



# Islands Trust

## GOVERNANCE TASK FORCE MEETING

September 25, 2006, 1:00 p.m. to 3:00 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\*  
Peter Frinton\*\*  
Roy Smith  
Sheila Malcolmson\*

**Regrets:**

Rose Willow

**Guests:**

There were no members of the public in attendance.

**Staff:**

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

\* *attended by telephone*

\*\* *attended a portion of the meeting by telephone*

**1. Agenda**

The task force members approved the agenda as circulated.

**2. Approval of the Minutes of August 28, 2006**

It was MOVED and SECONDED that the task force approves the August 28, 2006 minutes.

**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.

### 5. **Analysis Proposal for Ministry**

The Chief Administrative Officer updated the task force regarding the analysis proposal for the Ministry of Community Services. She stated that the Islands Trust has hired Allan Neilson-Welch, of Neilson-Welch Consulting Inc. to develop terms of reference to conduct an analysis regarding political representation and the coordination of services with the Capital Regional District.

The consultant has discussed the requirements of the terms of reference with Gary Paget from the Ministry of Community Services. He will also initiate discussions with Kelly Daniels, the Chief Administrative Officer for the Capital Regional District regarding cooperation with the proposed analysis.

### 6. **Council Follow Up - Coordination Activities**

#### a. **Objectives**

The Chief Administrative Officer reviewed the objectives and options identified in the September Trust Council Request for Decision as follows:

- The Initial Strategy also identified “Financial Arrangements” as one of the four Focus Areas. Objectives identified within the “Financial Arrangements” Focus Area include:
  - Fairness in use of tax resources and local planning allocation
  - Reduce overall expenses
  - Access alternative revenue sources
  - Increase funding to Trust Fund Board
  - Ensure fair compensation for trustees
- The Initial Strategy identified some options, some of which are already underway, as identified by an asterisk(\*) below:
  - Consider realignment of local planning staff assignments\*
  - Explore different delivery options for local planning services
  - Provide a greater proportion of LPS services through LTA tax levies, while maintaining basic services.
  - Organizational review to identify cost-saving/cost recovery options and optimize service delivery\*
  - LPS process review to identify options for enhanced efficiency in application processing\*
  - Develop strategic funding plan, including expansion of capacity to identify and access alternative revenue sources.
  - Develop Trust Fund Board revenue strategy, including an expansion of its capacity to identify and access alternative revenue sources.
  - Request real estate tax revenues
  - Review trustee remuneration principles and formula.

The task force members discussed the objectives and options presented.

**b. Priorities**

The Chief Administrative Officer requested that the task force members prioritize the options identified in September. She also stated that the only option identified that requires legislative change is the option to request real estate tax revenues.

The task force discussed the idea of increased Local Trust Committee discretionary budgets and the need for a Financial Sub Committee to provide recommendations back to the task force. The task force also discussed the suggested topics for further discussion identified in the September Request for Decision as follows:

- o the proportion of LPS services that may be provided through LTA tax levies and
- o the proportion of local taxes that may be requisitioned specifically at the request of a LTC, rather than on the basis of a general Trust Council decision.

The Director of Administrative Services suggested that the task force could consider three types of budgets: core local planning services, extra local planning services, and trust wide services. He also stated that a definition of core services could be considered by Trust Council in December.

It was **MOVED** and **SECONDED** that the task force determined that the focus of the Financial Sub Committee meetings be:

- the proportion of LPS services that may be provided through LTA tax levies,
- the proportion of local taxes that may be requisitioned specifically at the request of a LTC, rather than on the basis of a general Trust Council decision, and
- that the first task be the definition of core services and core service levels.

**CARRIED**

**OPPOSED – 3 (Rudischer, Steeves and Hollingshead)**

It was **MOVED** and **SECONDED** that the task force establish a Financial Sub Committee including the following local trustees: Alison Morse, Gisele Rudischer, George Ehring, Peter Lamb, and Tom Johnstone (Brian Hollingshead back up),

**CARRIED**

**c. Process**

The Executive Committee will review the draft Terms of Reference in October. The Financial Sub Committee will meet on Monday, October 23, 2006 at 9:30 am in Victoria.

**7. Next Meeting**

The next meeting of the task force will be on November 20 at 2:30 pm in Victoria.

The meeting adjourned at 3:10 p.m.