



# Islands Trust

## GOVERNANCE TASK FORCE MEETING

November 20, 2006, 2:30 p.m. to 4:30 p.m.

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

### MINUTES

**In attendance:**

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

**Regrets:**

Peter Frinton  
Roy Smith

**Guests:**

Allan Neilson-Welch, Neilson-Welch Consulting Inc.

**Staff:**

Linda Adams, Chief Administrative Officer  
Craig Elder, Director of Administrative Services  
Gillian Saxby, Special Projects Planner  
*\* attended by telephone*

**1. Agenda**

The task force members approved the agenda as circulated.

**2. Approval of the Minutes of September 25, 2006**

Trustee Morse requested that the minutes reflect that she and Trustee Frinton attended only a portion of the meeting by telephone.

It was **MOVED** and **SECONDED** that the task force approves the September 25, 2006 minutes as amended.

**CARRIED**

Staff will post the minutes to the website.

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

Staff reviewed the follow up action list.

**4. Review of Correspondence Received**

There has been no correspondence received since the last meeting. Trustee Benson stated that she received a verbal submission from Susan Russell requesting that a future task force meeting be held on Salt Spring Island.

**5. Terms of Reference - Analysis**

The Chief Administrative Officer updated the task force on the terms of reference for the Governance Study prepared by the consultant. She stated that the province is willing to cost share 50% of the \$25,000 cost estimate for the Governance Study and that the Capital Regional District will contribute \$3,000. The Islands Trust will need to allocate \$9,500 in this fiscal year in order to proceed with the study.

Allan Neilson-Welch, Neilson-Welch Consulting Inc., reviewed the proposed Terms of Reference and identified three specific issues for the study as follows: the size of the Salt Spring Island Local Trust Committee, allocation of decision-making power among trustees at Trust Council, and the coordination of services with regional districts. The Terms of Reference outline the requirements of the consultant and a maximum budget allocation of \$25,000 (plus GST). The consultant is required to begin the work in early January 2007 and to submit a draft report to the task force for discussion by March 31, 2007.

Task force members discussed the issues identified in the Terms of Reference including representation by population versus the size of the Salt Spring Island Local Trust Committee and the allocation of decision-making power among trustees at Trust Council. The members also discussed the need to outline a community consultation process and to ensure that the Terms of Reference reflect the governance work undertaken to date.

The Chief Administrative Officer advised the task force that the Ministry requires an analysis of potential options through a formal study, and that the study should not be seen as a way of simply endorsing or justifying directions that Trust Council or the Governance Task Force have already identified. She indicated that there would be no need to undertake the study, and the study would have no credibility, if this is all that the Task Force hopes to achieve. She also suggested that the next steps in the process would be for the Executive Committee to finalize the Terms of Reference, to prepare the request for proposals in December and to select the consultant in early January 2007.

It was MOVED and SECONDED that the task force delegate to the Executive Committee the responsibility for finalizing the terms of reference in consultation with the Ministry.

**CARRIED**

It was MOVED and SECONDED that the task force request the Chief Administrative Officer to initiate the tendering process based on the revised the Terms of Reference.

**CARRIED**

It was MOVED and SECONDED that the task force delegate the selection of the consultant to senior staff in consultation with the Executive Committee.

**CARRIED**

**6. Financial Sub Committee Report**

In September, the task force requested the Financial Sub Committee to define core services and core service levels, to identify the proportion of LPS services that should be provided through LTA tax levies, and to identify the proportion of local taxes that should be requisitioned specifically at the request of a LTC.

The Chief Administrative Officer stated that the Sub Committee has met and had initial discussions regarding these topics. Sub-committee members were asked to forward suggestions to the CAO regarding the definition of core services.

It was MOVED and SECONDED that the task force request the Executive Committee to schedule a meeting of the Financial Sub Committee during the Trust Council meeting in December.

**CARRIED**

**7. Trust Council Update**

The Chief Administrative Officer advised the task force that she will prepare a presentation for the Trust Council session on Governance

It was MOVED and SECONDED that the task force request staff to advise the Financial Planning Committee that the task force recommends the approval of the expenditure of up to \$12,500 for Governance Study.

**CARRIED**

**8. Next Meeting**

The next meeting of the task force will be on Tuesday, January 9, 2007 in Victoria. The Chair will determine the time of the meeting.

The meeting adjourned at 4:45 p.m.