440	41%
	General Admin Allocation - 74%	516,794	577,068	1,023,839	56%
Total Local Planning Services Expenses		2,363,172	2,493,557	5,135,800	49%

Trust Fund				
Board	11,602	3,777	23,000	16%
Administration	203,545	217,982	451,827	48%
Operations	39,746	41,761	80,000	52%
General Admin Allocation - 10%	69,837	77,982	138,357	56%
Total Trust Fund Expenses	324,730	341,503	693,184	49%
General Admin				
CAO Office	178,467	161,964	327,320	49%
Financial, HR and Admin Services	353,851	432,412	696,426	62%
Personnel Recruiting	1,073	3,827	5,000	77%
Office Operations	104,440	106,442	213,320	50%
Computer/Furniture & Equipment	27,967	38,304	86,500	44%
Amortization Expense	32,572	36,874	55,000	67%
General Admin Recovery	(698,370)	(779,822)	(1,383,566)	56%
Total General Admin Expenses	0	(1)	0	0%
Total Expenses	3,164,270	3,368,302	6,952,791	48%
Surplus (Deficit) to date	3,210,083	3,079,581	(599)	
Accumulated Surplus, beginning of the year	2,200,656	2,403,723		
Accumulated Surplus, end of the period	5,410,739	5,483,304		

Islands Trust

REQUEST FOR DECISION

To: Trust Council **For the Meeting of::** December 3-5, 2013

From: Financial Planning Committee **Date:** November 13, 2013

SUBJECT: **AMENDMENT TO POLICY 7.2.VI MUNICIPAL TAX REQUISITION CALCULATION**

RECOMMENDATION: That the Islands Trust Council amend *Policy 7.2.vi Municipal Tax Requisition Calculation,* Section D.2.2.3.a.i by changing the allocation rate to the Municipal Pool for mapping services from 30% to 20%.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: At the request of Bowen Island Municipality in their letter dated November 14, 2012 to the Executive Committee, the allocation of expenses included in the municipal pool has been reviewed and management has determined that the current rate of 30% for mapping services has shifted over the years since the initial rate was set and that a 20% allocation is more reflective of the work distribution.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Adoption of a revised policy would update the methodology and approach used by the Treasurer when calculating the tax contribution from taxpayers within an Island Municipality to the operations of the Islands Trust. It will also ensure that information is clearly communicated between an Island Municipality and Islands Trust and provides a procedure to address agreement on the amount in order to meet budget guidelines and timelines.

FINANCIAL:

Based on the 2013/14 calculation of the Bowen Island Municipal Tax Requisition, this policy change would reduce the Bowen Island Municipality contribution by $3,300.

POLICY:

This recommendation would amend **Policy 7**.2.vi *Municipal Tax Requisition Calculation*.

IMPLEMENTATION/COMMUNICATIONS:

- Following the Financial Planning Committee meeting of November 13, 2013, Bowen Island Municipality was provided Notice of Intention to amend the Policy, as per the protocol agreement between the Islands Trust Council and Bowen Island Municipality.
- Follow up with Bowen Island Municipality after December 2013 Trust Council meeting and respond to their letter of November 6, 2012.
- The revised policy would be circulated to holders of the Islands Trust Policy manual and placed on the Islands Trust website.
- The Treasurer would follow the procedural steps annually, as indicated.

- The amended policy would be appended to the Protocol Agreement between the Islands Trust Council and Bowen Island Municipal Council.

OTHER:

BACKGROUND

Policy 7.2.vi provides a detailed procedure for calculating the municipal tax requisition.

Bowen Island Municipal Council passed a resolution on November 14, 2012 requesting:

- *Advise the Islands Trust that the draft policy should be amended to allocate the full amount of the provincial grant funding to the municipal pool, and;*
- *Request the Islands Trust to review the expenses contained in Trust Council, Executive Committee and Trust Area Services budgets to ensure that expenses related to Local Trust Committees are not included in the calculation of the municipal pool, and;*
- *Request that section 3.2 of the draft policy be amended in the second to last line after "Island Municipality Treasurer" to read: "…submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year."*

The first and third recommendations were agreed to by Trust Council at its December 2012 Trust Council meeting. In regards to the second request, Trust Council added the following activity to its Strategic Plan, assigned to the Financial Planning Committee:

6.1.4 Review budget lines to ensure accurate allocation of costs

Management of Islands Trust has reviewed input on the allocation of costs to the municipal pool and in its final analysis has determined that two items have changed in a significant manner.

The first item is the allocation of the Legislative Services Manager's salary to Trust Council. This change can be implemented without a policy change and has already been addressed in the draft budget that has been considered by the Financial Planning Committee and forwarded to Trust Council in December 2013.

The second item is the allocation of mapping services expenses to Trust Council and Trust Area Services. This change requires an amendment to the policy in Section D.2.2.3.a.i. The staff recommendation is to change the allocation to the municipal pool from 30% to 20%.

REPORT/DOCUMENT:

- Policy 7.2 vi *Municipal Tax Requisition Calculation*
- Letter to Islands Trust Executive Committee dated November 14, 2012 from Bowen Island Municipality

KEY ISSUE(S)/CONCEPT(S):

Calculation and communications regarding calculating a Municipality's tax contribution to the operations of the Islands Trust.

RELEVANT POLICY:

The requirements of the protocol agreement between the Island Trust Council and Bowen Island Municipal Council have been followed in regards to the proposed amendments to this policy, with the exception that Bowen Island Municipal Council has only been provided with 19 days to respond to the proposed amendments, rather than the required 30 days. Bowen Island Municipality has been asked to indicate by December 3, 2013 if it objected to the shorter notice period.

DESIRED OUTCOME:

A more accurate calculation of an Island Municipality's tax requisition.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council amend *Policy 7.2.vi Municipal Tax Requisition Calculation,* Section 2.3.a.i. by changing the allocation rate to the Municipal Pool for mapping services from 30% to 20%.

Alternative:

- Recommend different revisions to Policy 7.2.vi Municipal Tax Requisition Calculation
- Recommend Policy 7.2.vi Municipal Requisition Cost Allocations not be amended at this time

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Prepared By:	C. Shelest, Director of Administrative Services
Reviewed By/Date:	Financial Planning Committee – November 13, 2013 Executive Committee – November 19, 2013

Linda Adams, Chief Administrative Officer

7.2.vi. Policy

MUNICIPAL TAX REQUISITION CALCULATION
Trust Council: March 10, 2004
Amended: December 6, 2012; December 5, 2013

A. PURPOSE:

To provide guidelines for allocating the Islands Trust annual budget for the purpose of calculating a municipal tax requisition.

B. REFERENCES:

1. *Islands Trust Act*, S. 47
2. *Islands Trust Act, S.* 14
3. *Islands Trust Council Policy 5.*5.5 – Trustee Remuneration
4. *Islands Trust Council – Bowen Island Municipality Protocol Agreement*

C. BACKGROUND:

1. Legislative Framework

1.1 The Islands Trust budget must be developed in accordance with Section 14 of the *Islands Trust Act*:

14(1) On or before March 31 in each year, the trust council must, by bylaw, adopt an annual budget for the trust for the next fiscal year.

(2) Subject to subsection (6), a bylaw under subsection (1) has no effect until it is approved by the minister.

(3) The budget must
- *(a) show separately revenues obtained from appropriations, including operating grants and anticipated recoveries from taxes levied under sections 48 and 49, and other sources,*
- *(b) show appropriated surpluses of prior years, and*
- *(c) set out separately the anticipated expenditure relating to*
  - *(i) operations of the trust council and of the executive committee, except the operations of the executive committee acting as a local trust committee under section 23 (5),*
  - *(ii) general operations of the local trust committees, including the operations of the executive committee acting as a local trust committee under section 23 (5) and excluding the operations referred to in subparagraph (iii),*
  - *(iii) operations of a local trust committee that are additional operations not included within the general operations of all the local trust committees under subparagraph (ii), and*
  - *(iv) administrative operations of the trust fund board.*

1.2 Calculation of the municipal tax requisition must be undertaken in accordance with Sections 47(2)(b) and 47(6) of the *Islands Trust Act*:

47(2) On or before April 25 in each year, the minister may deliver requisitions
(b) to each municipality in the trust area in relation to
(i) the cost of operations of the trust council and the executive committee, except the operations of the executive committee acting as a local trust committee under section 23 (5), and
(ii) the cost of administrative operations of the trust fund board.
47(6) The amount that is to be recovered by means of requisitions under subsections (2)(a (i) and (2)(b) must be apportioned between the municipalities and the local trust areas on the basis of the converted value of land and improvements in the trust area.

Not mentioned in the *Islands Trust Act* are the budgets for Administration. Administrative units in Islands Trust serve other units within Islands Trust. For example, Mapping Services support Local Planning Services (included in Local Trust Committee operations), Trust Area Services (included in Trust Council operations) and the Islands Trust Fund (included in Trust Fund Board administrative operations). Similarly, Finance, Human Resources, and Information Systems serve all the employees and activities in the Islands Trust. In the detailed budget, and in all financial reporting by Islands Trust, General Administrative expenses are allocated to Trust Council, Local Planning Services and the Islands Trust Fund.

2. <u>Islands Trust Financial System</u>

2.1 To achieve the reporting requirements for budgeting purpose, the financial systems used by Islands Trust are organized in two dimensions:

a. General Ledger Account Number – each revenue and expense category has a General Ledger (GL) number associated with it. For example, “Contract Services” has the GL number 56500.
b. Location Code – various operational and political units are assigned Location Codes. For example, Trust Council is Location Code 100.

2.2 When Islands Trust budgets are created, dollar amounts for budgets are recorded in the combination of both the GL Account Number and Location Code. For example a $5,000 budget for Contract Services for use by Trust Council would be recorded as a budget entry to GL account 56500 and Location Code 100 (ie. 56500-100) in the amount of $5,000.

2.3 The Islands Trust fiscal year runs from April 1 to March 31.

D. PROCEDURE:

1. <u>Calculation of a Municipal Tax Requisition</u>

1.1 The calculation of a municipal tax requisition will be undertaken as follows:

a. From the approved budget in a fiscal year, a “Municipal Pool” will be calculated to represent the net amount of expenses and revenues that a municipality is responsible for contributing to, as defined in Section 47(2)(b) of the *Islands Trust Act*.

b. Once the Municipal Pool is calculated, the amount attributed to a municipality will be calculated in accordance with Section 47(6) of the *Islands Trust Act* and will be based on the proportion of the Converted Assessed Values of the municipality compared to the total Converted Assessed Values for the entire Islands Trust Area.

