



**Islands Trust Council  
Minutes of Quarterly Meeting  
December 10-12, 2008, Victoria**

**PRESENT:**

**Executive Committee:**

Kim Benson, Chair (December 10)  
Sheila Malcolmson, Chair (Gabriola) - December 11 & 12  
Louise Bell, Vice Chair (Denman) – December 11 & 12  
Peter Luckham, Vice Chair (Thetis) – December 11 & 12  
Gary Steeves, Vice Chair (North Pender) – December 11 & 12

**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  
Jen Gobby, Lasqueti  
Susan Morrison, Lasqueti  
Jeanine Dodds, Mayne  
Colin Shew, Mayne  
Derek Masselink, North Pender  
George Ehring, Salt Spring  
Christine Torgrimson, Salt Spring  
John Money, 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  
Craig Elder, Director, Administrative Services  
Mac Fraser, Director, Local Planning Services  
Lisa Dunn, Director, Trust Area Services  
Marie Smith, Executive Coordinator

## **WEDNESDAY, DECEMBER 10, 2009**

The meeting was called to order at 8:32 a.m.

Outgoing Chair Kim Benson welcomed the newly elected Council members to their inaugural meeting of the 2008-2011 term. Roundtable introductions of individual trustees followed.

The Galiano Island Local Trust Committee requested that Business Items 3.6.a – 3.6.d - Galiano Island Local Trust Committee Bylaws 199 and 200 be removed from the agenda. The Local Trust Committee believes it should hear further from the community on the changes proposed to the current land use bylaw before advancing Bylaws 199 and 200.

By general consent, the agenda was approved as amended.

### **The Big Picture – An Overview of the Islands Trust**

Chief Administrative Officer Linda Adams provided a power point overview of the Islands Trust, including the provincial acts that empower it, the responsibilities and powers of Islands Trust bodies, its internal structure and its links to other agendas.

### **Trustee's Role**

Retiring Chair Kim Benson provided a power point presentation on the role of the trustee in the organization

### **Council Roundtable on Strategic Issues**

Linda Adams provided an outline of the 2005-2008 term's strategic highlights for Trust Council as a whole and those of the Local Planning, Trust Programs and Financial Planning Committees.

Round table comments were provided by each trustee, highlighting what they saw as priorities for Council to continue with or initiate during its term of office.

Linda Adams advised that next steps will include staff reviewing trustees' comments during a working session to suggest strategic initiatives for 2009, followed by Council committees' review and prioritization of the proposed strategic initiatives, leading to a working session at the March 2009 Council meeting for further review and consideration.

### **Trust Area Services**

Trust Area Services Director Lisa Dunn and key staff introduced the services provided by the Trust Area Services unit, including Trust Area Programs, Trust Fund Board, communications, stewardship programs, freedom of information and policy development.  
Islands Trust Fund

### **Trust Fund Board**

Trust Fund Board Manager Jennifer Eliason and key staff provided an introduction to the Islands Trust Fund and the way it supports the 'preserve and protect' mandate, along with a review of how the Trust Fund fits in the Islands Trust, its mission, vision and work plans, list of accomplishments and an overview of the Regional Conservation Plan and the tools used to implement it.

Meeting recessed at 4:40 p.m.

## **THURSDAY, DECEMBER 11, 2009**

The meeting reconvened at 8:37 a.m.

### **Elections for Executive Committee and Trust Fund Board**

#### **Election for Chair, Islands Trust Council**

Nominated: Sheila Malcolmson, Gary Steeves  
Elected: Sheila Malcolmson

#### **Election for Vice-Chair, Executive Committee (3 positions)**

Nominated: Louise Bell, Tony Law, Peter Luckham, John Money, Alison Morse, Gary Steeves  
Elected: Louise Bell, Peter Luckham, Gary Steeves

#### **Election for Trust Fund Board (2 Positions)**

Nominated: Alison Morse, Nerys Poole, Christine Torgrimson  
Elected: Nerys Poole, Christine Torgrimson

### **Budget Session**

The Director of Administrative Services, Craig Elder, outlined the draft 2009-2010 budget that was developed by the Financial Planning Committee prior to the November elections. The presentation focused on proposed changes in revenue and expenses compared to the 2008-2009 budget, which resulted in a proposal for a 4.5% property tax increase. Trustees asked questions and provided comments on the budget material. Trustees were encouraged to sign up for the new Financial Planning Committee which will develop the final budget recommendation for 2009-2010.

### **Delegations**

Roy Smith addressed Council members regarding the private managed forest lands on Galiano Island and requested Council to set a review of the Islands Trust Policy Statement as a priority this term.

