

**COLUMBIA BASIN TRUST
BOARD OF DIRECTORS MEETING NO. 167
September 19/20, 2014
MINUTES**

Meeting No. 167 was held at the Holiday Inn Express in Golden, BC.

Directors in attendance:

G. Deck, Chair	A. Naqvi
L. Page	G. DeRosa
K. Deane	W. Booth
P. Peterson	D. Raven
R. Jensen	A. McCracken
D. Birdstone – telecon	C. Gallinger - telecon

Staff and guests in attendance:

N. Muth	L. Kilpatrick
D. Hoodicoff	K. Gosal
W. Lundeberg	J. Medlar
J. Strilaeff	N. Boucher, Recording Secretary
A. Ambrosone – telecon	L. Gillis - telecon

The meeting was called to order at 1:00 pm.

ADOPTION OF AGENDA

Attachments:

- Minutes: Board Meeting No. 166
- Report from the Chair
- Report from the CEO
- Executive Committee Meeting Minutes No. 108
- Delivery of Benefits Update
- Unallocated Portion of the 2014/14 Budget
- Community Initiatives Committee Meeting Minutes No. 4
- Community Initiatives Committee Meeting Minutes No. 5
- Update on Community Directed Funds
- Geographic Equity
- BC Ideas Competition Winners
- Valemount Community Forest Company
- Nelson & District Chamber of Commerce – Regional Visitor Gateway-Business Opportunities Centre
- City of Trail – Trail Riverfront Library & Heritage Centre
- Sector Initiative’s Committee Meeting Minutes No. 4
- Affordable Rental Housing Initiative
- College of the Rockies: Haul Truck Simulator Initiative Expansion
- Advisory Committee Appointments
- Economic Initiatives and Strategic Plan Renewal Update
- Delivery of Benefits Lending Initiative
- Social Strategic Plan 2014-2019

- Sports & Physical Activity
- Special Initiatives Department Update
- Finance and Audit Committee Meeting Minutes No. 63
- CBBC Update
- Federal Funding for Improving Connectivity
- 2015/16 Draft Budget
- Mandate Letter and Transition Letter
- Staff Code of Conduct
- Board and Director Orientation and Education Policy
- Board of Director Appointments
- Election of 2015 Board of Directors Chair, Vice Chair and Committee Chairs
- City of Revelstoke's Request to Establish a Trust Office in Revelstoke and to Allow Basin Residents to Work for the Trust Remotely
- Residual Interest and Grants in Lieu
- Investment Strategies and Sustainability of Revenue
- Investment Committee Meeting Minutes No. 68
- Investment Committee Meeting Minutes No. 69
- Investment Committee Meeting Minutes No. 70
- Read File

45/14 Moved, seconded and resolved that:
Agenda No.167 be approved as amended and hereby is adopted.

ADOPTION OF MINUTES

46/14 Moved, seconded and resolved that:
The Minutes of Meeting No. 166 held July 28, 2014 be approved and hereby are adopted.

REPORTS FROM OFFICERS AND EXECUTIVE COMMITTEE

Report from the Chair

The Chair provided a written and verbal report to the Board of Directors.

There were no resolutions arising.

Report from the CEO

The CEO provided a written and verbal report to the Board of Directors. He also informed the Directors of specific dates proposed for the joint meeting with the Ktunaxa Nation Council in October 2014.

There were no resolutions arising.

Report from the Executive Committee

The Committee Chair provided a verbal update to the Board of Directors. The Minutes from Meeting No. 108 held on July 14, 2014 were provided for informational purposes only.

There were no resolutions arising.

DELIVERY OF BENEFITS

Delivery of Benefits Update on Activities

A memorandum was provided to the Board of Directors which gave an update on DOB activities. The memorandum was provided for informational purposes only.

There were no resolutions arising.

Unallocated Portion of the 2014/15 Budget

A memorandum was provided to the Board of Directors which sought approval of a request for further flexibility in the allocation of funds from the unallocated portion of the 2014/15 budget. Staff advised that the current unallocated portion of the budget is \$4.9 million and that the Community Development Program has a total budget of \$2.75 million however are forecasting \$4.7 million in projects this fiscal year and will require funds from the unallocated to meet these demands.

47/14 Moved, seconded and resolved that:

The Board of Directors hereby approves that the Chief Executive Officer be authorized to transfer up to \$2.5 million from the unallocated portion of the Delivery of Benefits budget to the 2014/15 Community Development Program budget.

Report from the Community Initiatives Committee (CIC)

The Minutes from Meeting No. 4 held on June 13, 2014 and Meeting No. 5 held on September 5, 2014 were provided for informational purposes only.

Staff provided the Board of Directors with written and verbal reports on Community Initiatives Committee activities for information purposes only.

There were no resolutions arising.

Report from the Sector Initiatives Committee (SIC)

The Minutes from Meeting No. 4 held on June 12, 2014 were provided for informational purposes only.

There were no resolutions arising.