2. Calculation of the Municipal Pool

2.1 Budgeted expenses in the approved Islands Trust budget for a fiscal year that will be wholly included (except as noted in D.2.2.2) in the Municipal Pool include:

a. All Trust Council Expenses (location codes: 100 – Trust Council, 110 – Executive Committee, 150 – Trust Area Service)
b. All Islands Trust Fund expenses (location codes: 210 – Islands Trust Fund, 220 – ITF cost recovery for NAPTEP activities)

2.2 Specific expenses embedded in the location codes noted in D.2.2.1 that will be excluded from the Municipal Pool include:

a. Costs for Elections. Rationale – Islands Trust election costs are for local trust committee (LTC) members only and island municipalities bear the costs of their own elections.
b. Costs for Elected Officials Liability insurance coverage. Rationale – elected officials liability coverage primarily protects trustees for actions that occur while acting on an LTC and the Islands Trust Indemnification Bylaw does not indemnify Municipal Trustees for claims made against them in the course of their municipal duties.
c. Costs for the operation of the Local Planning Committee. Rationale – the Local Planning Committee advises Trust Council regarding land use planning matters, primarily related to the operations of local trust committees.
d. Costs for the employer Canada Pension Plan (CPP) contribution. Rationale – the trustee remuneration amount paid to island municipality trustees is below the income threshold before CPP deductions are authorized on trustee income. The portion of each trustee's remuneration allocated to the Trust Council budget is the same as the amount paid to island municipality trustees. Therefore, the portion of each trustee's remuneration would not attract any CPP deductions, nor the equivalent employer contribution. Note: health and dental benefits are budgeted in the LTC location codes because Municipal Trustees are not eligible for health and dental benefit coverage according to *Islands Trust Council Policy 5.5.5 - Trustee Remuneration.*

2.3 Budgeted expenses in the approved Islands Trust budget for a fiscal year that will be partially included in the Municipal Pool include:

a. Mapping Services expenses (location code 540), less any project budgets that are specifically directed to LTCs.
   i. Allocated to the Municipal Pool at a rate of 20%~~30%~~. Rationale - Mapping Services staff indicate that ~~70%~~80% of their time is spent servicing LTCs and Local Planning Services, and 20%~~30%~~ of their

time is spent servicing Trust Area Services and the Islands Trust Fund.

b. Administration expenses from location codes 810, 820, 830 and 999.
   i. Allocated to the Municipal Pool at the Administrative Allocation Rate defined annually in the approved budget as “Total budgeted costs for Trust Council plus Islands Trust Fund divided by the Total Operational Units expenditure budget”. An example illustrating calculation of the Administrative Allocation Rate is included in Appendix C.

2.4 As some budget items in location codes 810, 820, 830, or 999 may serve only parts of the organization instead of the whole organization. These budget items will be examined annually to determine the percentage to be allocated to the Municipal Pool. For example, if a particular budget item in Administration only applied to local planning services, then 0% would be allocated to the Municipal Pool.

2.5 Amortization Expense will be included in the Municipal Pool at one-third of the Administrative Allocation Rate (ie. 27.3%/3 = 9.1%). Rationale -- About one-third of current assets being amortized are acquired under capital leases and, other than a small charge to interest from the capital lease payments, the amortization budget is the only budget line recording the expense of these assets. Other assets are budgeted as operating expenses, and they are only capitalized if they meet the tangible capital asset cost threshold of $5,000. Using the example Administrative Allocation Rate, 9.1% of the Amortization budget will be added to the Municipal Pool.

2.6 Contribution to Surplus - When a Contribution to Surplus is budgeted, the treatment regarding the Municipal Pool may vary depending on the purpose of the Contribution to Surplus:

a. A general Contribution to Surplus that supports the overall operation of the Islands Trust will be added to the Municipal Pool as an expense at the Administrative Allocation Rate.
b. If a Contribution to Surplus is specifically targeted to an activity that benefits only a portion of the Islands Trust, then the proportion treated as an expense in the Municipal Pool will be determined at the time by mutual agreement between the Treasurers of the Islands Trust and each island municipality.

2.7 Islands Trust Revenues will be examined annually to determine if any should be allocated to the Municipal Pool in order to offset expenses. The calculation of revenues that will be allocated to the Municipal Pool will be based on logic similar to that used to calculate expenses. A list of the various Islands Trust revenue budget lines and how they are treated in contributing to the Municipal Pool are included in Appendix B.

3. Communications

3.1 The Islands Trust Treasurer will estimate the municipal tax requisition for each fiscal year, based on the initial draft of the Islands Trust budget that is reviewed by Trust Council in December of each year.

3.2 All documents used by the Islands Trust Treasurer to estimate the municipal tax requisition will be provided to the Treasurer of an island municipally for review by December 31 of each year, with a request that the island municipality Treasurer submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year.

3.3 During its consideration of its annual budget in March of each year, the Islands Trust Council will be provided with any responses received from island municipality Treasurers in regards to the accuracy and completeness of the municipal tax requisition calculation.

3.4 This policy will be attached to the *Islands Trust Council – Bowen Island Municipality Protocol Agreement*

4. Policy Amendment

4.1 This policy will be effective upon adoption and will not be applied retroactively.

4.2 Any changes to the policy will be effective upon adoption and will not be applied retroactively to any prior fiscal years.

APPENDIX A

The following is a list of the Location Codes in the Islands Trust financial system with each location defined in terms of how it would be described in the Islands Trust Act, section 14(3)(c), or as Islands Trust Administration.

Location Description	Location Code	Description of how Location Code fits into Budget Section in Islands Trust Act
Trust Council	100	"operations of Trust Council and Executive Committee"
Executive Committee	110	"operations of Trust Council and Executive Committee"
Trust Area Services	150	"operations of Trust Council and Executive Committee"
Islands Trust Fund	210	"administrative operations of the Trust Fund Board"
ITF - recovery	220	"administrative operations of the Trust Fund Board"
Victoria planning office	510	"general operations of the Local Trust Committees"
Ganges planning office	520	"general operations of the Local Trust Committees"
Gabriola planning office	530	"general operations of the Local Trust Committees"
Mapping Services	540	Administration
By law Enforcement	580	"general operations of the Local Trust Committees"
Director of LPS	590	"general operations of the Local Trust Committees"
Executive Islands	610	"general operations of the Local Trust Committees"
Denman	615	"general operations of the Local Trust Committees"
Gabriola	620	"general operations of the Local Trust Committees"
Galiano	625	"general operations of the Local Trust Committees"
Gambier	630	"general operations of the Local Trust Committees"
Hornby	635	"general operations of the Local Trust Committees"
Lasqueti	640	"general operations of the Local Trust Committees"
Mayne	645	"general operations of the Local Trust Committees"
N. Pender	650	"general operations of the Local Trust Committees"
Salt Spring	655	"general operations of the Local Trust Committees"
Saturna	660	"general operations of the Local Trust Committees"
S. Pender	665	"general operations of the Local Trust Committees"
Thetis	670	"general operations of the Local Trust Committees"
Exec on LTCs	675	“operations of the executive committee acting as a local trust committees”; this location code also includes costs for the Executive Committee members serving as chairs of local trust committees (travel costs plus 50% Executive remuneration)
Victoria Admin office	810	Administration
Chief Admin Officer	820	Administration
Finance/HR/Info Systems	830	Administration
Trust-wide general	999	Administration

APPENDIX B: Revenue Budget Lines Categorized for Municipal Pool Calculations

Revenue Category	Municipal Pool Treatment	Rationale
Fees & Sales (eg. Development application fee; sales of OCP maps)	Excluded	Fees and Sales relate solely to activities of the Local Trust Committees, whose activities are excluded from the municipal tax requisition calculation.
Provincial Grant (general Regional District grants or Strategic Community Investment grants)	Included in the Municipal Pool	Provincial funding is for the whole organization, including Local Planning Services. Using the Administrative Allocation Rate would reflect the ratio attributed to Trust Council and Islands Trust Fund.
Property Taxes	Excluded	Property taxes are collected from the non-municipal Local Trust Areas.
Municipal Tax Levy	Excluded	This policy addresses the calculation of the municipal tax levies.
Special tax levies on individual Local Trust Areas	Excluded	Special tax levies relate solely to activities of the Local Trust Committees, whose activities are excluded from the municipal tax requisition calculation.
Appropriations from Surplus	Appropriations specifically identified for Trust Council, Trust Area Services or Islands Trust Fund are included at 100% of the appropriation amount. Appropriations specifically identified for Local Trust Committees or Local Planning Services are excluded. Appropriations specifically identified for Administrative Services, or general appropriations to reduce property taxes are included in the Municipal Pool at the Administrative Allocation Rate	100% of expenses for the same operational units are included in the Municipal Pool Activities relating to Local Trust Committees or Local Planning Services are excluded from the Municipal Pool Expenses for Administrative Services are allocated to the Municipal Pool at the same percentage. Non-specific appropriations are allocated to the Municipal Pool at the same rate as Administrative expenses which are also non-specific to a particular operational unit.

Revenue Category	Municipal Pool Treatment	Rationale
Interest income	Included at the percentage defined by the Administrative Allocation Rate	Administrative revenue is allocated to the Municipal Pool at the same rate as Administrative expenses.
Income from grants	Grant income specifically identified for Trust Council, Trust Area Services or Islands Trust Fund are included at 100% of the budgeted revenue amount. Grant income specifically identified for Local Trust Committees or Local Planning Services are excluded. Grant income specifically identified for Administrative Services, are included in the Municipal Pool at the Administrative Allocation Rate	Expenses for these operational units are 100% included in the Municipal Pool. Expenses for these operational units are excluded from the Municipal Pool. Expenses for Administrative Services are included in the Municipal Pool at the Administrative Allocation Rate.
Miscellaneous income	Treated the same as general grant income	
Other Income – NAPTEP, ITF cost recovery	If budgeted, then 100% included in the Municipal Pool.	Islands Trust Fund costs are 100% allocated to the Municipal Pool. (Note: normally income in this category does not contain a revenue budget. The category is used to isolated fees from NAPTEP applications once the funds are received.

