



Trust Council Minutes of a Meeting

Date: January 15 - 16, 2019
Location: Coast Bastion Hotel
11 Bastion Street, Nanaimo, BC

Executive Present: Peter Luckham, Chair - Thetis Island
Sue Ellen Fast, Vice Chair - Bowen Island Municipal
Laura Patrick, Vice Chair - Salt Spring Island
Dan Rogers, Vice Chair - Gambier/Keats Island

Trustees Present: Laura Busheikin, Denman Island
David Critchley, Denman Island
Scott Colbourne, Gabriola Island
Kees Langereis, Gabriola Island
Tahirih Rockafella, Galiano Island
Jane Wolverton, Galiano Island
Kate-Louise Stamford, Gambier Island
Alex Allen, Hornby Island
Peter Johnston, Lasqueti Island
Timothy Peterson, Lasqueti Island
Jeanine Dodds, Mayne Island
David Maude, Mayne Island
Ben McConchie, North Pender Island
Deb Morrison, North Pender Island
Peter Grove, Salt Spring Island
Paul Brent, Saturna Island
Lee Middleton, Saturna Island
Cameron Thorn, South Pender Island
Steve Wright, South Pender Island
Doug Fenton, Thetis Island

Regrets: Michael Kaile, Bowen Island Municipal

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director Local Planning Services/Recorder
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Carmen Thiel, Legislative Services Manager
Kate Emmings, Acting Manager IT Conservancy
Miles Drew, Bylaw Enforcement Manager
Ann Kjerulf, Northern Office Regional Planning Manager
Stefan Cermak, Salt Spring Island Regional Planning Manager
Fiona MacRaild, Senior Intergovernmental Policy Advisor
Lisa Wilcox, Acting Policy Advisor
Nigel Hughs, Computer Application Systems Technologist
Lori Foster, Executive Coordinator/Recorder

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:02 AM stating gratitude for holding it on Coast Salish territory. He cited Trustee Kaile's regret.

2. APPROVAL OF AGENDA

For consideration to add to the agenda:

20.1 New Business

Amend Trust Council meeting locations for March and June.

By General Consent, the agenda was adopted as amended.

3. LOCAL PLANNING SERVICES SESSION

Director of Local Planning Services (DLPS) Marlor presented a PowerPoint for the Trust Council orientation session. Bylaw Enforcement Manager (BEM) Drew finished the session presentation.

Trustee Dodds arrived at 10:14 AM.

Questions were heard on land use planning and bylaw enforcement. Discussion followed.

The meeting recessed for a break at 10:21 AM and reconvened at 10:39 AM.

4. TRUST AREA SERVICES SESSION

Director of Trust Area Services (DTAS) Frater presented a PowerPoint for the Trust Council orientation session.

Questions and answers on advocacy topics, communications and the Islands Trust Policy Statement followed.

5. ISLANDS TRUST CONSERVANCY SESSION

Acting Manager of Islands Trust Conservancy (A/MITC) Emmings presented a PowerPoint for the Trust Council orientation session.

Discussion followed on how the Conservancy protects land with NAPTEP (Natural Area Protection Tax Exemption Program) including federal protection through advocacy and land use decision making at the local trust committee (LTC) level.

Chair of the Islands Trust Conservancy, Trustee Stamford also offered comments.

Chair Luckham noted that 18% of the Trust Area is now protected in perpetuity on behalf of the citizens of British Columbia.

The meeting was recessed for lunch at 12:30 PM and reconvened 1:32 PM.

6. ADMINISTRATION / BUDGET 2019-2020 SESSION

Chair of the Financial Planning Committee, (FPC) Grove gave introductions to the Budget Session followed by CAO Hotsenpiller who encouraged inquiry into the presentation.

Director of Administrative Services (DAS) Mobbs noted this was her premier draft budget presentation to Council. She reviewed all budget items with Council in preparation for taking the draft budget to public consultation.

**6.1 September 30, 2018 Q2 Financial Report – RFD
TC-2019-001**

It was Moved by Trustee Grove and Seconded by Trustee Brent

That Trust Council approved the September 30, 2018 Q2 Financial Report as presented.

CARRIED

6.2 September 30, 2018 Q2 Forecast – Briefing

Director Mobbs reviewed the briefing.

Questions followed on line items in the budget including the Victoria office renovation project.

Each Executive Committee (EC) member spoke to its decision moving forward with the renovation project.

Chair Luckham requested the minutes note Trustee Kaile’s recent communications with trustees concerning the Bowen Island contribution increase.

The meeting recessed for a break at 3:00 PM and reconvened at 3:15 PM.

6.3 Draft 2019/20 Budget Assumptions & Principles

DAS Mobbs reviewed the briefing, discussion followed.

6.4 Draft 2019/20 Budget Overview

DAS Mobbs presented the budget overview, discussion followed.

6.5 Draft 2019/20 Budget Detail

6.5.1 Draft 2019-2020 Budget Funding Requests

Director of Trust Area Services (DTAS) Frater spoke to the website discovery business case. Discussion followed.

