



ISLANDS TRUST FUND

## POLICY MANUAL

Code: TFB 01006

Policy  Procedure  Guideline

Title: Communicating Information regarding Covenant and Acquisition Projects

Approved By: Trust Fund Board

Date: November 15, 2001

Resolution #TFB 01/441

Revised: January 16, 2002 for TC Referral

Revoked: May 15, 2002 and replaced with new policy dated May 7, 2002, for TC Referral

Date: July 10, 2002

Resolution # TFB02/489

Chair Signature:

**Further References: Procedures for Communicating Information regarding Covenant and Acquisition Projects and New Conservation Proposal Outline (May 2002) and Revised Conservation Proposal Outline (May 2002).**

---

### Purpose:

To provide a guideline regarding communication of information about conservation covenant and land acquisitions projects of the Trust Fund Board, particularly Local Trust Committees and Island Municipalities.

### Background:

The Islands Trust Fund can receive donations of land and interests in land (e.g., covenants) and can purchase lands for conservation purposes. Negotiations related to such acquisitions are confidential to the Board and its related staff.

Local trustees have asked that they be informed of land conservation projects that are on-going on their islands.

The 1996 Memorandum of Agreement between the Islands Trust Council and the Trust Fund Board has been revised to require the Board to create a policy and procedure regarding communications about land conservation projects.

### Policy:

#### **General**

1. The Trust Fund Board's (Board) land conservation negotiations are confidential and will be treated as such by all Board members and staff of the Islands Trust Fund.

May 15, 2002 TFB Meeting

Tfb/policy/01006 Communicating Information on Confidential Projects (July 2002)

2. Generally, information about on-going covenant and land donation projects will not be discussed or announced publicly until the project is complete.

### **Projects Initiated by Local Trust Committee/Island Municipality and Landowner**

3. If an Local Trust Committee wishes to initiate a project with the Trust Fund Board the following will be required before the Board will consider the project:
  - the Local Trust Committee/Island Municipality to facilitate a meeting of Islands Trust Fund and Planning staff with the landowner, if necessary, to determine if the project meets the criteria of the Trust Fund Board and to explain the Board's processes and timeframes
  - Islands Trust Fund staff to conduct a site visit if it appears the project fits the Board's criteria to document the features and values and property characteristics
  - A conservation proposal from the landowners, or planner on behalf of the LTC/IM, (see conservation proposal outline May 2002). The conservation proposal will clarify that the landowner's position regarding the dissemination of information.
4. Following the Board's meeting, Islands Trust Fund staff will notify the landowners, Local Trust Committee/Island Municipality and planning staff to let all know if the proposal is accepted or not.
5. If the Board accepts the proposal Islands Trust Fund staff will work with the local planning staff and Local Trust Committee/Island Municipality to further the project as it relates to the Trust Fund Board. The Board generally does not comment on details of planning applications but only on the project as it relates to the Trust Fund Board interests.
6. When completed, the project will be jointly announced, unless the Local Trust Committee / Island Municipality do not wish to do so, in which case the Trust Fund Board will announce the Board's involvement in the project.

### **Land or Covenant Donations Initiated directly between the Board and Landowner**

7. The conservation proposal form of the Trust Fund Board will include questions for the landowner regarding permission to let the Local Trust Committee/Island Municipality and appropriate staff know of project (e.g. the intent of the project and the location of the property). Further, the landowner will be asked if they approve of the information being made public or if they wish to have it remain confidential (i.e., Board, LTC, appropriate staff) until the project is complete.
8. Based on the landowner's wishes, Local Trust Committee/Island Municipality members and staff may be requested to keep all information provided by the Board relating to a covenant or land donation confidential until such time as the project is completed by the Trust Fund Board (i.e., confirmation of covenant registered on title or land transferred to the Board).
9. If the landowner provides written permission allowing the Trust Fund Board to make the project, or any part of the project, publicly known, Islands Trust Fund staff will determine the best means and timing for a public announcement and will discuss the proposed timing with the island planner and will notify the local trustees prior to any announcement.

10. If the landowner does not provide permission to communicate details of the project to the Local Trust Committee and/or Planner the Board will notify the Local Trust Committee that it is working on a project within the Local Trust Area and, at the request of the landowner, all information will remain confidential until the project is completed.
11. Islands Trust Fund will publicly announce conservation accomplishments in a variety of ways based on the particulars of each project. If the landowner has indicated a willingness to have information made public before completion of the project, the Landowner and Islands Trust Fund staff, with partner groups and the island planner will determine the best method and timing for any announcement. Involvement of the Board and the Local Trust Committee will be invited.
12. Generally, Islands Trust Fund will not hold media events for completed projects (land donations or covenant projects) but will assist with and attend, as possible, such events planned by partner groups.

**Projects Initiated by Other Individuals or Groups (e.g. trustee, conservancy, interested party) - most often purchase projects/occasionally covenants**

13. The Trust Fund Board will require, through the conservation proposal, that the individual or group provide signed correspondence from all landowners including:
  - name(s), address(es), contact number(s) of all owners
  - an indication that the landowners have seen and are in agreement with the proposal
  - an indication regarding if they agree to have confidential information about the project provided to the Local Trust Committee/Island Municipality and planner responsible for their island, or not
  - their permission for a site visit to be conducted if necessary
  - an indication regarding whether the individual submitting the proposal is acting on behalf of the landowner and can be provided with confidential information or not.
14. If the Board accepts the project and the landowner has indicated information can be provided to the Local Trust Committee/Island Municipality, the Board will send a confirmation letter to the project initiator and any partner groups, the landowner, the Local Trust Committee/Island Municipality, and planning staff for the island indicating the Board's acceptance and providing the key project information.
15. In some circumstances during a project (such as purchase projects) information may be confidential between the Trust Fund Board and the group (acquisition partners) initiating the proposal (e.g., while negotiating an offer to purchase the negotiations, appraisal, etc. are confidential to the Board and are not provided to the owner).
16. Islands Trust Fund staff will provide brief written updates to the Local Trust Committee/Island Municipality, through the island planning staff, regarding the progress of the project.
17. If the landowner has provided approval for the project to be publicly announced the Islands Trust Fund staff will consult with the planning staff and project partners regarding when and how to best announce the project. Planning staff will be asked to address the question with their local Trustees/Islands Municipality reps.
18. On land purchase projects, the Board will work with its acquisition partner groups to raise public awareness of the land project(s) and the need for contributions as soon as possible after notifying the Local Trust Committee and appropriate staff of the project.

19. If the landowner does not provide permission to communicate details of the project to the Local Trust Committee/Island Municipality and/or Planner, the Board will notify the Local Trust Committee/Island Municipality that it is working on a project within the Local Trust Area and, at the request of the landowner, all information will remain confidential until the project is completed.
20. As necessary, as soon as the project is completed, Islands Trust Fund staff will contact the Local Trust Committee/Island Municipality to make them aware of the conservation success on their island.
21. The Board will use the Islands Trust's electronic newsletter, or other internal vehicles, to provide all trustees with information about completed conservation projects.
22. The Trust Fund Board will provide an update of completed projects at each Trust Council meeting (through its report).

G:\TFB\MEETINGS\RegularBrd\2002\May\3.3 May 02 Draft Policy -Communicating Information.doc