APPENDIX C: Example Calculation of the Administrative Allocation Rate

$ Millions	
$ 1.0	Trust Council budget
0.5	Islands Trust Fund budget
$ 1.5	Sub-total for Trust Council and Islands Trust Fund
4.0	Local Planning Services budget
$ 5.5	Total Operational Units expenditure budget
1.5	Administrative Services budget
$ 7.0	Total Expenditure Budget

The Administrative Allocation Rate in this example is $1.5/$5.5 = 27.3%

November 14, 2012

via email: msmith@islandstrust.bc.ca

Islands Trust Executive Committee
200-1627 Fort Street
Victoria, BC V8R 1H8
ATTENTION: Marie Smith, Executive Coordinator

SUBJECT: Islands Trust Municipal Tax Requisition Calculation – Proposed changes to Policy 7.2vi

Dear Marie:

Further to the correspondence from Islands Trust Council Chair Sheila Malcolmson (dated Oct. 3, 2012) requesting comment on the (above-captioned) proposed policy changes, I am pleased to advise that Bowen Island Municipal Council passed the following resolution at their November 13, 2012 Special Council meeting:

It was Moved and Seconded:
WHEREAS Council met with the Islands Trust Executive on September 10, 2012 and discussed the amount that was being requisitioned from Bowen Island Municipality by the Islands Trust, the services and benefits that Bowen Island Municipality receives from the Islands Trust and proposed amended policy 7.2.vi and;
WHEREAS Council has received and reviewed the letter from Chair Malcolmson dated October 3, 2012 and;
WHEREAS Council has reviewed the draft of policy 7.2.vi enclosed with the letter from Chair Malcolmson and;
WHEREAS the full amount of the provincial government grant funding has since 2000 been allocated 100% to the calculation of the municipal pool; therefore

Be it resolved that Council;

- *advise the Islands Trust that the draft policy should be amended to allocate the full amount of the provincial grant funding to the municipal pool, and;*
- *request the Islands Trust to review the expenses contained in Trust Council, Executive Committee and Trust Area Services budgets to ensure that expenses related to Local Trust Committees are not included in the calculation of the municipal pool, and;*
- *request that section 3.2 of the draft policy be amended in the second to last line after "Island Municipality Treasurer" to read: "...submit any concerns about the accuracy and completeness of the municipal tax requisition calculation by February 28 of the following year."*

Please do not hesitate to contact me directly if you require anything further.

Sincerely,

Lisa Wrinch
Deputy Corporate Officer

cc: Karen Blow, CFO, Bowen Island Municipality

BRIEFING

To: TRUST COUNCIL **File No.:** 2013 -14 FORECAST

For the Meeting of: December 3-5, 2013

From: Financial Planning Committee **Date prepared:** **November 13, 2013**

SUBJECT: **FINANCIAL FORECAST FOR MARCH 31, 2014 YEAR END UPDATED SEPTEMBER 2013**

DESCRIPTION OF ISSUE:
The fiscal year ending March 31, 2014 was budgeted to be break-even which included a Transfer from General Revenue Fund Surplus of $310,814 to fund operations. The year-end financial results for March 31, 2014 have been forecasted based on actual activity to September 30, 2013 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 $408,477. The reasons for the increase of $97,663 are outlined below.

BACKGROUND:

Revenue and expenditures that contribute to the requirement for an additional transfer from surplus include:

Revenue factors:
- Investment Income is forecast to be $45,000 below budget due to lower than expected returns from investments in Bond Funds with the Municipal Finance Authority (MFA). On MFA's recommendation the majority of funds have now been transferred to the Money Market Fund to reduce risk related to the current bond market volatility. The return in this fund is lower than that experienced in the past two years in the Bond Fund. Investment income for the remainder of the fiscal year is now estimated to be $50,000 below budget.

Expenditure categories that are forecast to be over budget include:
- Overall Legal costs are forecast to be $99,000 over budget due to higher than anticipated costs for general legal services ($29K) and litigation defence ($70K).
- Administrative salaries and benefits are forecast to be $110,000 over budget due to several factors including: higher than historical number of leaves for maternity, paternity and sick; lower than historical impact of vacancies and turnover of staff; and budgeted administrative support savings that will not be realized. Historically, these budget items have been included as Administrative items.
- The over-run in Contract services is offset by an under-run in planning salaries, as contractors have been utilized as needed to cover unfilled vacancies.
- The over-run in LTC Projects expense is offset by an under-run in LTC Special Projects and Miscellaneous expenses.

Other items that have higher or lower than budgeted forecasts are not significant in nature.

CONCLUSIONS:

Based on the forecast results, the March 31, 2014 transfer from surplus required is forecast to be $408,477 instead of the $310,814 that was budgeted, a difference of $97,663.

ATTACHMENT(S):

- Financial Forecast detail for 2013/14 fiscal year.

AVAILABLE OPTIONS: Receive for information and forward to Trust Council.

FOLLOW-UP: Forward to Trust Council.

Prepared By: Financial Planning Committee

Reviewed By/Date: Cindy Shelest, Director of Administrative Services

Linda Adams, Chief Administrative Officer

Islands Trust

2013/14 FORECAST

For The 6 Periods Ending September 30, 2013

Acct #	Description	2013/14 Annual Budget	Sept 30, 2013 YTD Actual	FORECAST TO MARCH 31, 2014	Forecast Higher (Lower) Than Budget
Revenue:					
40000-40600	Fees	110,000	71,277	110,000	0
45000	Provincial Grant	85,184	85,184	85,184	0
46000	Property Tax Levy General	6,066,024	6,066,025	6,066,024	0
46100	Property Tax Levy Bowen	225,170	225,170	225,170	0
47000	Appropriation from Surplus	310,814	0	408,477	97,663
48000	Interest Income	95,000	91	50,000	(45,000)
49000	Other Income "General"		40		-
49001	Grant income	60,000	95	60,000	-
Total Revenue		6,952,192	6,447,882	7,004,855	52,663
Expenses					
50900	Amortization Expense	55,000	36,874	55,000	-
50950	Applications sponsored by Exec Committee	5,000	6,600	5,000	-
51000	Audit	25,000	3,800	25,000	-
51500	Bank Charges & Interest	4,000	2,135	4,000	-
52500	Board of Variance	1,500	1,064	1,500	-
53500	Carbon Offset Purchases	3,000	0	2,000	(1,000)
54000	Committee Expense FPC	8,000	2,790	7,000	(1,000)
54100	Committee Expense LPC	5,000	1,610	3,500	(1,500)
54200	Committee Expense TPC	4,500	1,591	3,500	(1,000)
54500	Communications	33,000	18,924	32,000	(1,000)
55105	Computer H/W & S/W renewal of support & maintenance	15,000	12,004	15,000	-
55200	Computer "Internet Charges"	40,000	24,360	40,000	-
55400	Computer "Non Capital H/W & S/W UNDER $150"	10,000	3,922	8,000	(2,000)
55500	Computer Tech Support	45,000	32,682	45,000	-
55600	Computer "Trustee Hardware & Internet"	8,100	1,515	7,000	(1,100)
56000	Contingency	25,000	7,629	20,000	(5,000)
56500	Contract Services	98,000	76,822	115,159	17,159
57050	Elections "By Elections"	7,000	0	0	(7,000)
58000	Equipment Leases Supplies & Maintenance	25,000	7,979	20,000	(5,000)
60000	Insurance	95,000	55,109	95,000	-
61100	ITF "Board Honoraria"	8,000	1,850	5,400	(2,600)
61200	ITF "Board Meeting Expense"	12,000	1,927	9,000	(3,000)
61210	ITF "Board Training & Conferences"	3,000	0	1,500	(1,500)
61300	ITF "Property Management"	60,000	37,637	55,000	(5,000)
61500	ITF "Covenants & Acquisitions"	20,000	4,125	18,000	(2,000)
62000	Land Title Registrations	3,000	569	3,000	-
63000	Legal "General"	41,000	43,860	70,000	29,000
63100	Legal "Bylaw Enforcement Litigation"	200,000	68,495	200,000	-
63200	Legal "Litigation Defence"	30,000	61,896	100,000	70,000
64000	Legislative Updates	1,000	0	1,000	-
65000	LTC Trustee Expenses	16,900	4,547	10,000	(6,900)
65050	LTC "Executive Expense on LTC's"	25,000	10,133	23,000	(2,000)
65200	LTC Local Exp LTC Meeting Expenses	38,000	15,205	30,000	(8,000)
65210	LTC Local Exp APC Meeting Expenses	11,500	4,069	9,050	(2,450)
65220	LTC Local Exp Communications	7,000	1,901	4,900	(2,100)
65230	LTC Local Exp Special Projects	35,500	4,048	20,000	(15,500)
65240	LTC Local Exp Miscellaneous	5,750	0	0	(5,750)
66100	Mapping " BCAA Updates"	1,500	0	1,500	-
66200	Mapping " GIS Software & Consulting"	70,000	20,987	70,000	-
66300	Mapping " Sales Inventory"	500	75	500	-
67000	Meeting Expense	90,300	38,802	85,000	(5,300)
67500	Memberships	15,500	2,381	15,500	-
68100	Notices Statutory & Non Statutory	20,000	8,881	20,000	-
69000	Office Rent	363,200	174,729	375,000	11,800
69005	Office Services	39,000	19,841	39,000	-
69250	Office Non Capital Furniture & Equipment UNDER $150	1,500	641	1,200	(300)
70000	Postage & Courier	18,500	6,431	13,500	(5,000)
72001	Projects	345,150	80,379	326,450	(18,700)
74000	Recruitment	5,000	3,827	8,000	3,000
74900	Safety	5,000	404	3,000	(2,000)
75100	Sal & Ben "Salaries Admin Staff"	1,544,188	812,377	1,634,476	90,288
75110	Sal & Ben "Benefits Admin Staff"	370,605	191,923	389,227	18,622
76100	Sal & Ben "Salaries Planners & RPM's"	1,154,183	562,610	1,144,750	(9,433)

