



Islands Trust Conservancy Board

Regular Meeting Agenda

Date: Tuesday, November 18, 2025
Time: 10:00 a.m. - 3:10 p.m.
Location: Electronic Zoom Meeting

Pages

1.	CALL TO ORDER	
2.	TERRITORIAL ACKNOWLEDGEMENT	
3.	APPROVAL OF AGENDA	
3.1	Introduction of New Items	
3.2	Approval of Agenda	
4.	CLOSED MEETING	
4.1	Motion to Close the Meeting	
5.	RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
	None	
6.	ADOPTION OF MINUTES	
6.1	Draft Regular ITC Board Meeting Minutes of October 3, 2025	3 - 10
7.	FOLLOW UP ACTION LIST	11 - 20
8.	BUSINESS	
8.1	Items for Approval	
8.1.1	Proposed 2026-27 ITC Board Meeting Schedule - RFD	21 - 24
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8.1.3	Koontz NAPTEP Covenant - Funding Request EcoGift Appraisal -RFD	42 - 44
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8.2	Items for Discussion/Direction	
8.2.1	2026-27 Draft Budget – Financial Planning Committee Resolution to the Islands Trust Conservancy Board - BRF	57 - 61

8.2.2 Update Five-Year Plan Project and Timeline/First Nations Engagement Update - BRF (verbal)

8.2.3 Policy Statement 101 – verbal briefing with Q & A (10 min)

8.3 Correspondence

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8.4 Updates for Information

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8.4.2 Public Covenants Report 66 - 72

8.4.3 ITC's 3rd Quarter Report - to Trust Council 73 - 76

8.4.4 Executive Committee Update - Trustee Elliott (verbal)

8.4.5 Financial Planning Committee Update - Trustees Yates/Elliott (verbal)

8.4.6 Trust Council Update - Trustee Yates (verbal)

8.4.7 Governance Committee Update - Chair Gauvreau (verbal)

9. PUBLIC COMMENTS AND DELGATIONS

10. NEW BUSINESS

11. NEXT MEETING

The next meeting is scheduled for January 20, 2026 at 10 a.m. and will be held electronically.

12. ADJOURNMENT



Islands Trust Conservancy Board

Minutes of the Regular Meeting

Date: Friday, October 3, 2025
Time: 10:00 am
Location: Electronic Meeting

Physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

Board Members Present Lisa Gauvreau, Chair
Risa Smith, Appointed trustee
Susan Yates, Trustee
Tanner Timothy, Vice-Chair
Tobi Elliott, Trustee

Board Members Regrets Jeanine Georgeson, Appointed Trustee

Staff Present Clare Frater, Director, Trust Area Services
Joe Elliot, Senior Indigenous Relations Advisor
Kathryn Martell, Ecosystem Protection Specialist
Wendy Tyrrell, Acting Manager
Jill Allan, ITC Administrative Assistant

Members of the public One member of the public attended for a short period of time.

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Gauvreau acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

3.1 Review of Agenda and Introduction of New Items

There were no new items added to the agenda.

Chair Gauvreau noted that item: 7.1.3 Ruby Alton Nature Reserve Updated Management Plan – Request for Decision, was removed from the agenda to provide more time for staff to prepare the extensive materials, these items will be presented at a future meeting.

3.2 Approval of Agenda

By general consent the agenda was approved, as amended

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

No items for Rise and Report.

5. ADOPTION OF MINUTES

5.1 Draft ITC Board Meeting Minutes of July 22, 2025

By general consent, the Islands Trust Conservancy meeting minutes of July 22, 2025 were adopted as presented.

5.2 Draft ITC Special Board Meeting Minutes August 27, 2025

By general consent, the Islands Trust Conservancy meeting minutes of August 27, 2025 were adopted as presented.

6. FOLLOW UP ACTION LIST

Board Members reviewed the Follow Up Action List and Manager Tyrrell answered questions and provided updates about:

- Status of *'exploring options and research potential climate change projects on ITC protected areas'*
- Exploring an whistleblower law for ITC Board
- Ruby Alton Endowment Fund – investigating alternative investment opportunities
- strategizing the work around the climate change emergency on ITC protected areas – how it fits into the potential indicators plan – and how to work in tandem with Islands Trust (Clare Frater)
- Managing and stewarding ITC protected lands

7. BUSINESS

7.1 Items for Approval

7.1.1 2026-27 Budget Request – Request for Decision

Manager Tyrrell presented 2026/27 draft Budget information for the Board's consideration.

Discussion ensued to clarify:

- Budget requests and business cases to expand staffing;
- Timing of hiring process;
- Extension of the SAR Coordinator position by one month;
- How ITC Board's use of the Opportunity Fund relates to the presented budget - that this could be a discussion for the November meeting, and to ensure we discuss with First Nations during engagement on the Five -Year Plan;
- How the new staff positions requested will support the development of the Five -Year Plan the timing of hiring for new staff positions;
- Clarification about the roles of the staff for monitoring compliance - how new the monitoring contract would relieve a sum of the strain on Protected Areas Management (PAM) Team by taking the compliance of this monitoring external again;
- The significance of the lack of a PAM data management system and software and how it impacts and limits pro-active planning and the work of the ITC;
- Draft Reconciliation Action Plan and the importance of asking the First Nations for feedback early in the process and defining policy to support this;
- Support for a trust wide policy instead of an isolated ITC policy;
- The desire to change the business case around the First Nations engagement capacity funding, to select the \$110,000 option and then; and
- Edits needed to make the protected area management business case clearer.

ITC-2025-035

It was MOVED and SECONDED

that the Islands Trust Conservancy Board approve the draft 2026/27 ITC Budget as amended per discussion at the board meeting of October 3, 2025 and direct staff to provide it to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2026/27 budget, along with associated amended business cases.

CARRIED

ITC-2025-036

It was MOVED AND SECONDED

that the Islands Trust Conservancy Board recommend that Trust Council add an additional budget guideline for 2027/28 that considers the Conservancy's Regional Conservation Plan and the need for increases to accommodate protected area management planning and operation costs of newly acquired protected areas to ensure the Islands Trust Conservancy is adequately resourced.

CARRIED

7.1.2 WSÁNEĆ Lands Trust's ŁENENITEL Community of Practice - Request for Decision

Staff Martell presented about participating in WSÁNEĆ Lands Trust's ŁENENITEL Community of Practice.

Discussion ensued about:

- The opportunity to be a part of the WSÁNEĆ Lands Trust's ŁENENITEL Community of Practice;
- Staff capacity to attend additional Communities of Practice as other First Nations develop them and invite ITC to participate; and
- The Trustees' support for developing more inclusive policies and seeing engagement relationships come together.

ITC-2025-037

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board endorse the continued participation of staff in the ŁENENITEL Community of Practice as authorized by the Islands Trust Conservancy Manager.

CARRIED

ITC-2025-038

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board endorse the ŁENENITEL Community of Practice (CCP) Terms of Reference and request the Islands Trust Conservancy Chair or Authorized Signatory to sign on behalf of the Islands Trust Conservancy Manager.

CARRIED

7.2 Items for Discussion/Direction

7.2.1 Bylaw Referral - Policy Statement Bylaw No. 183 - Briefing

Director Clare Frater presented the Bylaw Referral - Policy Statement Bylaw No 183 Briefing. The Board received the briefing for information.

Discussion followed about:

- The nuance of the language chosen;
- The long process to understand what we can and can't do;
- Our growing partnership and relationship with First Nations;

- Trustees request to meet about the Policy Statement in January instead of November;
- Request Policy Statement reports be provided to board, attached to the briefing;
- Inviting Senior Policy Advisor Jason Youmans to the January 20, 2026 meeting or possibly a dedicated session with Senior Policy Advisor Jason Youmans.

7.2.2 2026-2027 Financial Planning Committee Pre-Budget Survey - Briefing

Director Clare Frater presented the Financial Planning Committee Pre-Budget Survey Briefing and Report to the Board.

Discussion followed about:

- Good to read that there was both positive and critical comments from the public;
- The public's confusion between *Islands Trust Conservancy* and *Islands Trust Council* and the public referring to *Islands Trust Conservancy* as the *Conservancy*
- The respect for the work of Islands Trust Conservancy.

7.3 **Correspondence**

No Correspondence

7.4 **Updates for Information**

7.4.1 Public Acquisitions Report

The Board reviewed the Public Acquisitions Report for information. The Islands Trust Conservancy Board received the Public Acquisitions Report for information and requested staff update the report to reflect recent Crystal Mountain correspondence.

7.4.2 Public Covenants Report

The Islands Trust Conservancy Board reviewed the Public Covenants Report for information.

7.4.3 Budget Report

Received for information.

7.4.4 ITC Quarterly Report

Received for information.

7.4.5 Executive Committee Update

- Trustee Elliott presented the Executive Council Update for the Board's consideration. Policy update: EC clarified its legislative role — now makes

recommendations (not approvals) to Council for nonprofit fee sponsorships and heritage grants.

- UBCM Convention: Chair Patrick, Vice Chair Peterson, and Trustee Yates attended with staff support. Presented *Tiny Homes in the Trust Area* project; strong provincial and media interest. Also met with the Ministry of Water, Land & Resource Stewardship to discuss renewal of the Crown Lease Protocol Agreement and improved referral processes with First Nations.
- Two staffing-related business cases were discussed and approved for forwarding to FPC: one to make the current Planning Services Biologist position permanent, ensuring consistent environmental review of applications without relying on Conservancy staff; and another to extend the Senior Policy Advisor position, with 50% of the role dedicated to supporting Conservancy work.
- Staff noted that having a Biologist in the planning department has been a huge benefit, having a permanent Biologist would strength collaborations with Species at Risk Coordination.

7.4.6 Financial Planning Committee Update

Trustee Yates presented about Financial Planning Committee – no update the meeting hasn't happened yet.

7.4.7 Trust Council Update

Vice Chair Timothy, Trustee Yates and Trustee Elliott presented the Trust Council Update and about UBCM:

- resolution presented for the commitment and adoption for Declaration on the Rights of Indigenous Peoples Act to be adopted and enacted.
- one of the first times that a Nation has presented at UBCM.
- participated in the ferry dependant meeting, quick to identify the problems with BC Ferries.
- presentation from Bylaw Compliance Officer Warren Dingman, on the new draft compliance and enforcement policies, to be presented for adoption at the December Trust Council in Victoria
- guest speaker at Islands Trust Council: Douglas S. White, formerly a Snuneymuxw (Sinemuk) Chief and now Special Counsel to the Premier on Indigenous Reconciliation. Trustee Elliott shared a link, with encouragement to listen to the talk: starting at (hour) 5 and (minute) 5
<https://collaboratevideo.net/MaxPlayer/default.aspx?cid=isthost&pid=vod&vid=250917A&bw=720p&webcastID=IST-250917A>

7.4.8 Governance Committee Update

- streamline and modernize Trust Council Policies to eliminate overlap and update outdated policies
- updated on the remuneration review
- review of 26/27 budget cases

8. PUBLIC COMMENTS AND DELGATIONS

None

9. NEW BUSINESS

9.1 Referral from Ministry of Water Land Resource Stewardship

Staff Martell and Manager Tyrrell presented information about the referral from Ministry of Water Land Resource Stewardship

10. NEXT MEETING

The next meeting will take place electronically on November 18, 2025 at 10:00 am.

11. CLOSED MEETING

11.1 Motion to Close the Meeting

ITC-2025-039

It was **MOVED** and **SECONDED**,

that the Islands Trust Conservancy 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, as the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy Board; and that staff remain in the meeting.

CARRIED

12. ADJOURNMENT

By general consent, the meeting adjourned at 2:18pm pm.

Lisa Gauvreau, Chair

Certified Correct:

Jill Allan, Acting Administrative Assistant/Recorder

DRAFT

Follow Up Action Report

Trust Conservancy Board

25-May-2021

Progress	Activity	Responsibility	Dates	Status
20%	1 Staff to move forward with the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C. This item is on hold as staff are waiting for a response from landowner. This report will only show 'in-Progress' or 'Completed' under the Status column. Nov. 18, 2025 Update: Staff have updated the Public Acquisitions Report for this project file, adding the letter received from the landholders. NOTE: This item will be archived after the Nov 18, 2025 meeting. Staff will continue to provide updates on this project in the Public Acquisitions Report.	Kathryn Martell	Target: 31-Dec-2025	In Progress



Follow Up Action Report

Trust Conservancy Board

28-May-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 That the Islands Trust Conservancy (ITC) Board request staff to explore options and potential climate change research projects to address the climate change emergency on ITC Protected Areas, once ITC has a new Property Management Team Lead. Nov 18th Update: The Team Lead position will be in full capacity mode by the end of 2025. Investigating climate change research projects will be a significant part of an overall protected areas ecological integrity monitoring program. Beginning with developing a strategy and project charter. This is an ongoing project scope, which doesn't have a definitive end. I suggest removing this from the FUAL, and staff reporting out on progress in the quarterly reports to TC. NOTE: Staff request that this FUAL be archived after the November 18th meeting.	Jemma Green Wendy Tyrrell	Target: 20-Jan-2026	In Progress



Follow Up Action Report

Trust Conservancy Board

01-Oct-2024

Progress	Activity	Responsibility	Dates	Status
62%	1 Staff to review policies related to the acquisition of lands and covenants, to review topics including firewood, priority of mortgages, minimum size, and landholder support, this fiscal term. May 20, 2025 Update: Staff are working with contractor C. Stewart to review and update securement policies this fiscal. Aiming for Oct. 3rd meeting. October 3, 2025 Update: Good progress has been made on these policies. With the 26/27 budget request and Ruby Alton Management Plan on the October 3rd meeting agenda, staff will be presenting the RFD for securement-related policies at the November meeting. Nov 18, 2025 Update: The Nature Reserve Risk Management Policy and the Nature Reserve Management Policy will be presented by staff and contractor at the January 2026 meeting. Covenant and securement-related policies are being reviewed and updated. Staff hope to present them to the Board at the January and March 2026 meetings.	Kathryn Martell	Target: 07-Oct-2025	In Progress



Follow Up Action Report

Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 Staff to address compliance and ecological concerns as identified in the Islands Trust Conservancy Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2024. May 20, 2025 Update: Staff will report out on this FUAL item either the November 2025 or January 2026 meeting. October 3, 2025 Update: Staff will present an update on NAPTEP covenant compliance and ecological concerns in the 2025 Monitoring Report at the November meeting. Nov 18, 2025 Update: Due to the BCGEU strike action, the NAPTEP covenant monitoring reports will be presented at the January meeting. Note: Staff request that this FUAL be archived. Each year, an annual Covenant NAPTEP Monitoring Report is presented, and staff are addressing violations and ecological concerns on a regular and ongoing basis. Therefore, this item does not have a definitive end. Staff will provide updates as required at Board meetings.	Jemma Green	Target: 18-Nov-2025	In Progress

Follow Up Action Report

Trust Conservancy Board

19-Nov-2024

Progress	Activity	Responsibility	Dates	Status
52%	2 Staff to move forward with the conservation proposal submitted by Tara Martin, to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas. May 20, 2025 Update: Application for tax exemption reviewed and approved by Trust Council. Referrals went out to Nations, extending comment period to accommodate capacity for Nations to respond. October 3, 2025 Update: In July, referral response reminders were sent to three Nations who had requested an extension. The application was sent for Ministerial approval, they have deferred response, due to a recent appointment of a new Minister. NAPTEP application fee sponsorship request will be reviewed by TC at December's meeting. Nov 18, 2025 Update: The Minister has approved the application. (see Public Covenants Report for details). Please see the Public Covenants Report for details.	Kathryn Martell	Target: 31-Oct-2025	In Progress

Follow Up Action Report

Trust Conservancy Board

27-May-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to add the following topic to a future meeting agenda: If an internal whistleblower policy exists, and if not, should they consider the establishment of a process for staff, elected officials, and Board members to report concerns. October 3, 2025 Update: BC enacted a Whistleblower Law in 2019, but it does not apply to the Islands Trust. Nov 18, 2025 Update: Staff to research whistleblower policies and bring to the Board for consideration next fiscal.	Clare Frater Wendy Tyrrell	Target: 07-Oct-2025	In Progress
0%	2 Staff to add the following topic to a future meeting agenda: A discussion on the use and potential harm of artificial intelligence (AI). Nov 18, 2025: Scheduled for the May 2026 Board meeting.	Wendy Tyrrell	Target: 31-May-2026	In Progress
0%	3 ITC Board members to explore Board Leadership Center training opportunities through KPMG including online resources available for common terms of reference, good practices, and trend information. Nov 18, 2025 Update: Staff will work with Chair Gauvreau to provide a BRF at the March 2026 meeting on options for training opportunities through KPMG.	Clare Frater Lisa Gauvreau Wendy Tyrrell	Target: 31-May-2026	In Progress

Follow Up Action Report

Trust Conservancy Board

27-May-2025

Progress	Activity	Responsibility	Dates	Status
21%	4 Staff to review if the Victoria Foundation is the most suitable institution to manage the ITC's endowment fund. October 3, 2025 Update: A/Manager Tyrrell, Director Frater and Director Mobbs met with a representative from the Municipal Finance Authority of BC (MFABC), and we have determined that this financial institution will best suit the needs of the Conservancy for managing ITC's funds. Moving the Ruby Alton Endowment Fund from the Victoria Foundation has not yet been determined. Nov 18, 2025 Update: Staff will present fund investment options at the January 2026 meeting, as well as a Fund Investment and Management Policy.	Julia Mobbs Mike Richards Wendy Tyrrell	Target: 31-Dec-2025	In Progress
0%	5 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the W_SÁNEC Leadership Council (WLC), to develop an agreement for Islands Trust Conservancy Board consideration. October 3, 2025 Update: Staff have not received a legal opinion to confirm whether ITC Board can enter into agreements with Indigenous Governing Bodies. Trust Council is currently working in cooperation with WLC to co-develop an agreement. Nov 18, 2025: Staff have received legal opinion and will provide a verbal update at the November IC-Meeting.	Clare Frater Wendy Tyrrell	Target: 31-Mar-2026	In Progress

Follow Up Action Report

Trust Conservancy Board

27-May-2025

Progress	Activity	Responsibility	Dates	Status
93%	6 Staff to proceed with negotiations for a Well Access Agreement with the Ministry of Water, Lands and Resource Stewardship (WLRS) and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust for maintenance and data collection of the Provincial Groundwater Observation Well 197, in S'ul-hween X'pey (Elder Cedar) Nature Reserve. October 3, 2025 Update: Staff are close to wrapping up the final well access agreement. It has been reviewed by legal counsel, and suggested edits are being presented to WLRS for approval. The covenant holders have agreed to the access agreement in principle. The final agreement will be sent to the covenant holders and the Minister of Housing and Municipal Affairs for approval. Nov 18, 2025 Update: The Well Access Agreement with WLRS was sent to MIABC (Municipal Insurance Agency of BC) for review, as recommended by legal counsel. The final agreement will be sent to the covenant holders, to First Nations for referral, and the Minister of Housing and Municipal Affairs for approval.	Nuala Murphy	Target: 30-Sep-2025	In Progress

22-Jul-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Trustee Smith will seek opportunities at the upcoming World Conservation Congress October 9-15 in Dubai, UAE to speak and promote the ITC October 3, 2025 Update: No update provided Nov 18, 2025: Trustee Smith will provide a briefing of the World Conservation Congress at the January Board meeting, during Updates for Information.	Wendy Tyrrell	Target: 03-Oct-2025	Completed

Follow Up Action Report

Trust Conservancy Board

03-Oct-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to provide the draft 2026/27 ITC Budget as amended per discussion at the board meeting of October 3, 2025, to the Director of Administrative Services and the Director of Trust Area Services for inclusion in the Islands Trust draft 2026/27 budget, along with associated amended business cases. Nov 18, 2025 Update: Completed. The 2026/27 ITC Budget was first presented to the Financial Planning Committee on October 22, 2025. It will go to Executive Committee on November 19th with any updates directed by the board at this meeting.	Wendy Tyrrell	Target: 18-Nov-2025	Completed
100%	2 Recommend that Trust Council add an additional budget guideline for 2027/28 that considers the Conservancy's Regional Conservation Plan and the need for increases to accommodate protected area management planning and operation costs of newly acquired protected areas to ensure the Islands Trust Conservancy is adequately resourced. Nov 18, 2025 Update: This has been presented to FPC in the 2026/27 Budget Request RFD.	Clare Frater Lisa Gauvreau Wendy Tyrrell	Target: 18-Nov-2025	Completed
100%	3 Staff to continue to participate in the ?ENE?ITEL Community of Practice as authorized by the Islands Trust Conservancy Manager. Nov 18, 2025 Update: Completed. Staff have confirmed their participating of the ?ENE?ITEL Community of Practice and will be attending gatherings with this CCP moving forward.	Kathryn Martell Wendy Tyrrell	Target: 03-Oct-2025	Completed

Follow Up Action Report

Trust Conservancy Board

03-Oct-2025

Progress	Activity	Responsibility	Dates	Status
100%	4 Endorse the ?ENE?ITEL Community of Practice (CCP) Terms of Reference; Chair or Authorized Signatory to sign on behalf of the Islands Trust Conservancy Manager. Nov 18, 2025 Update: Due to BCGEU strike, staff will work with Chair Gauvreau to sign the ?ENE?ITEL TOR on behalf of the Islands Trust Conservancy.	Lisa Gauvreau	Target: 31-Dec-2025	Completed
100%	5 Invite Senior Analyst Jason Youmans to the November 8, 2025 ITC board meeting to report and advise about the Policy Statement. Request that he prepare reports for the ITC Board to be bundled with the briefing. Nov 18, 2025 Update: Completed. Jason Youmans will be presenting on the Policy Statement at the Nov 18th meeting. Staff will follow up with a BRF for the Board referral response to the Policy Statement at the January 2026 meeting.	Jill Allan	Target: 18-Nov-2025	Completed



REQUEST FOR DECISION

To: Islands Trust Conservancy Board

For the Meeting of: November 18, 2025

From: Staff

Date Prepared: November 12, 2025

SUBJECT: Islands Trust Conservancy Board - Proposed Meeting Schedule from April 1, 2026 until March 31, 2027

RECOMENDATION:

- 1) That the Islands Trust Conservancy Board adopt the proposed 2026-27 Islands Trust Conservancy Board meeting dates from April 1, 2026 until March 31, 2027 as presented.
 - 2) That the Islands Trust Conservancy Board request staff to schedule the meeting dates of May 12, 2026, September 29, 2026, November 24, 2026, and January 19, 2027 as electronic meetings, and list the Victoria office board room as the public meeting location.
 - 3) That the Islands Trust Conservancy Board request staff to schedule two in-person meetings dates on July 28, 2026 and March 23, 2027.
-

1 PURPOSE:

1. To confirm the Islands Trust Conservancy Board (ITCB) meeting dates for next fiscal, from April 2026 until March 31, 2027.
2. To confirm the dates for in-person ITCB meetings.
3. To confirm the ITCB/EC joint liaison meeting date, hosted by ITC.
4. To advise ITC Board members of the meeting date selected by Executive Committee for ITC Board members to attend one regularly scheduled EC meeting.

2 BACKGROUND:

Last fiscal, the Executive Committee and Financial Planning Committee requested that meeting dates be scheduled fiscally, rather than annually. The ITC Meeting Procedure Bylaw states that six meetings should be held each year spread evenly through the calendar year, and that the first meeting of the year shall be held in January or February.

Last fiscal, the ITC Board approved meeting dates up to March 17, 2026. This calendar represents the 2026/27 fiscal year from April 1, 2026 – March 31, 2027.

At the October 1, 2024 meeting, the Islands Trust Conservancy Board passed the following resolution:

ITC-2024-051

It was MOVED and SECONDED that the Island Trust Conservancy Board direct staff to request meetings with the Executive Committee three times per year for focused discussion on topics of mutual interest, with the option of maintaining the joint liaison meeting in July, if needed.

At the October 9, 2024 Executive Committee meeting, Executive Committee and ITC Board members agreed to meet three times per year, including one face to face meeting.

This fiscal year is an exception due to elections, therefore, only two liaison meetings have been scheduled, one electronic and one in-person.

The Executive Committee Coordinator has drafted 2026-27 EC meeting schedule.
The ITC Board has been invited to attend the following Executive Committee meeting:

- April 15, 2026 (ITC/EC Joint Session from 1-2 pm) – electronic.

Staff suggest that the second liaison meeting be hosted by the ITC Board on July 28, 2026 in person.

Meeting Dates

The proposed meetings dates from April 2026 until March 31, 2027 are as follows:

- Wednesday, April 15, 2026 (ITC/EC joint session only - electronic)
- Tuesday, May 12, 2026 (ITC Board - electronic)
- Tuesday, July 28, 2026 (ITC Board in morning/ITC-EC liaison session in afternoon - in-person)
- Tuesday, September 29, 2026 (ITC Board - electronic)
- Tuesday, November 24, 2026 (ITC Board - electronic)
- Tuesday, January 19, 2027 (ITC Board - electronic)
- Tuesday, March 23, 2027 (ITC Board - in-person)

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff support is required to coordinate, administer, and post recordings of meetings online. Staff need to clarify the date and length of the meetings desired by the Board.

FINANCIAL: In-person meetings result in an impact to the ITC budget request provided to Trust Council. In person meetings have costs associated with travel, food, and accommodation and staff facilitation and coordination.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Approved meeting schedule will be posted to the Islands Trust website and added to relevant internal electronic calendars.

FIRST NATIONS: Holding meetings electronically and posting meeting recordings to the website may provide greater transparency to First Nations.

4 RELEVANT POLICY:

[Bylaw 2 - A Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the ITC Board](#)

[Bylaw 3 - A Bylaw to Amend the Islands Trust Conservancy Bylaw to Regulate the Meetings of the Islands Trust Conservancy Board and Committees of the ITC Board](#)

5 ATTACHMENTS:

Islands Trust Conservancy Board 2026-27 Fiscal Year Meeting Schedule

RESPONSE OPTIONS

Recommendations:

- 1) That the Islands Trust Conservancy Board adopt the proposed 2026-27 Islands Trust Conservancy Board meeting dates from April 1, 2026 until March 31, 2027 as presented.
- 2) That the Islands Trust Conservancy Board request staff to schedule the meeting dates of May 12, 2026, September 29, 2026, November 24, 2026, and January 19, 2027 as electronic meetings, and list the Victoria office board room as the public meeting location.
- 3) That the Islands Trust Conservancy Board request staff to schedule two in-person meetings dates on July 28, 2026 and March 23, 2027.

Alternative:

1. That the Islands Trust Conservancy Board adopt the proposed meeting dates for the 2026-27 fiscal with these amendments [as directed]:

Prepared By: Jill Allan, A/Administrative Assistant, Islands Trust Conservancy

Reviewed By/Date: Wendy Tyrrell, Manager, Islands Trust Conservancy / November 12, 2025



Islands Trust Conservancy Board

2026 – 2027 FY Meeting Schedule

(DRAFT)

The Islands Trust Conservancy Board will be meeting to consider acquisition and conservation applications, correspondence, and various conservation topics.

The Islands Trust Conservancy Board has adopted the following dates for its 2026-2027 fiscal year meeting schedule. Meetings are conducted electronically unless otherwise noted. The public is welcome to attend the meeting electronically or watch a live stream of the meeting.

Meeting details can be found at www.islandstrust.bc.ca/whats-happening/meetings-and-events

Date		Time	Meeting Type	Location
Wednesday	April 15, 2026	1:00 p.m. - 2:00 p.m.	Executive Committee Joint Session w/ITC (hosted by EC)	electronic
Tuesday	May 12, 2026	10:00 a.m.	ITC Meeting	electronic
Tuesday	July 28, 2026	10:00 a.m.	ITC Meeting (in-person)	Islands Trust Victoria 200-1627 Fort St
Tuesday	July 28, 2026	1:00 p.m.	Liaison Meeting with Executive Committee (hosted by ITC) (in-person)	Islands Trust Victoria 200-1627 Fort St
Tuesday	September 29, 2026	1:00 p.m.	ITC Meeting	electronic
Tuesday	November 24, 2026	10:00 a.m.	ITC Meeting	electronic
Tuesday	January 19, 2027	10:00 a.m.	ITC Meeting	electronic
Tuesday	March 23, 2027	10:00 a.m.	ITC Meeting (in-person)	Islands Trust Victoria 200-1627 Fort St

The proposed meeting agenda is generally available one week prior to the meeting and may be obtained at the Islands Trust office or at:
www.islandstrust.bc.ca/whats-happening/meetings-and-events

Contact Us

250-405-5186 | itcmail@islandstrust.bc.ca | www.islandstrust.bc.ca/conservancy

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REQUEST FOR DECISION

To: Islands Trust Conservancy Board **For the Meeting of:** November 18, 2025

From: ITC Staff **Date Prepared:** October 31, 2025

SUBJECT: Islands Trust Conservancy Nature Reserve Monitoring Report 2025

RECOMMENDATION: That the Islands Trust Conservancy Board accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2025” and request staff to address compliance and ecological concerns as identified in the report.

1 **PURPOSE:** To review the Islands Trust Conservancy Nature Reserve Monitoring Report for 2025.

2 **BACKGROUND:**

Islands Trust Conservancy (ITC) nature reserves are monitored annually to:

- assess the character and key features of the sites,
- evaluate the effectiveness of the management program,
- identify any new issues that need to be addressed by ITC and/or the covenant holders, and
- identify and respond to any trespass that may lead to breaches to the terms of the conservation covenant.

The Islands Trust Conservancy Nature Reserve Monitoring Report 2025 provides the monitoring results for the 34 ITC-owned nature reserves. All of the monitoring was completed by ITC staff except for Horton Bayviary Nature Reserve (Mayne Island). Mayne Island Conservancy Association is the covenant holder and management group and has been contracted by ITC since 2009 to complete the monitoring as Horton Bayviary Nature Reserve is the only ITC protected area on Mayne Island.

ITC staff are responsible for organizing and conducting site visits to all of the nature reserves, filling out the site monitoring form, recording the monitoring route taken and taking photos of points of interest, documenting and/or addressing any previously identified concerns and preparing the report. The summary monitoring report contains recommendations and identifies any new or ongoing management issues, trespass or other major issues that require attention. This report is attached as Islands Trust Conservancy Nature Reserve Monitoring Report for 2025. General assessments are made regarding achievement of management objectives and public safety issues as laid out in ITC Policy 2.3 Acquisition and Management of Land, in particular Section 17:

The Board will monitor all Nature Reserves annually, and assess for potential management problems such as trespass, misuse or overuse, vandalism, safety hazards or other concerns or activities as listed in the management plan. The Board will take action to address any problems identified, within budget constraints.

ITC staff usually visit with conservation partners who hold conservation covenants on the nature reserves. Those covenant monitors also note concerns regarding the conservation covenant if observed and communicate them to ITC staff.

Issues identified in this report:

- 1. Technology in the field and post-monitoring processes need improvements:** The Field Maps application used to collect data in the field is an ESRI product that will connect with other Islands Trust mapping applications. Each year improvements are made to Field Maps by the Islands Trust Information Systems (IS) staff to better meet ITC needs and make it more functional. However, it is not ideal, as it does not have all the necessary tools required for use in the field and involves ITC staff having to use supplementary applications such as the Gaia app on our mobile phones to record the monitoring routes. Improvements have been made in downloading photos but it continues to be a time-consuming process.
- 2. Risk Management Policy updates:** ITC is developing a specific Risk Management policy for ITC nature reserves. Once adopted, this new policy may change existing policies and procedures relating to monitoring, such as what is evaluated on monitoring visits and what signage and communication is required.
- 3. Invasive Plant Management is a high priority for the following areas:**
 - Long Bay Wetland Nature Reserve, Gambier Island: main concern is English holly
 - Morrison Marsh Nature Reserve, Denman Island: main concern is spurge laurel (daphne) and English holly
 - Vanilla Leaf land Nature Reserve, Galiano Island: main concern is English holly
 - Saturnina Island Nature Reserve: main concern is English ivy

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This monitoring report helps set priorities for management activities and identifies work that needs to be done to resolve any concerns. The work will be managed by the Property Management Specialist.

FINANCIAL: The property management budget is allocated each year depending on available funds and the work that is most needed, balanced between all ITC protected areas—nature reserves and conservation covenants. Ruby Alton Nature Reserve and McFadden Creek Nature Reserve have their own funds allocated to them.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will continue to address the recommendations in the report as part of the regular work plan.

FIRST NATIONS: ITC staff and partners are learning how to be on the nature reserves in a respectful way. Staff will review the archaeological sites database before undertaking any trail building or habitat restoration that requires digging and will contact First Nations in areas where there may be impacts to archaeological sites. Staff will follow the draft Islands Trust Cultural Protocol for Chance Finds and Ancestral Remains as required, and would welcome an adopted protocol.

CLIMATE CHANGE: Each monitoring visit and report provides current information on the state of the land, which helps to contextualize information about climate change, allows for site-specific predictions of changes to the land, and supports development of mitigation and adaptation

strategies. However, given the time spent on each property is short and usually only once a year there is a constraint on the amount of information that can be collected and information gathering should be supplemented with additional climate change research projects that can collect data over the long term.

OTHER: None

4 RELEVANT POLICY(S):

[ITC 2.3 Acquisition and Management of Land](#)

5 ATTACHMENT(S): Islands Trust Conservancy Nature Reserve Monitoring Report 2025

RESPONSE OPTIONS

Recommendation:

That the Islands Trust Conservancy Board accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2025” and request staff to address compliance and ecological concerns as identified in the report.

Alternative: That the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2025,” amended as follows:

[insert recommended amendments]

Prepared By: Nuala Murphy, Property Management Specialist

Reviewed By/Date: Wendy Tyrrell, Manager, Islands Trust Conservancy / November 12, 2025

Islands Trust Conservancy Nature Reserve Monitoring Report 2025



Mt Trematon Nature Reserve, Lasqueti Island

Prepared By:

Nuala Murphy, Property Management Specialist

Islands Trust Conservancy

October 31, 2025

APPROVED BY:

Islands Trust Conservancy Board on November 18, 2025

Resolution ITC-2025-XXX

EXECUTIVE SUMMARY

Islands Trust Conservancy (ITC) nature reserves are monitored annually to assess the character and key features of the protected areas, evaluate the effectiveness of the management program and to identify any new issues that need to be addressed. Relationship building is a key focus and there is value to meeting all the property management partners on-site to discuss and observe past and future work, and plan for the year ahead. Management partners include conservation covenant holders, local management groups, as well as volunteer stewards and neighbours. There was a good turnout of management partners in 2025 and it was a very productive monitoring season.

From May to August 2025, 34 ITC nature reserves were monitored:

- ITC staff including a co-op student, Conservation Technician Carlie Aston, completed monitoring on 33 Nature Reserves.
- Horton Bayviary Nature Reserve on Mayne Island was monitored by the Mayne Island Conservancy Society to save on travel costs as it is the only ITC protected area on Mayne Island. Mayne Island Conservancy Society has monitored Horton Bayviary Nature Reserve since 2009.

Time constraints due to travel time and the large size of some of the nature reserves make it impossible to cover all areas of each nature reserve. Every effort is made to look over the boundary areas and those areas with the most public use, where trespass and other issues are most likely to occur. A monitoring map is made to mark where concerns were identified and record what areas were walked and to ensure that missed areas are visited in the next year. Recommendations are made where actions are required and issues need to be addressed. A general assessment is made regarding achievement of management objectives and public safety issues. Of the 34 nature reserves 17 are currently closed to the public.

Noted in this report are the monitoring summaries for each nature reserve grouped by local trust area/island municipality. Full monitoring site forms, images and maps for each property are on file and available as needed. ITC staff have been using an ESRI application called Field Maps on an iPad to collect data in the field. Improvements are made each year by Information Services staff to make Field Maps more functional for ITC needs.

ITC is developing a Risk Management Policy. If implemented, this may involve changes to the way nature reserves are managed, what is evaluated on a monitoring visit, and what signage is used and communication to the public is required.

Bowen Island

David Otter Nature Reserve was visited on June 9, 2025 by Nuala Murphy and Carlie Aston. The neighbours, who are volunteer stewards, were not available to walk all the land but we visited the area adjacent to where they are seeking development permission on their property. A land survey was completed two years ago by them to delineate the property boundary. There is a large amount of blowdown throughout the nature reserve. A few English holly and spurge laurel plants were removed but the entire nature reserve needs to be surveyed for invasive species, to map and remove, to ensure that patches of invasives do not grow in size and number. This nature reserve is closed to the public, with no maintained trails, and the objectives of the management plan are generally being met.

Recommendation: Stay in contact with neighbours as they gain permissions from various authorities to develop their land; the list of the ITC Boards concerns about the development have been sent to

Bowen Island Municipality. Complete an Invitation to Quote or Request for Proposal to bring on a contractor to manage invasive plant populations on all Bowen Island protected areas. Add large sticker with new logo onto two signs with old name and logo.

Fairy Fen Nature Reserve was visited on June 9, 2025 by Nuala Murphy and Carlie Aston. There are



many patches of English holly spread over a large area that need to be mapped and removed. A large amount of tree blowdown, some on unauthorized trails. There were no visible signs of ATV use, but there is evidence of bike use on the Crown land adjacent to the southern boundary of the nature reserve which need to be watched closely. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Photo: Northern Red-legged Frog

Recommendation: Complete an Invitation to Quote or Request for Proposal to contract an invasive plant management contractor for all Bowen Island protected areas. Update or replace signage at entrance to the trail and nature reserve.

Singing Woods Nature was visited on June 9, 2025 by Nuala Murphy and Carlie Aston. The restoration area where 12 western redcedar trees were planted in 2019 continues to have good survival, though slow growing. They were planted to help stabilize the soil and reduce the vigour of invasive species by shading but they have yet to reach a height to reduce the burdock that continues to thrive in this area. English holly and English ivy were also seen and removed but more complete invasive plant mapping is required. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Complete an Invitation to Quote or Request for Proposal to contract an invasive plant management contractor for all Bowen Island protected areas.

Denman Island

Inner Island Nature Reserve was visited on May 8, 2025 by Nuala Murphy and Carlie Aston, accompanied by A. Blackburn (Denman Conservancy Association). Invasive management continues. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species management including reed canary grass, Scotch broom, and English holly management. Continue trail and sign maintenance.



Photo: Tafoni rock formations

Lindsay Dickson Nature Reserve was visited on May 8, 2025 by Nuala Murphy and Carlie Aston accompanied by A. Blackburn and J. Thornton (Denman Conservancy Association). A few small dead danger trees along East Road have been identified and flagged by Main Road to be removed. There were no other public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species management including English holly and English ivy management and trail maintenance. Monitor how effective signage installed in 2024 is dissuading public use of an unauthorized trail which crosses private property. Repair entrance sign and replace missing map sign.

Morrison Marsh Nature Reserve was visited on May 7, 2025 by Nuala Murphy and Carlie Aston accompanied by A. Blackburn (Denman Conservancy Association). Viewed the English holly and spurge laurel removal area adjacent to the Marsh which is showing great improvement but is constantly under pressure from spurge laurel source on neighbour's land. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species management including English holly and spurge laurel. Continue trail and sign maintenance, need 2 stickers to place on signs that have correct ITC logo but old ITF name.

Valens Brook Nature Reserve was visited on May 7, 2025 by Nuala Murphy and Carlie Aston accompanied by A. Blackburn (Denman Conservancy Association) and the L. Hermanutz (volunteer steward and donor). Restoration exclosures and areas of caged trees are doing well with good survival. Large amount of blowdown with possible root rot. This nature reserve is closed to the public, with no maintained trails, and the objectives of the management plan are generally



Photo: Valens Brook riparian area

being met.

Recommendation: Continue invasive species management including English holly. Continue to monitor research restoration study plots and the water flow and level gauge.

Gabriola Island

Burren's Acres Nature Reserve was visited on June 21, 2025 by Nuala Murphy accompanied by M. Taylor (donor and steward), A. Thomas and B. Kissinger (Gabriola Land and Trails Trust), T. Elliot and S. Yates (Gabriola Trustees and ITC Board Members). This nature reserve is closed to the public, with no maintained trails, and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species management of English holly, Scotch broom and spurge laurel.

Coats Millstone Reserve was visited on June 21, 2025 by Nuala Murphy accompanied by M. Richards (Islands Trust Conservancy), E. Barnewall (Nanaimo and Area Land Trust), S. Yates (Gabriola Trustee and ITC Board Member) and B. Joy (Gabriola Historical and Museum Society). This nature reserve is closed to the public, apart from the short trail to the view point, with signage warning of the steep cliff areas. The objectives of the management plan are generally being met.



Photos: E. Barnewall dip netting for newt larvae and arthropods

Recommendation: Continue to monitor invasive species. Explore using salamander boards to survey for amphibians.

S'ul-hween X'pey (Elder Cedar) Nature Reserve was visited on June 21, 2025 by Nuala Murphy accompanied by M. Richards (Islands Trust Conservancy), E. Barnewall (Nanaimo and Area Land Trust), B. Moerkerken, R. Brockley, and A. Thomas (Gabriola Land and Trails Trust), and R. Rozander (contractor). There has been a lot of blowdown with a number of trees falling over the trail. A new boardwalk has been installed this year. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue to systematically map and remove invasive species. Install a boardwalk, over wet areas to protect from trail braiding and compacting soils. Monitor and fix all the boardwalks in need of maintenance or additional metal strips to reduce the danger of slipping. Monitor

restoration areas of plantings and fencing. Investigate potential root rot concerns of area around the northern trail and danger trees, as this area has not been evaluated.

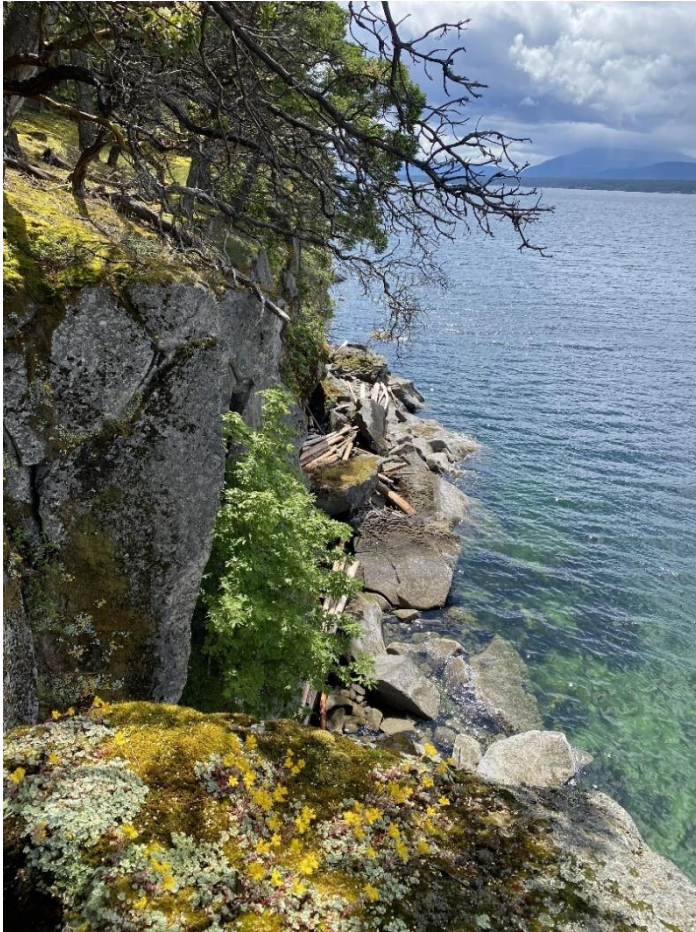


Photo: Link Island Shoreline

species management including tansy ragwort, English holly, reed canary grass, and bur chervil ensuring there is no soil disturbance, explore Cinnabar moth for tansy ragwort biocontrol. Continue Western Screech-Owl monitoring project.

Saturnina Island Nature Reserve was visited on May 1, 2025 by Nuala Murphy accompanied by R. Rozander (contractor), and C. McKim (Gabriola Land and Trails Trust). There is no approved management plan for this nature reserve. The evaluation of management program will begin once a management plan is in place. Work has begun on an archeological assessment. No public access is being managed for and there are no maintained trails. There are signs of camping on the tombolo that has been used by the public for many years before ITC took over management.



Photo: Kinnikinnick

Link Island Nature Reserve was visited on May 20, 2025 by Nuala Murphy and Carlie Aston accompanied by M. Yawney and E. Wheeler (Islands Trust Conservancy), E. Barnewall and M. Estok (Nanaimo Area Land Trust), R. Ferguson (Western Screech-Owl (WESO) specialist) R. Brockley, B. Kissinger, and K. Gurr (Gabriola Land and Trails Trust), H. Swift, E. Strandberg, and T. Swift (volunteer stewards and donors). WESO Autonomous Recording Unit (ARU) SD cards were collected. This nature reserve is closed to the public. Work has begun on an archeological assessment. There is no approved management plan for this nature reserve. The evaluation of management program will begin once a management plan is in place. There is a registered conservation covenant and life estate agreement to guide initial management planning in the interim.

Recommendation: Link Island Nature Reserve requires a management plan. Continue to work with local First Nations and archeologist to complete an archeological survey. Continue invasive

Recommendation: Saturnina Island Nature Reserve requires a management and signage plan. Continue to work with local First Nations and archeologist to complete an archeological survey. Continue invasive plant management especially of a very dense English ivy patch that is expanding ensuring there is no soil disturbance.

Galiano Island

Laughlin Lake Nature Reserve Addition was visited on July 30, 2025 by Jemma Green and Carlie Aston. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue invasive species management, monitor Scotch broom on old logging road.

Trincomali Nature Sanctuary was visited on June 17, 2025 by Nuala Murphy and Carlie Aston accompanied by S. Silverman and K. Kelly (Galiano Conservancy Association). ITC Board approved research on groundwater monitoring with a water meter to be installed in the existing drilled well by the Galiano Conservation Association. This project has been delayed, possibly to begin in late 2025. Sharp-tail Snake monitoring began in 2021 but they have not been found yet. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue Sharp-tail Snake monitoring. Continue invasive species management including tansy ragwort, English holly, and Scotch broom. Evaluate the caged planting and perform maintenance.

Vanilla Leaf Land Nature Reserve was visited on June 17, 2025 by Nuala Murphy and Carlie Aston accompanied by S. Silverman, C. Miltner, and K. Kelly (Galiano Conservancy Association). Galiano Conservancy Association (GCA) is completing wetland restoration in Quadra Hill (adjacent GCA protected area) and ITC's Great Beaver Swamp covenant and are planning management activities that may result in a trail location change to a less steep area that is easier to maintain, and changes to a culvert on the boundary of the Beaver Swamp Covenant and VLNR. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue English holly management. Work with GCA to discuss any management activities that may affect the reserve.

Gambier Island



Brigade Bay Bluffs Nature Reserve was visited on June 11, 2025 by Nuala Murphy and Carlie Aston accompanied by P. Scholefield, P. Snell, and C. Petroski (Gambier Island Conservancy) and D. Hopwood. Planted trees continue to thrive. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Invasive species removal of tansy ragwort and English holly. Repair damaged/fallen cages that are protecting trees from browse.

Long Bay Wetland Nature Reserve was visited on June 11, 2025 by Nuala Murphy and Carlie Aston accompanied by P. Scholefield, P. Snell, and C. Petroski (Gambier Island Conservancy), and D. Hopwood.

Photo: Trees planted and caged in 2017 now double the height of the original planters.

Annual one day volunteer work parties removing English holly were supplemented again this year with two contractors working for a week. There is a huge amount of English holly spread out over a large area. A new trail map sign was placed at the trail entrance. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Invasive species management needs to continue especially for infestations of English holly. Repair damaged/fallen cages that are protecting trees from browse. Consider replanting native undergrowth species where English holly has been removed.

Mount Artaban Nature Reserve was visited on June 11, 2025 by Nuala Murphy and Carlie Aston accompanied by P. Scholefield, P. Snell, and C. Petroski (Gambier Island Conservancy), and D. Hopwood. New trail map signs were placed at the trail entrance and summit. The trail is very steep and for advance hikers only. There were no new public safety issues identified in the reserve, The objectives of the management plan are generally being met.

Recommendation: Explore alternative trail markers (arrows, blazes, etc.). Working with the Skwxwú7mesh Squamish Nation to create signage and territorial acknowledgement.



Photo: The hike to the top

Keats Island



Photo: Sandy Beach

Sandy Beach Nature Reserve, Hoak-pus was visited on June 10, 2025 by Nuala Murphy and Carlie Aston accompanied by S. Senger (Sunshine Coast Conservancy Association), and R. Beard, D. Rogers (Keats Island Conservancy Society), G. Donaldson (volunteer steward). Improvements have been made to the beach access trail and stairs have been installed. Two nature reserve entrance signs have been installed this year. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue trail improvement with steps from the beach to ensure the public stay on the nature reserve and do not enter adjacent private property. Continue invasive species management. Complete the educational sign on Common Nighthawk once more work is done with the Skwxwú7mesh (Squamish) Nation to incorporate local language and territorial acknowledgement.

Lasqueti Island

John Osland Nature Reserve was visited on May 29, 2025 by Nuala Murphy accompanied by E. Barnewall (Nanaimo Area Land Trust), and W. Schnieble, and J. Schwartz (Lasqueti Island Nature Conservancy). A lot of beaver activity in evidence including lots of trees down. We walked the new



Photos: Beaver dam 2024 (left) and beaver dam 2025 (right)

proposed trail to the top. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue invasive species management and protecting mature western redcedar trees, that are located away from the current water levels, with galvanized mesh to prevent beaver damage. Finalize the new loop trail and begin trail building.

Kwel Nature Sanctuary was visited on May 30, 2025 by Nuala Murphy accompanied by E. Barnewall (Nanaimo Area Land Trust), and W. Schnieble, and J. Schwartz (Lasqueti Island Nature Conservancy), and M. Thompson (TLC). This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue SAR surveys, including bird box surveys.



Photo: Inspecting mosses and lichens

Mount Trematon Nature Reserve was visited on May 29, 2025 by Nuala Murphy accompanied by E. Barnewall (Nanaimo Area Land Trust), and W. Schnieble, and J. Schwartz (Lasqueti Island Nature Conservancy). Exclosure plot put in place in October 2021 with planting to begin a multi-year research project on the effects of browse from ungulates like feral sheep.



The plantings, as well as, natural growth of native species are going well. There will be another exclosure to be placed in late 2025 to incorporate riparian habitat. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue to monitor the fencing and plant survival and growth of the exclosure. Continue invasive species removal. Explore ways to continue SAR surveys including Sharp-tailed snakes.

Photo: Exclosure, showing difference in vegetation growth within and outside the exclosure

Salish View Nature Reserve was visited on May 30, 2025 by Nuala Murphy accompanied by E. Barnewall (Nanaimo Area Land Trust), and W. Schnieble, and J. Schwartz (Lasqueti Island Nature Conservancy), and M. Thompson (TLC). Restoration planting around the pond exclosure is doing well and natural regeneration is occurring within the exclosure. New protected area called Mystic Ridge has been established by BC Parks Foundation on the northern boundary of SVNR. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue to monitor the fencing and plant survival and growth in the enclosure. Continue invasive species management. Explore ways to continue SAR surveys and monitoring, including Western Screech-Owl box checks.

Mayne Island

Horton Bayviary Nature Reserve was visited on August 18, 2025 by M. Dunn (Mayne Island Conservancy Society). Enclosure restoration area with twenty-nine trees and twenty shrubs installed in February 2022 were monitored and the south side of the fence was damaged by a falling tree and deer gained access and were able to browse on the trees and shrubs planted as well as the existing native western swordfern and Oregon grape. The tree was cut and the fence repaired. Native plant seed (fringe cup-*Tellima grandiflora*) was broadcast at the site on August 26, 2025, approximately 10,000 seeds/3 grams were dispersed across the lower half of the site using a handheld seed spreader. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue to monitor enclosure fencing and plant survival and manage invasive plants. In June 2026, evaluate recovery of native plants that were browsed while the fence was open and determine if any replanting is warranted. Evaluate central leader trees to ensure a leader is re-established and prune as necessary to re-establish one strong leader. Evaluate success of direct seed sowing of *Tellima grandiflora* in spring 2026.

North Pender Island

Medicine Beach Nature Sanctuary was visited on May 14, 2025 by Nuala Murphy and Carlie Aston accompanied by E. O'Brien and many of the founding members of Pender Island Conservancy Association (PICA), R. Fawcett (CRD). The waste disposal company who removed the dog waste from the dogipot on site has stopped providing the service and PICA has taken it over. Yellow flag iris in the marsh and spurge laurel throughout the reserve were removed. The objectives of the management plan are generally being met.

Recommendation: Continue invasive species management, including spurge laurel and yellow flag iris. Continue to ensure the railing and steps are solid and complete other carpentry tasks on the current infrastructure as needed. Install a sign to deter use on the unauthorized trail that goes steeply down from view point bench to Shell Beach. Continue problem solving to dissuade household garbage dumping near the dogipots. Update information on entrance sign.

Lisa Baile Nature Reserve was visited on May 14, 2025 by Nuala Murphy and Carlie Aston accompanied by L. Baile (volunteer steward), E. O'Brien and K. Kelly (Pender Island Conservancy Association). This nature reserve is closed to the public with no maintained trails. Natural



regeneration of arbutus, oceanspray, and maples have been caged and are doing well. Himalayan blackberry and Scotch broom are being managed. Four nest boxes found to have Chestnut-backed Chickadees. The objectives of the management plan are generally being met.

Photos: Checking chestnut-backed chickadee boxes with Dr. O'Brien

Recommendation: Continue the regular checks and cleaning of the 11 installed nest boxes that are found on LINR as part of the Avian Bioindicator Monitoring Project on the Pender Islands examining Violet-green Swallows and Chestnut-backed Chickadees as bioindicators of ecosystem health. Continue invasive species management and monitor any potentially impactful activities occurring on the neighbouring property which has been recently surveyed.

Salt Spring Island

Cyril Cunningham Nature Reserve was visited on June 18, 2025 by Jemma Green and Carlie Aston. Habitat Acquisition Trust crew was contracted on this day to manage invasive foxglove, English holly, great mullein, and rose campion along the north boundary. Sharp-tail Snake monitoring began in 2021 and they have been found each year and biometric data has been collected. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue Sharp-tail Snake monitoring. Continue invasive species removal program as some clusters of English holly were found. Remove old wire fencing along boundary with BC Hydro Right of Way.

Deep Ridge Nature Reserve was visited on June 24, 2025 by Nuala Murphy and Carlie Aston. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: None.

Lower Mount Erskine Reserve was visited on June 24, 2025 by Nuala Murphy and Carlie Aston. Supplemental planting and caging in areas of heavy recreational use has been ongoing with some additions starting in February 2022 (planting in small metal exclosures to prevent trail widening and

erosion) with good species survival. Signage has been improved: two signs on either side of the well-used unauthorized trail that enters private property; two signs on metal enclosure/restoration areas that people come to as they walk the trail to explain the restoration project, replacement sign at entrance with new logo/name and permitted/restricted activities. The objectives of the management plan are generally being met.

Recommendation: Continue invasive species management and monitoring species survival of the caged planting. For all enclosures, record what species have the highest survival rate, if trail users are damaging or removing the enclosures, and if erosion is being prevented. Ensure the fencing is still in place and consider infill planting if necessary. Some of the new signage placed on trees needs to be loosened as not enough room was left for tree growth.

Larmour Lands Nature Reserve was visited on June 18, 2025 by Nuala Murphy and Kathryn Martell.



Photo: Wildlife tree

First monitoring visit to this nature reserve. This nature reserve is closed to the public with no maintained trails. There is no approved management plan for this nature reserve. The evaluation of management program will begin once a management plan is in place.

Recommendation: Begin invasive species management of English holly.

McFadden Creek Nature Sanctuary was visited on June 18, 2025 by Nuala Murphy and Kathryn Martell. Climate change research project plots installed by the UBC Conservation Decisions Lab in March 2022 continue to collect data. Streambank restoration project installed with 56 plants in enclosures of 2m or 0.5m in diameter. This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.



Photo: banana slug

Recommendation: Continue invasive species management and garbage and wire fence removal. Monitor fencing and planting survival and consider infill planting, if necessary, in restoration area. Continue to monitor for Great Blue Heron nesting activity by an avian specialist if possible.

Ruby Alton Nature Reserve was visited on June 24, 2025 by Nuala Murphy and Carlie Aston. An arborist modified a large undercut Western redcedar tree near the house so that it was no longer in danger of falling on the house. Many maintenance issues exist relating to the house and foundation. Restoration planting overall doing well. There is a trail from the main entrance gate that is open to the public that allows beach access, the rest of the reserve does not have public access. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue with invasive species management and monitor restoration planting. A revised management plan for this nature reserve is required.

Thetis Island

Fairyslipper Forest Nature Reserve was visited on May 6, 2025 by Nuala Murphy and Carlie Aston accompanied by A. Eriksson and A. Marshall (Thetis Island Nature Conservancy), and Steph Cottell (Cowichan Community Land Trust staff). A trail license with Thetis Island Residents and Ratepayers Association allows for public use of the parking area and short trail to the FSNR boundary. There were no public safety issues identified in the reserve and the objectives of the management plan are generally being met.

Recommendation: Continue with Western Screech-Owl box monitoring as well as invasive species management.

Moore Hill Nature Reserve was visited on May 6, 2025 by Nuala Murphy and Carlie Aston accompanied by A. Eriksson, R. Welsh, and A. Marshall (Thetis Island Nature Conservancy), T. Tripp, and D. Lacasse (Madrone).

WESO box checks were done while monitoring. BC Hydro is designing a new network of poles along the road with all planned work to be done in the road right of way, some trees may be taken down on the MHNH side of the road.



Photos: Checking WESO boxes with camera (right), finding 4 Northern Saw-whet owlets in one box (left).

This nature reserve is closed to the public with no maintained trails. The objectives of the management plan are generally being met.

Recommendation: Continue with Western Screech-Owl and Sharp-tailed Snake monitoring as well as invasive species management.

END OF REPORT



REQUEST FOR DECISION

To: Islands Trust Conservancy Board **For the Meeting of:** November 18, 2025
From: Staff **Date Prepared:** November 6, 2025
SUBJECT: Koontz NAPTEP Covenant, Gabriola – Direct Funding to complete appraisal

RECOMMENDATIONS:

That the Islands Trust Conservancy Board allocates \$2,200 from our existing securement budget towards the cost of an Ecological Gifts Program land appraisal for a Natural Area Protection Tax Exemption Program covenant on Gabriola Island.

1 PURPOSE: The Islands Trust Conservancy (ITC) has registered a Natural Area Protection Tax Exemption Program (NAPTEP) covenant with Yarrow Koontz to protect approximately 2.58 ha of wetlands and other rare habitats on Gabriola Island. In November, 2024, the ITC Board approved spending of up to \$2,000 to assist the landholder in completing the Ecological Gifts Program application for this project. The total cost of the land appraisal is \$4,200. This request is for the Board to provide an additional \$2,200 to cover the remaining cost of the appraisal, which is required to accompany an Ecological Gifts application.

2 BACKGROUND:

On October 01, 2024, the ITC Board authorized the Chair to sign a covenant with Yarrow Koontz and directed staff to register the covenant through the Natural Areas Protection Tax Exemption Program (ITC-2024-048). The conservation covenant, co-held with Gabriola Lands & Trails Trust (GaLLT), was registered on title on October 12th, 2024.

The Koontz NAPTEP covenant is intended to be an Ecological Gift through Environment and Climate Change Canada. In order to complete the Ecological Gift application, the landholder is required to obtain an appropriate land appraisal to determine the value of the donated conservation covenant.

In November, 2024, the Board passed the following resolution:

ITC-IC-2024-036: *It was moved and seconded that the Islands Trust Conservancy Board approve spending of up to \$2,000 to assist the landholder with the cost of an Ecological Gifts Program appraisal.*

The ITC Board [Policy 2.4 Conservation Covenants](#) specifies [emphasis added]:

The landowner is responsible for all costs incurred by the landowner to complete the covenant. **In cases of financial need, the Board may consider assisting a landowner with the costs of covenanting, such as land survey, appraisal, ecological baseline, and registration fees, at the request of the landowner.**

ITC Board [Policy 2.5](#), *Natural Area Protection Tax Exemption Covenants* stipulates [emphasis added]:

The landowner is responsible for all costs incurred by the landowner to complete the covenant, and for the costs of registration in the land title office. The Board will consider assisting a landowner with all or a portion of the application fee **where the applicant demonstrates financial need and where the land has high conservation value.**

The estimated cost for the appraisal is \$4200. The Board approved \$2000 in financial support because both the landholder and covenant co-holder, GaLLT, had indicated that the costs associated with contracting an appraisal would be a significant financial strain on both parties that was not feasible. This financial situation has not changed. ITC staff recommend that the Board approve an additional \$2,200, from existing budgets (Land Securement) in order to pay the full cost of the required appraisal. This expense will ensure timely completion of the Ecological Gift Program application (within 3 years of placing the covenant) on this conservation priority property.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

ITC staff has already committed considerable time to negotiate this covenant and preparation of the Ecological Gift Program application. If the Board approves this request for financial support, a minimal amount of ITC staff time will be required to process and pay invoices.

FINANCIAL:

ITC's securement budget adequately covers the recommended financial assistance of \$2,200.

POLICY:

Approval of financial support for this covenant application meets the criteria of Policy 2.4. so long as the ITC Board believes there is a special circumstance warranting additional financial assistance. Assistance in excess of what is envisioned in Policy 2.5 (fee waiver) is being proposed.

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the Board's decision and proceed as directed.

FIRST NATIONS:

This NAPTEP conservation proposal was referred to relevant First Nations as part of the application process. Referral responses and relevant archaeological information have been appropriately included in negotiating the covenant and will be considered in management decisions.

CLIMATE CHANGE:

The wetlands and forests on this property contribute to climate change mitigation by protecting carbon uptake and storage sources. Additionally, the transition zone from the wetland and moist forest up to the dry ridgetop provides a range of habitats and may assist with species persistence and/or migration in response to future climate instability and change.

OTHER:

- Trust Council Executive Committee approved NAPTEP fee sponsorship for this application in December, 2023.
- In 2023, ITC approved an Opportunity Grant of \$7,000 to GaLLT to assist with this conservation covenant project; this grant paid for the baseline inventory report and legal fees associated with covenant registration.

- The Ecological Gifts Program under Environment and Climate Change Canada (ECCC) procured and paid for the land survey for this covenant in 2023/24.
- In 2024, the ITC Board approved financial support of up to \$6,000 for land survey and appraisal costs for a NAPTEP covenant on Salt Spring Island.

4 RELEVANT POLICIES:

[Policy 3.2.4](#) *Conservation Covenants*

[Policy 3.2.5](#), *Natural Area Protection Tax Exemption Covenants*

5 ATTACHMENT:

None.

Recommendations:

That the Islands Trust Conservancy Board allocates \$2,200 from our existing securement budget towards the cost of an Ecological Gifts Program land appraisal for a Natural Area Protection Tax Exemption Program covenant on Gabriola Island.

Alternatives:

The Islands Trust Conservancy may consider the following alternative to the staff recommendation:

- Approve a different amount of financial assistance in the amount of \$
- Decline to provide financial assistance.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist

Reviewed By / Date: Wendy Tyrrell / November 7, 2025



REQUEST FOR DECISION

To: Islands Trust Conservancy Board **For the Meeting of:** November 18, 2025
From: Staff **Date Prepared:** November 3, 2025

SUBJECT: Opportunity Fund Request – British Columbia Conservation Foundation

RECOMMENDATION: That the Islands Trust Conservancy provide a \$10,000 grant to the British Columbia Conservation Foundation from the Opportunity to support seed collection in Garry oak ecosystems, with a focus on rare and culturally significant plant species to contribute to the BC Seedbank Network

1 PURPOSE: To consider an Opportunity Fund grant application from the British Columbia Conservation Foundation, in cooperation with the Coastal Douglas Fir Conservation Partnership (CDFCP), to support seed collection in Garry oak ecosystems, with a focus on rare and culturally significant plant species to contribute to the BC Seedbank Network.

2 BACKGROUND:

The Opportunity Fund's purpose is to financially support timely opportunities to protect biodiversity in the Islands Trust Area. The Fund will generally provide support for 'hard to fundraise' costs associated with land protection or will be used to leverage increased donations to land acquisition projects. The Islands Trust Conservancy (ITC) Board considers the following values when distributing Opportunity Fund grants:

- Accountability to donors
- Protection of biodiversity priorities as identified in the Regional Conservation Plan
- Co-operation and collaboration with conservancy partners
- Strengthened conservation capacity in the Islands Trust Area
- Transparency and consistency in granting
- Efficiency and effectiveness of grant distribution and conservation activity in the islands

When evaluating requests the ITC Board will consider:

- Urgency of the request
- Potential for protection of biodiversity priorities
- Capacity of organization to manage project effectively
- Likelihood of project success

British Columbia Conservation Foundation's Request

The British Columbia Conservation Foundation (BCCF) has applied for an \$10,000 grant to support native seed collection in Garry oak ecosystems, with a focus on rare and culturally significant plant species – to contribute to the BC Seedbank Project. Experts in this field will be collecting the seeds. The project activities are led by the core partnership of the Coastal Douglas Fir Conservation Partnership (CDFCP), Nupqu Native Plant Nursery, the UBC Botanical Gardens, and WLRS. Each of these organizations has a strong history of project delivery and expertise in this field.

These funds would enable the BC Seed Bank Project team to:

- Ensure BCCF has sufficient funding available to participate in the BC Seedbank network through a collaborative online event, collect native seed in priority Garry oak ecosystems and successfully establish seed bank hubs in British Columbia for long-term storage.
- Obtain significant match funding from the BC Conservation Fund (through BC Parks Foundation).
- Work collaboratively with Indigenous partners, local nurseries, and restoration practitioners within the seedbank network.
- Support on-the-ground seed collection projects in priority Garry oak habitats.
- Ensure that seeds are collected, processed, and stored following best practices to preserve their long-term viability.
- Strengthen the availability of culturally important and at-risk species for future restoration and stewardship initiatives.

The table below represents the ITC staff assessment of this grant application:

Granting Principles	British Columbia Conservation Foundation (BCCF) funding request
Urgency of the request	High: If this application is successful it will help to enable BCCF to access committed funding from BC Parks Foundation through the BC Conservation Fund which has been secured contingent on securing a 1:1 cash match. The project has already negotiated an extension on the original match grant timeline and missing the opportunity for this matching funding will significantly impair the project's activities.
Potential for protection of biodiversity priorities	High: Restoration and stewardship projects rely on a consistent and sufficient supply of native plants and seeds of appropriate provenance (and potentially of genetic diversity as climate change and other factors affect ecosystems). There is currently no dedicated seedbank facility or community of practice in BC and this project will help fill that urgent need, helping to appropriately harvest, store, and research native plant seeds, protecting biodiversity and linked Indigenous knowledge, responsibilities, language, and cultural and food security.

Capacity of the organization to manage the project effectively	High: For over 50 years, BC Conservation Foundation has implemented conservation projects with a total value of over \$200 million working with First Nations, all levels of governments, non-governmental organizations, industry, private groups and educational institutions. They have an excellent reputation as one of the most active organizations in the field of environmental project management and implementation. Their professional team brings together decades of experience in project delivery. In 2022, they delivered \$11 million in project-related restoration, enhancement and acquisitions. While BCCF is manages funding and administration, the project activities are led by the core partnership of CDFCP, Nupqu Native Plant Nursery, the UBC Botanical Gardens, and WLRS. Each of these organizations has a strong history of project delivery and expertise in this field.
Likelihood of project success	High. The project team has developed an ambitious but realistic project timeline for both this pilot year and next phases, including securing significant funding. The core seed bank partnership group is knowledgeable and dedicated and supported by a wider network of practitioners who have committed to helping deliver key project activities.

The ITC's Opportunity Fund Guidelines state that the ITC will consider requests for funding at its April and September meetings, but that requests of an urgent nature may be considered at other times during the year.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff time to administer the grant fits into existing workloads and is generally minimal.

FINANCIAL: The balance of the Opportunity Fund as of September 30, 2025 is \$128,482.75. A \$1,000,000 donation for the Opportunity Fund is currently being held separately as decisions on its investment and management are being determined. In 2023, the ITC Board allocated \$35,400 of the Opportunity Fund balance towards projects on Hornby as required by the Tempest Estate. With interest, that amount is now \$57,435.45. In May 2025, the ITC Board approved a grant to

Mayne Island Conservancy (MIC) for \$12,000. There is a balance of \$2,611.75 reserved for MIC, leaving an **available balance of \$68,435.55** in the Opportunity Fund.

Opportunity Fund Request Implications

Available to grant balance; September 30, 2025	\$128,482.75
Funds earmarked for Hornby Island projects	- \$57,435.45
Remaining funds approved for Mayne Island Conservancy	- \$2,611.75
British Columbia Conservation Foundation Request - if approved	- \$10,000.00
Total undesignated remaining for Opportunity Fund	\$58,435.55

If this request is approved, the Opportunity Fund will have \$58,435.55 for future requests.

Opportunity Fund History

Since its inception in 2004, the Opportunity Fund has awarded thirty-five grants and more than \$194,257 in funding in eleven local trust areas/island municipalities (Table, below).

LTA/BIM	No. of Grants	Total Grants	Outstanding Grant Funds	TOTAL
Bowen	1	\$4,995		\$4,995
Denman	2	\$8,999		\$8,999
Gabriola	2	\$13,000		\$13,000
Galiano	7	\$27,930		\$27,930
Gambier	0	\$0		\$0
Hornby	0	\$0		\$0
Lasqueti	4	\$15,519		\$15,519
Mayne	5	\$18,538	\$2,612	\$21,150
North Pender	1	\$5,000		\$5,000
Salt Spring*	9	\$81,174		\$81,174
Saturna	1	\$3,990		\$3,990
South Pender	1	\$5,000		\$5,000
Thetis	2	\$7,500		\$7,500
TOTAL	35	\$191,645	\$2,612	\$194,257

*Note, ITC Board awarded a grant of \$50,000 for the purchase of Reginald Hill using funds from the Bloom Alter Ego Trust donation.

POLICY: This request is consistent with the Opportunity Fund Guidelines. The ITC board normally considers funding requests from partner agencies at their April and September meetings, however the guidelines state, “requests of an urgent nature may be considered at other times during the year.”

IMPLEMENTATION/COMMUNICATIONS: Staff will inform the British Columbia Conservation Foundation of the ITC Board’s decision.

FIRST NATIONS: Successful applicants to the Opportunity Fund are encouraged to review their conservation project with First Nations to learn about Coast Salish cultural context.

OTHER:

Given the limited nature of the Opportunity Fund, the ITC board should also consider fair distribution of the grants between conservation partners, projects and geographical location.

5 **ATTACHMENT(S):**

1. Application letter from the British Columbia Conservation Foundation.
-

RESPONSE OPTIONS

Recommendation: That the Islands Trust Conservancy provide a \$10,000 grant to the British Columbia Conservation Foundation from the Opportunity Fund to support seed collection in Garry oak ecosystems, with a focus on rare and culturally significant plant species to contribute to the BC Seedbank Network.

Alternatives:

- a) Approve a different amount
 - b) Decline the full amount requested
-

Prepared By: Mike Richards, Strategic Fund Development Specialist & Kathryn Martell,
Ecosystems Protection Specialist

Reviewed By/Date: Wendy Tyrrell, Manager, Islands Trust Conservancy / Nov 12, 2025

September 12th, 2025

Islands Trust Conservancy
200-1627 Fort Street
Victoria, BC V8R 1H8
donate@islandstrust.bc.ca

Re: Invitation to Apply for Islands Trust Opportunity Grant to Support the BC Rare and Culturally Significant Seed Bank

Applicant organization (annual budget, staff/volunteers, track record)

The BC Conservation Foundation (BCCF) is a registered Canadian charity dedicated to the conservation and enhancement of fish, wildlife, and their habitats. BCCF is the direct employer of staff supporting the Coastal Douglas Fir Partnership (CDFCP), which currently includes one full-time and one part-time position, in addition to contractors coordinated through BCCF and CDFCP.

BCCF employs 91 full-time staff across British Columbia and manages hundreds of conservation projects annually in collaboration with First Nations, government, NGOs, industry, landowners, and academic partners. Any surplus funds are reinvested into mission-aligned programs to expand our conservation impact.

BCCF annual budget and detailed track record, including audited financials, staffing, volunteer contributions, and impact highlights, are published in our Annual Reports, available here: <https://www.bccf.com/our-work/our-publications/>

Project history

BC's native plants are threatened by invasive species, land conversion for development, climate change and recent large-scale catastrophic wildfires. Vast areas have been altered, ecosystems have been degraded, and critically important food and medicinal plants have disappeared. Indigenous Peoples understand that local extinctions of culturally significant plants have the potential to impact food sovereignty, cultural practices and language richness.

Conservation of native species and establishing a reliable supply of seed is critical for restoring degraded landscapes, maintaining harvest areas of culturally significant plants, and sustaining biodiversity in the face of future catastrophic events. Once populations or species are lost, their unique genetic composition disappears forever, and the indigenous knowledge and culture associated with it may also be lost over time.

Seed banks store seeds in *ex situ* (off-site) vaults as a safeguard against permanent loss of species and genetic diversity. Seed banks also create opportunities for researching germination and viability of species that have been poorly studied and provide opportunity and supply for restoration.

The idea for a provincial seed bank dedicated to species at risk and of cultural value in British Columbia was first advanced at a virtual Seedbank Gathering on February 28, 2024. This event, co-hosted by the Coastal Douglas-fir Conservation Partnership (CDFCP), the Ministry of Water, Land and Resource

Stewardship (WLRS), and the UBC Botanical Garden (UBCBG), convened 62 participants representing 39 organizations and Indigenous Peoples. The gathering created space to discuss the urgent need for a seedbank, while also identifying key opportunities, resources, and barriers to its establishment. Seed conservation is essential to safeguard the species and genetic diversity of the 53 Endangered and 11 Threatened vascular plants that are federally listed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and 368 listed as provincially at risk (a disproportionately high number of which occur in Garry Oak ecosystems within the Islands Trust area). Participants also emphasized how the loss of culturally significant species impacts Indigenous food sovereignty and contributes to the erosion of knowledge systems and language.

The gathering successfully brought together a diverse community of practice, including Indigenous and non-Indigenous native plant nurseries, botanical gardens, herbaria, restoration practitioners, governments at multiple levels, NGOs, and academics. From this momentum, the BC Seed Bank established a collaborative initiative between Nupqu Native Plant Nursery (100% Indigenous-owned), WLRS, the UBC Botanical Garden and the CDFCP. This core group is supported by the broader network of practitioners who continue to contribute complementary skills and perspectives.

In spring 2025, the BC Seed Bank team successfully secured \$200,000 in funding from the BC Parks Foundation through the BC Conservation Fund. This support was contingent on a 1:1 cash match. While unexpected provincial and federal restrictions delayed the team's original match sources, the team has since worked to pursue new opportunities. As of August 2025, the confirmed and potential funding picture is outlined in the Projects Revenue and Confirmed Funding Section below.

Looking ahead, funding priorities for 2025–2027 are centered on establishing two operational seedbank hubs at Nupqu Nursery and UBC Botanical Garden. Funding will support the purchase of seed storage and processing equipment, the development of a seedbank database grounded in data sovereignty principles, creation of a priority species list for collection, and coordination capacity through part-time staff at Nupqu, UBC and CDFCP. The CDFCP coordinator will organize seed collection projects, nurture relationships with First Nation partners, and facilitate collaboration across the seedbank network. In the coastal region, early collection efforts will focus on rare and culturally significant species within threatened Garry oak ecosystems.

Building on this foundation, the BC Seed Bank team has been in active discussions with partners at Islands Trust Conservancy. Encouraged by Kathryn Martell, Wendy Tyrrell, and Mike Richards, the team is applying to the Islands Trust Opportunity Grant to support seed collection and biodiversity protection in Garry oak ecosystems during the project's first two years.

Project objectives

The Seed Bank will protect the unique genetic and species diversity of BC's native plants by collecting seeds and securely storing them in off-site (*ex-situ*) cold storage. It safeguards biodiversity while supporting research, restoration and strengthening collaborations between traditional knowledge holders and western science.

Project partners

The core BC seed bank team is Nupqu Native Plant Nursery (100% Indigenous owned, located near Cranbrook, BC), Ministry of Water, Land and Resource Stewardship, Coastal Douglas fir Conservation

Partnership and UBC Botanical Gardens. The core seed bank group is supported by the wider network that draws from a wide community of practitioners with complementary skill sets. Partners have offered to support the project by providing plant identification courses, seed bank collection training, advice on data management, research opportunities and volunteer seed collection.

Project timelines

Project Timeline (2025–2027)

Fall 2025 – Spring 2026 (Pilot Year)

- Hire 3 part time coordinators at Nupqu nursery, UBC Botanical Garden and CDFCP.
- Establish governance and coordination structures for the BC Seed Bank, including data sovereignty protocols.
- Purchase and install initial seed storage and processing equipment at Nupqu Native Plant Nursery and UBC Botanical Garden.
- Convene a meeting of seed bank network to identify opportunities for collaboration and information sharing.
- Develop regionally important priority species lists in consultation with BC Seed Bank network, including Indigenous partners.
- Develop protocols for seed handling, storage, and data sovereignty in collaboration with First Nations partners and established seed banks in other areas (e.g., KEW Millennial seed bank, National Tree Seed Centre, University of Washington Millar Seed Vault, etc.).
- Launch pilot seed collection projects, with a focus on rare and culturally significant species in Garry oak ecosystems.
- Begin building the seedbank database and link to existing conservation data systems.
- Progress reporting to funders and partners, including match funding updates.

Summer – Fall 2026

- Fully operationalize the two seedbank hubs (Nupqu and UBC), with processing and storage capacity established.
- Expand seed collection efforts regionally, prioritizing species at risk and culturally significant plants identified in partnership with Indigenous Peoples.
- Continue training and capacity-building with seedbank partners and Indigenous communities.
- Refine and test database functionality to ensure accessibility and data sovereignty safeguards.
- Strengthen collaborative projects with NGOs, governments, and community nurseries (e.g., Satinflower Nurseries, HAT, Islands Trust, Tree Canada partnership).

Winter 2026 – Spring 2027

- Continue coordination of the BC Seed Bank network, facilitating knowledge sharing among nurseries, herbaria, governments, research, training, and Indigenous practitioners.
- Ongoing seed collection campaigns to increase species and genetic diversity held within the bank.
- Progress reporting to funders and partners, including match funding updates.

Summer – Fall 2027 (Consolidation and Next Phase Planning)

- Evaluate pilot phase results (collections achieved, partnerships strengthened, database functionality, training delivered).
- Publish a “BC Seed Bank Roadmap” and/or Report outlining next steps, priority ecosystems, and future funding requirements.
- Prepare for long-term sustainability through new funding applications and deeper integration with regional and provincial conservation initiatives.
- Yearly collection from 2027 onwards shifting to other important ecosystems and areas within the province and CDFCP geographic boundary.

Project budget and revenues (committed and pending)

Committed Funding

- BC Parks Foundation – BC Conservation Fund: \$200,000 over two years (2025–2027). Funding contingent on securing a 1:1 cash match.
-
- **Confirmed Cash Match Funding FY25-26 and FY26-27:**
 - Okanagan Nation Alliance – BC Hydro funding for plant conservation – \$82,886 (\$41,443 each year for two years)
 - UBC Botanical Garden – Sustainable Communities Field School - \$10,000
 - CDFCP - BC Ministry of Water Land and Resource Stewardship - ECCC Priority Places Fund – ECCC \$2,000
 - CDFCP - Pacific Institute for Climate Studies (PICS) funding - \$2,294.25
 - Sitka Foundation - \$69,999
 - \$38,003 to match funds through March 2026
 - \$31,996 to match funds April–August 2026
 - **Total secured = 167,179.25**
- **Pending / Potential Funding**

- Indigenous Peoples' Species at Risk (IPSAR) Program: \$50,000/year over three fiscal years (2025-March 2028) for a total of \$150,000 (pending).
- Tree Canada: In discussions since June 2025. Potential support for Garry oak ecosystem restoration projects in collaboration with Satinflower Nurseries, Habitat Acquisition Trust (HAT), and Islands Trust Conservancy. Funding amount TBD.

Budget Priorities (2025–2027)

Funding will be allocated to:

- Establishing two seedbank hubs (Nupqu Nursery and UBC Botanical Garden) with storage and processing equipment to allow long-term *ex situ* seed storage.
- Hosting a BC Seedbank Network online event to discuss next steps, establishing standard seed collection protocol, priority species lists for targeted ecosystems, building meaningful relationships, networking and sharing ideas.
- Supporting part-time coordinators to oversee seedbank development, event coordination, seed collection, database management, and First Nations partnerships.
- Developing a seedbank database guided by data sovereignty principles.
- Creating a priority species list to guide collection of most critical species first.
- Working with specialist contractors and collaborators to conducting seed collection projects in Garry oak ecosystems with a focus on rare and culturally significant species.

Amount of request: \$10,000

We are requesting \$10,000 to support seed collection in Garry oak ecosystems, with a focus on rare and culturally significant plant species. This will also be coordinated through an online BC Seedbank Network Event. These funds will enable the BC Seed Bank team to:

- Ensure we have sufficient funding available to meaningfully engage with BC Seedbank network through a collaborative online event, collect seed in Garry oak ecosystems and successfully establish the seed bank hubs for long-term storage.
- These potential funds from ITC will also help obtain match funding from the BC Conservation Fund.
- Work collaboratively with Indigenous partners, local nurseries, and restoration practitioners within the seedbank network.
- Support on-the-ground seed collection projects in priority Garry oak habitats.
- Ensure that seeds are collected, processed, and stored following best practices to preserve their long-term viability.
- Strengthen the availability of culturally important and at-risk species for future restoration and stewardship initiatives.

This investment will have an immediate impact on conserving biodiversity and supporting Indigenous cultural values while advancing the establishment of the BC Seed Bank. Establishing a diverse collection of seeds from Garry oak ecosystems will support future management and restoration of Islands Trust Conservancy properties and build resilience across the ecosystems.

Amount of request: \$10,000		
Costs	Details and Notes	Estimated Amount
BC Seedbank Network Online Event	Honoraria for non-govt speakers (4 x \$200)	\$800
	Honoraria for Indigenous attendees and others with financial barriers (8 x \$300)	\$2,400
Seed Collection	Contractors to conduct seed collection on priority species in Garry oak ecosystems	\$4,496
Seed Shipping Costs	Ship collected seeds to seedbank hubs	\$500
Seed Storage Costs	Project-specific storage fees for newly collected seeds: freezer utilization	\$500
Administration Fee	BC Conservation Foundation administration fee of funds (15%)	\$1,304.40
Total		\$10,000

Which biodiversity priorities the project will benefit and how (identified in the [Regional Conservation Plan](#))

Sensitive and Rare Ecosystems

The plan emphasizes the protection of fragile, rare ecosystems, especially globally rare forests, that support high biodiversity. By focusing on seed banking for threatened Garry oak ecosystems and culturally significant plant species, our project helps safeguard these sensitive and rare ecosystems from further loss.

Species and Ecosystems at Risk

The Trust Area harbors over 100 federally listed and more than 300 provincially listed species at risk. Our initiative preserves viable seed of at-risk and culturally critical plants, improving prospects for their survival and ecosystem balance across the Islands.

Healthy Forests

While Garry oak ecosystems are meadow or savannah-like rather than forests, the underlying principle of ecological integrity applies. Establishing a seedbank contributes to maintaining vibrant, diverse plant communities and supports restoration efforts that enhance understory diversity and ecosystem resilienc

Collaboration with First Nations & Cultural Value

The Regional Conservation Plan underscores the importance of strengthening relationships with First Nations to co-develop conservation strategies. Our project, led by an Indigenous-owned nursery and deeply rooted in Indigenous food sovereignty and knowledge systems, aligns directly with this cross-cultural stewardship approach.

Strategic Conservation Planning & Capacity Building

The Islands Trust Plan calls for identifying conservation priorities, building organizational resilience, and securing and managing lands to maximize ecological integrity. Our seedbank initiative contributes to these by:

- Funding requested from ITC for this project:
 - Bringing the BC Seedbank Network together to collaborate and develop priority lists for at-risk ecosystems such as Garry oak ecosystems
 - Increasing capacity to collect additional seed species in 2026-2027 in Garry oak ecosystems
 - Providing opportunities and financial support to share Indigenous knowledge and integrate into the BC Seedbank project (Honoraria, guest speakers, paid time).
- The larger project:
 - Establishing seedbank hubs at Nupqu Nursery and UBC,
 - Building coordination capacity through part-time roles, and
 - Developing tools like a seedbank database anchored in data sovereignty principles
 - This supports long-term conservation infrastructure and stewardship aligned with the Plan's goals.

Project map (if applicable)

Photos should be included with the letter showing the ecological significance of the property.

To learn more about the project, please visit: [BC Seedbank Collections Training - Coastal Douglas-fir Conservation Partnership](#)

Thank you for the opportunity to apply for the ITC Opportunity Grant.

Sincerely on behalf and in collaboration with the BC Rare and Culturally Significant Seed Bank Team,

Shelly Bhasin, BC Conservation Fund

Stephanie Woods, CDFCP



BRIEFING

To: Islands Trust Conservancy Board **For the Meeting of:** November 18, 2025

From: Financial Planning Committee **Date Prepared:** November 12, 2025

SUBJECT: Financial Planning Committee motion re Islands Trust Conservancy Board proposed 2026/27 budget request

PURPOSE: To convey a resolution from Financial Planning Committee (FPC) to Islands Trust Conservancy Board regarding the Islands Trust Conservancy's proposed 2026/27 budget.

BACKGROUND: [Trust Council's Budget Process Policy 6.3.1](#) and Islands Trust Conservancy's Policy [3.1.6 Annual Budget Submissions Policy](#) set out that the Islands Trust Conservancy Board (ITC Board) is to be consulted directly, at the beginning of, and throughout, the budget process with respect to Board requirements, programs and administrative services, and that appointed trustees of the ITC Board shall be given the opportunity to attend Financial Planning Committee and Trust Council meetings with observer status. The policy also sets out that the ITC Board is responsible for endorsing all budget requests for the Islands Trust Conservancy Board and its program operations.

On October 22, 2025, Financial Planning Committee received the attached proposed 2026/27 budget from the Board. Discussion about the proposed Conservancy budget included the following:

- Conclusion of the contribution agreement with Environment and Climate Change Canada for the species at risk program and the impact to the Islands Trust Conservancy (ITC) budget.
- Whether or not the 700 staff hours in the First Nations engagement plan are accounted for within the administration percentage. Staff commented that staff hours are included in the salary line item.
- A view that the Board could be requested to consider allocating some of the recent \$1 million donation to the ITC Opportunity Fund for land securement and property management, or interest from the donation, to offset taxation, while ensuring that the donor's intent is honoured and relationships with other conservancies and partners are not jeopardized.
- The proposed increase to the Conservancy budget from taxation influences the projected increase in the Bowen Island Municipality tax levy.

Financial Planning Committee passed the following resolution:

That Financial Planning Committee request that the Islands Trust Conservancy Board consider putting a portion of its recent \$1 million donation to support some of the Island Trust Conservancy's 2026/27 budget requests as appropriate.

In June 2025, the Islands Trust Conservancy announced it had received a \$1.15 million donation from an anonymous donor to support conservation efforts on the islands in the Salish Sea. This anonymous donation was provided through the ShorePeakGEN Fund, held at the Vancouver Foundation.

The donor has allocated \$1 million to Islands Trust Conservancy's [Opportunity Fund](#). The Opportunity Fund supports hard-to-fundraise costs associated with land protection projects, or to provide matching funds to incentivise increased donations to land acquisition projects. Since 2004, 35 Opportunity Fund grants have contributed to the protection of \$69 million worth of ecologically and culturally important lands. In addition, the donor allocated \$157,300 to Islands Trust Conservancy's [Property Management Fund](#). The Property Management Fund provides funding for the ongoing management of lands held by Islands Trust Conservancy.

The Board has yet to discuss intended use of the anonymous donation. Staff recommends conservative decision-making while the Board is undertaking development of the Five-Year Plan as there will be an opportunity during engagement about the plan to seek the views of First Nations and other conservation partners of strategic uses of this major gift. Staff also recommend that the Board consider donor relations when allocating donations as not all donors may wish to have their donations used to offset taxation and instead may have expected that their donation supplement Trust Council funded operations.

The Opportunity Fund guidelines (attached) include:

2(b) Ineligible Requests: The Islands Trust Conservancy will not provide funding towards:

- Acquisition costs related to Properties that are involved in a
- development application
- Costs associated with the ongoing management of a protected area
- Costs associated with its, or any other organizations', operating costs

4(a) Opportunity Fund monies will not be used for the Islands Trust Conservancy's or any other organization's administrative or property management costs.

Property Management Fund guidelines include (attached):

2. Board will use the money held in this Fund only to cover costs associated with the following purposes:

- Maintenance, enhancement, restoration and improvement of the natural features,
- habitats, ecosystems and amenities of ITC nature reserves;
- Maintenance and establishment of recreational features within ITC nature reserves
- as determined through management planning;
- Signage needed to properly manage ITC nature reserves;

- Risk mitigation to ensure the safety of the public and workers;
- Legal services, arbitration processes and mediation processes required to properly manage nature reserves and to address issues of trespass;
- Reports and expert guidance required to manage the land, including archaeological and biological reports and assistance from First Nations Cultural Knowledge Holders.

3. The Board will not use the funds held in the Property Management Fund for costs associated with land acquisition.

At this time, the fund balances are:

Fund	Balance
Opportunity Fund	\$1,077,558
Property Management Fund	\$176,929

See Table 1 below for details of the proposed 2026/27 Conservancy budget. Items of note:

- **Protected area management operations budget:** Reflects new program delivery model as a cost savings measure. The new model includes contract delivery of most protected area monitoring which reduces costs and will support protected area management staff with work on active management priorities, addressing violations, and improving management planning and outreach objectives. The budget assumes species at risk surveying and monitoring will be limited and that the Species at Risk Coordinator and Conservation Technician (co-op) positions will not be filled in 2026/27.
- **Protected area management planning budget:** Reflects additional costs for conducting archeological assessments, engagement with First Nations about all new properties acquired, and costs associated with developing new, and updating existing, management plans.
- **Travel:** Reduced due to new program delivery model for protected area management operations
- **Five Year Plan development budget:** Includes \$100,000 in capacity funding for First Nations, and \$10,000 for costs associated with engagement such as site rentals, food, accommodations, travel, and honoraria.
- **Land securement budget:** Reflects anticipated costs for the initiation, progression, and/or completion of three to five new land securement projects in 2026/27.
- **Staffing requests:**
 - New staff position: Permanent ITC Indigenous Relations Advisor (0.5)
 - Extension of temporary position: one-month extension for current Species at Risk Coordinator to complete Environment and Climate Change Canada Priority Places Final Report, due at the end of April 2026.
- **Project:** Protected Area Data Management Software (GIS) Project
- **Reduced external funding:** No contribution agreement with Environment and Climate Change Canada in 2026/27 (\$220,000 in 2025/26)

ATTACHMENT(S):

1. Table 1. Islands Trust Conservancy proposed 2026/27 budget (associated business cases provided separately in the agenda)
2. [Opportunity Fund Guidelines](#)
3. [Property Management Fund Guidelines](#)

FOLLOW-UP: Staff will follow-up as directed. Staff and the ITC representative to the Financial Planning Committee will convey the Board decision to Trust Council at its December 2-4, 2025 meeting.

Prepared By: Wendy Tyrrell, Manager, Islands Trust Conservancy

Reviewed By / Date: Clare Frater, Director, Trust Area Services / November 12, 2025

Table 1. Islands Trust Conservancy 2026/27 proposed budget

2026-27 ITC Proposed Budget											
Description		2025/26				2026/27				Budget to budget change	
		Islands Trust contribution: Taxes	Grant Contribution: FN Engagement	Grant Contribution: SAR	Total Approved Budget	Islands Trust contribution: Taxes	Grant funding	Total Draft Budget	Business case?	\$ Change	% Change
	Salaries and Benefits *	799,771		102,418	902,189	812,002		812,002		(90,187)	-10.0%
	Salaries and Benefits - Indigenous Relations Advisor (part-time) and SAR Coordinator (1 month)				0	58,984		58,984	Yes * 2	58,984	100.0%
54500-210	Communications	4,500		5,500	10,000	8,000		8,000		(2,000)	-20.0%
56100-210	Professional Services**	6,000		13,000	19,000	10,000		10,000		(9,000)	-47.4%
56500-210	Contracted Temporary Staffing	15,000			15,000	15,000		15,000		-	0.0%
61100-210	Board Honoraria	7,000			7,000	7,000		7,000		-	0.0%
61200-210	Board Meeting Expense	2,850			2,850	4,500		4,500		1,650	57.9%
61210-210	Board Training and Conferences	500			500	1,500		1,500		1,000	200.0%
	Protected Areas Management Operations***	56,918		76,582	133,500	150,000		150,000		16,500	12.4%
	Protected Areas Management Planning***	35,000			35,000	54,000		54,000	Yes	19,000	54.3%
	Conservation Planning***	4,000			4,000	4,000		4,000		-	0.0%
	Land Securement***	11,000		12,000	23,000	34,000		34,000	Yes	11,000	47.8%
61600-210	Ecosystem Mapping	5,200		4,000	9,200	5,000		5,000		(4,200)	-45.7%
63000-210	Legal	30,000			30,000	20,000		20,000		(10,000)	-33.3%
67500-210	Memberships	1,800			1,800	1,800		1,800		-	0.0%
74900-210	Safety****	3,300			3,300	3,300		3,300		-	0.0%
79500-210	Subscriptions	400			400	550		550		150	37.5%
80300-210	Mobile Devices	356			356	356		356		-	0.0%
81300-210	Training and Conferences	6,400			6,400	6,600		6,600		200	3.1%
81305-210	Travel for Training	4,500			4,500	5,000		5,000		500	11.1%
82300-210	Travel	19,500		6,500	26,000	15,000		15,000		(11,000)	-42.3%
73001-210-8062	First Nations Plan Engagement	10,000	10,000		20,000	110,000		110,000	Yes	90,000	450.0%
	Protected Areas Data Management Software	0			0	30,000		30,000	Yes	30,000	100.0%
	TOTAL Direct ITC Costs	1,023,995	10,000	220,000	1,253,995	1,356,592		1,356,592		102,597	8.2%
	Admin Allocation - 14% (2025/26) estimated 15% (2026/27)	417,669		-		TBA		TBA			
	TOTAL	1,441,664	10,000	220,000	1,671,664	TBA		TBA			

* Assumes 2.5% salary increase. Excludes costs for previously grant-funded positions - Species at Risk Coordinator and Conservation Tech (Co-op)

** Professional Services includes \$4,000 for bookkeeper and consultant services for property management and FN knowledgeholder(s)

*** The 2025/26 property management and land securement/conservation planning budget lines have been broken out with allocated amounts provided as estimates for comparison

**** Safety budget supports monthly fee for BIVY Emergency Safety Devices used by field staff.

NOTE: Budget amounts listed for prior year is as per the approved budget.

October 19, 2021

Islands Trust – Islands 2050

Sent by email to: islands2050@islandstrust.bc.ca

Re: Trust Council Bylaw TC183

Thank you for the referral of the draft Islands Trust Policy Statement, dated July 22, 2021. The Islands Trust Conservancy Board received and discussed the referral at its meeting on October 5, 2021 and passed the following resolutions:

ITC-2021-036

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board encourages Islands Trust staff to clarify terms and phrases in the Islands Trust Council Draft Bylaw 183, Islands Trust Policy Statement as they relate to the fields of biology, ecology, and restoration.

ITC-2021-037

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board request that it receive a referral of the Policy Statement after first reading as it understands that the Policy Statement is currently undergoing further engagement.

ITC-2021-038

It was MOVED and SECONDED,

that the Islands Trust Conservancy Board indicate to the Islands Trust Council that it recommends that the Islands Trust Council Draft Bylaw 183, Islands Trust Policy Statement have the following amendments:

- a) Page 2, final paragraph be edited to indicate that, in addition to the assignment of a regional-level planning function to Islands Trust Council in 1990, the most notable change to the Islands Trust Act was the creation of the Islands Trust Conservancy, then known as the Islands Trust Fund or Trust Fund Board;
- b) page 10, “Role of the Islands Trust Conservancy” be edited to include the phrase, “The work of the Islands Trust Conservancy is guided by the Islands Trust Conservancy Five-Year Plan, which is approved by the Minister of Municipal Affairs under Section 44 of the **Islands Trust Act**”; and,
- c) page 17, policy 4.1.2, bullet two, “Islands Trust Conservancy” be added as an agency for consultation.

If you have any questions please direct them to Islands Trust Conservancy Manager, Kate Emmings, at kemmings@islandstrust.bc.ca.

Sincerely,



Kate-Louise Stamford
Chair, Islands Trust Conservancy



Public Acquisitions Update For the Meeting of November 18, 2025

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	ITC previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	TFB-2017-031: It was MOVED and SECONDED , that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of \$30,000 upon transfer of the land, with at least \$15,000 to be held in a pooled Nature Reserve Management Fund, and \$10,000 to \$15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2019/07/24	Received subdivision proposal plan from the planning department.
	2020/09/08	Applicant provided a revised proposal to the Galiano Island Local Trust Committee.
	2020/12/10	File transferred to TAS Director Frater due to declared conflict of interest by ITC Manager, Kate Emmings.
	2021/01/28	ITC Staff met with applicant. An application update is anticipated for the May ITC Meeting.
	2021/05/25	Update provided to ITC Board.



Public Acquisitions Update For the Meeting of November 18, 2025

Crystal Mountain (Galiano) 18.3 ha.	2021/05/25	ITC-2021-019: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the updated approximate lot configuration proposed by the Crystal Mountain Society, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant. ITC-2021-020: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way across Lot A on the upper ridge, in favour of Islands Trust Conservancy, to provide legal access to the eastern part of Lot A via the legal easement across neighbouring Lots B and C. ITC-2021-021: It was MOVED and SECONDED, that the Islands Trust Conservancy Board express support for the Crystal Mountain Society proposal to alter the lot boundaries of Lot 9 and Lot 10, prior to land transfer to Islands Trust Conservancy, to remove the pagoda from the proposed nature reserve, subject to staff assessment that adjusted lot boundaries meet ITC conservation goals and policies, based upon a site visit and review of any necessary additional ecological information from the applicant ITC-2021-022: It was MOVED and SECONDED, that the Islands Trust Conservancy Board request that the Crystal Mountain Society update the Ecological Inventory report and other relevant documents to reflect the proposed boundary changes, prior to transfer of the land. ITC-2021-023: It was MOVED and SECONDED, that the Islands Trust Conservancy Board accept the Crystal Mountain Society proposal to register a Statutory Right of Way for emergency access on Lot A in favour of the Capital Regional District prior to subdivision, subject to Crystal Mountain Society's working with ITC staff to develop an appropriate agreement.
	2021/07/07	Staff site visit scheduled.
	2021/07/21	Follow-up staff visit to discuss lot boundary options.
	2022/02/09	Applicant and staff discuss coordinating a visit from a Cultural Knowledge Holder.
	2022/08/16	Meeting with applicant to discuss their meeting with Penelakut Elders and leadership.
	2022/11/24	Meeting with applicant's agent to discuss potential co-management relationship with Penelakut.
	2023/02/01	Applicant's agent provided update on process of fulfilling ITC Board's requirements; continuing discussion with staff about engagement with Penelakut Tribe and other Indigenous community members.
	2023/05/06	Penelakut Tribe has requested greater consultation around subdivision and bylaw. ITC work on hold.
	2025/07/22	ITC Board received, for information, letter sent to IT Planning Team that the CMS Rezoning Committee has dissolved and the CMS Board will be considering next steps with the ongoing rezoning application.
	2025/10/03	No updates.



Public Acquisitions Update For the Meeting of November 18, 2025

	2025/11/18	No updates.
Current Total ITC Acquisitions:		34



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

NAPTEP COVENANTS		
<i>29 NAPTEP Covenants on title, 2 NAPTEP covenants in progress, Ecological Gifts applications in progress for 2 complete NAPTEP covenants</i>		
Property	Date	Notes
Martin NAPTEP Covenant (Salt Spring Is., ~1 ha)	2024/08/25	Application received.
	2024/10/28	Staff site visit.
	2024/10/29	Applicant submitted request for fee sponsorship. Staff will send to Executive Committee for review and approval at an upcoming meeting.
	2024/11/19	ITC-2024-061: It was MOVED and SECONDED that the Islands Trust Conservancy Board approve the conservation proposal submitted by Tara Martin, to place a NAPTEP covenant on approximately 1 ha of Salt Spring Island, PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and connectivity with adjacent protected areas.
	2024/12/05	Staff is preparing application for referral to First Nations.
	2025/01/09	Referrals sent to affected First Nations, with input requested by 10 March.
	2025/02/14	Sent for information to Salt Spring Island Local Trust Committee. No comments received.
	2025/02/19	Site visit with landholder and S̓TÁUTW (Tsawout) to discuss the covenant project. Discussion ongoing.
	2025/03/10	Referral reminder sent to First Nations, and to offer referral window extension.
	2025/03/11	Application for tax exemption reviewed and approved by Trust Council. TC-2-25-035: It was MOVED by Trustee Gauvreau, and SECONDED by Trustee Peterson, that the Islands Trust Council request the Secretary to issue a Natural Area Protection Tax Exemption (NAPTEP) Certificate for the covenanted portion of the property described as PID: 000-363-740, Lot A, Section 39, South Salt Spring Island, Cowichan District, Plan 35768, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption (NAPTEP).
	2025/04/15	Referral reminder sent to three First Nations who had requested referral window extension.
	2025/05/23	Staff discussed mortgage holder consent and priority agreement for the covenant, and sent follow-up information for applicant to use in discussions with mortgage holder.
	2025/05/27	No new updates.
	2025/06/09	Referral reminder sent to three First Nations who had requested referral window extension. Ongoing discussion with Tsawout First Nation about how to address their access and cultural stewardship concerns in the covenant draft.
	2025/07/17	Referral reminder sent to three First Nations who had requested referral window extension.
	2025/07/22	No new updates



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

Martin NAPTEP Covenant (cont'd)	2025/07/24	Application sent for Ministerial approval.
	2025/07/28	Applicant submitted application for Executive Committee sponsorship of NAPTEP application fees. Application will be reviewed by Trust Council at their December quarterly meeting.
	2025/07/31	Response from Ministry of Housing & Municipal Affairs that application is under review, and they are unable to provide a timeline for response due to recent appointment of new Minister.
	2025/10/03	Covenant approved by Minister.
	2025/11/18	Update: Landholder is arranging preliminary approval for Priority Agreement with mortgage holder, with ITC staff support. Ongoing. All work related to the negotiating and drafting of the covenant is on hold pending agreement from mortgage holder.
Doris McHardy NAPTEP Covenant (North Pender Is, ~1 ha)	2024/02/04	Application received.
	2024/02/14	Application sent for Ministerial approval.
	2024/03/19	ITC-2024-13: It was MOVED and SECONDED that the Islands Trust Conservancy Board approve the conservation proposal submitted by Sara Miles, Mike Timmins, and Vivian Mitchell, to place a NAPTEP covenant on approximately 0.6 ha of North Pender Island, PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to review of First Nations responses and to Ministerial approval, to protect woodlands and herbaceous habitats, maturing dry Douglas-fir forest, and adjacent protected areas.
	2024/04/18	Staff updated the Ministry of Municipal Affairs, who replied that they will wait for results of First Nations referral before reviewing the application.
	2024/04/29	Application referred to First Nations. Response window of 90 days ends on July 25 th , 2024.
	2024/07/08	Referral reminder sent to First Nations.
	2024/07/25	First Nations referral response window closes. Responses compiled and submitted to Minister's office for review and approval of the covenant application.
	2024/08/28	Covenant approved by the Minister. Application will be sent to Trust Council for tax exemption approval at December 2024 meeting, and for information to North Pender LTC.
	2024/10/28	Applicant submitted request for fee sponsorship.
	2024/10/30	Applicant requested ITC support in arranging preliminary approval for Priority Agreement with mortgage holder. Ongoing. Any work negotiating and drafting covenant is on hold pending agreement from mortgage holder.