### **Administrative Services Session**

Craig Elder and key administrative staff provided an overview of the administrative services unit and services specifically provided to trustees, namely computer services, financial and human resources and the Islands Trust web site.

### **Local Planning Services**

The Director of Local Planning Services, Mac Fraser, and key staff provided a strategic overview of Local Planning Services, regional planning team services, bylaw enforcement and litigation management, and mapping (GIS) services.

The meeting recessed at 5:00 p.m.

## **FRIDAY, DECEMBER 12, 2009**

The meeting reconvened at 8:35 a.m.

### **Core Principles of Governance and Decision Making**

Consultant George Cuff provided a session on the art and principles of governance and the elements of effective organizations, addressing key challenges of an elected official, guidelines for Council behaviour, roles of Council, key roles of the Chair and of the CAO, and keys to effective governance.

The meeting recessed at 11:20 a.m.

The meeting reconvened at 11:35 a.m.

#### Resolution TC 206/08

It was Moved by Trustee Gary Steeves and Seconded:

*That the Islands Trust Council close the meeting to the public pursuant to s. 90(1)(c),(g) and (i) of the Community Charter to consider matters related to labour relations or other employee relations, litigation and advice subject to solicitor-client privilege and that Islands Trust CAO Linda Adams be requested to remain in Parts 1 and 2 of the meeting and Islands Trust staff members including Linda Adams, Mac Fraser, Lisa Dunn, Craig Elder and Marie Smith be requested to attend Part 2 of the meeting.*

CARRIED  
UNANIMOUSLY

The meeting was closed to the public at 11:35 a.m.

The meeting was reopened to the public at 12:45 p.m.

The meeting recessed at 12:46 p.m.

The meeting reconvened at 1:20 p.m.

Trustee Wendy Scholefield left the meeting.

### **DECISION AND INFORMATION ITEMS**

#### Additions:

2; New Business

2.1 2009-2010 Budget – Trustee Law

2.2 Ferry Advisory Committees – Trustee Law

2.3 National Marine Conservation Area (NMCA) – Trustee Steeves

By general consent, the agenda was approved as amended.

### **1. GENERAL**

#### **1. Follow-Up Action List**

The Trust Council Follow-up Action List dated November 2008 was provided as information.

#### **2. Resolutions Without Meeting**

The following Resolutions Without Meeting were provided for information:

RWM -08-08: "That Islands Trust Council Bylaw No. 126, cited as Islands Trust Council Designation of Natural Area Protection Tax Exemption Areas Bylaw No. 126, 2008" be adopted".

RWM-09-08: "That a Special Meeting of the Islands Trust Council be held at the Mary Winspear Centre, 2243 Beacon Avenue, Sidney, BC starting at 10:00 a.m. on Friday, October 31, 2008, for the purposes of considering approval of the following bylaws pursuant to Sections 16 and 27(3) of the *Islands Trust Act*: Galiano Island Local Trust Committee Bylaw 199 cited as "Galiano Island Official Community Plan Bylaw 108, 1995, Amendment No. 1, 2008"; and Galiano Island Local Trust Committee Bylaw 200, cited as "Galiano Island Land Use Bylaw 127, 1999, Amendment No. 1, 2008".

RWM-10-08: "That a Special Meeting of the Islands Trust Council be held at the Mary Winspear Centre, 2243 Beacon Avenue, Sidney, BC starting at 10:00 a.m. on Friday, November 21, 2008, for the purposes of considering approval of the following bylaws pursuant to Sections 16 and 27(3) of the *Islands Trust Act*: Galiano Island Local Trust Committee Bylaw 199 cited as "Galiano Island Official Community Plan Bylaw 108, 1995, Amendment No. 1, 2008"; and Galiano Island Local Trust Committee Bylaw 200, cited as "Galiano Island Land Use Bylaw 127, 1999, Amendment No. 1, 2008".

RWM 11-08: "That the Islands Trust Council cancel the Special Meeting of the Islands Trust Council scheduled for 10:00 a.m., on Friday, November 2, 2008, for the purposes of considering approval of the following bylaws, pursuant to Sections 16 and 27(3) of the *Islands Trust Act*: Galiano Island Local Trust Committee Bylaw 199 cited as "Galiano Island Official Community Plan Bylaw 108, 1995, Amendment No. 1, 2008 and Galiano Island Local Trust Committee Bylaw 200, cited as "Galiano Island Land Use Bylaw 172, 1999, Amendment No. 1, 2008".

### 3. Previous Minutes of Islands Trust Council

By unanimous consent, the minutes of the September 2008 Trust Council meeting were approved as amended.

## 2. NEW BUSINESS

### 1. 2009-2010 Budget

#### Resolution TC 207/08

It was Moved by Trustee Tony Law and Seconded.

