



**Islands Trust Council
Minutes of Quarterly Meeting
December 7-9, 2011
Victoria, BC**

Present:

Executive Committee:

Sheila Malcolmson, Chair (Gabriola)
Peter Luckham, Vice Chair (Thetis)
David Graham, Vice Chair (Denman) – December 8 and 9
Ken Hancock, Vice Chair (North Pender) – December 8 and 9

Local Trustees:

Laura Busheikin, Denman
David Graham, Denman (December 7)
Gisele Rudischer, Gabriola
Louise Decario, Galiano
Kate-Louise Stamford, Gambier
Jan Hagedorn, Gambier
Alex Allen, Hornby
Tony Law, Hornby
Peter Johnston, Lasqueti
Susan Ann Morrison, Lasqueti
Brian Crumblehulme, Mayne
Jeanine Dodds, Mayne
Ken Hancock, North Pender (December 7)
Gary Steeves, North Pender
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

Municipal Trustees:

Wolfgang Duntz, Bowen
Andrew Stone, Bowen

Staff:

Linda Adams, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services
Craig Elder, Director, Administrative Services
David Marlor, Director, Local Planning Services
Carmen Thiel, Manager, Legislative Services
Marie Smith, Executive Coordinator

Regrets:

Sandy Pottle, Galiano

WEDNESDAY, DECEMBER 7, 2011

Call to Order/Notice of New Items

The meeting was called to order at 8:35 a.m.

Twenty-five members of the Islands Trust Council were present.

Regrets: Sandy Pottle, Galiano

Chair Sheila Malcolmson welcomed the newly elected Council members to their inaugural meeting of the 2011-2014 term and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Roundtable introductions of individual trustees followed.

Notice of New Business Items.

Auditor General for Local Governments - Trustee George Grams

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.

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.

Islands Trust Fund

Trust Fund Board Manager Jennifer Eliason and key staff 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.

Council Roundtable

Chief Administrative Officer Linda Adams presented highlights from the 2008-2011 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 2011-2014 term was taken for future reference.

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 Trust Council for consideration prior to the December 8 elections.

The meeting recessed at 4:50 p.m.

THURSDAY, DECEMBER 8, 2011

The meeting reconvened at 8:37 a.m.

Twenty-five members of the Islands Trust Council were present.

Regrets: Sandy Pottle, Galiano

Elections for Executive Committee and Trust Fund Board

Trustee Sue French was elected to oversee the counting of ballots.

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.

Trustee Gary Steeves nominated Trustee Sheila Malcolmson. Trustee Malcolmson accepted.

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

As no further nominations were received, Carmen Thiel declared Trustee Malcolmson acclaimed as 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.

Trustee Gary Steeves nominated Trustee Peter Luckham. Trustee Luckham accepted.

Trustee Tony Law nominated Trustee Louise Decario. Trustee Decario accepted.

Trustee Brian Crumblehulme nominated Trustee Ken Hancock. Trustee Hancock accepted.

Trustee Jeanine Dodds nominated Trustee David Graham. Trustee Graham accepted.

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

Ballots were distributed, collected and counted by Carmen Thiel, Marie Smith and Trustee Sue French. Following the counting of ballots, Carmen Thiel declared Trustees Peter Luckham, Ken Hancock and David Graham Vice-Chairs of the Executive Committee.

Election for Trust Fund Board (2 Positions)

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

Trustee Jan Hagedorn nominated Trustee Susan Morrison. Trustee Morrison accepted.

Trustee Jeanine Dodds nominated Trustee Tony Law. Trustee Law accepted.

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

As no further nominations were received, Carmen Thiel declared Trustees Susan Morrison and Tony Law acclaimed as Trust Fund Board members.

Staying out of Trouble

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.

Budget

Craig Elder, Director of Administrative Services outlined the 2012/2013 budget, providing an overview of the budget process, Islands Trust operations, the base budget, preliminary program list and revenue requirements for trustee information.