Islands Trust

2013/14 FORECAST

For The 6 Periods Ending September 30, 2013

Acct #	Description	2013/14 Annual Budget	Sept 30, 2013 YTD Actual	FORECAST TO MARCH 31, 2014	Forecast Higher (Lower) Than Budget
76110	Sal & Ben "Benefits Planners & RPM's"	277,004	133,207	272,921	(4,083)
77100	Sal & Ben "Salaries Planning Support Staff"	368,710	176,116	357,733	(10,977)
77110	Sal & Ben "Benefits Planning Support Staff"	88,490	41,644	85,232	(3,258)
78100	Sal & Ben "Salaries Bylaw"	213,016	84,588	195,568	(17,448)
78110	Sal & Ben "Benefits Bylaw"	51,124	19,986	46,621	(4,503)
79000	Stationary & Supplies	20,000	9,469	20,000	-
79500	Subscriptions	4,000	2,840	4,000	-
80100	Telephone "Lease"	40,100	21,969	44,200	4,100
80200	Telephone "Toll Charges"	2,400	1,779	3,565	1,165
80300	Telephone "Cell Phones"	23,000	10,904	25,700	2,700
80400	Telephone "Web Conferencing"	0	246	0	-
81100	Training "Organization Wide"	8,000	8,410	8,410	410
81200	Staff Meetings & Recognition	10,000	5,662	10,000	-
81210	Educational Re Imbursement	7,000	3,062	7,000	-
81300/06	Training & Conferences	88,750	47,201	81,925	(6,825)
82300	Travel	85,500	33,918	69,900	(15,600)
84100	Trustee Remuneration	365,575	183,112	362,473	(3,102)
84110	Trustee Remuneration "CPP Expense"	16,964	8,080	16,159	(805)
84120	Trustee Remuneration Health/Dental Benefits	48,392	24,173	48,347	(45)
84130	Trustee Remuneration MSP Benefits	28,164	12,176	24,352	(3,812)
84140	Trustee Remuneration Pay In Lieu of Benefits	4,000	2,000	4,000	-
84500	Trustee Remuneration "Executive on LTC's"	68,127	34,063	66,137	(1,990)
Total Expenses		6,892,192	3,346,565	6,944,855	52,663
Capital		60,000	21,737	60,000	-
Total Expenditures		**6,952,192**	**3,368,302**	**7,004,855**	
Surplus (Deficit)		**0**	**3,079,580**	**0**	**0**

Islands Trust

DIRECTOR OF TRUST AREA SERVICES
2013-2014 THIRD QUARTER REPORT

Date: Nov, 2013

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u> • Prepared budget proposals for 2014-15 • Sent two letters to delegates at June Trust Council • Posted water education web pages • Prepared custom 100% Census data for public distribution • Delivered economic sustainability session for Dec TC, including handouts and presentations • See advocacy achievements below • See strategic plan achievements below	• Support trustees and Trust Council during the next round of public engagement on BC Ferries. • Survey island water organization re gaps in their information resources

2. <u>AGENCY LIAISON and ADVOCACY</u>
 	
• Drafted submission commenting on Water *Sustainability Act* legislative proposal
• Drafted Chair letters to:
  o UBCM staff commenting on the Province's practical manual for addressing Problem Vessels and Floating Structures
  o BC Budget 2014 process requesting that coastal ferry service be an integral part of BC's transportation infrastructure and funded accordingly
  o BC Environmental Assessment Office commenting on the draft Application Information Requirements for the proposed BURNCO Aggregate Project,
  o Two correspondents who had encouraged advocacy re seaweed harvesting
  o Minister Thomson to follow-up on derelict vessel meeting at UBCM
  o Eighteen local government partners to follow-up on derelict vessel meeting and encourage comments on provincial manual'
  o Premier of BC and Minister of Community Sport and Cultural Development – introduction to Islands Trust
  o Minister of Environment – introduction to Islands Trust and request for extension on *Water Sustainability Act* legislative proposal comments
  o Minister of Agriculture – introduction to Islands Trust and follow-up from seaweed harvesting meeting at UBCM
  o Minister of Aboriginal Relations and Reconciliation introducing the Islands Trust and requesting assistance with First Nations relations
• Participated in a meeting of the Joint Working Group for the Removal of Derelict Vessels in BC
• Attended two meetings regarding the Howe Sound Management Plan and provided a briefing to Executive Committee
• Developed a proposal for a pre-conference study tour about shellfish aquaculture for AVICC 2014
• Submitted Freedom of Information request re BC Ferries to Ministry of Transportation and Infrastructure and BC Ferries
• Researched BC Ferries issues and provided speaking notes to the Chair in preparation for a meeting with the Parliamentary Secretary to the Minister of Transportation and Infrastructure
	• Finalize "introductory" letters to remaining Ministers, Trust Area MLAs and Opposition Critics.
	• Ongoing tracking of legislative and major policy / program changes in all levels of government
	• Finalize First Nations relations strategy
	• Continue implementing marine advocacy program (derelict vessels, pleasure craft sewage, NMCA)
	• Update memorandum of understanding with the BC agency responsible for Crown Lands

3. <u>ISLANDS TRUST FUND</u> • See Trust Fund Quarterly Report in agenda package	
4. <u>COMMUNICATIONS</u> • Hosted Web Advisory Group meeting (Nov. 28) • Hosted first meeting of the staff Communications Advisory Group (Oct. 2) • Issued 2 news releases (Dec. Trust Council meeting, Court Order Limits Salt Spring Island Metal Recycling Operations) • Prepared speaking points for September 27 CBC on Salt Spring Island – Almanac and Industrial Task Force interviews • Tweeted weekly or more frequently – 441 followers up from 417 in August • Video Project - Prepared terms of reference and procurement proposal for Executive Committee/received direction for next steps • Drafted Communications guidelines/checklist for Local Planning Services – Bylaw Enforcement • Drafted three bylaw enforcement communications plans for Galiano (2) and North Pender (1) Local Trust Committees	• Provide service to BIM upon request • Launch new website subscriber tool • Continuously improve website as time allows. • Implement high priority items on EC's communications work plan • Track communications policies to be updated

5. <u>GRANTS ADMINISTRATION</u> *Grants in Progress:* • Submitted progress report and received extension from SCBC until 31/12/2013 for Green Shores for Homes. • Received extension for Real Estate Foundation grant. • Drafted RFD for LPS for pilot project approach approval by LPC and review of draft credit rating document. • Submitted grant application to UBCM for SSI Community to Community Forum. Approved for $4,000. *Identifying Opportunities*: • Distributed grant information and database support to trustees and staff, including Bowen. • Responded to 7 requests for detailed grant information and liaised with funders to determine viability. • Continued liaison with partners re: Lasqueti Community Energy Project request for grant administration of provincial solar energy funds ($250,000) and Fraser Basin Council funds ($56,000) • Submitted application to Revenue Canada for Q~~q~~ualified D~~d~~onee~~e~~ status.	• Provide service to BIM upon request • Submit final report to SCBC for Green Shores for Homes project. Submit revised work plan and budget to REFBC. • Update database and administrative systems to reflect Qualified Donee status. • Develop project analysis framework for consideration of funding for new projects • Continue to forward information to Bowen on funding opportunities • Support Green Shores project to meet funder deliverables and/or negotiate changes. • Present EC with RFD on Lasqueti Community Energy Project request.
6. <u>HUMAN RESOURCES</u> • Worked with management team on organizational improvements requested in staff survey • Revised grants manager job profile for hiring process. • Transfer of grant duties from departing staff and train new employee	• Revise two TAS job profiles to reflect Legislative Services Manager role and increased emphasis on electronic communications • Quarterly check-ins with TAS staff on achieving objectives in performance plans

ISLANDS TRUST FUND

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
3rd Quarter 2013-2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ ADMINISTRATION	
Request for reappointment submitted for TFB member Julie Glover (original appointment expires Dec. 31st) TFB policy review underway, focussed on land protection and property management Forage fish mapping project started on Thetis, Hornby and Denman Eelgrass mapping completed for Ballenas-Winchelsea Local Trust Area, Bowen, Denman Local Trust Area, Gabriola Local Trust Area, Galiano Local Trust Area, Gambier Associated Islands (excluding Thormanbies), Hornby Local Trust Area and Valdes; report due December 15, 2013 Orientation provided for returning property management specialist and acting secretary Met with Northern Office staff to discuss ITF programs and topics of mutual interest Submitted 2014-15 budget requests for eelgrass mapping and donor database	Design and implement landowner contact pilot program Continue policy review work Disseminate eelgrass mapping to staff and trustees Complete forage fish mapping project Work with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to incorporate Islands Trust Fund Regional Conservation Planning into CDFCP Conservation Strategies Review and edit ecosystem mapping on MapIT website
2. COVENANT AND PROPERTY ACQUISITIONS	
Updated covenant template to include provisions for trespass	Draft three NAPTEP covenants (1 on Hornby, 2 on Salt Spring) and two regular covenants (1 on Salt Spring, 1 on North Pender) Draft covenant for the C. Cunningham Nature Reserve (Salt Spring) with Habitat Acquisition Trust and the Salt Spring Island Conservancy

As of December 2013 the Trust Fund Board
owns 25 properties and holds 67 covenants (of which 22 have NAPTEP certificates)

ISLANDS TRUST FUND

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
3rd Quarter 2013-2014

3. PROPERTY AND COVENANT MANAGEMENT	
Worked with MoFLNRO to deactivate roads in Crown land leading to Fairy Fen (Bowen) to deter trespass by motorized vehicles Updated Trincomali Nature Sanctuary Management Plan (Galiano) Completed species at risk assessment of Tate Covenant (Salt Spring)	Develop a comprehensive monitoring program for species at risk, invasive species, compliance and ecological monitoring for ITF properties Improve beach access at Ruby Alton Nature Reserve (Salt Spring) Develop management plan for Burren's Acres Nature Reserve (Gabriola)
4. COMMUNICATIONS	
News Releases issued about: • ATV issue on Fairy Fen Nature Reserve • Mt. Trematon Covenant • Gambier Island Covenants Issued revised ITF Rack Card and distributed to local libraries and other public places Distributed e-news updates to email subscribers (3) and trustees (1)	Continue edits and adding new content for ITF website Review existing communications policies and identify gaps Winter edition of The Heron (ITF newsletter)
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Opportunity Fund grant awarded to Mayne Island Conservancy Assoc. to support potential acquisition project ($3,450) Distributed planned giving package to estate planners in islands Issued annual appeal to individual donors for Opportunity Fund (direct mail and e-appeal)	Further outreach on planned giving program Review software options to replace ITF's client/donor database Develop fundraising policies to fill identified gaps

As of December 2013 the Trust Fund Board owns 25 properties and holds 67 covenants (of which 22 have NAPTEP certificates)

Islands Trust

REQUEST FOR DECISION

To: Islands Trust Council **For the Meeting of:** December 3-5, 2013

From: Jennifer Eliason, Islands Trust Fund **Date:** November 7, 2013

SUBJECT: **NATURAL AREA PROTECTION TAX EXEMPTION PROGRAM (NAPTEP) CERTIFICATE COMPLETION EXTENSION – HO-NAP-2011.3**

RECOMMENDATION: That the Islands Trust Council extend the timeline for issuing the Natural Area Protection Tax Exemption Certificate for NAPTEP application HO-NAP-2011.3 (Hornby Island) for until December 2014.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Due to complications registering the covenant over this Hornby Island property, this NAPTEP application is taking longer than the 2 years allowed through Islands Trust policy. The landowner and covenant holders are still actively pursuing the registration of the covenant and would like the Trust Council to extend the timeline for issuing the Natural Area Exemption Certificate by a year to allow for registration of the covenant.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
This covenant registration has required an increased amount of staff time because of other prior charges registered on the land title. It is important to ensure that the values of the covenant are protected in a manner comparable to other NAPTEP applications, so effort has been made to clean up the land title.