*That the Islands Trust Council request the Financial Planning Committee to consider preparing two or more options for a draft 2009-2010 budget, one based upon a resulting tax increase as close to zero as possible and another based upon a resulting tax increase approximating the anticipated rate of inflation.*

#### Resolution TC 208/08

It was Moved by Municipal Trustee Alison Morse and Seconded.

To amend as the Motion as follows:

*That the Islands Trust Council request the Financial Planning Committee to consider preparing ~~prepare~~ two or more options for a draft 2009-2010 budget, one based upon a resulting tax increase as close to zero as possible and another based upon a resulting tax increase approximating the anticipated rate of inflation.*

Discussion ensued on the need to consider the value of different options.

On the Amendment

FAILED  
UNANIMOUSLY

On the Original Motion

CARRIED  
UNANIMOUSLY

## 2.2 Ferry Advisory Committees

Trustees Tony Law, Joyce Clegg and Alison Morse, who are all members of the FACC (Ferry Advisory Committee Chairs), provided an update. The appointment process is wrapping up and the trustees stressed the importance of Local Trust Committees having representation on their local Ferry Advisory Committee, and the need to have Official Community Plan policies referenced in the ferry consultation process. It was also suggested that Islands Trust staff establish contact with BC Ferries' staff.

The FACC provides system-wide advice to BC Ferries' senior management and ongoing contact with the BC Ferry Commissioner. FACC is encouraging the Commissioner to facilitate an "innovations" workshop to look at long-term options for ferry service that will address changing conditions. FACC members also participate in the Coastal Communities Ferry Advisory Committee with senior members of the Ministry of Transportation to address the province's role in the provision of ferry service. A recent meeting involved members of the Ministry of Tourism and Tourism BC to focus upon the challenges of tourism for ferry-dependent communities.

## 2.3 National Marine Conservation Area (NMCA)

Trustee Gary Steeves updated Council on the status of the NMCA strategic plan and urged Council to be prepared to encourage the federal and provincial governments to proceed with the plan.

Trustee Sandy Pottle left the meeting.

### 3. LOCAL PLANNING

#### 1. Director of Local Planning Services Quarterly Report

Provided as information.

#### 2. OCP/LUB Status Report – 5 Year Plan

The OCP/LUB Review Schedule was provided as information.

#### 3. Bylaw Enforcement Quarterly Report

A Briefing summarizing 2008 bylaw investigation activity up to November 2008 was provided as information. The two Bylaw Enforcement Officer are currently dealing with 150 current files. A third Bylaw Enforcement Officer will be up for consideration in the next budget year.

Trustee Tony Law suggested that a pamphlet for public distribution would be useful in providing information to constituents on the process.

#### 4. Mapping Overview Briefing

A Briefing outlining the various types and uses of mapping within the Trust Area was provided as information. The status of principle data products was provided, including DEM (digital elevation model) and orthophoto mapping, property boundary (CAD) realignment, and sensitive ecosystem mapping (SEM)

Staff was requested to supply trustees with a 'streetlight' matrix regarding mapping products and to provide details as to which layers are needed for various planning exercises.

#### 5. Heritage Building Designation – Saturna Community Hall

The owners of this property have applied to the Saturna Island Local Trust Committee to have the Saturna Community Hall designated as a heritage under s.969 of the *Local Government Act*. The *Islands Trust Act* requires all heritage designation bylaws of local trust committees to be approved by the Islands Trust Council before adoption, to ensure that there are no unplanned liabilities for the Islands Trust.

#### Resolution TC 209/08

It was Moved by Trustee John Money and Seconded:

*That the Islands Trust Council approve proposed Saturna Island Local Trust Committee Bylaw 92, a bylaw to designate the Saturna Island Community Hall as a heritage site pursuant to section 967 of the Local Government Act.*

CARRIED  
UNANIMOUSLY

### 4. ORGANIZATIONAL/FINANCE

#### 1. Financial Planning Committee Report

The Financial Planning Committee report, highlighting the top work program priorities as of November 2008: 1) Prepare the First Draft of the 2009-10 Budget; 2) Update the Financial Forecast to March 31/09; and 3) Support the Trust Council and Islands Trust Fund Sub-Committees, was provided as information.

**2. Director of Administrative Services Report**

Provided as information.

**3. September 30, 2008 Quarterly Financial Report**

Resolution TC 210/08

It was Moved by Trustee Gary Steeves and Seconded:

*That the Islands Trust Council approve the September 30, 2008 Quarterly Financial Report as presented*  
CARRIED  
UNANIMOUSLY

**4. Financial Forecast to March 31, 2009**

The year-end financial results for March 31, 2009 have been forecasted based on actual activity to September 2008, plus estimates to the end of the fiscal year. The projected contribution to Surplus will be \$160,000.