Delegations and Town Hall

1. Maxine Leitcher

Maxine Leitcher addressed Council members about the importance of community engagement and public participation in major local trust committee decisions.

Staff was requested to provide Ms. Leitcher's documentation to Local Planning Services as information.

2. Artificial Reef Society of British Columbia

On behalf of the Artificial Reef Society of BC, President Howard Robins addressed trustees about the Islands Trust policy on artificial reefs and the plans of the Artificial Reef Society of B.C. to sink the former HMCS Annapolis in Halkett Bay.

3. Save Halkett Group

On behalf of the Save Halkett Group, Nick Majendie addressed Council members about the Islands Trust policy on artificial reefs and the concerns of the Save Halkett Bay group regarding the proposed sinking of the former HMCS Annapolis by the Artificial Reef Society of B.C.

4. Tom Varzeliotis

Tom Varzeliotis was unable to attend the meeting and provided a written submission in his absence regarding his request for a web-based "ideas bank" and electronic recording of Islands Trust public meetings.

Administrative Services

Craig Elder provided an overview of the administrative services performed by Islands Trust, and services specifically provided to Trustees.

Local Planning Services

David Marlor, Director of Local Planning Services, 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.

Resolution TC 170/11

It was Moved by Trustee Peter Luckham and Seconded:

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
UNANIMOUSLY

*The meeting closed to the public at 5:12 p.m.
The meeting reopened to the public at 5:14 p.m.*

The meeting recessed at 5:15 p.m.

FRIDAY, DECEMBER 9, 2011

The meeting reconvened at 8:05 a.m.

Twenty-five members of the Islands Trust Council were present.

Regrets: Sandy Pottle, Galiano

Making Fair Decisions

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.

Human Resources at the Islands Trust

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

Closed Session

Resolution TC 171/11

It was Moved by Trustee Peter Luckham and Seconded:

That the Islands Trust Council 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; and that CAO Linda Adams be invited to attend the entire meeting, and that other Islands Trust staff be invited to attend Parts 2, 3 and 4 of the meeting.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 9:44 a.m.

The meeting reopened to the public at 10:35 a.m.

Trustee Ken Hancock left the meeting.

Decision and Information Items

Additions to Agenda:

6.1 Auditor General for Local Governments

Resolution TC 172 /11

It was Moved by Trustee George Grams and Seconded:

That the Islands Trust Council add "Auditor General for Local Governments" to the Council agenda under New Business, Item 6.1.

IN FAVOUR – 23
OPPOSED – 1
(Steeves, North Pender)
CARRIED

1. General

1. Trust Council Follow-Up Action List

The Trust Council Follow-up Action List as of November 2011 was provided for information.

By General Consent, staff was requested to follow up with Energy Minister Rich Coleman's office regarding Chair Malcolmson's letter of November 4, 2011 regarding smart meters, which has not yet received a reply.

2. Previous Minutes of Islands Trust Council

By General Consent, the Minutes of the September 2011 Trust Council meeting were adopted, as amended.

2. Trust Area Services

1. Director of Trust Area Services Report

Provided for information.

2. Trust Fund Board Report

The Trust Fund Board quarterly report, highlighting the accomplishments as of November 2011 in the areas of Strategic Planning/Administration, Covenant and Property Acquisition, Property and Covenant Management, Communications and Fundraising, was provided for information.

3. Policy Statement Review

A briefing on the status of the Gas Tax Fund application to support a Policy Statement Review was provided for information. Staff will advise the Executive Committee as soon as a decision is announced on the funding application. Staff will then work with the Executive Committee to prepare a briefing on Policy Statement review options and implications for Trust Council to consider during its budget and strategic planning sessions in March 2012.

4. Appointments to Gulf Islands National Park Advisory Board

Resolution TC 173/11

It was Moved by Trustee Gary Steeves and Seconded:

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

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

CARRIED
UNANIMOUSLY

3. Local Planning

1. Director of Local Planning Services Quarterly Report

Provided for information.

