



# Trust Fund Board Minutes of Regular Meeting

**Date:** Tuesday, July 19, 2016  
**Location:** Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

**Board Members Present** Tony Law, Chair  
Ronald Bertrand  
Kate-Louise Stamford (by teleconference)  
Susan Morrison

**Islands Trust Fund Staff Present** Jennifer Eliason, Islands Trust Fund Manager  
Corlynn Strachan, Secretary  
Crystal Oberg, Communications & Fundraising Specialist

**Islands Trust Staff Present** Cindy Shelest, Director of Administrative Services (joined the meeting at 11:00 am and left the meeting at 11:30 am)  
Nancy Roggers, Finance Officer (joined the meeting at 11:00 am and left the meeting at 11:30 am)  
Fiona MacRaid, Senior Intergovernmental Policy Advisor (joined the meeting at 11:30 am)

**Guest** Leonora Lee, Auditor KPMG (joined the meeting at 11:00 am and left the meeting at 11:30 am)

**1. CALL TO ORDER**

Chair Law called the meeting to order at 10:04 am.

**2. APPROVAL OF AGENDA**

By general consent, the Trust Fund Board approved the agenda as presented.

**3. CLOSED MEETING**

The Trust Fund Board convened the closed portion of the meeting at 10:06 am and resumed in open meeting at 10:32 am to Rise and Report.

**TFB-2016-020**

**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; and that Jennifer Eliason, Corlynn Strachan, and Crystal Oberg 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 authorized the Chair to sign a covenant with Karin Fischer and CHI – Association for Conservancy of Hornby Island.

## 5. MINUTES/COORDINATION

### 5.1 Minutes of Meetings/Resolutions without Meetings

#### 5.1.1 Approval of the May 10, 2016 Regular Meeting Minutes

**By general consent**, the Trust Fund Board meeting minutes of May 10, 2016 were adopted.

### 5.2 Follow-up Action List

The Trust Fund Board reviewed the Follow-up Action List for information.

## 6. BUSINESS

### 6.1 Items for Approval

#### 6.1.1 Approval of 2015-16 Audited Financial Statements

Leonora Lee presented the audit findings to the Trust Fund Board, reporting that accounting standards remained the same, the audit was consistent with previous years, there were no material errors or adjustments, and that statements were prepared accurately.

#### **TFB-2016-021**

**It was MOVED and SECONDED,**

that the TFB requests KPMG to amend the wording in Note 8 of the Financial Statements, changing the heading “Property Management” to “Administration”.

**CARRIED**

#### **TFB-2016-022**

**It was MOVED and SECONDED,**

that the Trust Fund Board accept the Audited Financial Statements as amended for the 2015-16 fiscal year and refer them to Islands Trust Council as an information item.

**CARRIED**

### 6.2 Items for Discussion/Direction

#### 6.2.1 Trust Fund Board Input into Trust Council Visioning Exercise

Board members discussed the importance of Trust Fund Board input into Trust Council’s process and the idea of ITF being the “core” of Islands Trust work.

#### **TFB-2016-023**

**It was MOVED and SECONDED,**

that the Trust Fund Board request that the Executive Committee include in the visioning process the Islands Trust Fund’s vision, how it was developed and its role in achieving the object of the Islands Trust.

**CARRIED**

6.2.2 Briefing - Summary of Recent Fund Development Training

The Communications and Fundraising Specialist briefed Board members on a recent training session, Gift Planning Fundamentals, and highlighted current trends in charitable giving, the importance of continued engagement of donors and emphasised increasing opportunities for staff and Trust Fund Board members to engage with islanders “face-to-face”.

**6.3 Correspondence**

6.3.1 Sharp-tailed Snake Recovery Planning Response

Board members reviewed the response letter to Canadian Wildlife Service.

6.3.2 Maritime Meadows Critical Habitat Amendment Review

Board members reviewed the response letter to Parks Canada.

6.3.3 2016-07-07 Tsawout First Nation Letter re: Owl Island

Board members received the letter for information, discussed response options, and potential relationship building and partnerships with First Nations.

**TFB-2016-024**

**It was MOVED and SECONDED,**

that the Chair be requested to reply to the letter from Chief Harvey Underwood indicating the Trust Fund Board’s support for protecting the significant values of Owl Island and that the Board has requested staff to provide advice on tools available to achieve this.

**CARRIED**

**TFB-2016-025**

**It was MOVED and SECONDED,**

that staff be requested to provide the Trust Fund Board with information and recommendations on potential tools available for protecting the values of Owl Island.

**CARRIED**

**TFB-2016-026**

**It was MOVED and SECONDED,**

that the September 2016 meeting of the Trust Fund Board include discussion of a possible process to incorporate recognition of First Nations rights and interests in Islands Trust Fund policies, key documents and communications.

**CARRIED**

**TFB-2016-027**

**It was MOVED and SECONDED,**

that the Trust Fund Board requests the CAO of the Islands Trust to enable the Senior Intergovernmental Policy Advisor to provide advice to

the Trust Fund Board on key elements of recognizing First Nations rights and interests in Islands Trust Fund policies, key documents and communications.

**CARRIED**

#### **6.4 Updates for Information**

##### 6.4.1 Public Acquisitions Update

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

##### 6.4.2 Public Covenants Update

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

##### 6.4.3 Communication and Fundraising Report

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

##### 6.4.4 Property Management Specialist Report

The Trust Fund Board reviewed the Property Management Specialist Report for information.

##### 6.4.5 Budget Report

The Trust Fund Board reviewed the Budget Report for information.

#### **7. NEW BUSINESS**

There was no new business.

#### **8. NEXT MEETING**

The next Trust Fund Board meeting will take place on September 19, 2016.

#### **9. ADJOURNMENT**

**By general consent**, the meeting adjourned at 1:31 pm.

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Tony Law, Chair

Certified Correct:

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Corlynn Strachan, Secretary