Trustees Jeanine Dodds and Beverley Neff left the meeting.

**5. Local Planning Services Review Implementation – Phase 3**

Resolution TC 211/08

It was Moved by Trustee Louise Bell and Seconded:

*That the Islands Trust Council approve the immediate recruitment of an Island Planner for the Northern Office.*

Starting the recruitment of the Island Planner now would accelerate the timeline for the full Northern Office staff complement.

On the Motion

CARRIED  
UNANIMOUSLY

**6. Amendment of General Revenue Fund Surplus Policy – RFD**

Resolution TC 212/08

It was Moved by Trustee Alison Morse and Seconded:

*That Islands Trust Council approve the amendment of the General Revenue Fund Surplus Policy 6.5.i as presented.*

This amendment will ensure the minimum level of the fund is kept at three months of expenses

On the Motion

CARRIED  
UNANIMOUSLY

**5. TRUST AREA SERVICES**

**1. Director of Trust Area Services Report**

Provided as information.

## **2. Trust Fund Board Report**

The Trust Fund Board quarterly report was provided as information, highlighting the top work program priorities as of November 2008 in the areas of Strategic Planning/Administration, Covenant and Property Acquisition, Property and Covenant Management, Communications and Fundraising.

## **3. Legislative Monitoring Chart**

Provided as information.

## **4. Appointments to Parks Advisory Board**

Appointments to the Gulf Islands National Park Advisory Board provide the Islands Trust Council with an opportunity for close liaison with the Board. Ideally these appointments are from Islands most affected by National Park policies.

### Resolution TC 213/08

It was Moved by Trustee Gary Steeves and Seconded:

*That the Islands Trust Council appoint Trustee Wendy Scholefield as Trust Council's representative on the Gulf Islands National Park Reserve Park Advisory Board and appoint Trustee Derek Masselink as an alternate representative.*

CARRIED  
UNANIMOUSLY

Trustees John Money, Christine Torgrimson, George Ehring and Colin Shew left the meeting.

## **5. Climate Change Mitigation - Briefing**

A Briefing providing an overview of climate change decisions made by Trust Council, the Trust's legal obligations with respect to climate change, and the voluntary initiatives that Council has chosen to undertake, was provided as information.

## **6. Climate Change Adaptation - Briefing**

A Briefing was provided to Council, reviewing current science on climate change and projected impacts in the Trust Area outlining the adaptive planning framework staff proposes to implement for the Islands Trust.

Trustee Bell asked about noting covenants on maps, to show which lands are protected. Linda Adams noted that this has been budgeted for and that a contractor will be implementing this once the data is set to put on the maps.

## **6. EXECUTIVE**

### **1. Executive Committee Report**

The Executive Committee Report was presented, highlighting the top work program priorities as of November 2008: 1) Governance Renewal; 2) Communications; and 3) Building Partnerships

### **2. Chief Administrative Officer's Report**

Provided as information.

**7. CORRESPONDENCE**

1. **Galiano Trustees Elect Louise Decario & Sandy Pottle** (Nov. 17/08)
2. **Galiano Ratepayers Association** (Nov 18/08)
3. **Ken White, Passage Island** (Nov. 21/08)

Received as information.

**8. SUMMARY/UPDATES**

**1. Priorities Chart**

Resolution TC 214/08

It was Moved by Municipal Trustee Alison Morse and Seconded:

*That Islands Trust Council endorse the Priorities Chart, dated November 24. 2008, as amended.*

CARRIED  
UNANIMOUSLY

**2. Proposed 2009-2011 Quarterly Meetings Schedule**

A list of proposed dates was provided for quarterly Trust Council meetings to be held 2009-2011

**3. March 2009 Council Meeting – draft Schedule**

The draft 3 day schedule for the March 2009 Council meeting was provided as information. The agenda program will be discussed and finalized by the Executive Committee and distributed to trustees in early 2009.

Trustees Susan Morrison and Jen Gobby left the meeting (19 trustees left in attendance).

**4. Trust Council – Plan for Continuous Learning 2008-11**

Provided as information.

**5. Executive Committee Orientation and Continuous Learning Plan**

Provided as information.

**6. Disposition of Delegations and Town Hall Requests**

Resolution TC 215/08

It was Moved by Trustee Gary Steeves and Seconded:

*That Islands Trust Council request the Chair to write to the Delegation participant thanking him for this submission.*

CARRIED  
UNANIMOUSLY

The meeting adjourned at 3:00 pm. The next meeting of Trust Council: will be March 10-12, 2009, Gabriola Island.

Sheila Malcolmson  
Chair, Islands Trust Council

Marie Smith  
Deputy Secretary and Recorder