



**TRUST FUND BOARD
REGULAR MEETING MINUTES
February 13, 2008**

Location: Victoria Office Boardroom, Islands Trust

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| <u>In Attendance:</u> | <u>Board Members</u> Michael Dunn Peter Lamb Sheila Malcolmson, Chair Gary Steeves Christine Torgrimson Bruce Whittington | <u>Staff</u> Jennifer Eliason, Manager Kate Emmings, Ecosystem Protection Specialist Clare Frater, Communications & Fundraising Specialist Christine Pritchard, Secretary |
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The meeting came to order at 10:00 a.m.

1.0 Agenda

The Board reviewed the agenda. The following changes were made:

- Additional Items
 - 1.3 Staffing Updates
 - 4.5 Regional Conservation Plan and Agricultural Land

Resolution #TFB 08/968

It was MOVED and SECONDED that the February 13, 2008 Regular Meeting agenda be approved as amended.

CARRIED

1.1 Election of Trust Fund Board Chair

Elections for the Trust Fund Board Chair were held as per TFB Policy #94008. One board member was nominated and willing to stand for election: Sheila Malcolmson. Board member Malcolmson was elected by acclamation as Chair.

1.2 Appointment of Trust Fund Board Representative to the Islands Trust Financial Planning Committee (FPC)

Appointment of the Trust Fund Board representative to the Islands Trust Financial Planning Committee was conducted as per Islands Trust Policy 2.3.iii *Financial Planning Committee Terms of Reference, C.1. Composition.*

Resolution # TFB 08/969

It was MOVED and SECONDED that the Trust Fund Board appoint Chair Sheila Malcolmson as the Trust Fund Board representative to the Islands Trust Financial Planning Committee

CARRIED

1.3 Staffing Update

Chair Sheila Malcolmson provided the Board with an overview of recent staff changes. Christine Pritchard, Acting Secretary, joined the Islands Trust Fund in April, 2007 for the duration of Sandi Miller's parental leave. Kate Emmings, Acting Ecosystem Protection Specialist, joined the Islands Trust Fund in November, 2007 for the duration of Ardice Todosichuk's parental leave. Lisa Dunn, former Manager,

was awarded the position of Director of Trust Area Services with the Islands Trust in August, 2007. In the absence of an Islands Trust Fund Manager, Communications and Fundraising Specialist Clare Frater was placed in the role of Acting Manager from November, 2007 to January, 2008. Secretary Christine Pritchard was placed in the role of Acting Communications and Fundraising Specialist during that time. Jennifer Eliason joined the Islands Trust Fund in her role as Manager in January 2008. Jennifer will be the staff support member for the Trust Fund Board Long Term Funding Committee. Clare Frater, Communications and Fundraising Specialist, will be starting parental leave in April, 2008. In addition, Clare was recently awarded the position of Policy Analyst with the Islands Trust, a position she will commence when she returns from parental leave. The competition for a Communications and Fundraising Specialist will commence in the near future. The job description for this position was redefined during the review process from 60% communications and 40% fundraising to 50% communications, 45% fundraising, and 5% "other".

Chair Sheila Malcolmson recognized the Islands Trust Fund staff for the high quality of work produced during this transition period.

2.0 In Camera Session (Confidential Items)

Resolution #TFB 08/970

It was MOVED and SECONDED that this portion of the meeting is closed to the public pursuant to the following section of the Community Charter: section 90, subsection (1) (e), regarding the acquisition or disposition of land or improvements, and section 90, subsection (2) (d), a matter which must not be disclosed under FOIPP because of an unreasonable invasion of a third party's personal privacy.

CARRIED

At the request of Trust Fund Board, the following staff remained in attendance during the in camera portion of the meeting: Jennifer Eliason, Kate Emmings, Clare Frater, and Christine Pritchard.

The regular meeting reconvened at 11:13am.

3.0 Items for Approval

3.1 Minutes of Previous Meeting

3.1 a) December 4, 2007

The Board reviewed the draft minutes.

Resolution # TFB 08/971

It was MOVED and SECONDED that the minutes of the December 4, 2007 meeting be adopted as presented.

CARRIED

3.1 b) Resolutions Without Meeting

The Board reviewed the following Resolutions Without Meeting for information:

- RWM Meeting Cancellation, November 26, 2007
- RWM Special Meeting, November 29, 2007
- RWM Islands Trust Fund Plan Amendment, December 6, 2007
- RWM Morrison Marsh Management Agreement, January 16, 2008

3.2 Follow Up Action List

The Board reviewed the Follow Up Action List for information.

The Ecosystem Protection Specialist informed the Board that, in regards to the Crown land sales of lots on North Pender and Mayne, the Local Planning Services staff notified the proponent of the Board's October 2007 decision.

The Communications and Fundraising Specialist informed the Board that, in regards to the Fisher property tax issue, staff investigations show that the heirs are not eligible for ongoing relief from property taxes.

