



**TRUST FUND BOARD
REGULAR MEETING MINUTES
May 14, 2008**

Location: Victoria Office Boardroom, Islands Trust

<u>In Attendance:</u>	<u>Board Members</u> Michael Dunn Peter Lamb Sheila Malcolmson, Chair Gary Steeves Christine Torgrimson	<u>Staff</u> Jennifer Eliason, Manager Kate Emmings, Ecosystem Protection Specialist Christine Pritchard, Communications and Fundraising Specialist
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Regrets Bruce Whittington

The meeting came to order at 10:00 a.m.

1.0 Agenda

The Board reviewed the agenda. The following items were added:

- 3.7 RFD – Islands Trust / Trust Fund Board Communications Policy
- 3.8 RFD – Rationale for the Islands Trust Fund Long Term Funding Strategy
- 3.9 RFD – Trust Fund Board Long Term Funding Strategy Review
- 5.6 Guidelines for Committee Use of Telephones in Meetings and Email Discussions

Resolution #TFB 08/995

It was **MOVED** and **SECONDED** that the **May 14, 2008 Regular Meeting agenda** be approved as amended.

CARRIED

2.0 In Camera Session (Confidential Items)

Resolution #TFB 08/996

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) (e), regarding the acquisition or disposition of land or improvements, 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, 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 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, and that the following individuals be invited to remain in the meeting: Jennifer Eliason, Kate Emmings and Christine Pritchard.

CARRIED

The regular meeting reconvened at 11:30 am.

3.0 Items for Approval

3.1 Minutes of Previous Meeting

3.1 a) December 4, 2007

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

- Correction
 - Item 3.6 “Chair Malcolmson noted that Terrestrial Ecosystem Mapping...to move ahead on ~~the creation~~ implementation of the guidelines”.
 - Item 4.5 “It was **MOVED** and **SECONDED** ... impacts of this application ~~of~~ on Trust Fund Board...”.
- Addition
 - “Revision Note: May 7th meeting moved to May 14th”

Resolution # TFB 08/997

It was **MOVED** and **SECONDED** that the minutes of the April 2, 2008 meeting be adopted as amended.

CARRIED

3.1 b) Resolutions Without Meeting

The Board received the following Resolutions Without Meeting for information:

- RWM Cancellation of May Long-term Funding Committee meeting, April 21, 2008
- RWM Rescheduling of May Trust Fund Board meeting, April 22, 2008

3.2 Follow Up Action List

The Board reviewed the Follow Up Action List for information.

The Manager notified the Board of the online donation capability being installed in one week.

The Ecosystem Protection Specialist notified the Board of the possibility of the Land Trust Alliance of British Columbia withdrawing from the Canadian Land Trust Alliance. Staff recommended the Board direct staff to delay communication with the Canadian Land Trust Alliance regarding Trust Fund Board membership until such time as the Land Trust Alliance of British Columbia has finalized a decision regarding membership.

3.3 RFD: NAPTEP Application – Wttewaall van Wickenburgh, Salt Spring Island

The Ecosystem Protection Specialist presented Eileen Wttewaall van Wickenburgh's NAPTEP application for a property located above Cusheon Lake on Sky Valley Road. The property encompasses a variety of ecosystems and elevations, including a shrub wetland and dry Garry oak/arbutus woodland cliff. The proposed covenant area is adjacent to an existing conservation covenant held by the Trust Fund Board.

A request to the Salt Spring Island Conservancy to co-hold the covenant is currently being considered by its Board.

The applicant requested an adjustment to the standard NAPTEP covenant to allow for the removal of firewood. It was concluded that the specifics of this covenant

would be reviewed by the Board when the covenant comes before the Board for approval.

Resolution # TFB 08/998

It was MOVED and SECONDED that the Trust Fund Board approve Eileen Wttewaall van Wickenburgh's proposal to covenant a portion of Lot 7, Section 86, South Salt Spring Island, Cowichan District, Plan 25790, PID 002-677-555, through the Natural Area Protection Tax Exemption Program (NAPTEP).

CARRIED

3.4 RFD: NAPTEP Application – Penn, Salt Spring Island

The Ecosystem Protection Specialist presented Briony and Caroline Penn's NAPTEP application for a property located on Monty Creek on Clarinda Road. The property encompasses a rocky moss and grass covered outcrop in addition to a vegetation zone characteristic of a riparian area and adjacent to Monty Creek. The permanent protection of this property will provide connectivity to existing and proposed protected areas in the surrounding neighbourhood.

The applicant intends to request an adjustment to the standard NAPTEP covenant be accommodated to allow for the removal of firewood.