FINANCIAL:
The costs of administering this application have been partly recovered through the application fee ($475), although Trust Fund Board legal fees have reached $665 to date. Other associated costs such as covenant registration, land survey and baseline documentation will be covered by the landowner. Ongoing annual monitoring costs will be administered by the Trust Fund Board.

POLICY:
Section 2 (h) of Trust Council Policy 2.1 x states: *Within two years of Trust Council resolution in favour of an application, the applicant must provide an acceptable baseline assessment and register the required conservation covenant against the title of the subject property in order to receive the natural area exemption certificate. If the applicant does not complete these steps within two years, the applicant must reapply for the natural area exemption certificate.*

The current NAPTEP application has exceeded the two year timeline, but is proceeding, so staff request that Trust Council approve an extension to the application timeline without requiring the applicant to reapply to the program.

IMPLEMENTATION/COMMUNICATIONS:
The applicant will be advised of Trust Council's decision.

BACKGROUND

A NAPTEP application was received in June 2011 and the Trust Council passed the following resolution at its September 2011 meeting:
That the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption Certificate for the remainder of the land described as "Lot 5, Section 2, Hornby Island, Nanaimo District, Plan 29474" PID 001-383-698, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the NAPTEP program.

There were two easements in favour of adjacent properties and a blanket Statutory Right of Way in favour of BC Hydro which required modification in order to protect the values of the NAPTEP covenant before the NAPTEP covenant could be registered. These details have slowed down covenant negotiations, but the landowner is still keen to proceed with finalizing and registering the covenant and has invested significantly in the process, with assistance from Conservancy Hornby Island.

REPORT/DOCUMENT: None.

KEY ISSUE(S)/CONCEPT(S):
Extension of timeline for an existing application for a Natural Area Exemption Certificate

RELEVANT POLICY:
Islands Trust Act (7.1)
Islands Trust *Natural Area Protection Tax Exemption Regulation*
Trust Council procedure 2.1.x re: Administration of the NAPTEP program.

DESIRED OUTCOME:
Extension of the application timeline to enable registration of a conservation covenant to protect natural areas under NAPTEP.

RESPONSE OPTIONS

Recommended: As above.

Alternative: To decline to extend the application timeline and require that the landowner re-apply to receive a Natural Area Exemption Certificate.

Prepared By:	Kate Emmings, Ecosystem Protection Specialist
Provided for Information:	Trust Fund Board, November 25, 2013 Hornby Local Trust Committee, November 22, 2013
Reviewed By/Date:	Executive Committee, November 19, 2013

Linda Adams, Chief Administrative Officer

Islands Trust

TRUST PROGRAMS COMMITTEE
WORK PROGRAM REPORT

To: Islands Trust Council

Updated: November 5, 2013

WORK PROGRAM

1. **CREATE LINKAGES TO SHARE ECONOMIC SUSTAINABILITY MODELS (Strategic Plan 4.1)**
   - Organize session for trustees, Islands Trust Area electoral area directors, electoral area directors for Quadra and Cortez Islands, Bowen Island Municipal Council, San Juan County Council, and Island volunteers
   - Develop demographic trend charts and other indicator data for CAO presentation
   - Thank you letters from Chair

2. **BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
   - Prepare Trust Council and trustees to participate effectively in the next round of public engagement on BC Ferries

3. **ENCOURAGE UNDERSTANDING AND VOLUNTARY STEWARDSHIP OF WATER RESOURCES (Strategic Plan 3.2)**
   - Send resource list to trustees for local newsletters and LTC agendas
   - Survey local water groups to identify gaps in local educational materials
   - Make recommendations about it will take to fill gaps

CONTINUING ITEMS

COMMUNITY STEWARDSHIP AWARDS
- Deliver 2013 awards program

LEGISLATIVE MONITORING
- Monitor changes and report to Trust Council (March 2014)

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

VACANT CROWN LAND PROFILES
- Bowen Island, Gambier LTC, and Ballenas-Winchelsea Islands – on hold

Lisa Gordon
Designate Staff

Paul Brent
Chair

Islands Trust

REQUEST FOR DECISION

To: TRUST COUNCIL **For the Meeting of::** December 3 - 5, 2013

From: Executive Committee **Date:** November 22, 2013

SUBJECT: **ISLANDS TRUST PARTICIPATION IN UPCOMING NATIONAL ENERGY BOARD HEARING PROCESS RE TRANS MOUNTAIN PIPELINE EXPANSION PROJECT**

RECOMMENDATION: That the Islands Trust Council direct staff to further examine the financial and staff resources necessary to participate in the National Energy Board hearing process into the Trans Mountain Pipeline Expansion Project and provide advice in a Resolution Without Meeting (RWM) for Council to consider early in 2014.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: In June 2012, the Islands Trust Council voted to oppose (in principle) oil pipeline projects that lead to the expansion of oil export by barge and tanker from Canada's west coast due to concern about the risk of oil spills that could irrevocably damage coastal environments, economies, and communities. Expansion of the Trans Mountain pipeline, as proposed by Kinder Morgan, is expected to significantly increase the amount of oil shipped by tanker through the Trust Area. Once Kinder Morgan files its pipeline expansion application (expected December 2013), the National Energy Board (NEB) will announce details of the hearing process. If it wishes to participate in the process, the Islands Trust Council may need to decide quickly. If passed, this resolution would assist Trust Council to assess the level of involvement it wants in the up-coming NEB hearings about the proposed Trans-Mountain pipeline.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Research into the NEB process has used one day of staff time. The remaining work to inform a Trust Council decision on the appropriate level of participation will require another two days.

FINANCIAL: None to produce the decision document for Trust Council. That decision document would outline the anticipated costs associated with the various levels of participation that the Islands Trust Council could consider. Note that the Islands Trust's draft bylaw for 2014/15, as currently recommended by the Financial Planning Committee, would only accommodate the minimum level of participation in an NEB hearing process. If Trust Council decided on a higher level of participation (e.g. 'intervenor' level), additional funds would be required in the 2014/15 budget.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS:

- Assess the organizational and cost implications of the different levels of participation in the NEB hearing process
- Assess how much effort the application form requires to complete

- Assess what is required to make the case that the Islands Trust should qualify to write a letter of comment or intervene
- Talk to similar local governments about the resources required to participate in the NEB's review of the Northern Gateway pipeline project
- Find out how other agencies and non-profits might represent islanders' interests
- Estimate travel costs and other expenses to participate 2014-2015

BACKGROUND

Kinder Morgan Canada is expected to file an application with the National Energy Board to expand the Trans-Mountain pipeline in mid-December 2013. Once an application is filed, the National Energy Board will determine details of the hearing process. NEB processes are very formal and interested parties must apply for and commit to a specific level of participation well in advance. The Islands Trust may need to make a decision about whether to file an "application to participate" in January or February 2014, prior to Trust Council's meeting in March, 2014.

Staff have spoken to a National Energy Board (NEB) Process Advisor about the timing of the hearing application process. The Panel for the Trans Mountain expansion project has not yet been created so the process is uncertain. The Process Advisor explained that the Trans Mountain Panel has the option to release the "application to participate" form concurrent with its review of the Kinder Morgan application for completeness. If this concurrent approach is approved, it is conceivable that an "application to participate" form could be due in January or February 2014. In the past, the deadline to apply to participate in a hearing is several weeks after the form is released.

Once the Panel announces that the application is complete, the Panel has 15 months to complete the hearing process. A process beginning in March 2014 would likely straddle two terms of Trust Council.

Parties that wish to participate in the hearing process (either by submitting a letter of comment or by acting as an intervenor) must first apply to the NEB and demonstrate to the NEB's satisfaction that they are: a) directly affected by the proposed project; b) have relevant information or expertise for the Board to consider, or c) both.

The Board decides on a case-by-case basis who is directly affected. Among other factors that the Board may consider when making this decision:

- the source of the knowledge (for example, local, regional or Aboriginal)
- the extent to which the information is within the project scope and related to the list of issues
- how much value the information will add to the Board's decision or recommendation.
- the applicant's qualifications (for example, the applicant has specialist knowledge and experience)
- the extent to which the applicant's expertise is within the project scope and related to the list of issues
- how much value the information will add to the Board's decision or recommendation

In July the Board announced $1,500,000+ in funding to support the participation of the public and Aboriginal groups in the review process. A higher amount may be considered once applications for funding are received. This funding is not available to government agencies, which includes Islands Trust.

The list of issues to be considered by the NEB (released July 26, 2013) is below:

1. The need for the proposed project.
2. The economic feasibility of the proposed project.
3. The potential commercial impacts of the proposed project.

4. The potential environmental and socio-economic effects of the proposed project, including any cumulative environmental effects that are likely to result from the project, including those required to be considered by the NEB's Filing Manual.
5. The potential environmental and socio-economic effects of marine shipping activities that would result from the proposed Project, including the potential effects of accidents or malfunctions that may occur.
6. The appropriateness of the general route and land requirements for the proposed project.
7. The suitability of the design of the proposed project.
8. The terms and conditions to be included in any approval the Board may issue.
9. Potential impacts of the project on Aboriginal interests.
10. Potential impacts of the project on landowners and land use.
11. Contingency planning for spills, accidents or malfunctions, during construction and operation of the project.
12. Safety and security during construction of the proposed project and operation of the project, including emergency response planning and third-party damage prevention.