Staff informed the Board that the Protected Areas Network (PAN) Guidelines are expected to be delayed until the return of Ardice Todosichuk as Ecosystem Protection Specialist and may be better designed following the completion of Terrestrial Ecosystem Mapping (TEM) for the Coastal Douglas-fir zone. Board members expressed concern about the anticipated delay in the completion of the PAN Guidelines and noted that these Guidelines are an important follow-up to the recent completion of the Development Permit Area (DPA) Guidelines for Local Trust Committee Areas. Staff suggested that this initiative may be more of a Local Planning Services program than a Trust Fund Board program. Chair Sheila Malcolmson recommended that interested board members collaborate with the Ecosystem Protection Specialist and the Director of Local Planning Services in an effort to construct a new projected timeline.

3.3 RFD: 2008 Board Meeting Schedule

The Manager presented the Board with the proposed 2008 Trust Fund Board meeting schedule. Board members amended the schedule as needed.

Resolution # TFB 08/972

It was MOVED and SECONDED that the Trust Fund Board approve the proposed 2008 Trust Fund Board meeting schedule dated January 25, 2008 as amended.

CARRIED

3.4 RFD: Opportunity Fund Proposal: Galiano Conservancy Association

The Manager presented the first of three Opportunity Fund requests for funding. The Galiano Conservancy Association requested \$5,000 in funding for costs associated with a boundary adjustment to increase the protected portion of the wetland known as the Great Beaver Swamp.

As of February 13th, 2008, the Trust Fund Board had granted \$5,000 from the Opportunity Fund to proposed projects in the 2007-08 fiscal year, an amount less than the twenty percent of the Opportunity Fund permitted to be allocated per fiscal year under the Opportunity Fund Guidelines. Staff recommended that the Board grant the conservancy's request of \$5,000 from the 2008-09 Opportunity Fund's budget. Staff advised the Board that it is permitted to dedicate funds from the Opportunity Fund for a future fiscal year so long as the board membership will remain consistent.

Resolution # TFB 08/973

It was MOVED and SECONDED that the Trust Fund Board approve the Galiano Conservancy's \$5,000 request for funding to adjust the property boundary between Lot 6 and Lot 7 of District Lot 61, Galiano Island, Cowichan District,

Plan 37526 to secure the remaining wetland portions of the “Great Beaver Swamp”.

Board members debated the eligibility of this request for funding based on the conservation priorities set out by the Islands Trust Fund’s Regional Conservation Plan. Although Galiano Island is not an area of high priority for conservation under the Regional Conservation Plan, the protection of wetlands, which this project proposes to conserve, is a high priority within the current plan.

Board members debated the proposed commitment of funds for a future fiscal year before the start of the fiscal year in question. Staff informed the Board that the Conservancy aims to complete the survey for the boundary adjustment in the late spring.

It was MOVED and SECONDED to amend the motion as follows:

That the Trust Fund Board approve the Galiano Conservancy’s \$3,000 request for funding to adjust the property boundary between Lot 6 and Lot 7 of District Lot 61, Galiano Island, Cowichan District, Plan 37526 to secure the remaining wetland portions of the “Great Beaver Swamp”.

ON THE AMENDMENT

IN FAVOUR – 2
OPPOSED - 4
MOTION FAILED

Board members debated the eligibility of this request for funding based on the project characteristics set out by the Opportunity Fund Guidelines. Members of the Board highlighted the favourable impact a grant of \$5,000 would have to this project with total costs ranging from \$6,000 to \$7,000. Staff explained that this proposed project would not be a high-profile project and therefore be difficult for the conservancy to raise funds to support.

ON THE ORIGINAL MOTION

IN FAVOUR – 5
OPPOSED -1
ORIGINAL MOTION CARRIED

3.5 RFD: Opportunity Fund Proposal: Mayne Island Conservancy Society

Board member Michael Dunn left the meeting during discussions of this proposal and abstained from voting on the funding request due to his position as a Board member with the Mayne Island Conservancy Society (MICS).

MICS requested \$700 in funding for costs associated with the investigation of conservation options for several properties on Mayne Island. If protected through conservation covenants or land donations, these properties would offer important connections to existing protected lands.

If granted funding, the conservancy would identify the owners of the properties in question through title searches and approach these owners to discuss their willingness to conserve the lands. The project was recommended by staff as fitting the intent of the Opportunity Fund because the tasks required for this project would be considered as “hard-to-fundraise costs” under the Opportunity Fund Guidelines and Mayne Island is a target area under the Regional Conservation Plan.

Resolution # TFB 08/974

It was **MOVED** and **SECONDED** that the Trust Fund Board approve the Mayne Island Conservancy Society's \$700 Opportunity Fund request to investigate conservation options and partnerships for several properties on Mayne Island.
CARRIED

Board member Michael Dunn returned to the meeting.

3.6 RFD: Opportunity Fund Proposal: Save Salt Spring Rainforest Appeal

The Save Salt Spring Rainforest Appeal and TLC The Land Conservancy of British Columbia requested \$5,000 in funding and a formal partnership with the Trust Fund Board for the acquisition of a property on Salt Spring Island known as the Creekside Rainforest.