DAS Mobbs finished with the remaining budget requests from the agenda package.

6.5.1.1 Summary of 2019/20 Budget Funding Requests

DAS Mobbs reviewed the summary.

6.5.1.2 2019/20 Budget Funding Request Business Cases

TC-2019-002

It was Moved by Trustee Grove and Seconded by Trustee Patrick,

That Trust Council approve funding to add a full-time island planner in the Salt Spring office to the draft budget.

CARRIED

By General Consent, Trust Council will address unfinished items from today's budget session at the Wednesday, January 16th morning session.

7. STANDARDS OF CONDUCT / CONFLICT OF INTEREST / FREEDOM OF INFORMATION SESSION
This item was tabled to Wednesday, January 16th.

8. FIRST NATIONS SESSION

At 4:09 PM Senior Intergovernmental Policy Advisor (SIPA) Fiona MacRaild gave a Power Point presentation to Trust Council after handing out binders prepared for each local trust area.

A blanketing ceremony for SIPA MacRaild followed led by Chief Ian Campbell of Squamish Nation. Chief Bill Williams and Acting Policy Advisor, Wilcox were also present.

By General Consent, at 5:30 PM the meeting was adjourned for the day.

Wednesday, January 16, 2019 the meeting reconvened at 8:30 AM

Chair Luckham opened the meeting and continued with unfinished items from the budget session.

6. ADMINISTRATION / BUDGET 2019-2020 SESSION

TC-2019-003

It was Moved by Trustee Grove and Seconded by Trustee Dodds,

That Trust Council fund the new island planner position approved for inclusion in the draft 2019/2020 budget from surplus for the 2019/2020 year.

DEFEATED

TC-2019-004

It was Moved by Trustee Rogers and Seconded by Trustee Brent,

That Trust Council rescind the motion made on January 15, 2019 (**TC-2019-002**) to add an additional island planner position to the Salt Spring planning staff, and to adopt as presented the Salt Spring island planner business case.

CARRIED

TC-2019-005

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

That the Islands Trust Council request that staff change the website renewal business case to focus on digital communication improvements up to \$115,000, subject to review of the discovery data by Trust Council.

CARRIED

TC-2019-006

It was Moved by Trustee Grove and Seconded by Trustee Critchley,

That Trust Council amend **TC-2019-004** to add: "and that this amount be financed by surplus."

DEFEATED

TC-2019-007

It was Moved by Trustee Grove and Seconded by Trustee Thorn

That the draft 2019/20 budget be put to public consultation as amended.

CARRIED

9. STRATEGIC PLANNING SESSION

Chief Administrative Officer (CAO) Hotsenpiller presented a PowerPoint for the Trust Council orientation session.

The meeting recessed for a break at 10:00 AM and reconvened at 10:15 AM.

DLPS Marlor began filling in as minute taker/ recorder at 10:30 AM

CAO Hotsenpiller continued with the session. A question and answer period followed.

The meeting recessed for a break at 11:03 AM and reconvened at 11:08 AM.

7. STANDARDS OF CONDUCT / CONFLICT OF INTEREST / FREEDOM OF INFORMATION SESSION

CAO Hotsenpiller introduced Legislative Services Manager (LSM) Theil who presented a PowerPoint for trustee orientation. A question and answer period followed.

10. BUDGET AMENDMENTS

This item was addressed in Wednesday's session under item 6.

11. STAFF AWARDS

CAO Hotsenpiller presented the annual staff awards for Champion to Planner Eggen and Administrative Assistant Cottingham (joint award); Innovation to LSM Thiel, and Legacy to BEM Drew.

The meeting recessed for lunch 12:05 PM and reconvened at 12:35 PM.

12. GENERAL BUSINESS ARISING

12.1 Resolutions Without Meeting - TC-RWM-2018-005; TC-RWM-2018-006; TC-RWM-2018-008

Received for information.

12.2 November 7-8, 2018 Trust Council Meeting Draft Minutes

By General Consent, the minutes were adopted as presented.

12.3 Trust Council Follow-up Action List

CAO Hotsenpiller reviewed the list and Directors spoke to their items of responsibility.

12.4 Trustee Round Table

This was deferred to the end of meeting if time allowed.

13. EXECUTIVE

13.1 Chief Administrative Officer's Report

CAO Hotsenpiller provided his report.

13.2 Executive Committee Work Program Report

TC-2019-008

It was Moved by Trustee Fast and Seconded by Trustee Grove,

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

CARRIED

13.3 Policy 2.3.1 [Council Committee System Policy] Amendment - RFD

Director Marlor noted this RFD remedies an inconsistency between the TC Meeting Procedures Bylaw and Council Committee Policy 2.3.1.

TC-2019-009

It was Moved by Trustee Rogers and Seconded by Trustee Peterson,
That Trust Council adopt amended "Policy 2.3.1 Council Committee System".

CARRIED

14. LOCAL PLANNING

14.1 Director of Local Planning Services Report

DLPS Marlor read his report.

