



Trust Fund Board Minutes of Regular Meeting

Date: Monday, July 21, 2014
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Board Members Present **Tony Law, Chair**
Dereck Atha
Julie Glover
Peter Luckham
Susan Morrison

Board Members Regrets **Rob Grant**

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

Others Present **Guest: Ron Bertrand**

Lenora Lee (KPMG) joined the meeting at 11:30 am and left the meeting at 12:00 pm.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

7.1 Island Conservation Events - Trustee Involvement

By general consent the agenda was approved as amended.

3. CLOSED MEETING

The Trust Fund Board convened the closed portion of the meeting at 10:05 am and resumed in open meeting at 10:48 am to Rise and Report.

3.1. Motion to Close the Meeting

TFB-2014-021

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

CARRIED

4. RISE AND REPORT

The Trust Fund Board reported on the following decisions from the Closed meeting:

- The Trust Fund Board approved the transfer agreement for the McFadden Creek Nature Sanctuary, Salt Spring Island, and authorized the Chair (or his designate) to sign the covenant in favour of the Salt Spring Island Conservancy and the right of first refusal in favour of the WBT Wild Bird Trust of British Columbia.
- The Trust Fund Board directed staff to write to the lawyer of a Salt Spring Island landowner indicating a willingness to allow the use of the existing cabin within the proposed covenant area until the family no longer owns the land and retracting the requirement for the future removal of the building.

5. MINUTES/COORDINATION

5.1. Minutes of Meetings/Resolutions With-out Meetings

5.1.1. Trust Fund Board Minutes of May 5, 2014

The following change was made to the May 5, 2104 minutes:

6.1.1. "The Trust Fund Board the reviewed" was changed to "The Trust Fund Board reviewed".

By general consent the Trust Fund Board Minutes of May 5, 2014 were adopted as amended.

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. RFD 2013-2014 Audited Financial Statements

Lenora Lee (KPMG) presented the Audited Financial Statements for 2013-14 and the 2013-14 Audited Findings Report to the Trust Fund Board.

The Trust Fund Board requested the following changes:

- Note 3: Add island names to five nature reserves
- Note 3: Move Burren's Acres Nature Reserve, John Osland Nature Reserve, and Valens Brook Nature Reserve to list of Ecological Gifts under Note 5.

TFB-2014-022

It was MOVED and SECONDED,
that the Trust Fund Board accept the Audited Financial Statement for the 2013-2014 fiscal year as amended and refer them to Islands Trust Council as an information item, as amended.

CARRIED

6.1.2. RFD Opportunity Fund Request - GCA Finlay Lake

The Trust Fund Board reviewed the income and expenditures of the Opportunity Fund in the past year, and determined a reduced amount should be granted. The Board also discussed their interest in holding a covenant on the land.

TFB-2014-023

It was MOVED and SECONDED,
that the Trust Fund Board approves an Opportunity Fund grant of \$1,300 to the Galiano Conservancy Association for costs associated with an appraisal of Lot 1, Block 9, District Lot 5, Galiano Island, Cowichan District (PID 006-620-965) and directs staff to express the interest of the Trust Fund Board in becoming a covenant holder on this property.

CARRIED

6.1.3. RFD ITF Contact Database - Budget Approval

The Trust Fund Board members discussed the increase in cost for the ITF DonorPro Database and updating the Financial Planning Committee on the full cost of the database project.

TFB-2014-024

It was MOVED and SECONDED,
that the Trust Fund Board approve the expenditure of up to \$8,500 of ITF's base budget on the customized DonorPro contact database.

CARRIED

6.1.4. RFD Cyril Cunningham Nature Reserve Covenant

The Ecosystem Protection Specialist provided the Trust Fund Board with a late document outlining revisions to the Cunningham Nature Reserve Covenant.

1) Section 14.3(c), the Habitat Acquisition Trust address has been revised to reflect their new office and fax number as follows:

Habitat Acquisition Trust
825 Broughton Street
Victoria, BC V8W 3S2
Fax: 250-995-2428

2) The baseline report has been amended as follows:

a. Section 4.2: "There are no structures in the Covenant Area" was removed

b. Section 6.1, vegetation type 3: The Latin name for California Brome was corrected - *Bromus carinatus*

c. Section 6.2, power line maintenance: The following was added to the end of the paragraph: "There is no use of herbicides by BC Hydro in the power line corridor and BC Hydro has confirmed that its records show no use of herbicides in the last 30 years in the area (McCormick, June 27, 2014)."

d. Section 8.0: A reference for the information above was added: "McCormick, Tara. Email June 27, 2014 to Carrina Maslovat."

TFB-2014-025

It was MOVED and SECONDED that the Trust Fund Board approve the conservation covenant for the Cunningham Nature Reserve (PID 018-650-422, Lot B, Section 32, South Salt Spring Island, Cowichan District, Plan VIP58173), in favour of the Habitat Acquisition Trust and the Salt Spring Island Conservancy, as amended, and direct the Chair (or his designate) to sign the covenant.

CARRIED

6.1.5. RFD Approval of New Annual Monitoring Procedure

The Trust Fund Board members discussed "working alone" procedures and noted that cell phone coverage on some islands is not always available. The need for a broader Islands Trust staff procedure on working alone was noted.

TFB-2014-026

It was MOVED and SECONDED, that the Trust Fund Board approve the new ITF Procedure 2.3.1 Annual Monitoring as amended.

CARRIED

6.1.6. RFD Appleby NAPTEP Covenant Approval

The Ecosystem Protection Specialist noted the covenant is ready to sign and highlighted changes to Section 7.2, Section 8.5 and to Article 12. The Salt Spring Island Conservancy is the covenant co-holder and will approve the covenant in August 2014.

TFB-2014-027

It was MOVED and SECONDED,
that the Trust Fund Board authorizes the Chair (or his designate) to sign a NAPTEP covenant with Laurence Appleby over the land described as "Lot A, Section 15, Range 5 East, North Salt Spring Island, Cowichan District, Plan 50764, Except that part in Plan VIP57454," PID 016-226-500.

CARRIED

6.2. Items for Discussion/Direction

6.2.1. CHI Geoduck Letter 2014-Apr-19

The Trust Fund Board reviewed the letter from the Hornby Island Conservancy (CHI) to Fisheries and Oceans Canada regarding the Integrated Geoduck Management Framework Program.

6.3. Updates for Information

6.3.1. Public Acquisitions and Covenants Update

The Trust Fund Board reviewed the public acquisitions and covenants reports for information.

6.3.2. Communication and Fundraising Report

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

6.3.3. Property Management Specialist Report

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

6.3.4. 2014-2015 Budget Report

The Trust Fund Board reviewed the Budget Report for information.

6.3.5. Annotated NAPTEP Covenant (Revised)

The Trust Fund Board reviewed the revised NAPTEP Annotated Covenant. The Ecosystem Protection Specialist highlighted the revisions to section 8 and the increase to the Rent Charge Amount to \$6,000.

Board members and staff discussed some other potential edits to the format and text of the introduction.

7. NEW BUSINESS

7.1. Island Conservation Events - Trustee Involvement

Some Trust Fund Board members discussed the importance of Trustees participating in local island events. Trustee Morrison used the recent Squitty Bay Fun Day event on Lasqueti Island as an example.

8. NEXT MEETING

The next meeting will take place on September 18, 2014.

9. ADJOURNMENT

The Trust Fund Board members expressed their gratitude for Robert Grant's participation on the Trust Fund Board and wished him well in his future endeavors.

By General Consent, the Trust Fund Board meeting adjourned at 1:28 pm