SIC - Economic Initiatives and Strategic Plan Renewal Update

A memorandum was provided to Directors which provided an update on current economic initiatives and next steps for the renewal of the Economic Strategic Plan.

There were no resolutions arising.

SIC - Delivery of Benefits Lending Initiative

A memorandum was provided to the Board of Directors which sought approval for a potential Delivery of Benefits investing initiative in partnership with the Community Futures offices in the tentative amount of \$2 million.

48/14 Moved, seconded and resolved that:

The Board of Directors hereby directs Staff to further investigate and develop a Delivery of Benefits Investment Initiative as broadly described in the memorandum for review and decision of the Board of Directors.

SIC - Social Strategic Plan 2014-2019

A memorandum was provided to the Board of Directors that sought approval of the final draft Social Strategic Plan 2014-2019.

49/14 Moved, seconded and resolved that:

The Board of Directors hereby approves the draft Social Strategic Plan 2014-2019 for implementation, substantially as provided.

SIC - Sports and Physical Activity

A memorandum was provided to the Board of Directors that provided an update on the Trust's activities to support the sport and physical activity sector in the Basin. A presentation to the Board of Directors was provided by Bill Woodley, VP with Via Sport, and Ron McColl, Chair of PacificSport Interior BC, on the Pacific Sport Centre model and the establishment of a new centre for the Pacific Sport Regional Network to serve Basin residents.

There were no resolutions arising.

SIC - College of the Rockies: Haul Truck Simulator Initiative Expansion

A memorandum was provided to the Board of Directors which sought approval to commit an additional \$100,000 to the College of the Rockies for an expansion of the Haul Truck Simulator Initiative. The Board of Directors was advised that \$560,000 was provided to the College of the Rockies for this initiative in February 2013 and, if the current proposal is approved, this would bring the Trust's total funding for this initiative to \$660,000.

50/14 Moved, seconded and resolved that:

The Board of Directors hereby approves an additional \$100,000 to the College of the Rockies for the expansion of the Haul Truck Simulator Initiative.

SIC - Advisory Committee Appointments

A memorandum was provided to the Board of Directors which sought approval of two re-appointments to the Environment Advisory Committee and one re-appointment to the Social Advisory Committee.

51/14 Moved, seconded and resolved that:

The Board of Directors hereby approves that James Maitre be appointed to the Environment Advisory Committee for a one year term expiring September 30, 2015.

52/14 Moved, seconded and resolved that:

The Board of Directors hereby approves that Jayme Jones be appointed to the Environment Advisory Committee for a three year term expiring September 30, 2017.

53/14 Moved, seconded and resolved that:

The Board of Directors hereby approves that Dee McEachern be appointed to the Social Advisory Committee for a two year term expiring September 30, 2016.

Special Initiatives Update

A memorandum was provided to the Board of Directors which provided an update on the activities of the Special Initiatives department.

There were no resolutions arising.

REPORT FROM FINANCE AND AUDIT COMMITTEE

The Committee Chair provided a verbal update to the Board of Directors. The Minutes of Meeting No. 63 held on July 17, 2014 were provided for informational purposes only.

There were no resolution arising.

REPORTS FROM SUBSIDIARIES AND SPECIAL COMMITTEES

Columbia Basin Broadband Corporation (CBBC) Update

A memorandum was provided to the Board of Directors with an update on CBBC's recent activities.

There were no resolutions arising.

Federal Funding for Connectivity

A memorandum was provided to the Board of Directors outlining Industry Canada's Connecting Canadians Program targeted at improving internet connectivity for rural and remote areas. The CBBC Board approved CBBC guaranteeing the provision of service to residential customers for applications by internet service providers (ISPs) to the federal government's Connecting Canadians program and that meet other CBT/CBBC requirements.

It was noted that matching funding for ISPs to assist them in meeting federal criteria will come from previously approved additional funding for broadband development within the Delivery of Benefits Program (not the CBBC budget). CBBC has also sent a submission directly to Industry Canada regarding the program mapping, and arguing that areas marked ineligible for funding in the region should in fact be eligible.

There were no resolutions arising.

CORPORATE MATTERS

2015/16 Draft Budget

A memorandum was provided to the Board of Directors presenting the draft projections for the 2014/15 budget to expected actuals, as well as the draft 2015/16 budget for information and discussion.

There were no resolutions arising.

Mandate Letter and Transition Letter

A memorandum was provided to the Board of Directors which sought approval to delegate authority to the Executive Committee to approve the 2015/16 Mandate Letter and Transition Letter. The Mandate Letter replaces the Government Letter of Expectations from the provincial government. The Transition Letter sets out the Taxpayer Accountability Principles that the Trust must follow.

54/14 Moved, seconded and resolved that:

The Board of Directors hereby delegates the authority to the Executive Committee to approve the 2015/16 Mandate Letter on the condition that the final letter is in materially the same form as provided,

And further resolved that:

The Board of Directors hereby further delegates authority to the Executive Committee to approve the Transition Letter on the condition that the final letter is in materially the same form as provided.

