

Approved



**TRUST FUND BOARD  
LONG-TERM FUNDING COMMITTEE  
MEETING MINUTES  
March 17, 2008**

---

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

**In Attendance:**

<u>Committee Members</u>	<u>Staff</u>
Louise Bell, Chair	Jennifer Eliason, Manager
Michael Dunn	Clare Frater, Communications and Fundraising Specialist
Peter Lamb	Christine Pritchard, Secretary
Sheila Malcolmson	
Bruce Whittington	

**Other:** Jennifer Kingsley

**Absent:** Gary Steeves, Christine Torgrimson

---

The meeting came to order at 10:10 a.m.

**1.0 Agenda**

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

- Due to the potential impact discussions surrounding section 4.3 *Trust Fund Board Growth Prediction Scenarios* have on discussions planned for the in camera meeting, section 4.3 was moved before section 2.0 *In Camera Session*

**Resolution #LTFC 08/14**

**It was MOVED and SECONDED that the Trust Fund Board Long-term Funding Committee March 17, 2008 meeting agenda be approved as amended.**

**CARRIED**

**4.3 Trust Fund Board Growth Projection Scenarios**

The Communications and Fundraising Specialist presented updated Growth Projection Scenarios and a corresponding Briefing Note.

Among other proposals outlined in the Briefing Note, staff proposed the committee consider a future Volunteer Coordinator staff position for the Islands Trust Fund. Staff informed the committee that future Property Manager(s) may not be able to dedicate the sufficient resources needed to cultivate substantial relationships with volunteer management groups of Islands Trust Fund nature reserves due to the growing number of properties requiring management. A Volunteer Coordinator would be responsible for volunteer recruitment and coordinating volunteers working on the properties in active management programs.

Within the Growth Projection Scenarios was the assumption that the number of properties protected by the Trust Fund Board will increase substantially in the near future in comparison with previous Trust Fund Board growth projections. Staff predicted this growth for the following reasons:

- An expansion of the Natural Area Protection Tax Exemption Program (NAPTEP) to two new regional districts in 2008 and potentially more in 2009
- Generational transfer of land

- More bequests as a result of an aging population on the Gulf Islands
- Higher Trust Fund Board presence on the islands with proposed new staff

Committee members requested a comparison of the organizational and operational information presented in the growth scenarios to Islands Trust Fund counterparts in the non-profit sector. Staff will present comparisons of the Islands Trust Fund operational capacity to that of the San Juan Preservation Trust and TLC The Land Conservancy in the upcoming Property Manager Rationale. Staff estimated that staffing levels in the non-profit land trust sector are most similar to the staffing projections presented to the committee in the medium growth predictions scenarios.

Committee members directed staff to separate the staff increase projections and property increase projections within each growth scenario presented. Committee members directed staff to develop a synopsis statement for each scenario to explain the possible impact that each scenario's resource levels would have on Islands Trust Fund operations.

Committee member Peter Lamb presented the committee with a worksheet detailing a comparison of the Islands Trust Fund expenditures presented in the growth projection scenarios as a percentage of Islands Trust total expenditure budget presented in the most recent Islands Trust Five Year Plan submitted to the Minister. It was identified that the Islands Trust Fund projected expenditure growth presented in the growth projection scenarios exceeded ten percent of the Islands Trust total expenditures. Some committee members suggested that the purpose of the Long Term Funding Strategy should be to identify funding to support expenditures of the Trust Fund Board that exceeded the ten percent of the Islands Trust total expenditures. The committee discussed whether the Trust Fund Board growth projection scenarios should be based on a scenario that could be achieved in the next five years based on the funds the Trust Fund Board receives from the Islands Trust, or instead should be based on an ideal operational scenario the Trust Fund Board would like to achieve in the next five years.

The committee invited Islands Trust Administrative Services Director Craig Elder to explain to the committee the discrepancies between the Islands Trust Expenditure Budget presented to the committee in the growth scenarios and the Islands Trust Expenditure Budget presented to the Minister in the Islands Trust Five Year plan. Craig Elder explained that the Islands Trust Five Year Plan was constrained in projecting only those expenditures that Trust Council had approved. Trust Council had not voted on any staff increases when the Five Year Plan was most recently drafted. Therefore, the Five Year Plan was created under the assumption that the Islands Trust would continue to operate with the existing compliment of staff.

Committee members directed staff to adjust the growth prediction scenarios to reflect the projected budget amounts adopted by Trust Council in its Five Year Financial Plan (Bylaw No. 123). Committee members directed staff to continue to show the Trust Fund Board projected growth as a percentage of Trust Council projected expenditure by developing a new spreadsheet showing what these percentages would be if the Trust Council approved a Trust Council expenditure growth of one percent, three percent, and six percent each year. The Committee made minor amendments to the language of the growth projection scenarios and adjustments to abnormal calculations.

**2.0 In Camera Session (Confidential Items)**  
**Resolution #TFB 08/15**

It was **MOVED** and **SECONDED** that this portion of the meeting is closed to the public pursuant to the following sections of the Community Charter: section 90, subsection (1) (k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the committee, could reasonably be expected to harm the interests of the municipality if they were held in public, and section 90, subsection (2) (b), the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both, and a third party, and that the following individuals be invited to remain in the meeting: Jennifer Eliason, Clare Frater, Christine Pritchard, and Jennifer Kingsley.

**CARRIED**

The regular meeting reconvened at 1:30 pm.

**3.0 Items for Approval**

**3.1 Meeting Minutes – February 13, 2008**

The Committee reviewed the draft minutes. The following correction was made:

- Deletion
  - Item 3.3 “Committee member Sheila Malcolmson introduced the possibility of utilizing carbon ~~taxes~~/offsets for the acquisition and management of land.”

**Resolution #LTFC 08/16**

It was **MOVED** and **SECONDED** that the Trust Fund Board Long-term Funding Committee adopt the meeting minutes of February 13, 2008 as amended.

**CARRIED**

**3.2 Follow Up Action List**

The Committee reviewed the Follow Up Action List for information.

The Communications and Fundraising Specialist informed the committee that Linda Adams researched the potential for the Ministry of Community Services to fund the work of the Long Term Funding Committee and was unable to find any possibilities.

**4.0 Items for Discussion/Direction**

**4.1 Trust Fund Board Budget Request to Islands Trust Financial Planning Committee Update**

Chair Louise Bell informed the committee that Trust Council approved the Trust Fund Board request for additional program funding of \$7,000 in the 2008-2009 budget to finance the research and writing of a long term funding strategy, including legal or financial analysis required to complete the strategy.

**4.2 On-line Credit Card Donations**

The Committee reviewed the proposal from staff to allow the Islands Trust Fund to accept online credit card donations. A percentage of each donation would be used to finance the proposed online system provided by PayPal.

**Resolution #LTFC 08/17**

It was **MOVED** and **SECONDED** that the Trust Fund Board Long-term Funding Committee recommend that the Trust Fund Board consider the staff