Although Salt Spring Island is not a Trust Fund Board priority area for land protection as stipulated by the Regional Conservation Plan, the protection of this property would provide potential natural area connectivity with nearby protected areas, Deep Ridge Nature Reserve and Ruckle Provincial Park, and would protect a portion of Cusheon Creek.

Board members debated the perceived lack of impact the Trust Fund Board would have partnering on a campaign that is to conclude on March 1 (less than three weeks from the meeting). Board members also expressed a desire to demonstrate support, where possible and practical, for acquisition campaigns within the Islands Trust Area with the goal of land conservation. Board members considered the amount requested (\$5,000) in relation to the total costs of the property (\$975,000).

Resolution # TFB 08/975

It was **MOVED** and **SECONDED** that the Trust Fund Board commit \$1,500 from the Opportunity Fund to the Save Salt Spring Creekside Rainforest Appeal group and TLC The Land Conservancy of British Columbia for a grant for the purchase of land legally described as: Lot 23, Section 76, South Salt Spring Island, Cowichan District, Plan 23072, except that part in Plan 29302 (PID 004-138-040), with the requirement that the funds be matched by the public and invite the proponents to resubmit their request should they get an extension on the purchase date.

IN-FAVOUR – 4
OPPOSED - 2
CARRIED

Resolution # TFB 08/976

It was **MOVED** and **SECONDED** that the Trust Fund Board decline the partnership request from the Save Salt Spring Creekside Rainforest Appeal group and TLC The Land Conservancy of British Columbia to protect the land legally described as: Lot 23, Section 76, South Salt Spring Island, Cowichan District, Plan 23072, except that part in Plan 29302 (PID 004-138-040), and invite the proponents to resubmit their request should they get an extension on the purchase date.

CARRIED

3.7 RFD: Ratification of Trust Fund Board resolutions made via Teleconference

The Board deferred this item to the April 2nd, 2008 Trust Fund Board meeting

3.8 RFD: Honoraria for Long Term Funding Committee

The Board considered a request from the Trust Fund Board Long Term Funding Committee for committee member honoraria.

Resolution # TFB 08/977

It was MOVED and SECONDED that the Trust Fund Board approve honoraria be paid to each member of the Trust Fund Board Long-term Funding Committee at the rate of \$50 per meeting attended retroactive to December 4, 2007.

CARRIED

4.0 Items for Discussion/Direction

4.1 Ministerial Appointments of Board Members 2008-2010

The Board acknowledged the ministerial appointment of Michael Dunn, Christine Torgrimson, and Bruce Whittington as the 2008-2010 appointed members of the Trust Fund Board.

4.2 Ministerial Approval of Five Year Plan

The Board deferred this item to the April 2, 2008 Trust Fund Board Meeting.

4.3 Long Term Funding Committee Report

The Board received the approved Trust Fund Board Long Term Funding Committee meeting minutes from July 24, 2007 and September 17, 2007 as information.

Resolution # TFB 08/978

It was MOVED and SECONDED that the Trust Fund Board adopt the Trust Fund Board Long Term Funding Committee Terms of Reference and Operating Guidelines dated December 4, 2007

CARRIED

4.4 Canadian Land Trust Alliance

The Ecosystem Protection Specialist presented the Board with the Canadian Land Trust Alliance (CLTA) Membership Structure and the CLTA Standards and Practices. Staff informed the Board that Natural Area Conservation Program funds available through the CLTA and Nature Conservancy Canada can only be accessed by CLTA members who are not a public body, or conservation groups working in partnership with Nature Conservancy Canada.

The Board directed staff to request that the CLTA consider the Trust Fund Board in a membership category that would allow the Trust Fund Board to have access to Natural Area Conservation Program funding through the Alliance.

4.5 Regional Conservation Plan and Agricultural Land

The Board deferred this item to the April 2, 2008 Board meeting.

5.0 Updates for Information

5.1 Public Acquisitions, Covenants and Dispositions Update

The Board reviewed the Public Acquisitions, Covenants and Dispositions Update for information.

5.2 Communications and Fundraising Update

The Board reviewed the Communications and Fundraising Update for information.

5.3 2007-2008 Budget Report

The Board reviewed the 2007-2008 Budget Report for information. Board members raised concern that the Islands Trust Fund has had significant surpluses in recent years. Staff explained that the surpluses were the result of a lack of staff capacity to undertake all regular work projects due to staff turnover. The Manager advised that she expects a full staff complement in 2008-9 and expects that the requested 2008/9 budget will be fully spent by year-end.

5.4 Land Trust Alliance of BC Seminar Series

The Manager presented the Board with the proposed agenda of the Land Trust Alliance of British Columbia's Seminar Series and invited members to attend on behalf of the Islands Trust Fund.

Resolution #TFB 08/979

It was MOVED and SECONDED that the Trust Fund Board Meeting be adjourned at 1:12 p.m.

CARRIED

The next meeting is scheduled for April 2, 2008, from 10:00 a.m. to 3:00 p.m. in the Victoria Office Boardroom.

Recorder

Chair

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