



Trust Fund Board Minutes of Regular Meeting

Date: Monday, July 20, 2015
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present Tony Law, Chair
Dereck Atha
Ronald Bertrand
Kate-Louise Stamford
Julie Glover
Susan Morrison

Staff Present Jennifer Eliason, Islands Trust Fund Manager
Kate Emmings, Ecosystem Protection Specialist
Nuala Murphy, Property Management Specialist
Rob Gratton, Communications & Fundraising Specialist
Corlynn Strachan, Secretary

Guest Present Cindy Shelest, Director, Administrative Services
Lenora Lee, auditor from KPMG, joined the meeting at 11:10 am
and left the meeting at 11:35 am.

1. CALL TO ORDER

The meeting was called to order at 10:00 am.

2. APPROVAL OF AGENDA

The following change to the agenda was presented for consideration:

- Item 6.3.6 Islands Trust Council Strategic Plan - Objectives and Strategies was removed and changed to item 6.2.6 Islands Trust Council Strategic Plan - Objectives and Strategies under 6.2 Items for Discussion/Direction.

By **general consent** the agenda was approved as amended

3. CLOSED MEETING

The Trust Fund Board convened the closed portion of the meeting at 10:03 am and resumed in open meeting at 10:55 am to Rise and Report.

TFB-2015-065

It was **MOVED** and **SECONDED**,

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the Trust Fund Board; (g) litigation or potential litigation affecting the municipality; and (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that Jennifer Eliason, Kate

Emmings, Nuala Murphy, Rob Gratton, and Corlynn Strachan be invited to remain in the meeting.

CARRIED

4. RISE AND REPORT

The Trust Fund Board reported on the following items:

- The Trust Fund Board approved its lawyer sending a letter to the neighbour who allegedly committed the trespass on the Mt. Trematon Nature Reserve, stating that ITF staff will begin work remediating the damage to the nature reserve and will seek compensation.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions With-out Meetings

5.1.1 Approval of the May 12, 2015 TFB Regular Meeting Minutes

By **general consent** the Trust Fund Board meeting minutes of May 12, 2015 were adopted.

5.1.2 Approval of the May 12, 2015 TFB-EC Liaison Meeting Minutes

By **general consent** the Trust Fund Board - Executive Committee Liaison meeting minutes of May 12, 2015 were adopted.

5.2 Follow-up Action List

The Trust Fund Board reviewed the Follow-up Action List for information. The ITF Manager noted that Ronald Bertrand was successfully re-appointed to the Trust Fund Board for a three-year term.

6. BUSINESS

6.1 Items for Approval

6.1.1 RFD - Approval of 2014-15 Audited Financial Statements

Lenora Lee, KPMG Auditor, presented the Audited Financial Statements and Audit Findings Report to the Board and noted that audit report is consistent with previous years, with no findings that require action.

TFB-2015-066

It was MOVED and SECONDED,

That the Trust Fund Board accept the Audited Financial Statements for the 2014-15 fiscal year and refer them to Islands Trust Council as an information item.

CARRIED

6.1.2 RFD - Manzanita Ridge Nature Reserve Management Plan, Salt Spring Island

The ITF Property Management Specialist noted the Salt Spring Island Conservancy is considering future edits to the Manzanita Ridge Nature

Reserve Management Plan, and the final draft will be added to the September Trust Fund Board meeting.

6.1.3 RFD - Revised Policy 3.3 Relationships with External Groups

Board members suggested the following edits to the revised policy to be brought to the September Trust Fund Board meeting:

- Item 8 - Island Trust Directors, change Island to Islands
- Item 12 - add word confidential
- Item 15 remove “a” in prepare a briefing
- Item 18 - add “s” to Island in Island Trust
- Item 19 - include reference to First Nations
- Items 25 and 28 - change should to will

6.1.4 RFD - Wallace Point NAPTEP Covenant, North Pender REVISED

The Ecosystems Protection Specialist noted some recent edits to the covenant related to the landowner withdrawing his subdivision application.

TFB-2015-067

It was MOVED and SECONDED,

That the Trust Fund Board authorizes the Chair to sign a revised NAPTEP covenant with 0697595 B.C. Ltd., Inc. No. 0697595 over the land described as PID 008-045-453, Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except Part in Plan 19554.

CARRIED

6.1.5 RFD - CDFCP Conservation Strategy and Local Govt Scenarios

TFB-2015-068

It was MOVED and SECONDED,

That the Trust Fund Board endorses the use of an Islands Trust Fund example as a local government scenario for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Conservation Strategy (2015) and direct staff to communicate this endorsement to the CDFCP Steering Committee.

CARRIED

TFB-2015-069

It was MOVED and SECONDED,

That the Trust Fund Board direct staff to consider referencing the CDFCP Conservation Strategy in the next Regional Conservation Plan.

CARRIED

TFB-2015-070

It was MOVED and SECONDED,

That the Trust Fund Board request staff to forward the CDFCP Conservation Strategy to the Executive Committee and request the Executive Committee include the report in the upcoming September Trust Council package.

CARRIED

6.2 Items for Discussion/Direction

6.2.1 Update on Meeting with Qualicum First Nation

The ITF Manager briefed Board members on the recent meeting with the Qualicum First Nation at their band office, noting that the meeting went well. A trip to Lasqueti planned with the Qualicum First Nations Chief has been postponed until possibly September.

6.2.2 Potential TFB Involvement In Protection of Grace Islet

The ITF Manager provided recent correspondence with Tim Ennis, of the Nature Conservancy of Canada, offering the Islands Trust Fund's assistance with the long term stewardship of Grace Islet, possibly through a covenant.

6.2.3 Briefing - North & South Pender Island Realtor Outreach Event

The Communications and Fundraising Specialist highlighted that the event was successful and well received by participants. Response from realtors and partners was positive; participants noted that they now know where to find more information when needed.

6.2.4 Communications with Local Trustees

Board members discussed the importance of including local Trustees and Local Trust Committees at the beginning of planning of events and using these type of events for relationship building.

6.2.5 Meeting Process

Chair Law noted that he recently attended a seminar regarding Robert's Rules and the meeting chair's role in conducting meetings. He welcomes feedback from Board members on the meeting process. Board members discussed agenda package size and noted that it would be helpful if staff highlighted changes on revised documents and flagged key items.

6.2.6 Islands Trust Council Strategic Plan - Objectives and Strategies

Board members reviewed the circulated draft plan and discussed the previous TFB request. Trustee Morrison and Chair Law agreed to work with the ITF Manager on a revised request via email.

6.3 Updates for Information

6.3.1 Public Acquisitions Update

The Trust Fund Board reviewed the Public Acquisitions Report for information.

6.3.2 Public Covenants Update

The Trust Fund Board reviewed the Public Covenants Report for information.

6.3.3 Communication and Fundraising Report

The Trust Fund Board reviewed the Communication and Fundraising Report for information.

6.3.4 Budget Report

The Trust Fund Board reviewed the Budget Report for information.

6.3.5 Correspondence Regarding Denman Crown Land

The Trust Fund Board reviewed the follow up email from the Denman Island Conservancy regarding the transfer of Crown land on Denman Island to the Ministry of Forests, lands and Natural Resource Operations.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING

The next meeting will take place on September 28, 2015.

9. ADJOURNMENT

By **general consent** the meeting was adjourned at 1:42 pm.

Tony Law, Chair

Certified Correct:

Corlynn Strachan, Secretary