



**Islands Trust Council
Minutes of Quarterly Meeting
September 13-15, 2011
Salt Spring Island, BC**

Present:

Executive Committee:

Sheila Malcolmson, Chair (Gabriola)
Louise Bell, Vice Chair (Denman)
Peter Luckham, Vice Chair (Thetis)
Gary Steeves, Vice Chair (North Pender)

Local Trustees:

David Graham, Denman
Deborah Ferens, Gabriola
Louise Decario, Galiano
Sandy Pottle, Galiano
Joyce Clegg, Gambier
Jan Hagedorn, Gambier
Fred Hunt, Hornby
Tony Law, Hornby
Susan Ann Morrison, Lasqueti
Jeanine Dodds, Mayne
Derek Masselink, North Pender
George Ehring, Salt Spring
Christine Torgrimson, Salt Spring
Dian Johnstone, Saturna
Beverley Neff, Saturna
David Greer, South Pender
Wendy Scholefield, South Pender
Sue French, Thetis

Municipal Trustees:

Alison Morse, Bowen
Nerys Poole, Bowen

Staff:

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

Absent:

Jen Gobby, Lasqueti
Colin Shew, Mayne

TUESDAY, SEPTEMBER 13, 2011

Call to Order/Notice of New Items

The meeting was called to order at 1:50 p.m. Chair Sheila Malcolmson welcomed everyone and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Twenty-four members of the Islands Trust Council were present.
Trustees Absent: Colin Shew-Mayne; Jen Gobby-Lasqueti.

Additions to Agenda:

New Business:

- 6.1 Disclosure of Contract with North Pender Island Local Trustee
- 6.2 Improving the BC Coastal Ferry Service: A Position Paper from 12 Coastal Regional District Chairs
- 6.3 City of Colwood UBCM Resolution re: BC Hydro Wireless Smart Meters

By General Consent, the agenda was approved as amended.

Plan to Farm: The Revitalization of Agriculture on Salt Spring Island

Representatives of the Salt Spring Island Agricultural Alliance and the Salt Spring Island Farmland Trust provided trustees with information about a variety of agricultural initiatives on Salt Spring Island, including the development and key recommendations of the Salt Spring Island Area Farm Plan and current agricultural infrastructure projects.

Planning Session

Staff provided local trust committee 2008-2011 term highlights, followed by team meetings with trustees and senior planning staff to review regional issues of the respective Northern and Southern Planning teams.

Decision and Information Items

1. General

1. Trust Council Follow-Up Action List

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

2. Previous Minutes of Islands Trust Council

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

2. Trust Area Services

3. Director of Trust Area Services Report

Provided for information.

2. Trust Programs Committee Report

By General Consent, the Trust Programs Committee Report was endorsed as presented. The top work program priorities as of August 2011 were: 1) Advocacy Program; 2) Climate Change; and 3) Indicator Program.

3. Trust Fund Board Report

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

4. Trust Fund Board 2010-11 Audited Financial Statements

Provided for information.

5. Natural Area Exemption Certificate, HO-NAP-2011.3, Hornby Island

Resolution TC 153/11

It was Moved by Trustee Christine Torgrimson and Seconded:

That the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption Program Certificate for the remainder of the land described as "Lot 6, Section 9, Hornby Island, Nanaimo District, Plan 25736" PID 000-087-866, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the NAPTEP program.

This is the third Natural Area Protection Tax Exemption Program (NAPTEP) application from the Hornby Island Local Trust Area and the 24th overall since the program's inception.

CARRIED
UNANIMOUSLY

6. Natural Area Exemption Certificate, HO-NAP-2011.4, Hornby Island

Resolution TC 154/11

It was Moved by Trustee Christine Torgrimson and Seconded:

That the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption Program Certificate for the remainder of the land described as "Lot 3, Section 2, Hornby Island, Nanaimo District, Plan 29474" PID 001-383-671, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the NAPTEP program.

This is the fourth Natural Area Protection Tax Exemption Program (NAPTEP) application from the Hornby Island Local Trust Area and the 25th overall since the program's inception.

CARRIED
UNANIMOUSLY

7. Draft 2003-2007 Annual Reports

Thanks to Trust Council's approval of a new staff position, the backlog of annual reports is now eliminated and future reports will be delivered annually with the audited financial statements.

Resolution TC 155/11

It was Moved by Trustee Louise Bell and Seconded:

That the Islands Trust Council approve the Annual Reports for 2003-2004, 2004-2005, 2005-2006 and 2006-2007, as amended for submission to the Minister of Community, Sport and Cultural Development.

CARRIED
UNANIMOUSLY

8. Draft 2010-2011 Annual Report

Resolution TC 156/11

It was Moved by Trustee Louise Bell and Seconded:

That the Islands Trust Council approve the 2010-2011 Annual Report for submission to the Minister of Community, Sport and Cultural Development.

CARRIED
UNANIMOUSLY

9. Annual Report Policy

Staff presented proposed amendments to Trust Council's Annual Report Policy 6.10.i in order to make the policy consistent with the *Islands Trust Act* and to synchronize the annual reporting schedule with the annual financial audit. Further amendments were suggested and staff was requested to incorporate the additional proposed changes for further review by Council.

Approval of this item was deferred to September 14, 2011.

3. Local Planning

1. Local Planning Committee Report

By General Consent, the Local Planning Committee report was endorsed as presented. The top work program priorities as of August 2011 were: 1) Encouraging Green Technology Structures; 2) Development Application Fee Analysis Task Force; and 3) Development Permit Monitoring.

2. Director of Local Planning Services Quarterly Report

Provided for information.

Resolution TC 157/11

It was Moved by Trustee Peter Luckham and Seconded:

That the Islands Trust Council meeting be closed to the public subject to Sections 90 (1)(b) and (g) of the Community Charter in order to distribute documents related to personal information about an identifiable individual who is being considered for an award or honour and litigation affecting the Islands Trust.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 5:33 p.m.
The meeting reopened to the public at 5:35 p.m.

The meeting recessed at 5:35 p.m.

WEDNESDAY, SEPTEMBER 14, 2011

The meeting reconvened at 8:35 a.m.

Nineteen members of the Islands Trust Council were present.

Trustees Absent: Colin Shew-Mayne; Jen Gobby-Lasqueti; Nerys Poole-Bowen; Jan Hagedorn-Gambier; Derek Masselink-North Pender; Peter Luckham-Thetis; Sue French-Thetis.

Closed Session

Resolution TC 158/11

It was Moved by Trustee Louise Bell 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 Islands Trust staff be invited to attend Parts 2, 3 and 4 of the meeting.

CARRIED
UNANIMOUSLY

The meeting closed to the public at 8:40 a.m.
The meeting reopened to the public at 9:05 a.m.

Trustees French, Luckham, Poole, Hagedorn and Masselink returned to the meeting.

Elections Best Practices

Chief Administrative Officer Linda Adams addressed a variety of questions and addressed concerns on previous practices, including bylaw enforcement and litigation proceeding during an election period, and Council policy on releasing in-camera minutes.

2. Trust Area Services - continued

9. Annual Report Policy

Director of Trust Area Services Lisa Gordon presented the revised policy with the changes suggested at the September 13, 2011 meeting incorporated for review and consideration.

Resolution TC 159/11

It was Moved by Trustee Louise Bell and Seconded:

That Islands Trust Council approve the proposed amendments to Policy 6.10.i (Annual Report Policy) as further amended September 14, 2011.

CARRIED
UNANIMOUSLY

3. Local Planning - continued

3. Development Application Fee Review

Resolution TC 160/11

It was Moved by Trustee George Ehring and Seconded:

That the Islands Trust Council request staff to develop a model Local Trust Committee Fees Bylaw that incorporates the recommendations in Appendix A "Fee Task Force Proposed Approach to Model Local Trust Committees Fees Bylaw" dated August 18, 2011, except that the deposit for cost recovery for rezoning applications and temporary use permit applications be based on the staff estimate for external costs to process the application plus 50% contingency.

