



**Islands Trust Council
Minutes of Quarterly Meeting
December 3-5, 2014
Victoria, BC**

Present:

Executive Committee: Sheila Malcolmson, Chair - December 3-4
Peter Luckham, Chair – December 5
Laura Busheikin, Vice Chair – December 5
George Grams, Vice Chair – December 5
Susan Morrison, Vice Chair – December 5

Local Trustees: Laura Busheikin, Denman
David Critchley, Denman
Melanie Mamoser, Gabriola
Heather Nicholas, Gabriola
George Harris, Galiano
Sandy Pottle, Galiano
Dan Rogers, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby
Tony Law, Hornby
Susan Ann Morrison, Lasqueti
Tim Peterson, Lasqueti
Brian Crumblehulme, Mayne
Jeanine Dodds, Mayne
Dianne Barber, North Pender
Derek Masselink, North Pender
George Grams, Salt Spring
Peter Grove, Salt Spring
Paul Brent, Saturna
Lee Middleton, Saturna
Bruce McConchie, South Pender
Wendy Scholefield, South Pender
Ken Hunter, Thetis
Peter Luckham, Thetis

Municipal Trustees: Sue Ellen Fast, Bowen
Alison Morse, Bowen

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

WEDNESDAY, DECEMBER 3, 2014

Call to Order/Notice of New Items

The meeting was called to order at 8:40 a.m.

All 26 members of the Islands Trust Council were present.

Chair Sheila Malcolmson welcomed the newly elected Council members to their inaugural meeting of the 2014-2018 term and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Roundtable introductions of individual trustees followed.

1. The Big Picture

Chief Administrative Officer Linda Adams presented an overview of the Islands Trust, including the provincial acts that empower it, its internal governance structure and the structure of its staff organization.

2. Trust Area Services

Trust Area Services Director Lisa Gordon introduced the services and programs provided by the Trust Area Services unit and outlined the support it provides to the Islands Trust Council, Executive Committee, and Trust Programs Committee.

3. Islands Trust Fund

Islands Trust Fund Manager Jennifer Eliason provided an introduction to the Islands Trust Fund and the way it supports the 'preserve and protect' mandate, along with a review of how the Trust Fund fits in the Islands Trust, its mission, vision and work plans, list of accomplishments and an overview of the Regional Conservation Plan and the tools used to implement it.

4. Council Roundtable

Chief Administrative Officer Linda Adams presented highlights from the 2011-2014 Trust Council's Strategic Plan, followed by a roundtable where trustees highlighted opportunities and challenges facing their communities. An informal inventory of issues that trustees believed Trust Council should address in the 2014-2018 term was taken for future reference.

5. Administrative Services

Director of Administrative Services Cindy Shelest provided an overview of the administrative services performed by Islands Trust, and services specifically provided to Trustees.

6. Human Resources

Chief Administrative Officer (CAO) Linda Adams provided an overview of the staff structure at the Islands Trust, some statutory provisions and the role of the CAO.

7. Closed Session

TC-2014-105

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

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

CARRIED

The meeting closed to the public at 4:10 p.m. and reopened to the public at 5:08 p.m.

The meeting recessed at 5:10 p.m.

THURSDAY, DECEMBER 4, 2014

The meeting reconvened at 8:34 a.m.

All 26 members of the Islands Trust Council were present.

8. Staying out of Trouble

Chief Administrative Officer Linda Adams presented information to provide trustees with an awareness of their statutory obligations regarding conduct, and to introduce guidelines and best practices in regards to conduct and legal obligations.

9. Making Fair Decisions

Chief Administrative Officer Linda Adams provided an introduction to trustees highlighting some core principles of fair decision making. Trustees participated in small groups to discuss various scenarios where fair decision making practices would apply.

10. Local Planning Services

Director of Local Planning Services David Marlor and senior staff provided an overview of the Local Planning Services unit, including an introduction to planning in the Islands Trust, Bylaw enforcement and mapping/geographic information systems. An entertaining role play by staff members was provided with lessons on how to conduct a local trust committee meeting.

11. Executive Committee and Trust Fund Board Candidate Presentations

Trustees wishing to be nominated for the positions of Chair, Vice-Chair and Trust Fund Board members made presentations to and answered questions from Council members for consideration prior to the December 5 elections.

The meeting recessed at 5:32 p.m.

FRIDAY, DECEMBER 5, 2014

The meeting reconvened at 8:35 a.m.

All 26 members of the Islands Trust Council were present.