14.2 Bylaw Enforcement Statistics – Briefing

BEM Drew presented his report.

14.3 Local Trust Committee Fees Review - RFD

DLPS Marlor introduced the RFD. Discussion was heard on the following points:

- Would be a top priority for the Local Planning Committee (LPC)
- Current fees do not cover the full costs,
- Some public comments call to simplify the procedures,
- Development permits could be delegated to staff for approval,
- First Nation referral costs.

TC-2019-010

It was Moved by Trustee Fast and Seconded by Trustee Thorn,
That Trust Council request the Local Planning Committee to report back on a Local Trust Committee applications fee strategy.

CARRIED

15. ADMINISTRATIVE SERVICES

15.1 Director of Administrative Services Report

DAS Mobbs provided her report.

15.2 Financial Planning Committee Work Program Report

TC-2019-011

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

CARRIED

15.3 March 31, 2018 Allocated Financial Statements – Briefing

DAS Mobbs reviewed the report on statements.

Trustee Dodds left the meeting at 1:23 PM.

15.4 Policy 7.2.1 Trustee Remuneration Amendment - RFD

DAS Mobbs spoke to the wording amendment for the remuneration policy.

Discussion on compensating trustees for meetings ensued.

TC-2019-012

It was Moved by Trustee Grove and Seconded by Trustee Peterson,

That Trust Council approve the amended wording of Policy 7.2.1 *Trustee Remuneration*.

CARRIED

16. TRUST AREA SERVICES

16.1 Director of Trust Area Services Report

Received for information.

16.2 A/Manager Islands Trust Conservancy Report

Received for information.

16.3 Community Stewardship Award – Briefing

CAO Hotsenpiller provided an overview.

It was noted that trustees are not eligible to make nominations.

17. DELEGATIONS AND TOWN HALL

Susan Yates long standing former Gabriola trustee, was recognized.

17.1 Advocating for a Zero Emission/GHG reduction plan for BC Ferries - case for Electric Ferry Pilot

There was no presentation as delegation cancelled.

17.2 Gulf Islands Alliance

There was no presentation as delegation cancelled.

18. CORRESPONDENCE

When correspondence addressed to council is received it is forwarded directly.

19. SUMMARY / UPDATES

19.1 Trustee Updates

19.1.1 BC Ferries (Ferry Advisory Committee Chairs)

Chair Luckham noted BC Ferries over and above response to the December 21 storm where they remedied serious damage to the Penelakut dock.

Trustee Brent cited BC Ferries response to a CRD request to provide water during the boil advisory following the storm on Saturna.

19.1.2 Gulf Islands National Park Reserve Advisory Committee (Trustee Middleton)

Trustee Middleton awaits an announcement from the National Parks.

19.1.3 Salt Spring Island Watershed Protection Authority (SSIWPA)

SSIWPA now co-chaired by Trustee Patrick and CRD Director. A community information meeting (CIM) in January will address the special tax requisition.

19.1.4 Howe Sound Community Forum

Trustee Stamford spoke on the forum which happens twice a year, the upcoming location to be determined.

Ocean Watch has been working with local governments and the Biosphere application is moving forward. Mapping and science of the area is progressing.

19.1.5 Freighter Roundtable Update

Chair Luckham noted that Transport Canada was behind in reporting on the Oceans Protection plan.

Trustee Fenton concurred citing a disconnect as ships continue to flow steady. There is a regional meeting January 25.

19.2 Priorities Chart

By General Consent, the Priorities Chart was approved as presented.

19.3 Disposition of Delegations and Town Hall Requests

None

20. NEW BUSINESS

**20.1 Amend Trust Council meeting locations for March and June
TC-2019-013**

It was Moved by Trustee Rogers and Seconded by Trustee Langereis,

That Trust Council amend the March meeting location to Gabriola Island and the June meeting location to Galiano Island.

CARRIED

21. CLOSED MEETING (Separate Agenda)

TC-2019-014

It was Moved by Trustee Patrick and Seconded by Trustee Fast,

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

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

CARRIED

The meeting was closed to the public at 2:00 PM and reopened to the public at 2:27 PM. There was no rise and report.

The meeting recessed for a break at 2:27 PM and reconvened at 2:35 PM.

Trustees Maude, Stamford and Allen left at 2:35 PM.

22. LOCAL TRUST COMMITTEE REVIEW SESSION

DLPS Marlor presented the session.

Between 3:10 PM and 3:18 PM the following Trustees left the meeting: Wolverton, Brent, Rockafella, Middleton, Wright and Fenton.

23. NEXT MEETING

The next meeting of Islands Trust Council will be held March 12-14 on Gabriola Island.

**24. ADJOURNMENT
TC-2019-015**

It was Moved by Trustee Grove and Seconded by Trustee Peterson,
That the meeting be adjourned at 3:21 PM.

CARRIED

Peter Luckham, Chair

Certified Correct

Lori Foster, Recorder

David Marlor, Recorder