The Board does not intend to consider the environmental and socio-economic effects associated with upstream activities, the development of oil sands, or the downstream use of the oil transported by the pipeline.

REPORT/DOCUMENT:
Extract of the National Energy Board Hearing Process Handbook, (pages 5-14 of a 33 page handbook). The full manual is available at:
http://www.neb-one.gc.ca/clf-nsi/rthnb/pblcprtcptn/pblchrng/pblchrngpmphlt-eng.html

KEY ISSUE(S)/CONCEPT(S):
Advocacy to protect the marine environment in the Islands Trust Area

RELEVANT POLICY:
- Advocacy Policy 6.10.iii
- Islands Trust Council's 2011-14 Strategic Plan section 2.4 includes under the strategy "Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities." Based on the recommended draft budget for 2014/15, the November 19 draft of the plan indicates that Chair participation in the NEB hearings should take place via a 'letter of comment', rather than through full 'intervenor' status.
- Islands Trust Policy Statement policy 3.1.9:
  Trust Council encourages actions and programs of other government agencies which place priority on the side of protection for Trust Area ecosystems when judgment must be exercised; protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.

DESIRED OUTCOME:
Assessment of the resources necessary to participate in the NEB hearing into the Kinder Morgan pipeline expansion project.

RESPONSE OPTIONS

Recommended: That the Islands Trust Council direct staff to further examine the financial and staff resources necessary to participate in the National Energy Board hearing process into the Trans Mountain Pipeline Expansion Project and provide advice in a Resolution Without Meeting (RWM) for Council to consider early in 2014.

Alternative:

1. Delegate the decision to Executive Committee whether to apply to participate in the National Energy Board hearing process for the proposed Trans Mountain Pipeline Expansion Project through a 'letter of comment' or as an intervenor.

2. Not to participate in the NEB hearing process regarding the proposed Trans Mountain Pipeline Expansion Project

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Prepared By: Lisa Gordon, Trust Area Services Director

Reviewed By/Date: Chief Administrative Office – November 21, 2013
Executive Committee – November 22, 2013

Chief Administrative Officer

First Steps in the Hearing Process

The hearing process plays an important role in the National Energy Board's regulatory practice. It is during the hearing process that information about many aspects of a proposed project is gathered from the company applying for the project and other participants. The process is guided by the *National Energy Board Rules of Practice and Procedures* available on the website under "Acts and Regulations", and by the Hearing Order for that application.

These basic hearing steps are explained in further detail in the pages that follow.

BASIC HEARING STEPS:

1. **An application is filed by the company with the NEB.**
2. **A Hearing Order or process letter is prepared and the public is notified about the hearing.**
3. **Anyone wishing to participate in the hearing must apply to the NEB.**
4. **The NEB will decide who can participate and how.**
5. **The company and those who are allowed to be Intervenors file written evidence.**
6. **Information requests are submitted and answered based on the evidence that is filed.**
7. **People who have been allowed to participate in ways other than as an Intervenor follow the directions listed in the Hearing Order. If there is an oral hearing, Intervenors may gather on a specific date to ask oral questions of witnesses and provide final argument.**
8. **For major pipeline project applications, the NEB prepares a report containing its recommendations. This report is sent to Governor in Council and made available to the public. For other types of applications or projects, the NEB will make the decision on the application.**

What is a Hearing Order?

Once the NEB decides that an application requires a hearing, the NEB issues a process letter or a document called a Hearing Order. A Hearing Order usually gives a brief description of the proposed project or application, the list of issues that will be considered, as well as details on the steps in the hearing process and the schedule for the various steps. If there is an oral portion, the date, location and time of the oral hearing may be shared if these details are known.

The Hearing Order includes information on how people might participate in the hearing. The process to apply to participate in a hearing will involve filling in an online form with details such as how the project will impact you or your group. Once the hearing participants are determined by the Board, they will be provided with further details. A Hearing Order may contain detailed information such as the deadlines for the various steps in the process, including submitting evidence or letters of comment and asking questions. This information may also be updated during the hearing process through a document called a Procedural Update. Deadlines are set to be as fair as possible to everyone involved in the process and must be respected.

The NEB may send out a news release when a Hearing Order is issued and the Hearing Order is posted on the NEB's website. A company may also publish notice of the hearing in newspapers that serve the area around the proposed project or send the notice directly to persons that may be affected.

If there is an oral hearing portion, what takes place before the oral hearing date?

Many different events or actions take place before the start of an oral hearing. Some of the major actions or events include:

List of Issues

The NEB will include a List of Issues for a particular application in the Hearing Order or other process letter. These are the issues that the Board will consider during its assessment of the application. If you are participating in the hearing, your input must be related to the issues on the list.

The List of Issues keeps everyone focused on the same set of topics. In some cases, the Board may include an explanation of what issues will not be considered in the hearing.

Public Information Sessions

NEB staff may conduct online seminars or go to communities that may be impacted by the proposed project to conduct public information sessions. These informal meetings are held early in the process, sometimes before an application is even filed. These public information sessions provide people with information on the hearing process, how a person can apply to participate, and the role of the NEB. Information sessions are not the time for people to voice their opinion on a project; rather it is a chance to learn how to you might bring your views to the Board.

Dates and locations for these information sessions may be announced through the NEB's website, news releases, newspaper and possibly radio ads and community posters.

Information Requests

If you are an Intervenor in the hearing, you may ask questions or request additional information about the application from the company or from others who have filed written evidence in the form of an information request (also called an IR). The NEB can also issue information requests to anyone involved in the hearing. Generally, these written requests and responses are posted electronically on the NEB's public registry, accessible through the NEB's website.

Technical or Procedural Conferences

Conferences can be used to identify, clarify, narrow or resolve technical or procedural issues during a hearing process. They may also be used to collect views on process issues or help to coordinate the collection of information from Intervenors.

The Board may hold a technical conference if it determines that a conference may resolve an issue more quickly.

How can I access written information about an application?

The majority of the written information, including the complete application, any letters of comment, or correspondence between the NEB, the company, and Intervenors can be found in the public registry on the NEB's website (www.neb-one.gc.ca).

To find documents related to a specific hearing, go to the NEB's website. You can find a link to the hearing you are interested in on the right hand side, which will take you to the project webpage. From there, you can access the public registry by selecting Regulatory Documents. There will also be information in the Hearing Order about how to find key information about the project and the assessment process.

Information on the record that cannot be accessed online may be requested from the NEB Library. Some limited information filed during the hearing may not available to the public if the NEB has allowed it to be filed confidentially.

If you know the Hearing Order number, you can use it to search the NEB's website for information. You can also view a copy of the Hearing Order and the application in the NEB Library. Often the company is required to place a copy of the application in libraries or other public locations near the proposed project. These locations will be listed in the Hearing Order.

Why are other government departments and agencies involved in the hearing?

Other federal and provincial government agencies may become involved in the hearing process if they have relevant information or expertise. This is particularly true for those agencies that look at environmental or energy issues.

Participating in a Public Hearing

How is the Board going to decide who is allowed to participate?

Section 55.2 of the NEB Act sets out when the Board will allow a person to participate in a hearing about an application to construct and operate an oil or gas pipeline or certain power lines. A person may be an individual, company, organization, or group.

If you wish to participate, you must demonstrate to the Board's satisfaction that you are: a) directly affected by the proposed project; b) you have relevant information or expertise for the Board to consider, or c) both.

Directly Affected Person:

The Board must hear from any person who, in the Board's opinion, is directly affected by the granting or refusing of a project application. The Board decides on a case-by-case basis who is directly affected. The Board may consider these factors when making this decision:

1. The nature of the person's interest:
   - Whether a person has a specific and detailed interest, rather than a general public interest.
   - Examples of interests that could support participation are:
     - commercial, property or other financial interest (including employment);
     - personal use and occupancy of land and resources; or
     - use of land and resources for traditional Aboriginal purposes.
2. Whether the granting or refusing of a project application causes a direct effect on the person's interest:
   - The degree of connection between the project and the interest.
   - The likelihood and severity of harm a person is exposed to.
   - The frequency and duration of a person's use of the area near the project.

Relevant Information or Expertise:

The Board may choose to hear from any person who, in the Board's opinion, has relevant information or expertise.

1. The Board may consider these factors when deciding if a person has relevant information:
    - the source of the person's knowledge (for example, local, regional or Aboriginal);
    - the extent to which the information is within the project scope and related to the list of issues; and
    - how much value the information will add to the Board's decision or recommendation.
2. The Board may consider these factors when deciding if a person has relevant expertise:
    - the person's qualifications (for example, the person has specialist knowledge and experience);
    - the extent to which the person's expertise is within the project scope and related to the list of issues; and
    - how much value the information will add to the Board's decision or recommendation.

For participation in other types of hearings, such as tolls hearings, the Board will allow a person to participate if a person's interest is sufficiently impacted by the Board decision. The Board may also allow a person to participate if that person's participation will assist the Board in making its decision.

How much work is involved in participating in a hearing?

The amount of preparation and work commitment depends on how you are participating. Writing a letter of comment is the least amount of work. Being an Intervenor requires a commitment to the hearing process and a commitment of your time. There may be costs associated with being an Intervenor, such as preparing your evidence, making copies and sending documents to other parties.

Who will be able to access my information?

The NEB maintains a public record of the information collected during an NEB hearing process and who filed it. Evidence filed for an application from companies and Intervenors is made available to the public on the NEB website, the oral portion of the hearing is broadcast on the NEB website, and transcripts from each day of the hearing are available online.

When a party submits a document to the Board, it is placed in the electronic repository located on the Board's website. Participants should be aware that anything they file is a public document, including their contact information, and it forms an official legal record of the NEB's proceedings.

There are some circumstances where certain information may be kept confidential but this requires permission from the Board.

What are the typical methods of participation in an NEB hearing?

The process chosen by the NEB for a project's assessment may change for each application. There are typically two ways that individuals or groups may be able to participate in a hearing: 1) by writing a Letter of Comment; or 2) as an Intervenor.