2. OCP/LUB Status Report

A status report regarding the scheduled review of Official Community Plans and Land Use Bylaws by Local Trust Committees was provided for information.

3. Bylaw Enforcement Investigations Report - Briefing

A Briefing outlining the current status of bylaw enforcement investigations in the Trust Area was provided for information.

4. Organizational/Finance

1. Financial Planning Committee Report

By General Consent, the Financial Planning Committee Report was endorsed as presented. The top work program priorities as of November 2011 were: 1) Prepare the First Draft of the 2012/13 Budget; Support Local Planning Services in the development of a Model Fees Bylaw; and 3) Develop a Policy on Carbon Neutrality in conjunction with Trust Programs Committee.

2. Director of Administrative Services Report

Provided for information.

3. September 30, 2011 Quarterly Financial Statement and Report

Resolution TC 174/11

It was Moved by Trustee David Graham and Seconded:

That the Islands Trust Council approve the September 30, 2011 Quarterly Financial Report as presented.

CARRIED
UNANIMOUSLY

4. Financial Forecast to March 31, 2012 - Briefing

A Briefing outlining the financial forecast for the fiscal year ending March 31, 2012 was provided for information.

5. Trustee Remuneration Policy Amendment

Resolution TC 175/11

It was Moved by Trustee David Graham and Seconded:

That the Islands Trust Council approve the amendment to Trustee Remuneration Policy 7.2.i as presented.

The proposed amendment will reduce the potential cost of providing health and dental benefits to Trustees by clarifying that municipal trustees receive benefits from the municipality and not from the Trust Council budget.

CARRIED
UNANIMOUSLY

6. Development of Carbon Neutral Policy

Resolution TC 176/11

It was Moved by Trustee David Graham and Seconded:

That the Islands Trust Council direct the Financial Planning Committee and Trust Programs Committee to oversee development of a Carbon Neutral Operations Policy for consideration by Islands Trust Council in June 2012.

This policy will help the Islands Trust Council meet its commitment to making its institutional operations becoming carbon neutral by 2012 as a signatory to the British Columbia Climate Action Charter.

CARRIED
UNANIMOUSLY

5. Executive

1. Executive Committee Report

By General Consent, the Executive Committee Report was endorsed, as presented. The top work program priorities as of November 2011 were: 1) Strategic Planning; 2) Communications; and 3) Organizational Effectiveness.

2. Chief Administrative Officer's Report

Provided for information.

3. Trust Council Plan for Continuous Learning - 2011-2014

Provided for information.

4. Union of BC Municipalities – Post 2011 Convention Report

A report providing an overview of activities of the Islands Trust Executive Committee and senior staff while attending the 2011 Union of BC Municipalities (UBCM) Convention in Vancouver was provided for information.

5. Strategic Plan Update

Provided for information.

Trustee Jeanine Dodds left the meeting.

6. New Business

1. Municipal Auditor General

Resolution TC 177/11

It was Moved by Trustee George Grams and Seconded:

That the Islands Trust Council direct the Financial Planning Committee to examine and report to Council on the necessary steps to implement the principles of public accountability and to make a recommendation with regard to financial oversight by the new auditor general for local governments.

CARRIED
UNANIMOUSLY

Trustee Gary Steeves left the meeting.

7. Summary/Updates

1. Priorities Chart

By General Consent, the Priorities Chart dated November 2011 was endorsed as presented.

2. Proposed 2012 Trust Council Meetings Schedule

By General Consent, the Islands Trust Council approved the following meeting schedule for 2012: March 6-8, 2012, Gabriola Island; June 12-14, 2012, Pender Islands; September 11-13, 2012, Bowen Island; and December 4-6, 2012, Salt Spring Island.

3. Proposed March 2012 Trust Council Agenda Program

A draft schedule for the March 2012 Islands Trust Council meeting to be held on Gabriola Island was provided for information.

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.

The meeting adjourned at 1:25 p.m. Next meeting: March 6-8, 2012, Gabriola Island, BC.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder