



POLICY MANUAL

Code: TFB 03006

Policy X Procedure Guideline

Title: Relationships with External Groups Policy

Approved By: Trust Fund Board

Approved: May 13, 2003
Resolution #: TFB 03/575

Chairperson signature:

Further References:

PURPOSE: To clarify various aspects regarding how the Trust Fund Board will develop and maintain relationships with the external groups with whom it works.

BACKGROUND

The Islands Trust Fund Plan includes the following policies regarding External Relationships:

Government

4.2.14 The Board will participate, as possible, in government programs and initiatives that are related to land protection and conservation or that might help achieve the mandate of Islands Trust in other ways.

4.2.15 The Board will work with other groups to encourage the federal and provincial governments to improve incentives for private land conservation purposes through the establishment or improvement of government programs and tax incentives.

Conservation Groups

4.2.12 The Board will, in some instances, actively seek assistance from or provide assistance to community groups and/or other agencies for the acquisition of significant properties.

4.2.13 In instances deemed appropriate by the Board, it will participate in campaigns to raise funds for the purchase of a desired property.

4.2.16 In instances deemed appropriate by the Board, it will acquire land on behalf of another agency or group and will give or lease the land to that agency or group under an appropriate legal agreement which reflects the policies and requirements of the Trust Fund Plan and requires conservation in perpetuity.

4.3.1 The Board will, when possible, strengthen relationships with other conservation groups working within the Trust Area by providing organizational or technical assistance with projects, organizing or supporting conservation workshops, providing information on land stewardship, or holding joint conservation covenants.

4.3.2 The Islands Trust Fund will build relationships with others by:

- providing opportunities for the public to learn about land conservation and to become involved in its conservation projects,
- establishing an Islands Trust Fund stewardship acknowledgement program to recognize the conservation efforts of property owners who undertake private stewardship initiatives with the Board,
- establishing a donor recognition program for individuals, corporate donors, and other funders of conservation projects undertaken by the Islands Trust Fund, and
- recognizing its current conservation partners in all press releases and public announcements.

Landowners

4.2.1 The Trust Fund Board will encourage owners of land within ecologically significant areas or with significant characteristics or values identified in Policy 4.1.4 to protect their land using binding conservation strategies and will work with interested owners as possible to achieve protection of significant areas on all the Islands.

4.2.5 The Board will generally share the costs associated with the protection of land (e.g., surveys, appraisals, baseline inventories) with all parties to the project (e.g., landowners, co-covenant holders, other conservation groups) to lessen the burden on any one party.

In addition, The Trust Fund Board felt it was necessary to have additional operational policies regarding external relationships.

DETAILS:

Correspondence

1. All written communications from the Trust Fund Board or Islands Trust Fund should be on the official ITF letterhead.
2. Correspondence addressed to the Trust Fund Board or Board Chairperson will be copied to the Chairperson and where the Chairperson deems it necessary, will be added to the next regular meeting agenda for Board reference.
3. The positions expressed and requests made in correspondence from staff of the Islands Trust Fund should be consistent with decisions and/or policies of the TFB.
4. Use of Islands Trust Fund letterhead by the Trust Fund Board should be restricted to the TFB Chairperson and positions expressed and requests made in correspondence from the Chairperson of the Trust Fund Board should be consistent with decisions and/or policies of the TFB.
5. Letters drafted by staff for the TFB Chairperson should be sent only after review and approval of the TFB Chairperson or another TFB member delegated by the Chairperson.
6. Letters drafted by the Chairperson should be sent only after review as to their suitability and content by the Islands Trust Fund Manager or another staff delegated by the Manager.
7. When the subject matter of a piece of correspondence relate directly to the interests of Trust Council, a Local Trust Committee, and/or another agency or organization, that correspondence will be copied to the Trust Council Chairperson; the applicable Local Trust Committee; the applicable Island Trust

Directors, and Managers or Coordinators within Islands Trust; and to any relevant representatives of external agencies or organizations.

8. Generally, correspondence to the Trust Fund Board will be followed-up on within one week of receipt. Such follow-up should include a phone call to indicate the correspondence has been directed to the Board Chairperson for the next regular meeting of the Board and a written response within a week of the Board's direction.

Relationship with Government

8. As deemed appropriate by the Trust Fund Board, the Board will work with other groups to encourage the federal, provincial, regional and municipal governments to improve incentives for private land conservation through the establishment and improvement of government programs and tax incentives.
9. The Trust Fund Board, as deemed necessary by the Board, will meet with provincial or federal political representatives to request assistance with conservation related projects within the Islands Trust Area.
10. The Islands Trust Fund staff will work to establish and maintain good working relationships with government representatives in the fields of conservation and land protection.
11. All new programs or projects undertaken by the TFB involving a government agency should be communicated to the Executive Director and the Director of Trust Services and periodic updates will thereafter be provided as the work evolves.
12. If timely responses (i.e. within one month of date of correspondence or request) are not forthcoming from government representatives with whom the Trust Fund Board is working on a project, the Executive Director and Director of Trust Area Services will be asked to intervene.
13. The Islands Trust Fund will acknowledge all government partners in conservation projects undertaken by the Board when preparing public announcements and media releases.

Relationships with Conservation Organizations

14. The Trust Fund Board and staff should foster positive communications with local, regional, provincial, and national land conservation organizations and community groups in order to encourage land stewardship and positive working relationships within the Islands Trust Area.
15. The Trust Fund Board will meet with the Boards of Islands Trust Area conservancies regularly, subject to opportunity and available resources.
16. Where possible, the Trust Fund Board will initiate or participate in joint ventures with other conservation organizations within the Islands Trust Area.
17. The Trust Fund Board should assist conservation and community groups working in the Islands Trust Area, by sharing its experience and expertise; providing organizational or technical assistance; organizing or participating in conservation-related workshops; and providing information on land stewardship, subject to Board, staff and resource availability.
18. The Islands Trust Fund should always recognize all official project partners in public announcements and media releases.

Relationships with Landowners

19. The Islands Trust Fund will respond to landowner enquiries in a timely manner and provide additional information as appropriate in response to landowner questions.
20. The Islands Trust Fund staff will work to maintain good working relationships with landowners who are working with the Board on conservation and land protection projects.
21. Landowners who donate conservation covenants or land will be acknowledged and thanked by the Trust Fund Board in an appropriate manner upon completion of a project.
22. The Trust Fund Board will invite landowners who have made significant donations to the Islands Trust Fund to special events that it may organize from time to time.