

DRAFT



Islands Trust

**Governance Task Force**

**DATE/TIME:** Tuesday, February 6, 2007  
10:30 a.m. to 1:00 p.m.

**LOCATION:** Boardroom - Islands Trust Victoria Office

**PARTICIPANTS:** Kim Benson, Gisele Rudischer, Gary Steeves, Rose Willow, Louise Bell, George Ehring, Peter Frinton, Ken Hancock, Brian Hollingshead, Peter Lamb, Sheila Malcolmson, Alison Morse, Roy Smith

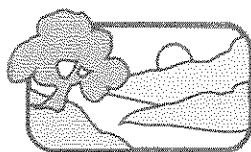
**STAFF:** Linda Adams, Gillian Saxby

**GUESTS:** tbd

**PROPOSED AGENDA**

- |    |                                       |          |
|----|---------------------------------------|----------|
| 1. | Approval of Agenda                    | Decision |
| 2. | Approval of January 9, 2007 Minutes * | Decision |
| 3. | Public Consultation -- options        | Discuss  |
| 4. | Governance Study                      | Update   |
| 5. | Financial Sub Committee Report        | Update   |
| 6. | Review of Follow Up Action List *     | Discuss  |
| 7. | Review Correspondence Received        | Discuss  |
|    | a. Letter from Dale Wall re funding   |          |
| 8. | Next Steps                            | Decision |
| 9. | Next Meeting                          | Decision |

\* previously sent by email



# Islands Trust

## GOVERNANCE TASK FORCE MEETING

January 9, 2007, 10:30 a.m. to 1:30 p.m.

Boardroom, Islands Trust Office - 200, 1627 Fort Street, Victoria, BC

### DRAFT MINUTES

**In attendance:**

- Alison Morse\*
- Brian Hollingshead
- Gary Steeves
- George Ehring
- Gisele Rudischer
- Ken Hancock
- Kim Benson
- Louise Bell
- Peter Frinton\*
- Peter Lamb
- Sheila Malcolmson
- Rose Willow
- Roy Smith

**Guests:**

- Allan Neilson-Welch, Neilson-Welch Consulting Inc.
- Sherry Hurst, Leftside Partners Inc.
- Gary Paget, Executive Director - Governance and Structure Division
- Felicity Adams, Senior Policy Analyst, Local Government Structure Branch
- Gary Holman, Salt Spring Island Electoral Area Director, Capital Regional District

**Public:**

- Susan Russell, Islanders for Self Government, Salt Spring Island

**Staff:**

- Linda Adams, Chief Administrative Officer
- Gillian Saxby\*, Policy Analyst
- \* attended by telephone*

**1. Agenda**

The task force members approved the agenda as circulated.

**2. Approval of the Minutes of November 20, 2006**

It was **MOVED** and **SECONDED** that the task force approves the November 20, 2006 minutes.

**CARRIED**

Staff will post the minutes to the website.

**3. Governance Study -- First Meeting with Consultant**

The Chief Administrative Officer updated the task force and stated that the Executive Committee approved the terms of reference for the Governance Study, that staff issued a call for proposals in December, and that the Islands Trust had awarded the contract to Neilson-Welch Consulting Inc. Part of the planned work is to have the consultants meet with the task force today to review the work program, the intent of the work, roles, responsibilities and time frames. The Governance Study is jointly funded by the Ministry of Community Services, Islands Trust and the Capital Regional District.

Allan Neilson-Welch reviewed the approved Governance Study proposal. It identifies three issues for review as follows: Local Trust Committee size, Council decision making and coordination with Regional Districts. He outlined the respective roles and responsibilities, the proposed work program and time frames. The proposed work includes a review of the task force work to date, interviews with task force members, the identification of options and criteria, a workshop with the task force members, the assessment of options, and the final report and recommendations by April 15, 2007.

The task force discussed the proposed time frames related to the final report and the Ministry's time frames for legislative change requests. Task force members also noted the need to identify the requirements and time frames for public consultation.

The Chief Administrative Officer advised the task force members that the public consultation phase regarding the Governance Study would be initiated once the analysis phase is complete, but that other outreach could occur in advance. She suggested that the type of public consultation process should be determined by the Task Force, with input from the Ministry. She noted that the Islands Trust's proposed budget for 2007-8 includes the allocation of financial resources for a consultation process.

**4. Financial Sub Committee Report**

The Chief Administrative Officer noted that the task force had requested the Financial Sub Committee to review the type of local planning services that might be considered core services (or "general operations" as they are called in the *Islands Trust Act*) and what types of local planning services could be considered extraordinary services (or "additional operations" as they are called in the *Islands Trust Act*). The *Islands Trust Act* does not provide any guidance as to what sorts of operations should be considered general versus additional, and the Islands Trust has traditionally considered all Local Trust Committee operations to be 'general'. She suggested that if the task force intends to pursue any changes to the way that taxes are collected in relation to local trust committee operations, then task force recommendations should be prepared for Trust Council by September 2007.

**5. Review of Follow Up Action List**

Staff reviewed the follow up action list.

**6. Review of Correspondence Received**

There has been no correspondence received since the last meeting.

**7. Next Steps**

The Chief Administrative Officer advised that the next steps for the task force would be to work with the consultant to complete the proposed interviews in January and February. In addition, she stated that the task force members might want to meet in early February to

develop recommendations about public consultation for Trust Council consideration in March.

The Chair and the Chief Administrative Officer will coordinate the next meeting dates and advise task force members. The possible next meeting dates are as follows:

- January 23, 2007 Financial Sub Committee meeting (or to align with next FPC meeting, once date is confirmed),
- February 6 Governance Task Force meeting (re public consultation), and
- February 28 Governance Task Force workshop with consultant.

Trustee Frinton suggested that each task force member review the governance background information to date prior to their interview with Neilson-Welch Consulting.

The Chief Administrative Officer requested that task force members consider the type and extent of public consultation that they feel would be useful in preparation for discussions at the next meeting.

## **8. Next Meeting**

The next meeting of the task force meeting may be held on Tuesday, February 6, 2007 in Victoria at the call of the Chair. The Chair will also determine the time of the meeting.

The meeting adjourned at 1:00 p.m.

G:\EXEC\Council\Governance Task Force 2005-8\2007\Minutes\GFT Jan 9 Draft minutes.doc

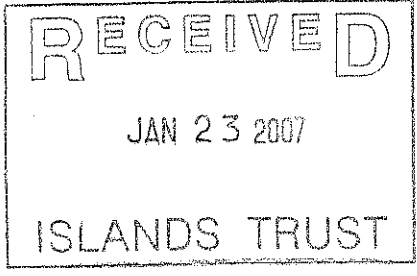


## Islands Trust

### GOVERNANCE TASK FORCE

#### FOLLOW UP ACTIONS to January 9, 2007

DATE	WHAT	ACTIVITY	WHO
Mar 30	Meeting	✓ Organizational meeting held March 30 2006	LA
April 10	Meeting & List of Work	<ul style="list-style-type: none"> <li>✓ EC adopt GTF Terms of Reference and amended as discussed</li> <li>✓ Reviewed the history of governance resolutions and Peter Lamb's March 28 2006 list of references</li> <li>✓ Set up website and with the complete list of references</li> <li>✓ Task Force received K. White submission and staff responded</li> <li>✓ Staff prepared April 24 Potential Objectives and Options Table</li> </ul>	EC LA PL LA MS LA
May 2	Meeting & List of Work	<ul style="list-style-type: none"> <li>✓ Follow up with the Ministry staff to update on the status</li> <li>✓ Sub committee meeting to detail options for GTF consideration</li> </ul>	LA
May 2	Ministry Contact	✓ Ministry of Community Services staff presentation	GTF
May 18	Meeting	✓ Draft RFD to GTF and Trust Council working session	LA
June	Trust Council	✓ Council June working session and RFD	LA
July 18	Meeting	✓ Sub Committee work and public consultation recommendations	LA
Aug 8	Meeting	<ul style="list-style-type: none"> <li>✓ Confirmed with the Ministry need to develop analysis proposal</li> <li>✓ RFD - FPC coordination to address financial solutions</li> <li>✓ Explored CRD coordination of efforts and the proposed analysis</li> </ul>	LA
Aug 28	Meeting	<ul style="list-style-type: none"> <li>✓ RFD - FPC coordination to Sept Council</li> <li>✓ Consultant hired to prepare terms of reference Governance Study</li> </ul>	LA
Sept 25	Meeting	<ul style="list-style-type: none"> <li>✓ EC to review Terms of Reference for Analysis in October</li> <li>✓ Financial Sub Committee meeting Oct 23 at 9:30 am in Victoria</li> </ul>	GTF LA
Nov 20	Meeting	<ul style="list-style-type: none"> <li>✓ Finalized terms of reference for Governance Study and consultant selected</li> <li>✓ Financial Sub Committee meeting (Oct 23) and budget allocated for Governance Study</li> </ul>	LA
Jan 9 2007	Meeting & List of Work	<ul style="list-style-type: none"> <li>• Approved Minutes Nov 20 to web, draft min. &amp; follow up notes</li> <li>• Governance Study – schedule interviews with consultant</li> <li>• Financial Sub Committee meeting – proposed January 23</li> <li>• Task Force Workshop with consultant – proposed February 28</li> </ul>	GS MS LA LA
Feb 6	Meeting	<ul style="list-style-type: none"> <li>• Public consultation discussion</li> </ul>	GTF
Pending	Public Consultation	<ul style="list-style-type: none"> <li>• Public consultation and meeting options to be determined</li> </ul>	GTF
Pending	Budget	<ul style="list-style-type: none"> <li>• to be determined</li> </ul>	LA
Ongoing	Public Correspondence	<ul style="list-style-type: none"> <li>• Task Force Process will be to receive all public submissions and to post them on the website.</li> <li>• Staff will send a response advising of receipt and submission to be posted to the IT website. The EC will respond when appropriate.</li> </ul>	GS/JC
Ongoing	Website Updates	<ul style="list-style-type: none"> <li>• posting regular meetings agendas, minutes, correspondence, public submissions, relevant reports, resource materials and links</li> </ul>	GS/JC
Pending	News Release	<ul style="list-style-type: none"> <li>• to be determined</li> </ul>	LS



January 17, 2007

Ref: 120641

Ms. Linda Adams  
 Chief Administrative Officer  
 Islands Trust  
 200 - 1627 Fort Street  
 Victoria, BC V8R 1H8

Dear Linda:

Further to the Islands Trust meeting with Minister Ida Chong in October 2006 and Minister Chong's letter of January 15, 2007, I am writing to confirm a Restructure Planning Grant for the Islands Trust Governance Review, in the amount of \$12,500.00, as follows:

Project	\$ Amount	Commitment #
Islands Trust Governance Review	\$12,500.00	RS07019

The purpose of this grant is to undertake a review to identify and examine options and make recommendations to address the Islands Trust's specific governance-related issues of Local Trust Committee size, Trust Council decision-making and service coordination with Regional Districts.

Attached is a schedule specifying the terms and conditions of the grant. The schedule must be signed by the chief administrative officer and returned to the Ministry of Community Services (Ministry) to indicate acceptance of the terms and conditions, and before funds are committed and work commences on the project.

The grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. The amount of the grant that will be paid is the actual local government costs attributable to the approved program to a maximum of the approved grant. The deadline for completion of the approved project and submission of the request for payment is March 1, 2008.

.../2

Ms. Linda Adams  
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Ministry staff assigned to this project are Mr. Gary Paget, Executive Director, Governance and Structure and Ms. Felicity Adams, Senior Planning Analyst, Local Government Structure Branch. I understand that you have been working with them on the design of the terms of reference for this review.

Yours truly,



Dale Wall  
Assistant Deputy Minister

Attachment

pc: Mr. Gary Paget, Executive Director, Governance and Structure

Schedule A

Islands Trust - \$12,500.00  
Islands Trust Governance Review  
Restructure Planning Grant  
- Terms and Conditions -

A. **Project Commitment Number**

The project commitment number assigned to this grant is Commitment No. RS07019. The project commitment number should be quoted on all correspondence related to the project.

B. **Eligible Costs**

Local government costs attributable to each project, and incurred after the date that this Schedule is signed, are eligible for payment of the grant.

C. **Provincial Contribution**

The amount of the grant that will be paid for each project is the actual costs incurred by the Islands Trust and attributable to the project approved for grant purposes to a maximum of the approved grant.

D. **Deadline**

The deadline for completion of the approved project and submission of the request for payment is **March 1, 2008**, which enables the Ministry to make payment of the grant prior to the end of the fiscal year.

E. **Project completion/Deliverable**

Draft and final reports from the Governance Review that will identify and examine options and make recommendations to address the Islands Trust's specific governance-related issues of Local Trust Committee size, Trust Council decision-making and service coordination with Regional Districts.

F. **Payment of Approved Grants – Payment Request must include:**

1. Evidence of completion of the approved project, including copies of any documents, reports, or draft plans and bylaws.
2. Submission of certification by the chief financial officer of the actual costs to the Islands Trust attributable to each approved project which were incurred after the date that this Schedule is signed. The certification must include the following statement:

**"I certify that eligible costs as stated have been incurred by the Islands Trust, are attributable to this project, have been incurred after <insert date>, are correct, and are net of the Municipal GST rebate."**

G. On behalf of the Islands Trust, I accept the terms and conditions of this schedule.

Date: Jan 24, 2007

Signature: [Handwritten Signature]

Title: CAO.

Please return the dated and signed Schedule to:

Derek Trimmer, Director,  
Local Government Structure Branch  
Ministry of Community Services  
PO Box 9839 Stn Prov Govt  
Victoria BC V8W 9T1