CARRIED
UNANIMOUSLY

Resolution TC 161/11

It was Moved by Trustee George Ehring and Seconded:

That the Islands Trust Council request staff to develop draft amendments to Trust Council Policy 5.6.i – Application Processing Services that would make the policy consistent with the proposed approach to application fees.

Once policy amendments and a model fees bylaw have been approved by Trust Council, each Local Trust Committee will be asked to consider a custom tailored version of a new fees bylaw for adoption. This approach is intended to improve cost recovery and support application fees that more closely cover the costs of application processing.

CARRIED
UNANIMOUSLY

The meeting recessed at 10:35 a.m.
The meeting reconvened at 11:00 a.m.

4. Community Housing Task Force Final Products

Resolution TC 162/11

It was Moved by Trustee George Ehring and Seconded:

That the Islands Trust Council request staff to:

- 1. Circulate the “Application Guide for Affordable and Special Needs Housing” to all local trust committees, post it on the Community Housing page of the Islands Trust website and provide copies to all Islands Trust offices, Bowen Island Municipality and on-island offices of relevant agencies and issue a news release;*
- 2. Circulate the “Memorandum on Housing Agreements on Salt Spring Island” and the “Memorandum on Health Authority Requirements for Secondary Suites and Cottages” to all local trust committees and Bowen Island Municipality and post it to the Community Housing page of the Islands Trust website; and*
- 3. Include the package of information produced by the Community Housing Task Force, along with the Summary Document, in the orientation material for new trustees.*

The Community Housing Task Force has developed a number of documents that will be helpful to local trust committees and Bowen Island Municipality as they work to address community housing needs.

CARRIED
UNANIMOUSLY

5. Review of Trust Council Committee System

Resolution TC 163/11

It was Moved by Trustee George Ehring and Seconded:

That the Islands Trust Council request the Executive Committee to undertake a comprehensive review of Trust Council’s policies regarding Council Committees and their Terms of Reference; consider the information in Appendix A “Local Planning Committee Terms of Reference – Potential Amendments”, during the review; and make recommendations to the Islands Trust Council regarding potential amendments to the policies that govern the Council Committee system.

CARRIED
UNANIMOUSLY

6. Procedural Certainty and Administrative Fairness

In 2008, the Local Planning Committee recommended a number of procedural changes regarding the processing of development applications. The Local Planning Committee and the Local Planning Services Director have determined that the evolution of the Local Planning Services Unit since 2008 and the creation of the Legislative Services Manager position make implementation of Phase 3 recommendations unnecessary.

Resolution TC 164/11

It was Moved by Trustee Louise Bell and Seconded:

That the Islands Trust Council not direct further work on the implementation of Phase 3 of the 2008 document "Report on Procedural Certainty and Administrative Fairness".

CARRIED
UNANIMOUSLY

7. Riparian Areas Regulation Update

A Briefing updating Trust Council on the status of implementation of the Riparian Areas Regulation in the Trust Area was provided for information.

8. Greenhouse Gas Emissions/Riparian Area Regulations Communication Budget Expenditure Report

A Briefing outlining the use of the \$40,000 Trust Council for Greenhouse Gas Emission Reduction and Riparian Areas Regulation communications was provided for information.

9. 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.

10. Food Security Guide and Implementation

A Briefing was provided to Trust Council outlining the status of the implementation of food security initiatives in the Trust Area.

11. Green Shores for Homes Status Update

A Briefing was provided outlining the status of development of the Green Shores for Homes system. Islands Trust is a partner in a larger multi-year initiative led by the City of Seattle and San Juan County to develop a credit/ incentive system for homes based on the Green Shores system.

12. Integrated Watershed and Shoreline Mapping Project

A Briefing outlining the status of the Integrated Watershed and Shoreline Mapping Project was provided for information.

The meeting recessed 11:55 a.m.

The meeting reconvened at 1:35 p.m.