The Board discussed the possibility of including the requirement of removing invasive species in a NAPTEP conservation covenant. Staff explained that Section 219 covenants such as conservation covenants do not typically create positive obligations such as the management of invasive species. The ability to manage invasive species is covered in sections that allow for habitat restoration.

Resolution # TFB 08/999

It was MOVED and SECONDED that the Trust Fund Board approve Briony and Caroline Penn's proposal to covenant a portion of Lot 2, Section 54, South Salt Spring Island, Cowichan District, Plan VIP83204, PID 027-097-781, through the Natural Area Protection Tax Exemption Program (NAPTEP).

CARRIED

3.5 RFD: Rationale for Islands Trust Fund Property Manager

The Manager presented the proposed rationale for an Islands Trust Fund Property Manager to be submitted to Trust Council in December. The comparisons to other conservation organizations dealing with property management proved troublesome due to the variety of conservation purposes currently being pursued by different organizations.

The Board inquired if, with the hiring of a Property Manager, management tasks contracted to third parties would decrease. The Manager predicted that the Islands Trust Fund would still require third party contracts to perform the backlog of management tasks currently outstanding, and also identified the potential for contracted work to increase with the increased staff time allocated to contract administration.

The Board directed staff to amend the rationale as follows:

- Addition:
 - The chart comparing the monetary resources spent by the Trust Fund Board with the assessed value of the protected land.
- Deletion
 - Option one of the rationale (1/2 time position)

- Clarification
 - The financial increases requested are not for operational costs but rather staffing costs

The Board directed staff to present the amended rationale to the entire Long Term Funding Committee at a later date.

Resolution # TFB 08/1000

It was MOVED and SECONDED that the Trust Fund Board direct staff to amend the Rationale for a Property Manager position for the Islands Trust Fund as discussed and consider by Resolution without Meeting a referral to the Islands Trust Financial Planning Committee as an information item.

CARRIED

3.6 RFD: Gabriola LTC Request for changes to Elder Cedar Management Plan

Chair Malcolmson presented the proposed amendments to the Elder Cedar Management Plan as suggested by the Gabriola Local Trust Committee. The federal lands surrounding the existing nature reserve, though originally purchased with the intent to use for treaty settlement, are currently being utilized by the community for recreational purposes. The private property signs directed by the management plan to be posted along the boundary of the nature reserve could cause confusion among trail users.

Resolution # TFB 08/1001

It was MOVED and SECONDED that the Trust Fund Board revise the Elder Cedar Management Plan to reflect the changes suggested by the Gabriola Local Trust Committee as follows:

5.1.2 Trail Use and Location (last sentence, 4th paragraph, p. 25)

... ~~Private property~~sSigns may be erected where the road enters federal lands to inform users that they are leaving Elder Cedar (S'ul-hween X'pey) Nature Reserve lands.

5.2 Management Strategies (p. 33)

Action Item 2: Erect signage at access points off of North Road, Windecker Road, and federal land holdings to the north and west of the reserve (photo points 1, 20, 28, 30 and 34) indicating permitted uses ~~and in the case of federal lands, that users are entering private property~~. Five signs are required in total and should indicate that users are entering the Elder Cedar (S'ul-hween X'pey) Nature Reserve and show symbols for permitted uses within the reserve, as well as the Islands Trust Fund logo and a contact number to report any safety hazards or other concerns. In addition, a sixth sign, indicating that users are leaving the reserve and entering federal lands, should be erected at photo point 34.

CARRIED

3.7 RFD: Islands Trust / Trust Fund Board Communications Policy

The Manager presented proposed amendments to Trust Council Policy 3.2.ix *Islands Trust/Trust Fund Board Communications* as discussed at the May 6th Joint Executive Council / Trust Fund Board meeting. The proposed amendments will provide more consistency between Trust Council and Trust Fund Board policies and procedures.

Resolution # TFB 08/1002

It was **MOVED** and **SECONDED** that the Trust Fund Board approve the amendments to Policy 3.2 ix, and request that the Executive Committee consider the amended policy and forward to Trust Council for its consideration in June 2008.

CARRIED

3.8 RFD: Rationale for the Islands Trust Fund Long Term Funding Strategy

Board member Torgrimson presented a proposed rationale for the Islands Trust Fund Long-Term Funding Strategy. Board member Torgrimson suggested that the Trust Fund Board utilize a clear rationale for the proposed strategy in all communications regarding the document and Committee.

The Board discussed the goal of the strategy to decrease the Trust Fund Board's dependence on the Islands Trust budget and consequently the Trust-area property taxpayers. The Board directed staff to circulate the proposed rationale to the Long Term Funding Committee for review and comment.

