



## POLICY MANUAL

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Policy  Procedure  Guideline

Title: Geographically Restricted Fund Guidelines

Approved By: Islands Trust Conservancy Board

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### Purpose

A geographically restricted fund's purpose is to provide funding for land acquisition and associated costs within a defined geographical area in the Islands Trust Area.

### Background

The Board strives to accommodate donors who wish to designate donated funds for defined geographical areas within the Islands Trust Area. The Board created these Guidelines to ensure consistency in its creation and management of geographically restricted funds. These Guidelines set out the circumstances under which the Board may establish a geographically restricted fund and how the Board will manage and use such funds.

### Criteria for Creating a Geographically Restricted Fund

The Board may create and develop a geographically restricted fund at its discretion. Generally, the Board will consider creating a geographically restricted fund in the following four circumstances:

1. Where the Board receives initial donations of at least \$20,000, and the donors request in writing that the funds be used for a defined geographical area. The Board will accept geographically restricted donations totalling less than \$20,000 only if a geographically restricted fund for that area is already established.
2. Where funds are donated to the Islands Trust Conservancy under a Will and the testator has expressed a wish that the funds be used for a defined geographical area, the Board may consider creating a geographically restricted fund if there is no immediate need for the donated funds in that area. Funds donated under a

Will that are subject to a trust or legal condition will be used in accordance with legal requirements and may not be subject to these Guidelines.

3. There are excess funds after a fundraising campaign that total at least \$20,000, and either the donors request that the excess funds be placed in a geographically restricted fund, or the donors agree to the Board's request that the funds be placed in such a fund.
4. The Board sells a property and decides to place the sale proceeds in a geographically restricted fund. TFB Policy 030012 Disposal of Land provides for this.

### **Use of Geographically Restricted Funds**

In general, the Board will use funds held in a geographically restricted fund exclusively for the acquisition of ecologically-significant land within a defined geographical area. This includes any costs associated with the acquisition of land, such as purchase, legal, survey, and appraisal costs.

The Board may also donate funds held in a geographically restricted fund to a partner agency to assist in the partner's acquisition of ecologically-significant land within the geographical area. These funds would be used by the partner only for their land acquisition and associated costs. As the Islands Trust Conservancy is a 'qualified donee' of Canada Revenue Agency, it can only donate funds to a registered charity or another qualified donee working in the Islands Trust Area to protect natural ecosystems and habitats. The Board may accept or reject requests for funding from other organizations at its discretion, and will be guided by the Regional Conservation Plan.

The Board will not use funds held in a geographically restricted fund for the following:

- Costs associated with the acquisition of property involved in a development application
- Costs associated with the ongoing management of a protected area
- Costs associated with its, or any other organizations', operating costs

If at any time the Board wishes to use funds held in a geographically restricted fund for a purpose other than the permitted uses of that fund, the Board will first consult with donors, as outlined below.

### **Consultation Respecting Other Uses**

If the Board is considering use of geographically restricted funds for a use other than the permitted uses of that fund, the Board will first contact the donors to the fund to determine their opinions on the proposed use of the funds.

The Board will make reasonable efforts to locate and contact each donor for whom it has a record and give each donor a reasonable timeframe to provide any comments on the proposed use.

The Board will consider all comments it receives within the stipulated timeframe before deciding whether to use the funds for the proposed use. The Board will in all cases use its judgment as to the appropriate use of the funds and will make all final decisions.

### **Maintaining the Funds**

The Islands Trust Conservancy will solicit donations to active geographically restricted funds on an on-going basis via the website, newsletters and other regular communications.

### **Reviewing and Revising These Guidelines**

The Geographically Restricted Fund Guidelines will be reviewed and revised as needed.

Partner agencies and the public are welcome to provide feedback to the Board on these Guidelines and can direct comments in writing to the Board Chairperson.