



ITC Fund Development Advisory Committee Regular Meeting Agenda

Date: Tuesday, March 26, 2019
Time: 2:30 pm - 3:30 pm
Location: Oak Bay Recreation Centre, Sports View Lounge
1975 Bee St, Victoria, BC V8R 5E6

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. CLOSED MEETING
4. RISE AND REPORT
5. MINUTES/COORDINATION
6. BUSINESS
 - 6.1 Items for Discussion/Direction
 - 6.1.1 Terms of Reference 2 - 6
7. NEW BUSINESS
8. NEXT MEETING
9. ADJOURNMENT



REQUEST FOR DECISION

To: ITC Fund Development Advisory Committee

For the Meeting of: March 26, 2019

From: Staff

Date Prepared: March 21, 2019

SUBJECT: Draft Terms of Reference and Operating Guidelines

RECOMMENDATION: That the FDAC forward the Draft Terms of Reference and Operating Guidelines to the ITC Board for approval, subject to review from the Legislative Services Manager.

1 PURPOSE: To provide terms of reference and operating guidelines for the ITC Fund Development Advisory Committee.

2 BACKGROUND: At its January 29, 2019 meeting, the ITC Board struck a Fund Development Advisory Committee (FDAC) and instructed the FDAC to create a Terms of Reference.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Terms of Reference will guide the operation of the FDAC.

FINANCIAL: The Terms of Reference includes reference to budget and budget authority and suggests an honorarium of \$100 per meeting for members as well as travel and meeting costs. Trust Council has provided the ITC Board with \$4,000 to fund these expenses in the 2019-2020 fiscal year.

POLICY: Upon review of ITC bylaws and policy, it has come to the attention of staff that ITC committees are not well referenced. Staff are currently working on edits to ITC's Bylaw 1 and will bring edits to a future ITC Board meeting for consideration.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide the final FDAC Terms of Reference and Operating Guidelines to the ITC Board for approval. Staff will also review the Terms of Reference and Operating Guidelines with the Islands Trust Legislative Services Manager.

FIRST NATIONS: None.

4 RELEVANT POLICY(S):

[Bylaw 1: A Bylaw to Regulate Meetings of the ITC Board](#)

[ITC Policy 1.2: Election of ITC Board Chair](#)

5 ATTACHMENT(S): Draft FDAC Terms of Reference and Operating Guidelines

RESPONSE OPTIONS

Recommendation: That the FDAC forward the Draft Terms of Reference and Operating Guidelines to the ITC Board for approval, subject to review from the Legislative Services Manager.

Alternative: That the FDAC amend the Draft Terms of Reference and Operating Guidelines and forward them to the ITC Board for approval as amended, subject to review from the Legislative Services Manager.

Prepared By: Kate Emmings, A/Manager, Islands Trust Conservancy



Fund Development Advisory Committee Terms of Reference and Operating Guidelines

March 26, 2019

BACKGROUND

At its 2017 Board Retreat, the Islands Trust Conservancy Board (ITC Board) (Trust Fund Board at that time) discussed follow up for its Long-term Funding Strategy. In 2018, the ITC Board approved its 2018-2027 Regional Conservation Plan and completed its name change from Islands Trust Fund to Islands Trust Conservancy. With these two large projects complete, the ITC Board is well poised to consider ongoing funding.

At its January 2019 meeting, the ITC Board created a Fund Development Advisory Committee (FDAC) and requested and received funds from the Trust Council, to fund the FDAC.

1. PURPOSE

To provide advice to the ITC Board, the Fund Development Advisory Committee (FDAC) will focus on:

- building on previous work done by the Long-term Funding Committee
- a clear statement of funding needs of the Islands Trust Conservancy (ITC) (short term and long term)
- creation of an action plan to meet funding needs, including recommendations about:
 - staff requirements; and
 - involvement of ITC Board in fundraising.

2. GUIDING PRINCIPLES

The FDAC will be guided by the general principle that efforts to secure funding should respect the values of the Islands Trust and local trust committees (e.g., retaining the social diversity and rural character of the islands).