STAFF CODE OF CONDUCT

A memorandum was provided to the Board of Directors which sought approval for an amended Staff Code of Conduct (Code). As part of the government's commitment to the Taxpayer Accountability Principles, all Public Sector organizations are required to review and update their Code to effect greater standardization across the public sector. Trust staff reviewed the Provincial directive, in addition to a more thorough review of the Trust's current Code, and are recommending a number of amendments. The Code of Conduct must be approved by the Public Sector Employers Council (PSEC).

55/14 Moved, seconded and resolved that:

The Board of Directors hereby approves the revised Staff Code of Conduct.

And further resolved that:

The Board of Directors hereby further delegate the Executive Committee the authority to approve any minor amendments to the Code of Conducts if requested by the Public Sector Employers Council and supported by the Trust staff.

BOARD AND DIRECTOR ORIENTATION AND EDUCATION POLICY

A memorandum was provided to the Board of Directors which sought direction on the next steps with respect to Board education and training needs.

The Board advised staff that they would like to see regular agenda items aimed at providing training/education on relevant areas of Trust activities. The Board also requested that more complex topics be allocated greater time. The Board was advised that the two Board defined sessions a year, within the new Board Meeting Schedule, could be used as a forum for discussion of more complex topics.

There were no resolutions arising.

BOARD OF DIRECTOR APPOINTMENTS

This agenda item was deferred to the 'in-camera' session.

ELECTION OF 2015 BOARD OF DIRECTORS CHAIR, VICE CHAIR AND COMMITTEE CHAIRS

A memorandum was provided to the Board of Directors which outlined the Board approved process for electing the Board Chair, Vice Chair and Committee Chairs. The Directors were advised that if they chose to follow a different process than what is outlined in the Governance Manual, they will have to pass a resolution setting out a temporary process or amend the Meeting Policy and Procedures.

56/14 Moved, seconded and resolved that:

The Board of Directors hereby approves the amendment of the deadline for Directors to declare their notice of intent to run for Board Chair, Vice Chair and Committee Chair positions from October 31, 2014 to November 25, 2014 for the current fiscal year. Directors must submit their intent in writing to both the Board Chair and Chief Executive Officer by November 25, 2014 to be accepted.

CITY OF REVELSTOKE'S REQUEST TO ESTABLISH A TRUST OFFICE IN REVELSTOKE AND TO ALLOW BASIN RESIDENTS TO WORK FOR THE TRUST REMOTELY

A memorandum was provided to the Board of Directors regarding two requests from the City of Revelstoke:

- A request to open a Trust office in Revelstoke;
- And a request to increase the opportunities for Basin residents to be able to take employment with the Trust by working remotely.

Staff provided a draft letter of response that included the following two recommendations. Firstly, under current Trust office configuration Revelstoke has been, and will continue to be, well supported and the funds necessary to open an additional office would be better spent on providing assistance to communities throughout the Basin. Secondly, the Trust has, on a very limited basis, allowed employees to work remotely but will restrict this practice to special cases as there are inherent significant operational challenges involved.

Director D. Raven abstained from the vote.

57/14 Moved, seconded and resolved that:

The Board of Directors hereby approves the draft letter of response to the City of Revelstoke and that the Board Chair be authorized to reply to the City of Revelstoke on the condition that the final letter is in materially the same form as provided.

INVESTMENT STRATEGIES AND SUSTAINABILITY OF REVENUE

A memorandum was provided Board of Directors that introduces a topic raised by Director A. Naqvi under a Notice of Motion at a previous Board meeting. The topic under consideration is additional investments that generate further permanent income.

Action Item: The Board requested that staff prepare a discussion paper on investment strategies. The Directors also requested that this report be made available in advance of the next Board package materials.

There were no resolutions arising.

INVESTMENT PROGRAMS

Report from the Investment Committee

The Committee Chair provided the Board of Directors with a verbal report on recent Investment Committee activities. The Minutes of Meeting No. 68 held on June 10, 2014, Meeting No. 69 held on June 26, 2014 and Meeting No. 70 held on July 24, 2014 were provided for informational purposes only.

There were no resolutions arising.

CORRESPONDENCE

The Read File was distributed to the Board of Directors.

There were no resolutions arising.

OTHER BUSINESS

Verbal Reports from Directors on Community Activities

There were no resolutions arising.

IN CAMERA

BOARD OF DIRECTOR APPOINTMENTS

The Board was advised that eight Director terms are expiring on December 31, 2014. Discussion ensued, and it was agreed that Regional Districts would be encouraged to comply with the six year maximum term limits which were recommended by the Columbia Basin Trust/Local Government Governance Committee

BOARD ROUND TABLE

There were no resolutions arising.

The meeting concluded at 12:00 pm.

Certified Correct:

G. Deck, Chair

N. Boucher, Recording Secretary