



**TRUST FUND BOARD  
LONG-TERM FUNDING COMMITTEE  
MEETING MINUTES  
December 4, 2007**

**Location:** Victoria Office Boardroom, Islands Trust

**In Attendance:**

|                                                                                                                                                                              |                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <p><u>Committee Members</u><br/>Louise Bell, Chair<br/>Michael Dunn<br/>Peter Lamb<br/>Sheila Malcolmson<br/>Gary Steeves<br/>Christine Torgrimson<br/>Bruce Whittington</p> | <p><u>Staff</u><br/>Clare Frater, A/Manager<br/>Christine Pritchard, A/Communications<br/>and Fundraising Specialist</p> |
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The meeting came to order at 1:00 p.m.

**1.0 Welcome**

Chair Louise Bell welcomed the new members of the Committee and presented information to the Committee regarding the Trust Fund Board's original intent when the Long-term Funding Committee was created. The Committee concluded its goal will be to complete its comprehensive funding strategy for board approval in time to present the strategy to Trust Council in before the next municipal election in November 2008.

Acting Manager Clare Frater informed the Committee that future Islands Trust Fund manager Jennifer Eliason will be providing staff support to the Committee starting March of 2008.

**2.0 Items for Approval**

**2.1 Agenda**

The Board reviewed the agenda. The following change was made:

- Addition
  - Bruce Whittington was added to the agenda distribution list

**Resolution #LTFC 07/01**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee December 4, 2007 meeting agenda be approved as amended.**

**CARRIED**

**2.2 Meeting Minutes – July 24, 2007**

The Committee reviewed the draft minutes.

**Resolution #LTFC 07/02**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee adopt the meeting minutes of July 24, 2007 as presented.**

**CARRIED**

**2.3 Meeting Minutes – September 17, 2007**

The Committee reviewed the draft minutes. The following corrections were made:

- Title: Meeting Notes ~~Minutes~~

- Item 1a: The committee discussed the legislative restrictions that prevent local government bodies from having formal meetings via ~~or~~ teleconference, and agreed that no decisions could be made during teleconferences.

**Resolution #LTFC 07/03**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee adopt the meeting notes of September 17, 2007 as amended.**

**CARRIED**

**2.4 Follow Up Action List**

The Committee reviewed the Follow Up Action List for information.

The Committee discussed the proposed committee action of developing a rationale for a future Property Manager position. The Committee concluded that though projected costs should incorporate this addition to the Islands Trust Fund staff, a rationale for the creation of the position should be developed by the Trust Fund Board rather than the Committee.

**Resolution #LTFC 07/04**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee request that the Trust Fund Board develop a rationale for a future property management position.**

**CARRIED**

**2.5 Draft Terms of Reference**

The Committee reviewed the draft Terms of Reference. The following changes were made:

- Corrections
  - 1. Purpose: The committee aims to produce a comprehensive funding strategy with achievable, measurable goals for Trust Fund Board and Trust Council approval. ~~by mid-November 2008.~~
- Deletions
  - 2. Guiding Principles: ~~(e.g., retaining the social diversity and rural character of the islands.)~~

The Committee directed staff to develop a Long-term Funding Committee 2008 meeting schedule that corresponds with the Trust Fund Board's 2008 meeting schedule.

**Resolution #LTFC 07/05**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee approve the Terms of Reference and Operating Guidelines dated December 4, 2007 as amended.**

**CARRIED**

**2.6 Long-term Funding Committee Budget**

The Committee discussed the committee member honorarium proposed in the Trust Fund Board Long-term Funding Committee Meeting Budget 2007/08 and 2008/09. As the current committee meeting budget did not allocate enough resources for the proposed committee member honorarium rate, staff recommended that the Committee request more from the Trust Fund Board for this budget item.

It was noted by the Committee that committee members who are elected trustees are not compensated for additional work of the Trust Fund Board and are instead paid per Trust Fund Board meeting. The Committee discussed the fact that Trust Council trustees are not paid an honorarium specifically for participating on Trust Council committees. Chair Louise Bell advised that the Trust Fund Board is a separate entity from Trust Council and therefore any decisions of the Board would not set a precedent that Trust Council would be forced to abide by.

**Resolution #LTFC 07/06**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee recommend to the Trust Fund Board that honoraria be paid to each member of the Trust Fund Board Long-term Funding Committee at the rate of \$50 per meeting attended.**

**CARRIED**

**3.0 Items for Discussion/Direction**

**3.1 Funding Committee Meeting Structure and Decision**

Staff informed the Committee that it cannot hold its public meetings via teleconference because the Islands Trust and the Islands Trust Fund were not included in the *Community Charter* allowing public bodies to hold meetings using this method.

Staff informed the Committee that the current budget can accommodate committee meetings at locations outside of the Islands Trust Victoria office such as in Duncan.

**3.2 Projected Property Management Growth and Costs**

The Committee reviewed the updated Trust Fund Board growth projection. Staff increased the projected number of covenants donated to the Board through the Natural Area Protection Tax Exemption Program (NAPTEP) as more requests for information regarding the program and more applications have been received by staff and board members this past year. Staff also predicted that no new land parcels would be acquired after 2007/08 through the Free Crown Grant program due to the recent decision of Trust Council to require all land acquired through the program carry First Nations consent. The Committee directed staff to develop low, medium and high range growth prediction scenarios for the next committee meeting.

The Committee reviewed the updated Islands Trust Fund Budget Projection. Information not included in the document was potential legal costs in response to a breach of a covenant and insurance costs as they are difficult to project. The Committee directed staff to determine if the Fisher properties on which the Trust Fund Board pays property taxes are eligible for NAPTEP.

The Committee reviewed the Trust Council and Islands Trust Fund Growth to 2015 projections. Staff informed the Committee that the projected growth of the Trust Fund Board budgetary needs remain within ten percent of Trust Councils' budget. The Committee concluded that there still remains a need to locate long-term funding for property management costs.

The Committee directed staff to thank Craig Elder for providing the Committee with the draft budget documents presented at the meeting for their information.

**3.3 Plan for Developing Funding Strategy**

The Committee directed staff to build future committee meeting agendas that allocate the majority of available meeting time to the topic "Potential New Revenue Sources".

The Committee directed staff to create a matrix by which to rate potential new revenue sources. The Committee proposed the following criteria to rate potential sources by:

- must be reliable;
- must be long-term;
- must be sustainable;
- must be substantial;
- provincial Legislation required;
- perceived constituent acceptability;
- resources needed to gain substantial return; and
- potential opponents.

The Committee proposed the following potential new revenue sources to add to the matrix:

- a concentrated and integrated donor program that targets Islands Trust Fund donors on an on-going basis;
- aggressively sought after landowner endowments for covenant donations;
- a provincial government sinking fund;
- a tool similar to Habitat Conservation Trust Fund's program of acquiring funds from surcharges on angling, hunting, guiding, and trapping licenses;
- include the Islands Trust Fund in the provincial United Way campaign for provincial government staff contributions;
- a method for regional governments to contribute part of their environmental/parks flat rate fee to the Trust Fund Board; and
- provincial contributions to covenant endowment funds matching landowner donations.

The Committee directed staff to create a draft briefing note detailing the recent growth of the Trust Fund Board, an assumption of the existing sources of revenue available to the Board, and an outline of challenges and financial constraints the Board may face based on the growth projections provided by staff.

**3.4 Next Meeting**

The next meeting will be held in January 2008 at a date and time to be announced.

The meeting adjourned at 3:10 p.m.