The committee will also remain committed to maintaining the ITC's positive relationships with other conservancies by being sensitive to the competitive nature of fundraising.

3. ADVICE

The committee is an advisory body of the ITC Board. The committee's advice is intended to inform decisions of the ITC Board.

4. MEETINGS

a. Notification

The date, time and agenda for an upcoming meeting will be provided to committee members at least five working days in advance.

b. Type

As required by the *Community Charter*, FDAC meetings will be open to the public to observe and will be subject to public notice. The committee may move to close meetings to the public in order to discuss matters pursuant to s. 90 of the *Community Charter* (meetings that may or must be closed to the public).

When the Chair considers an issue to be urgent and that calling a regular or special meeting to conduct the voting is impractical, the committee may hold a vote on an urgent matter and pass a resolution without meeting.

5. COMMUNICATIONS

Communications with the media and members of the public regarding the activities of the Islands Trust Conservancy, including the activities of FDAC, are the responsibility of the ITC Board Chair. The ITC Board Chair will be the designated spokesperson regarding the activities of the FDAC, unless otherwise determined by the ITC Board.

While other members of the FDAC are free to have informal conversations with members of the public regarding the activities of the FDAC, they will refer media enquiries, formal enquiries from organized groups and correspondence regarding the activities of the FDAC to the Chair of the ITC Board.

The ITC's Communications and Fundraising Specialist will provide communications assistance to the FDAC in regards to any communications plans, news releases, website postings and other communication matters requested by the FDAC.

Staff will coordinate the public postings of committee meeting agendas and minutes.

The ITC Board will coordinate political liaison with other governments regarding the work of the FDAC, including liaison with the Minister of Municipal Affairs and Housing, other provincial ministers, chairs of Regional Districts and political heads of First Nations.

The Islands Trust's Chief Administrative Officer or the ITC Manager will coordinate liaison with the staff of regional districts, provincial agencies, First Nations and other third parties.

6. MEMBERSHIP

Membership is voluntary. The FDAC members consist of at least three ITC Board members, at least one Trust Council member and at least one resident of the Trust Area. The FDAC may invite additional members of the ITC Board, Trust Council or members of the public to join the committee.

The FDAC shall elect a Committee Chair from among its members. The term of the first Chair shall be until November 26, 2019 or as otherwise decided by the committee.

A new election will be triggered if a vacancy in the Chair position arises for any reason. Elections for Chair shall be guided by the procedures outlined in ITC Policy 1.2 Election of ITC Board Chair policy.

7. ROLES AND RESPONSIBILITIES

The Chair of the FDAC will be responsible for the coordination of meeting agendas and for conducting meetings in accordance with Robert's Rules of Order.

FDAC members will attend meetings as agreed and will participate in the work of the FDAC as assigned by the committee. Missing two consecutive meetings may trigger replacement on the committee.

8. STAFF RESOURCES

The ITC Manager and/or the Communications and Fundraising Specialist will provide staff support to the FDAC, subject to other on-going responsibilities and other requests of the ITC Board.

All Islands Trust staff activities in regards to the FDAC require resolutions from the committee. Staff may not respond to requests from individual Long-term Funding Committee members.

9. TIMELINES

The Long-term Funding Committee will work to meet the following deadlines:

July 1, 2019	Recommendations to ITC Board regarding any activities that would require additional resources in the 2020-2021 fiscal year.
November 10, 2019	Draft action plan complete
January 2020	Finalize an action plan with achievable, assigned activities and present it to the ITC Board for approval.

10. BUDGET

The Trust Council has allocated \$4,000 to the ITC Board for use by the FDAC. The ITC Board will allocate funds from this budget for the operations of the FDAC.

Annually, the FDAC will approve a budget for its activities. An honorarium of up to \$100 per meeting may be available to committee members for meeting preparation and attendance. Committee members will be reimbursed for ferry costs and vehicle travel at the Trustee rate established by the Islands Trust.

¹ At its March 2019 meeting the Trust Council voted to allocate \$4,000 to the ITC Board to support honoraria, travel and meeting costs associated with the FDAC in the 2019-2020 fiscal year. The ITC Board will decide on how to allocate these funds to the FDAC.