3.9 RFD: Trust Fund Board Long Term Funding Strategy Review

The Manager presented a proposal to submit the Long-term Funding Strategy to a Trust Council committee for review before submission to Trust Council in September. With Trust Council's endorsement of the Strategy needed in September, allowing a committee to review prior to September may provide a more comprehensive and effective document.

Board members discussed the logistics surrounding the Trust Fund Board's referral of a document to a Trust Council committee to review. The Board proposed Chair Malcolmson discuss proper procedure regarding referrals to Islands Trust Chief Administrative Officer Linda Adams. Board member Steeves proposed he investigate proper referral procedures at the next Islands Trust Executive Committee meeting.

Resolution # TFB 08/1003

It was **MOVED** and **SECONDED** that the Trust Fund Board requests that Islands Trust Council requests that the Finance Planning Committee review and comment on the Trust Fund Board's Long-term Funding Strategy prior to it being submitted to Islands Trust Council.

CARRIED

4.0 Items for Discussion/Direction

4.1 Salt Spring Island Local Trust Committee Official Community Plan Referral

The Manager presented the Salt Spring Island Official Community Plan referred to the Trust Fund Board by the Salt Spring Island Local Trust Committee for comment. Board member Lamb provided an overview of the major revisions to the Plan. Chair Malcolmson proposed the Board comment only on sections of the Plan that commit the Board to a specific obligation or hinder the Board's ability to carry out its mandate on Salt Spring Island.

Resolution # TFB 08/1004

It was **MOVED** that the Trust Fund Board respond to the Salt Spring Island Local Trust Committee referral by indicating the Trust Fund Board's approval of the revised Salt Spring Island Official Community Plan.

MOTION WITHDRAWN

Board members discussed the nature of the Plan and its role in affecting the undertakings of the Board. The Board concluded that though the Board does not have the power to affect the policies set out by the Plan, the Board does have the responsibility to notify the Local Trust Committee of inconsistencies between the policies in the Plan and the policies of the Board.

Resolution # TFB 08/1005

It was **MOVED** and **SECONDED** that the Trust Fund Board support the draft Salt Spring Island Official Community Plan subject to the issues outlined below:

1. **Re: B.6.1.1.4 and B.6.1.1.7 – The Trust Fund Board (TFB) cautions that conservation areas could be considered a non-farm use and/or viewed as aesthetic and is therefore concerned that these policies could hamper the ability to protect ecological features on farm land.**
2. **Re: B.7.2.2.8 - The Board suggests that the TFB be removed from this policy as it refers to recreation and park land, and that a comparable statement regarding cooperation and consultation with the TFB about the acquisition and management of nature reserves be created in section B.8 (Conservation Land Use Objectives and Policies), referring to the Memorandum of Agreement between the Salt Spring Local Trust Committee and the Trust Fund Board.**
3. **Re: B.8.1.2 – The TFB suggests the addition of a statement about cooperation between the Local Trust Committee and the Trust Fund Board on regional conservation priorities for Salt Spring Island and the development of a Protected Areas Network.**
4. **Re: D.1.1.1.6 -The TFB feels that a definition of conservation is needed to clarify this statement.**
5. **Re: D.1.5.2.1 – The TFB recommends clarification of the term carbon sequestration and encourages specific mention of retention of intact natural areas as an important climate change adaptation and mitigation measure.**
6. **Re: Part H**
 - **TFB suggests adding definitions of “conservation” and “recreation”;**
 - and,**
 - **TFB recommends removal of the definition of “sustainable” because it is incompatible with the definition provided for “sustainability”.**

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.

The Ecosystem Protection Specialist updated the Board on the status of the applications currently being processed through the Natural Area Protection Tax Exemption Program. The Board was also updated on current properties with Trust Fund Board covenants listed for sale.

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 requested that staff separate committed funds from spent funds to provide a more accurate representation of what funds have been spent to date.

5.4 Background Reading

The Board reviewed the minutes from the most recent Land Trust Alliance of British Columbia's Annual General Meeting.

5.5 Guidelines for Committee Use of Telephones in Meetings and Email Discussions

The Board reviewed the legal advice to Executive Council regarding teleconference and email meetings.

Resolution #TFB 08/1006

It was MOVED and SECONDED that the Trust Fund Board Meeting be adjourned at 3:00 p.m.

CARRIED

The next meeting is scheduled for July 30, 2008, from 12:30 a.m. to 4:00 p.m. in the Victoria Office Boardroom.

[Revision Note: July 30 meeting moved to August 19th]