12. Elections for Executive Committee and Trust Fund Board

Election for Chair, Executive Committee

Manager of Legislative Services and Elections Officer Carmen Thiel called for nominations for the position of Chair of the Executive Committee of the Islands Trust Council.

TC-2014-106

It was MOVED by Trustee Brent and SECONDED by Trustee Hunter,
To nominate Trustee George Grams for the Position of Chair of the Executive Committee.

CARRIED

TC-2014-107

It was MOVED by Trustee Allen and SECONDED by Trustee Law,
To nominate Trustee Peter Luckham for the Position of Chair of the Executive Committee.

CARRIED

TC-2014-108

It was MOVED by Trustee Grams and SECONDED by Trustee Hunter,
To nominate Trustee Derek Masselink for the Position of Chair of the Executive Committee.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared nominations closed.

TC-2014-109

It was MOVED by Trustee Pottle and SECONDED by Trustee Dodds,
To appoint Trustee Alison Morse to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Executive Coordinator Marie Smith and Trustee Morse. Following the counting of ballots, Carmen Thiel declared Trustee Peter Luckham Chair of the Executive Committee of the Islands Trust Council.

Election for Vice-Chair, Executive Committee (3 positions)

Carmen Thiel called for nominations for the three positions of Vice-Chair of the Executive Committee.

TC-2014-110

It was MOVED by Trustee Brent and SECONDED by Trustee Allen,
To nominate Trustee Susan Morrison for the Position of Vice Chair of the Executive Committee.

CARRIED

TC-2014 -111

It was MOVED by Trustee Critchley and SECONDED by Trustee Harris,
To nominate Trustee Laura Busheikin for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-112

It was MOVED by Trustee Pottle and SECONDED by Trustee Dodds,
To nominate Trustee Brian Crumblehulme for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-113

It was MOVED by Trustee Grove and SECONDED by Trustee Brent,
To nominate Trustee George Grams for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-114

It was MOVED by Trustee Dodds and SECONDED by Trustee Grams,
To nominate Trustee Paul Brent for the Position of Vice Chair of the Executive
Committee.

CARRIED

TC-2014-115

It was MOVED by Trustee Barber and SECONDED by Trustee McConchie,
To nominate Trustee Derek Masselink for the Position of Vice Chair of the
Executive Committee.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared
nominations closed.

TC-2014-116

It was MOVED by Trustee Grove and SECONDED by Trustee Dodds,
To appoint Trustee Alison Morse to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Marie Smith and Trustee Morse.
Following the counting of ballots, Carmen Thiel declared Trustees Laura Busheikin, George Grams,
and Susan Morrison Vice Chairs of the Executive Committee.

Election for Trust Fund Board (two positions)

Carmen Thiel called for nominations for the two trustee positions to sit as members of the Trust
Fund Board.

TC-2014-117

It was MOVED by Trustee Rogers and SECONDED by Trustee Allen,
To nominate Trustee Kate-Louise Stamford for the Position of Member of the Trust
Fund Board.

CARRIED

TC-2014-118

It was MOVED by Trustee Allen and SECONDED by Trustee Dodds,

To nominate Trustee Tony Law for the Position of Member of the Trust Fund Board.

CARRIED

TC-2014-119

It was MOVED by Trustee Harris and SECONDED by Trustee Peterson,

To nominate Trustee Sue Ellen Fast for the Position of Member of the Trust Fund Board.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared nominations closed.

TC-2014-120

It was MOVED by Trustee Morse and SECONDED by Trustee Dodds,

To appoint Trustee Sandy Pottle to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Marie Smith and Trustee Pottle. Following the counting of ballots, Carmen Thiel declared Trustees Tony Law and Kate-Louise Stamford as Members of the Trust Fund Board.

13. Budget

Director of Administrative Services Cindy Shelest outlined the 2015/16 budget, providing an overview of the budget process, Islands Trust operations, the base budget, preliminary program list and revenue requirements for trustee information.

14. Delegations and Town Hall

14.1 Canadian Parks and Wilderness Society

Sabine Jessen, National Director of Oceans Programs with the Canadian Parks and Wilderness Society, spoke to Council members about the proposed Southern Strait of Georgia National Marine Conservation Area, and the ecological importance of the Trust Area and the stresses facing the local marine environment.

14.2 Gulf Islands Alliance

David Steen, Chair of the Gulf Islands Alliance addressed Trust Council about efforts to guarantee the right of citizens to a healthy environment.

14.3 David Suzuki Foundation

Brenda Madrazo with the David Suzuki Foundation presented to Council about the Foundation's report "Protecting Your Community's Coastal Assets: Local Leadership in Marine Planning", and ways to address current challenges in the region.