Delegation and Town Hall Session

1. Tom Varzeliotis, Salt Spring Island

Tom Varzeliotis addressed Council members regarding his views and suggestions for the Islands Trust website design.

By General Consent, staff was requested to include Mr. Varzeliotis' submissions as part of the website input.

2. Islands TAG (Transparency and Accountability in Government) Team, Salt Spring Island

On behalf of the Islands TAG Team, Julia Lucich addressed Trust Council members regarding the Team's concerns with unavailability of current Council Committee material and minutes, delay in preparing the previous five years of annual reports as is legislated, and the way the Islands Trust represents itself.

3. Valerie VanDeWint, Galiano Island

Members of the Galiano Island Local Trust Committee left the meeting.

Valerie VanDeWint addressed Council members regarding her concerns with the proposed Galiano Official Community Plan not including the forest policy issues.

Members of the Galiano Island Local Trust Committee meeting returned to the meeting.

4. Salt Spring Island Conservancy's Stewards in Training School Program

Kris Fulbrook provided a Power Point presentation on the Stewards in Training School Program, which teaches school age children about community stewardship.

5. Chamber of Commerce, Salt Spring Island

Robert Steinbeck, President of the Chamber of Commerce, addressed Council members requesting that the Islands Trust provide funds for tourism and economic development. Staff explained that the Islands Trust does not have the authority to provide funds for tourism marketing or economic development and suggested they work with the Capital Regional District to access funds that may be available through the Union of BC Municipalities.

6. Island Pathways, Salt Spring Island

On behalf of Island Pathways, Jean Gelwicks spoke to Council members about the Ganges pathway network and rural cycling issues.

Decision and Information Items (continued)

3. Local Planning

13. Bylaw Enforcement Notification System – Brochure

Trustees reviewed the proposed Bylaw Enforcement Notification System brochure and provided comments and suggested minor changes to wording and terminology.

14. 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 August 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. Trustee Remuneration and Expense Report for Fiscal Year 2010/11

Provided for information.

4. June 30, 2011 Quarterly Financial Statement and Report

Resolution TC 165/11

It was Moved by Trustee Alison Morse and Seconded:

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

CARRIED
UNANIMOUSLY

5. Timeline for 2012/13 Budget Process

Resolution TC 166/11

It was Moved by Trustee Alison Morse and Seconded

That the Islands Trust Council approve the timeline for the 2012/13 budget process as presented.

CARRIED
UNANIMOUSLY

6. Draft 2012/13 Budget Principles and Assumptions

A Briefing outlining the draft assumptions and principles for the 2012-2013 budget process was provided for information. The assumptions and principles provide the underlying basis for developing individual revenue and expense budget lines.

7. Allocated Financial Statements for the year ended March 31, 2011

A Briefing outlining the method used to produce the March 31, 2011 year-end financial statements allocated to local trust committees was provided for information.

5. Executive

1. Executive Committee Report

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

2. Chief Administrative Officer's Report

Provided for information.

3. Election Administration Agreements with Regional Districts

Resolution TC 167/11

It was Moved by Trustee Louise Bell and Seconded:

That the Islands Trust Council:

- 1. agree to enter into service contracts with the Boards of the Regional District of Nanaimo, Comox Valley Regional District, Cowichan Valley Regional District, Powell River Regional District, Sunshine Coast Regional District and Capital Regional District, for the purpose of sharing the costs of conducting elections, and*
- 2. authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, with the exception of the agreements with the Powell River and Cowichan Valley Regional Districts which will allow for the use of mail ballots as authorized by the elections administration bylaws of these two Regional Districts.*

CARRIED
UNANIMOUSLY

6. New Business

1. Disclosure of Contract with North Pender Island Local Trustee

CAO Linda Adams reported that the Islands Trust has entered into a contract with a consultant to complete an Area Farm Plan on Denman Island and that North Pender Trustee Derek Masselink has a pecuniary interest in the contract. This information was reported to Council in compliance with Community Charter.