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

Doris McHardy NAPTEP Covenant (cont'd)	2024/11/20	Executive Committee approved sponsorship of NAPTEP Application: <i>EC-2024-146: It was MOVED and SECONDED, that the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application NP-NAP-2024.1 (Doris McHardy), North Pender Island.</i> Staff will process Ph 1 fee refund and Ph 2 fee waiver.
	2024/11/29	Referred for information to North Pender Island Local Trust Committee. No comments received.
	2024/12/04	Application for tax exemption reviewed and approved by Trust Council. TC-2024-111: It was MOVED by Trustee Elliott, and SECONDED by Trustee Morrison, that the Islands Trust Council requests the Secretary to issue a Natural Area Protection Tax Exemption Program Certificate for the covenanted portion of the property described as PID: 005-837-651, Lot 6, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.
	2025/01/10	Staff informed applicant of TC decision and next steps.
	2025/01/19	Staff provided the ITC Board with a summary of First Nations responses. Deferred to next meeting
	2025/03/18	Staff provided the ITC Board with a summary of First Nations responses.
	2025/05/27	No new updates.
	2025/06/09	Applicant informed staff that they will continue work on priority agreement in the autumn when negotiating mortgage renewal.
	2025/07/22	No new updates.
	2025/10/03	No updates.
	2025/11/18	No updates.
Koontz NAPTEP Covenant Gabriola Island (~2.5 ha)	2023/02/08	Application received.
	2023/05/30	ITC-2023-017: It was MOVED and SECONDED, that the Islands Trust Conservancy Board approve the conservation proposal submitted by Yarrow Koontz, to place a NAPTEP covenant on approximately 2.5 ha of Gabriola Island, PID: 005-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, to protect wetlands, maturing forest, and sensitive riparian and cliff habitats.
	2023/06/12	Staff informed applicant of Board decision.
	2023/07/07	Application referred to First Nations.
	2023/08/18	First Nations referral window ended. Only one response has been received, indicating no comments regarding this application.
	2023/09/14	Referred for information to Gabriola Island Local Trust Committee. No comments received.



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

Koontz NAPTEP Covenant (cont'd)

2023/09/27	Application for tax exemption approved by Trust Council (resolution number pending)
2023/10/05	Phase II next steps correspondence sent to landholder.
2023/10/19	Site visit to determine covenant area boundaries.
2023/10/23	Applicant submitted request to have NAPTEP fees sponsored by EC. Staff working to add to November EC meeting
2023/10/26	Submitted expression of interest for funding support from Ecological Gifts Program.
2023/11/22	Executive Committee approved sponsorship of NAPTEP Application: EC-2023-120: It was MOVED and SECONDED , that Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application GB-NAP-2023.1 (Koontz), Gabriola Island.
2023/12/08	Applicant requested ITC support in arranging Priority Agreement with mortgage holder. Ongoing. Further work negotiating and drafting covenant is on hold pending agreement from mortgage holder.
2023/12/15	NAPTEP Phase I fee refund cheque mailed to applicant.
2023/12/22	ITC staff worked with GaLLT to secure Ecological Gifts Program funding for covenant area survey; procurement process underway (contract will be directly with Environment & Climate Change Canada). Survey work planned for January.
2024/02/14	Application sent for Ministerial approval.
2024/02/29	Contract signed for land survey (with ECCC).
2024/03/27	Covenant area survey complete.
2024/03/27	Ministerial approval received for covenant.
2024/05/13	Applicant connected with mortgage provider about Priority Agreement.
2024/06/21	Mortgage holder provided approval in principle for a Priority Agreement for the covenant and SRW over the mortgage.
2024/08/23	Draft covenant reviewed by ITC legal.
2024/08/28	Draft baseline inventory report submitted by contractor. Reviewed by ITC.
2024/09/16	Final draft covenant sent to landholder and GaLLT for final agreement on language.
2024/09/17	ITC staff site visit to complete field surveys for baseline inventory report.



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

Koontz NAPTEP Covenant (cont'd)	2024/10/01	ITC-2024-048: It was MOVED and SECONDED , that the Islands Trust Conservancy Board authorizes the Chair to sign a covenant with Yarrow Koontz, over a portion of the Land described as That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, PID: 005-788-447, and directs staff to register the covenant through the Natural Area Protection Tax Exemption Program (NAPTEP).
	2024/10/12	Application to register covenant submitted to Land Titles and Survey Authority.
	2024/10/24	Covenant registered on title. Natural Area Exemption Certificate submitted to Land Titles.
	2024/11/07	Natural Area Exemption Certificate registered on title. Staff has prepared and sent all necessary notifications and copies.
	2024/11/07	NAPTEP application process complete. Application file closed.
	2024/11/19	The Islands Trust Conservancy Board authorized a rise and report relating to the approval of spending up to \$2,000 from existing budgets towards the cost of an Ecological Gifts Program appraisal for a NAPTEP covenant on Gabriola Island.
	2024/12/05	GalLT and landholder are coordinating covenant appraisal for Ecological Gift Program application.
	2025/03/27	Staff noticed oversight in baseline report. Amended baseline in progress.
	2025/05/27	No new updates.
	2025/07/22	ITC-2025-025: It was MOVED and SECONDED , that the Islands Trust Conservancy Board authorize the Chair or any available ITC Authorized Signatory to sign the Modification Agreement to amend covenant CB1650359 registered on the land described as PID 005-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying To The North West Of A Road Dedicated By Plan 17829, Except Those Parts In Plans 21783 And 26145. ITC-2025-026: It was MOVED and SECONDED , that the Islands Trust Conservancy Board authorize expenditure of up to \$300 to support the landholder and GalTT in obtaining notarized signatures for registering the Modification Agreement
	2025/10/29	Modification agreement submitted to Land Titles Office for registration. Expected examination date November 5 th .
REGULAR COVENANTS		
<i>52 regular covenants on title, 0 public regular covenants in progress, 0 in camera covenants in progress.</i>		
Property	Date	Notes
None		
ITC NATURE RESERVES WITH COVENANTS OUTSTANDING		



PUBLIC COVENANTS UPDATE For the Meeting of November 18, 2025

<i>9 ITC Nature Reserves are without covenants, 1 ITC Nature Reserve covenant in progress.</i>		
Property	Date	Notes
Fairyslipper Forest Nature Reserve Thetis Island (16.6 ha)	2018/03/20	ThINC Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/03/21	CCLT Board approves resolution to hold a covenant on Fairyslipper Forest.
	2018/04/03	TFB approves negotiation of conservation covenant in favour of ThINC and CCLT.
	2018/04/06	ITC template covenant sent to partners. Trail relocation is needed before finalizing baseline report.
	2018/10/13	Hosted Management Plan Open House on Thetis Island.
	2019/02/22	Draft management plan and baseline report sent to ThINC and CCLT staff for review.
	2019/05/21	ITC Board approves management plan with minor revisions.
	2019/06/12	ThINC Board approves revised management plan.
	2019/09/26	CCLT Board approves revised management plan. Management Plan posted to the ITC website.
	2020/02/03	Trail relocation completed by contracted trail builder, Penelakut youth and volunteer labour. A Statutory Right of Way is required from the adjacent property where the trailhead and parking area are planned.
	2020/03/19	ThINC is working with the Thetis Island Residents and Ratepayers Association to obtain a trail license over adjacent private lands for access and parking for the Fairyslipper Forest Nature Reserve.
	2020/07/14	Adjacent landowner signs Trail Licence Agreement with TIRRA (Thetis Island Residents and Ratepayers Association). Staff continues to work with owner to develop permanent legal access.
	2022/04/25	Adjacent landowner extends Trail Licence Agreement with TIRRA.
	2022/06/06	Staff discussed proposed conservation covenant with ThINC, agreement to defer. Staff will reengage with adjacent landowner to discuss more formal access arrangement.
	2022/07/27	Adjacent landowner wishes to continue with informal access agreement. Staff will continue with current access and will consider varied trail options as part of the covenant negotiations.
	2022/10/04	ITC Board rescinds resolution directing staff to negotiate a statutory right of way and related section 219 covenant with adjacent landowner.
	2023/05/30	Staff re-initiated discussion about access arrangement with adjacent landowner. Numerous efforts to set up phone call or (preferred) site visit to discuss options; unable to set meeting.
	2023/11/20	TIRRA agrees to continue holding trail licence for access through adjacent private lands
	2024/01/24	Neighbour on eastern side establishes trail that connects into FFNR from Mt Burchell trail, in a trail licence with TIRRA, as an alternate access.
	2024/03/01	TIRRA and adjacent landholder sign renewed trail licence for existing informal access, to last until April 30, 2026, with automatic renewal for an additional 2 years unless either or both parties desires otherwise.



PUBLIC COVENANTS UPDATE
For the Meeting of November 18, 2025

	2025/05/27	No new updates. Covenant negotiation has been deferred since 06 2022.
Total	81 covenants registered	

COMPLETED SINCE LAST REPORT (September 2025 – mid-November 2025)	PLANNED FOR THIRD QUARTER (Mid-November 2025 – February 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
Personnel/Staffing: Continue recruitment for • Covenant Management and Outreach Specialist • Communications Specialist Contracted Communications Specialist to fill in during recruitment process ITC Five-Year Plan development: Reviewed resources on engagement. Updated project charter and timeline 2026/27 Budget Request: Presented budget request and six business cases to ITC Board for comment/approval and to FPC for review ITC Board: Hosted October 7th ITC Board meeting ITC Policy: Continued policy review/update project • Focus on reconciliation and de-colonisation in policy updates/reviews SAR Program: Planning for external Species at Risk Program evaluation Collaborated with Planning Services to provide input to suitable land analysis project Begin collation of ITC SAR data from legacy textual reports (Co-op student project) Submit grant proposal and budget to Tree Canada for augmentation of pollinator meadow and endangered plant species at Mount Tuam Protected Area (covenant)	Personnel/Staffing: Continue recruitment for • Covenant Management Specialist • Communications Specialist • Administration Assistant ITC Five-Year Plan development: Deliver initial engagement letters to Nations Coordinating/attending initial engagement meetings 2026/27 Budget Request: Continue to represent budget and business cases through review cycle ITC Board: Host Nov 20th ITC Board meeting ITC Policy: Continue policy review/update project • Two draft policies will be presented at the January ITC Board meeting SAR Program: Continue facilitating Species at Risk Program evaluation Complete collation and mapping of ITC SAR data (Co-op student project) Develop and present a Stewardship Education Webinar on Species at Risk Complete Q3 reporting to funder for ECCC Priority Places Species at Risk Program Investigate and implement SAR monitoring research proposals for 26/27 fiscal year

Software Updates: Data Management System/GIS: Investigate software options. Submitted Business case with 2026/27 budget request to fund the purchase of an ITC data management system, integration of the software and training. Other: Continue collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk	Software Updates: Data Management System/GIS: Contract GIS specialist/firm to design a data management system to integrate into existing GIS's systems. CityView: Ongoing revisions, staff training, and procedure development for CityView applications software TAPIS 3: Assess new tools and features of revised TAPIS 3, and provide feedback to Mapping Team about MapIT re-launch Conservation Planning Developing a project plan for Regional Conservation Plan evaluation Begin revising Securement Strategy
2. COVENANT AND PROPERTY SECUREMENT PROJECTS	
Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring) Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring) Responded to nine enquiries about conservation options (3 Salt Spring, 1 Galiano, 1 Lasqueti, 1 Denman, 1 Hornby, 1 Saturna, 1 Gambier. Preliminary review of applications for 2 land donations (Salt Spring, Lasqueti) and 1 NAPTEP (Salt Spring)	Board review and decision on two new conservation applications. Continue negotiations on existing conservation projects Initiate conservation projects approved by the Board at November and/or January meetings.
3. COVENANT AND PROPERTY MANAGEMENT	
Protected Area Monitoring: Notify 91 covenant landholders of a delay in annual compliance monitoring report due to BCGEU job action Protected Area Management Projects: Implement restoration and enhancement projects in covenants on Saturna and North Pender islands	Protected Area Monitoring: Present nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to the ITC Board Issue reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders Review annual monitoring program and implement process improvements for 2026



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Initiate procurement processes for water quality monitoring in two covenants on Salt Spring Island and for coordinated invasive species management across ITC protected areas on Bowen Island Finalize covenant modification to improve clarity for a 17-year-old NAPTEP covenant on North Pender Island Initiate negotiations for another covenant modification to improve clarity for a 25-year-old covenant on Galiano Island Registered covenant amendment to improve clarity for new Gabriola Island covenant Protected Area Management Planning Monitoring contract for archeological assessments for Link Island Nature Reserve and Saturnina Island Nature Reserves. Technology Improvements: <i>Mapping and Field tools:</i> Evaluated Survey123 to meet field survey needs. Assessed FieldMaps functionality and provided feedback to GIS Team for improvements as identified Other: Continue policy review. Develop new policies and revise outdated policies.	season. Collaborate with management groups to address concerns observed on nature reserves Protected Area Management Projects: Review annual reports from management groups and contractors implementing management projects in ITC protected areas Finalize list of priority projects for 2026-27 Protected Area Management Planning Track referrals to and feedback from First Nations re draft management plans Technology Improvements: Continue to explore remote monitoring solutions and related policy development Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications. Other: Continue policy review/update.
4. COMMUNICATIONS AND OUTREACH	
NOTE: Activities pending until new Communications Specialist is onboarded Social Media: Ongoing 35th anniversary promotion and survey response collection for the ITC Journal Press Release: n/a Publications: n/ Outreach: Attended a booth at the Salt Spring and Mayne Island Fall Fairs to raise awareness and promote	NOTE: Activities pending until new Communications Specialist is onboarded Social Media: Continue to promote the 35th anniversary of ITC and conservation projects/events in our region. Press Release: TBD Publications: Send ITC Holiday Cards (December) Publish Fall Heron Newsletter Publish Fall ITC eNews Issue <i>Caring for Your Conservation Covenant</i>



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ITC's 35th anniversary Reports: Published 2024/25 ITC Annual Report	newsletter to covenant landholders Reports: Celebrations: Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island.
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Continue implementing 35th anniversary fund development activities (ongoing in 2025) Received and processed donations – sent thank you letters and issued charity tax receipts Spoke to potential donors interested in legacy giving Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Fund Management: Began review of Opportunity Fund Guidelines Other: Developed draft Opportunity Fund application form Researched external grant opportunities (ongoing)	Donor Relations: Stewardship of donors and advisors (ongoing) Review and update donor members in Salsa (CRM) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving Strategic Giving: Continue WillPower Campaign seeking bequests of conservation lands or conservation funds - Investigate new Personal Portrait Outreach program tools Update pledged bequests Fund Management: Review donation Policies and fund guidelines Develop Fund Management Policy Other: Explore options and parameters for use of anonymous donation Investigate Giving Tuesday Opportunities