15. Decision and Information Items

Additions to Agenda:

- 8.1 Appointment to the Gulf Islands National Parks Reserve Advisory Board
– Request for Decision
- 8.2 Trust Fund Board Audited Financial Statements ending March 31, 2014 – Briefing
- 8.3 Howe Sound Community Forum – Briefing
- 8.4 Letter of Comment to National Energy Board re: Kinder Morgan's Trans Mountain Pipeline Expansion Project – Briefing

By General Consent the Decision and Information Items Agenda was approved, as amended.

1. GENERAL

1.1 September 2014 Trust Council Meeting Draft Minutes

TC-2014-121

It was MOVED by Trustee Brent and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council adopt the September 2014 Islands Trust Council Meeting Minutes, as presented.

CARRIED

1.2 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 – Decision

TC-2014-122

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

CARRIED

2.3 Bylaw Enforcement Report – Briefing

Provided for information.

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report

TC-2014-123

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

CARRIED

3.3 Continuous Learning Plan

Provided for information.

3.4 2011-14 Strategic Plan

Provided for information.

3.5 Provincial Analysis Impact of Potential Salt Spring Island Incorporation – Briefing

A briefing outlining the background and status regarding a study by the Ministry of Community Sport and Cultural Development to assess the impacts on the Islands Trust, in the event of incorporation of Salt Spring Island, was provided for information.

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report

TC-2014-124

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

CARRIED

4.3 September 30, 2014 Quarterly Financial Report

TC-2014-125

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

CARRIED

4.4 Financial Forecast for March 31, 2015 year end - Briefing

Provided for information.

4.5 Proposed Changes to Policy 7.5.i Trustee Computer Allocation

TC-2014-126

It was MOVED by Trustee Morrison and SECONDED by Trustee Brent,
That the Islands Trust Council approve the revisions to Trustee Equipment Allocation Policy 7.5.i (previously named Trustee Computer Allocation Policy) and remove Trustee Equipment Allocation and Retrieval Policy 7.4.iii from the Islands Trust Council's Policy Manual.

CARRIED

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information.

5.2 Trust Fund Board Report

Provided for information.

5.3 Trust Programs Committee Work Program Report

Provided for information. This report was approved at the September Council meeting. No meeting was held in November.

6. CORRESPONDENCE

No items.

7. SUMMARY/UPDATES

7.1 Trustee Updates

7.1.1 BC Ferries (A. Morse)

Trustee Morse, Chair of the Ferry Advisory Committee Chairs (FACC), provided a verbal report on recent activities of the FACC.

7.1.2 First Nations

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

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

Written report provided for information.

7.2 Priorities Chart – General Consent

By General Consent, the Priorities Chart dated November 2014 was endorsed as presented.

7.3 2015 Trust Council Meeting Schedule

TC-2014-127

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

That the Islands Trust Council establish the following meeting schedule for 2015: March 10-12, 2015 - Gabriola Island; June 23-25, 2015 – Galiano Island; September 15-17, 2015 – Bowen Island; and December 8-10, 2015 – Salt Spring Island.

CARRIED

7.4 Proposed March 2015 Trust Council Agenda Program

A draft schedule for the March 2015 Islands Trust Council meeting to be held on Gabriola Island was provided for information.

7.5 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.

8. NEW BUSINESS

8.1 Appointment to the Gulf Islands National Parks Reserve Advisory Board

TC-2014-128

It was MOVED by Trustee McConchie and SECONDED by Trustee Hunter,

That the Islands Trust Council recommend to Parks Canada, Trustee Masselink as Trust Council's representative and Trustee Middleton as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.

CARRIED

8.2 Trust Fund Board Audited Financial Statements ending March 31, 2014

Provided for information.

8.3 Howe Sound Community Forum

A briefing about the activities of the Howe Sound Community Forum was provided for information.

8.4 Letter of Comment to National Energy Board Regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project

A briefing about the Islands Trust Council Chair's letter of comment due in March 2015 to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion was provided for information. Staff will be preparing a briefing about the National Energy Board process and options for the letter of comment for Executive Committee's consideration in January 2015.

9. ADJOURNMENT

TC-2014-129

It was MOVED by Trustee Busheikin and SECONDED by Trustee Grove,
To adjourn the meeting.

CARRIED

The meeting adjourned at 1:30 p.m. Next meeting: March 10-12, 2015, Gabriola Island, BC.

Peter Luckham, Chair, Islands Trust Council

CERTIFIED CORRECT

Marie Smith, Recorder and Deputy Secretary