2. Improving the BC Coastal Ferry Service: A Position Paper from 12 Coastal Regional District Chairs

Resolution TC 168/11

It was Moved by Trustee George Ehring and Seconded:

That the Islands Trust Council delegate Trustees Tony Law, Joyce Clegg, Deborah Ferens and Alison Morse to make recommendations on the September 7, 2011 Powell River Regional District document "Improving the BC Coastal Ferry Service: A Position Paper from Twelve Coastal Regional District Chairs" and to advise the Executive Committee on a submission to the BC Ferry Commissioner and the Province on ferry fares and changes to the Coastal Ferry Act.

CARRIED
UNANIMOUSLY

3. City of Colwood UBCM Resolution re: BC Hydro Wireless Smart Meters

Resolution TC 169/11

It was Moved by Trustee Tony Law and Seconded:

That the Islands Trust Council:

- 1. request the Executive Committee to actively support UBCM Resolution B174 (proposed by the City of Colwood to address BC Hydro Wireless Smart Meters) at the 2011 Convention of the Union of British Columbia Municipalities; and*
- 2. request the Chair to write to the appropriate provincial minister(s) asking that a moratorium be placed on the mandatory installation of wireless smart meters until any problems identified regarding wireless smart meters are independently assessed and acceptable alternatives can be made available at no added cost to the consumer.*

CARRIED
UNANIMOUSLY

Trustees noted this issue is of concern on some of the islands.

7. Summary/Updates

1. Trustee Updates

a. BC Ferries

No report was provided, in lieu of the September 15, 2011 session with the BC Ferry Commissioner.

b. Gulf Islands National Park

Trustee Wendy Scholefield, Islands Trust Council's representative on the Gulf Islands National Park Reserve Park Advisory Board, provided a verbal update on recent activities.

c. First Nations

No update was provided.

d. Proposed National Park Reserve on Bowen Island

Municipal Trustee Nerys Poole, Chair of the Bowen Island National Park Council Committee, provided a verbal update on the status of the National Park Feasibility Assessment on Bowen Island.

2. Priorities Chart

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

3. Trust Council – Plan for Continuous Learning 2008-11

Provided for information.

6. Proposed December 2011 Trust Council Agenda Program

A draft schedule for the December 6-9, 2011 Trust Council meeting to be held in Victoria was provided for information.

7. 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.

San Juan County Liaison

Members of Islands Trust Council and the San Juan County Council exchanged information and discussed mutual areas of interest, including the Green Shores for Homes program, marine safety/oil spill prevention and response, ferries issues, sensitive ecosystem mapping and protection of agricultural lands.

Guests from San Juan County included Lovel Pratt, Council Chair, Liaison to Islands Trust and Councilor for South San Juan Island, and Jamie Stephens, Councilor for Lopez/Shaw Islands.

The meeting recessed at 5:30 p.m.

THURSDAY, SEPTEMBER 15, 2011

The meeting reconvened at 8:40 a.m.

Twenty-three members of the Islands Trust Council were present.
Trustees Absent: Colin Shew-Mayne; Jen Gobby-Lasqueti, Derek Masselink-North Pender.

2008-11 Term Review

Trustees reviewed the past term of office, identifying challenges and celebrating achievements.

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

BC Ferries Session

Trustees met with BC Ferry Commissioner Gordon Macatee and Deputy Commissioner Sheldon Stoilen to discuss issues related to ferry fares and their impacts on island communities. Chair Malcolmson made a presentation illustrating the relationship of BC Ferries services to island communities, the impacts of rising fares and an assessment of the degree to which the *Coastal Ferry Act* had delivered on its initial objectives.

The meeting recessed at 12:50 p.m.
The meeting reconvened at 1:30 p.m.

Trustees Hagedorn, Poole, Johnstone and Dodds left the meeting

Advice for Incoming Council

Trustees provided roundtable advice and recommendations for the 2011-2014 term of Islands Trust Council to consider.

The meeting adjourned at 2:30 p.m. Next meeting: December 7-9, 2011 in Victoria, BC

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator and Recorder