



## POLICY MANUAL

Code: TFB 03004

Policy X    Procedure     Guideline

Title: Board Approval of Land and Financial Transactions Policy

Approved By: Trust Fund Board

Approved: May 13, 2003  
Resolution #: TFB 03/574

Chairperson signature:

Further References: **Disposition of Donations Policy**

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**PURPOSE:** To establish the general process by which approvals will be provided for projects to be undertaken by the Islands Trust Fund.

### **BACKGROUND**

The *Islands Trust Act* requires the Trust Fund Board to prepare a trust fund plan, at least once every 5 years, to outline policies on acquisition, management and disposal of property, policies on investment of money, goals for major acquisitions of property, and other matters as required by the Minister.

In addition to providing general policies, the Trust Fund Board has used the Trust Fund Plan as a strategic plan to outline its 5-year priorities, goals, and policies relating to these priorities and goals. The Plan guides subsequent strategic action plans that outline objectives, actions and performance indicators to achieve the higher level strategic goals and priorities.

The Islands Trust Fund Plan and 5-Year Strategic Plans are approved by the Board and provide general direction to Islands Trust Fund staff regarding appropriate programs and projects. New programs and projects are brought to the Board for approval before staff undertake them.

Further, the 2003 – 2007 Islands Trust Fund Plan, in section 5.3.3, indicates that:

“To ensure financial accountability, the Islands Trust Fund will:

- Track all disbursements and provide the Board with regular updates,
- Require prior approval from the Islands Trust Fund Manager for expenditures up to and including \$5,000, and
- Require prior approval of the Board Chairperson for expenditures in excess of \$5,000 unless a prior resolution from the Board or policy of the Board exists authorizing such an expenditure.”

## **DETAILS:**

### **Conservation Projects (Covenants and Acquisitions)**

1. Staff will provide a report to the Trust Fund Board on each conservation proposal received (e.g. conservation covenant or acquisition project for review and consideration).
2. The Board must provide approval to take on a new project before staff invests any significant time or resources in a project. Staff may undertake initial investigations/work as needed to provide the Board will adequate information and a recommendation regarding the project or program to ensure informed decision-making.
3. Once Board approval has been given to a conservation proposal, staff will undertake all necessary steps to complete the project as indicated in the conservation proposal. All financial transactions related to projects will be approved by the Islands Trust Fund Manager.
4. If significant, substantive changes occur during the processing of a project staff will bring a report to the Board for discussion and direction. Otherwise, staff will keep the Board apprised of the project’s progress through update reports at Board meetings.
5. Where a covenant is complete, has been reviewed by the ITF’s legal counsel, and is ready for signature/registration, staff will request approval of the Board for the Chairperson, or other Board member, to sign the covenant for registration.
6. Funds for acquisition projects will be disbursed in accordance with the Board’s related policy and only when all necessary steps (e.g., surveys, covenants, appraisals, etc.) are complete to the satisfaction of the Islands Trust Fund Manager.
7. Staff will provide regular update reports regarding budget and bank account expenditures so as to keep the Board aware of the Islands Trust Fund financial situation.

### **Other Programs and Projects**

8. The Islands Trust Fund Manager will provide a staff report to the Trust Fund Board each year, prior to budget submissions, recommending programs for the following fiscal year. The Board will discuss the recommendations in light of the Islands Trust Fund Plan and Five Year Strategic Plan and will determine which programs and projects it wishes to take on. Related budget submissions will be provided to Management at the direction of the Board.
  
9. If, at any time during the year, the Islands Trust Fund Manager believes that the Board should take on a new project or program that is not in the current annual work program, the Manager will provide a staff report to the Trust Fund Board for discussion and direction. The program or project will not be taken on unless the Board approves it.