1) Letters of Comment

A Letter of Comment is a way of sharing your views on the project with the Board in writing. You will not be able to ask questions about other people's evidence or make a final argument.

If the Board decides that you may participate by writing a Letter of Comment, you may then submit your letter. Your letter should include:

- your name, mailing address, and phone number;
- the name of your organization, if you represent one;
- the hearing number and file number;
- comments on how you will be impacted positively or negatively by the project;
- comments or suggestions for conditions that should be placed on any approval; and
- any information that explains or supports your comments.

In order to be considered, Letters of Comment must:

- come from a person the Board has allowed to participate;
- be filed with the Board online, by mail, or by fax or courier;
- be sent to the company;
- be relevant to the List of Issues;
- not be a form letter or petition; and
- be filed by the deadline in the Hearing Order or other process letter.

The NEB will not accept unsolicited Letters of Comment and they will not be placed on the record for the hearing if sent by anyone who is not a participant.

Letters of Comment will not be considered sworn evidence and are not subject to questioning. As a result, Letters of Comment may not be given the same weight as sworn evidence that has been tested through questioning in a hearing.

Letters of Comment that are properly filed become public documents once they have been submitted and are able to be viewed on the public registry, accessible through the NEB's website.

2) Intervenor

As an Intervenor, you have the right to receive all of the documents filed during the hearing process. If you have internet access, a notice that these documents are available online will be sent directly to you. If you cannot access documents online, you can choose to receive a copy in the mail or by fax.

During the hearing process, you may have the opportunity to present written evidence, question others on their written evidence, cross-examine other witnesses at the oral portion of the hearing, and give final argument. You may also be questioned on any evidence that you present. In some cases, Aboriginal Intervenors may also provide oral traditional evidence.

While you will not be required to attend the entire oral portion of the hearing, you should try to attend at the beginning of the first day so you can register your appearance. This means that you will introduce yourself to the Board and tell the Board how much you will be participating in the oral hearing, for example, whether you intend on questioning all of the company's witnesses or only some of them.

Also, you should try to attend on the days when the issues you are most interested in are being discussed. If you cannot attend every day, it is important to keep track of the progress of the hearing, particularly if you intend to ask questions of witnesses, otherwise you may miss your opportunity to do so.

If you share similar interests about the project as other people, you might consider applying to participate as a group and having only one or two representatives speaking for that group if you are allowed to participate as an Intervenor.

Will I be given any compensation for my participation costs?

The NEB has a Participant Funding Program (PFP) to support participation as an Intervenor in oral facility hearings. Eligible recipients include individuals, Aboriginal groups, landowners, incorporated non-industry not-for-profit organizations, or other interest groups who the Board allows to participate in the hearing as Intervenors.

All funding recipients must sign a Standard Contribution Agreement before funding will be released and the funding can only be applied to expenses that occur after the Standard Contribution Agreement is signed. To find out about eligibility criteria, and whether or not funding is available for the hearing you wish to intervene in, visit the NEB website (www.neb-one.gc.ca) and select the hearing you are interested in from the menu on the right hand side.

If you participate in a detailed route hearing, PFP is not available, but you may claim your costs of participating from the company under the NEB Act. Receipts must show the amount of the actual costs which must be reasonable, to whom they are owed, and the reason for the costs. Legal fees or costs for travel to attend the hearing could be acceptable costs. If you and the company cannot settle on the amount you wish to claim, the NEB will determine a reasonable amount. For more information, you may contact the NEB and ask to speak to someone about detailed route hearing costs.

How do I apply to participate?

To apply to participate, you are required to fill in and submit an Application to Participate (ATP) form. The ATP form for the hearing you are interested in will be available on the Board's website.

In order to be considered, the Application to Participate form must:

- be properly filed online with the Board, using the template form;
- be served on the company (which is done automatically when the form is submitted online);
- provide complete information for the Board to consider;
- clearly demonstrate your interest and connection to the project;
- clearly demonstrate that the issues you plan to speak to are relevant to the List of Issues; and
- be filed by the deadline in the Hearing Order or other process letter.

If you need to submit the ATP form in a different method, you must contact the Process Advisor.

You are responsible for providing the necessary information to justify why you should be allowed to participate in the hearing. The Board will use the information you provide to decide if you will be allowed to participate and how you will be allowed to participate.

How will I know if I am allowed to participate?

The Board will decide if you are allowed to participate and what method of participation you may use after it has considered all Applications to Participate. The Board will send a letter to everyone who applied to participate that identifies who may participate and how. This may be called a List of Parties. A List of Parties will also contain the names of the people who will represent the applicant, the names of any representatives of other participants, and the contact information for the company, government participants and Intervenors.

I am not a participant but I still want to know what is going on. How can I do that?

You can follow the hearing by:

- reading information about the hearing on our website;
- reading the evidence that has been filed on the record and included on the public registry;
- listening to live broadcasts of any oral portion of the hearing through our website;
- attending the oral portion of the hearing in person if the opportunity is provided; or
- reading the daily transcripts of the hearing, which are typically posted on the website the following day.

REQUEST FOR DECISION

To: TRUST COUNCIL **For the Meeting of::** December 3 - 5, 2013

From: Trustee Peter Johnston **Date:** November 22, 2013

SUBJECT: ISLANDS TRUST ADVOCACY TO PROTECT BC'S AGRICULTURAL LAND RESERVE (TRUSTEE JOHNSTON REQUEST)

RECOMMENDATION: That the Islands Trust Council request the Chair to write to provincial representatives to express concern over possible weakening of the British Columbia Agricultural Land Reserve, and asks the Executive Committee to strongly represent the Islands Trust Object in provincial consultations on this issue.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The provincial Cabinet is undertaking a 'core review' of many different provincial operations and bodies, including the operations of the Agricultural Land Reserve (ALR). Specific details of the core review are not public, although media reports have reflected a 'leaked' Cabinet document and comments from provincial ministers. These suggest the Cabinet may be considering changes to the ALR in northern BC, but not in the Islands Trust Area. The Islands Trust Policy Statement and Advocacy Policy empowers the Executive Committee and staff to monitor the situation and bring any advocacy opportunities to Trust Council or to Executive Committee, if there is a threat to local farmland in the Islands Trust Area.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Minimal staff work is required to draft a letter of support for the Agricultural Land Reserve; up to a day could be required to write a more detailed letter, if the province releases a specific policy proposal affecting operations of the ALR within the Islands Trust area.

FINANCIAL: None. A general letter of support can be accommodated with existing staff resources and would not require specialist research or effort.

POLICY: No implications for current policy

IMPLEMENTATION/COMMUNICATIONS:

- If approved, staff would draft a letter for the Chair to send to BC Agricultural Minister Pat Pimm and Minister Bill Bennett, responsible for the core review, expressing support for the ALR.
- If the provincial government releases specific proposals that could affect the ALR within the Islands Trust Area, the Executive Committee would develop a more significant response in support of the ALR.
- The Executive Committee would continue to advocate in favour of the ALR as opportunities arise, such as during local government conventions.

BACKGROUND

- The ALR was established in 1974, as concerns grew in BC about the 6,000 hectares a year of prime agricultural land then being lost to development.
- Now about 500 hectares are removed annually from the ALR.

- In addition to the protections provided by the ALR, local governments can protect agricultural land through their local zoning regulations. Local zoning regulations cannot prohibit farming or permit non-farm uses in the ALR without provincial approval.
- The provincial government is undertaking a 'core review' of many different government operations, including the Agricultural Land Commission which is responsible for the ALR. The core review is led by Minister Bill Bennett.

While no details of the core review have been formally released, leaked cabinet documents and media comments from Minister Bennett suggest that the Cabinet may review operations of the ALR in northeast BC, where the needs of the oil and gas industry compete with ALR lands. The minister has suggested that some lands were improperly designated when the ALR was originally created.

REPORT/DOCUMENT: none

KEY ISSUE(S)/CONCEPT(S): Advocacy to protect agricultural land in the Islands Trust Area

RELEVANT POLICY:

- Advocacy Policy 6.10.iii
- Islands Trust Council's 2011-14 Strategic Plan did not anticipate any advocacy to protect farmland, but does ask local trust committees to use land use planning tools (OCPs and LUBs) to support food security and protect farmland in their OCPs. (Item 4.4)
- Islands Trust Policy Statement: Section 4.1 contains many commitments, directives and recommendations regarding agriculture and agricultural land:
  - 4.1.1 Trust Council recognizes that agriculture is a traditional and valuable activity in the Trust Area.
  - 4.1.2 Trust Council shall consult with the Ministry of Agriculture, Fisheries and Food and the British Columbia Land Reserve Commission to request that agriculture policies applied to the Trust Area are appropriate to the nature of agriculture within the Trust Area, including, but not limited to, the smaller island scale of agricultural activities.
  - 4.1.3 It is Trust Council's policy to encourage agricultural management practices that are compatible with sustaining wildlife habitat.
  - 4.1.11 Trust Council encourages the British Columbia Land Reserve Commission to approve applications from property owners for inclusion of their land with potential for agriculture in the Provincial Agricultural Land Reserve.

DESIRED OUTCOME: Effective advocacy to sustain island character and healthy communities by supporting food security and protecting farmland.

RESPONSE OPTIONS

Recommended: That the Islands Trust Council requests the Chair to write to provincial representatives to express concern over possible weakening of the British Columbia Agricultural Land Reserve, and asks the Executive Committee to strongly represent the Islands Trust Object in provincial consultations on this issue.

Alternative: That Trust Council not spend staff time on this topic now, but direct staff to monitor legislative change to the regulation of farmland in the Islands Trust Area and seek direction from the Executive Committee if the province releases a specific proposal affecting the Islands Trust Area.

Prepared By: Lisa Gordon, Trust Area Services Director

Reviewed By/Date: Linda Adams, Chief Administrative Officer – November 21, 2013
Executive Committee – November 22, 2013

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Chief Administrative Officer

From: Linda Adams [mailto:ladams@islandstrust.bc.ca]
Sent: November-18-13 11:13 AM
To: Trustees
Cc: Lisa Gordon; Clare Frater
Subject: Provincial announcement re BC Ferries - highlights

Hello trustees,

This morning the Province announced its plans for changes to increase operational efficiencies and develop and implement long-term capital plans for BC Ferries – see the news release and backgrounder at: http://www.coastalferriesengagement.ca/

Staff are providing the following brief background at this time to help you access the information that is most relevant to the Islands Trust Area.

Highlights:

- In the medium term, the government of B.C. is implementing a *combination of service adjustments, a reduction in the senior's discount, and a potential new revenue source.*
- The Province wants to save 18.9 million over the next two years to meet the requirements under the current price cap. To accomplish that, BC Ferries will undertake service reductions to be implemented in two phases.
    - The first phase is *service reductions* to lower-use round trip sailings on the minor routes, and on the higher-cost northern routes, accounting for $14 million in net savings. These service adjustments will be implemented in April 2014.
    - BC Ferries will also implement further changes to the major routes prior to April 2016 to achieve $4.9 million in savings. Minor and northern routes will not be affected by these changes.
- As of April 1, 2014, the current 100 per cent passenger fare discount received by B.C. seniors (65 and older) travelling Monday to Thursday will be reduced to 50 per cent on major and minor routes.
- The government of B.C. is also considering the introduction of a pilot project to assess the viability of gaming, and is seeking feedback on introducing gaming as a permanent revenue-generating program on major routes between Vancouver Island and the Lower Mainland. The pilot project would be implemented on BC Ferries' busiest route between Swartz Bay and Tsawwassen.
- The Province will be seeking federal infrastructure funding to renew the fleet (Chair Malcolmson suggested this to MLA Sturdy during their October 11 meeting)

Route cuts:

Specific route-by-route descriptions of the service reductions are outlined in the province's Discussion Guide.

Future analysis planned by province:

- As a major capital investment is considered for Horseshoe Bay, analysis will continue on opportunities to achieve additional savings and efficiencies beyond the initial $4.9 million in reductions announced today, on the major routes between Vancouver Island and the Lower Mainland, particularly Route 2 (Departure Bay – Horseshoe Bay) and Route 30 (Duke Point – Tsawwassen).
- *Analysis will continue about opportunities to achieve additional savings and efficiencies on Southern Gulf Island routes.*
- The government of B.C. and BC Ferries will continue to look at standardized and no-frills vessels, LNG propulsion, other alternative technologies, passenger only vessels, fixed links, a new reservation and point-of-sale system, increased operational efficiencies and seeking federal infrastructure funding to renew the fleet and terminals.

Linda Adams

Consultation process:

The next round of engagement will take place from Nov. 18 to Dec. 20, 2013. There will be small group meetings, public open houses in coastal communities, a webinar, as well as the opportunity to provide feedback online at www.coastalferriesengagement.ca During this process, the public can comment on:

- the planned service reductions prior to implementation,
- the planned changes to the seniors discount program,
- the introduction of gaming as a permanent revenue source on major routes between Vancouver Island and the Lower Mainland,
- the upcoming changes to BC Ferries' reservation and point-of-sale system, and
- the consideration

Proposed reductions from the news release backgrounder that affect the Islands Trust Area:

Vesuvius Harbour – Crofton
- Annual utilization Rate: 35.5 per cent
- Annual contracted round trips: 5,046
- Annual round trip reduction: 605 (12 per cent)
- Estimated net savings to 2016: $210,000

Horseshoe Bay – Bowen Island
- Annual utilization Rate: 50.7 per cent
- Annual contracted round trips: 5,569
- Annual round trip reduction: 234 (4.2 per cent)
- Estimated net savings to 2016: $270,000

Tsawwassen – Southern Gulf Islands
- Annual utilization Rate: 42.3 per cent
- Annual contracted round trips: 830
- Annual round trip reduction: Schedule change only; no round trip reductions
- Estimated net savings to 2016: $180,000

Gabriola Island – Nanaimo Harbour
- Annual utilization Rate: 45.5 per cent
- Annual contracted round trips: 5,732
- Annual round trip reduction: 834 (14.5 per cent)
- Estimated net savings to 2016: $800,000

Chemainus – Thetis - Penelakut
- Annual utilization Rate: 29.1 per cent
- Annual contracted round trips: 4,380
- Annual round trip reduction: 417 (9.5 per cent)
- Estimated net savings to 2016: $160,000

Buckley Bay – Denman Island
- Annual utilization Rate: 41.2 per cent
- Annual contracted round trips: 6,149
- Annual round trip reduction: 888 (14.4 per cent)
- Estimated net savings to 2016: $660,000

Hornby Island –Denman Island
- Annual utilization Rate: 38.1 per cent
- Annual contracted round trips: 4,482
- Annual round trip reduction: 422 (9.4 per cent)
- Estimated net savings to 2016: $360,000

Public Open House Schedule within the Islands Trust Area:

Bowen Island
- Nov. 21
- 5 – 8 p.m.
- Bowen Island Community School

Hornby Island
- Nov. 27
- 5 – 8 p.m.
- Hornby Island Community Hall

Denman Island
- Nov. 28
- 4 – 7 p.m.
- Denman Island Community School

Salt Spring Island
- Dec. 7
- 10 – 1 p.m.
- Central Community Hall

Gabriola Island
- Dec. 10
- 5 – 8 p.m.
- The Haven

Thetis Island
- Dec. 11
- 5 – 8 p.m.
- Forbes Hall

Regards,

Linda Adams, MCIP, RPP
Chief Administrative Officer
Islands Trust
200 – 1627 Fort Street
Victoria BC V8R 1H8
Ph 250.405.5160
www.islandstrust.bc.ca
Toll free: call 1.800.663.7867 or 604.660.2421 from Vancouver

Preserving Island communities, culture and environment
Please consider the environment before printing this email

2013 Islands Trust Council
Priorities Chart

Islands Trust

Nov 15/13

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 2014/15 Budget 2. Complete 2013/14 Forecast 3. LTC Expense Policy 4.1.viii	1. Development of Water Quality and Quantity Tool Kit 2. Greenshores for Homes 3. Renewable Energy Technologies in the Trust Area.	1. Create Linkages to Share Economic Sustainability Models 2. BC Ferries Advocacy Program 3. Encourage Understanding and Voluntary Stewardship of Water Resources
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*** *- LUB updates (KN); Visitor Accommodation Review (KN); and Ground Water protection DPA review (KN).* • ***Mayne*** *– Housing options (GR); Fallow Deer Eradication Plan (GR); LUB/OCP amendments (GR)* • ***North Pender*** *– Shoreline Review (RK); Conservation Subdivision Review (AP);* • ***Saturna*** *– STVR Review (GR); Secondary Suite Review (GR); and OCP Density Review (GR).* • ***South Pender*** *- LUB Update and Review (AP); Shoreline Protection (AP); Canal erosion and boat speed (AP).*	LTC Planning Priorities • ***EC as LTC (Ballenas-Winchelsea)*** *(SZ): Development of OCP and LUB; Meeting Procedures Bylaws; Administrative Bylaws.* • ***Denman*** *(RM): Review of policies and regulations re impacts of shellfish farming; Review of housing policies for secondary cottages and suites; RAR implementation.* • ***Gabriola****: Gabriola OCP Review(CS & SZ); DAI Bylaw (SZ); Snuneymuxw FN Protocol Agreement Implementation (CS)* • ***Gambier*** *(AB): Electronic meetings; OCP advocacy implementation support; Sustainability Guide; RAR implementation* • ***Hornby*** *(RM): OCP and LUB Review; APC Bylaw update; RAR implementation.* • ***Lasqueti*** *(LP): RAR implementation; False Bay Parking & Master Plan; OCP update re intertidal zone.* • ***Thetis*** *(AB): Associated Islands OCP and LUB Creation; RAR implementation; Shoreline Protection.*	LTC Planning Priorities • *OCP Review - RAR Mapping & Implementation (SC)* • *Secondary Suites Implementation Program (JS)* • *OCP Review: Watershed Management (JS)* • *Land Use Bylaw Update: Industrial (SC)* • *Ganges Village Area Planning (LH & JS)*

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; AP – Andrea Pickard; KN – Kris Nichols
Northern Team : CS – Courtney Simpson; LP – Linda Prowse; SZ – Sonja Zupanec; Rob Milne (RM); Aleksandra Brzozowski (AB)
Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; JS – Justine Starke

Islands Trust

Islands Trust Council

2013 Quarterly Meetings Schedule

November 22, 2013

Resolution:

That the Islands Trust Council establish the following meeting schedule for 2014:

March 4 - 6, 2014 - Hornby Island
June 17-19, 2014 - Saturna Island
September 9-11, 2014 – Keats/Gambier Island*
December 2-5, 2014 – Victoria**

* location to be confirmed pending budget consideration
** post November 2014 Elections

Islands Trust

DRAFT

March 2014 Islands Trust Council Agenda Program

Location: Hornby Island Community Hall

Nov 19/13

	Tuesday, March 4	Wednesday, March 5	Thursday, March 6
A.M.	*11:00 am or 12:10 pm Ferry – Buckley Bay to Denman (10 minutes)* *11:50 or 12:45 pm Ferry – Denman to Hornby (10 minutes)*	8:30 - 10:00 **Decision and Information Items** 10:00 – 10:30 Break 10:30 – 11:30 **Information and Decision Items** 11:30 – 12:30 **Delegations/Town Hall Session** c	8:30 – 9:15 **** Closed Meeting**** (1) • *CAO Update* • *Litigation Update* 9:15 – 10:15 **Best Planning Practice** (tbc) 10:15 – Meeting adjourned (approx)
P.M.	12:45 –1:30 Lunch 1:30 **Call to Order/Notice of New Items** 1:35 – 2:45 **Treaty Negotiator (to be confirmed)** 2:45 – 3:30 **Decision and Information Items** 3:30 – 4:00 Break 4:00 – 5:30 **2014/15 Budget Overview** (2) • *Revenue* • *Non-Discretionary Expense Changes* • *Discretionary Expense Changes* ➢ *Base Budget changes* ➢ *Program Budget* ➢ *OCP Budget* • *Strategic Plan Implications*	12:30 – 1:45 Lunch and Island Visit (tbc) 1:45 **Final Notice of New Items** 1:50 – 3:15 **2014/15 Budget Discussion** • *Surplus (Reserves)* • *Budget Debate and Approval* 3:15 – 3:45 Break 3:45 - 5:00 **Decision and Information Items** (as required)	*11:00 am ferry – Hornby to Denman*

4.5 hours allocated for Decision and Information items

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

6.4