



## Islands Trust Conservancy Board Minutes of the Regular Meeting

**Date:** Tuesday, January 24, 2023  
**Time:** 10:00 a.m.  
**Location:** Islands Trust - Victoria  
200 - 1627 Fort Street, Victoria, BC

**Board Members Present** Linda Adams, Chair  
Risa Smith, Vice Chair  
Tobi Elliott, Board Member  
Grant Scott, Board Member  
Susan Yates, Board Member

**Staff Present** Clare Frater, Director, Trust Area Services, joined at 11:45 am  
Kate Emmings, Islands Trust Conservancy Manager  
Carla Funk, A/ Communications and Fundraising Specialist  
Jemma Green, Covenant Management & Outreach Specialist  
Kathryn Martell, Ecosystem Protection Specialist  
Nuala Murphy, Property Management Specialist  
Carmen Smith, A/Communications and Fundraising Specialist  
Wendy Tyrrell, Species at Risk Program Coordinator  
Robert Barlow, Legislative Services Clerk/Recorder

### 1. CALL TO ORDER

Chair Adams called the meeting to order at 10:08 a.m. and acknowledged that the meeting was being held on Lekwungen speaking people's territory.

#### 1.1 Roundtable and Introductions

Trustees and Staff in attendance introduced themselves.

#### 1.2 Elections

Manager Emmings reviewed the election process and noted that, as per Islands Trust Conservancy (ITC) Policy 1.2 (Islands Trust Conservancy Board and Committee Elections), all ITC members are eligible to be nominated and run for the positions of Chair and Vice-Chair of the Islands Trust Conservancy Board.

##### 1.2.1 Election of Chair

Manager Emmings conducted the election for ITC Board Chair. Trustee Adams was nominated and Manager Emmings declared Trustee Adams was elected ITC Chair by acclamation.

## ADOPTED

### 1.2.2 Election of Vice-Chair

Manager Emmings conducted the election for ITC Board Vice-Chair. Trustee Smith was nominated and Manager Emmings declared Trustee Smith was elected Vice-Chair by acclamation.

### 1.2.3 Election of Financial Planning Committee Representative

Manager Emmings conducted the election for the ITC Board representative on the Financial Planning Committee. Trustee Yates was nominated but declined and Trustee Adams was nominated but declined. Yates then accepted her nomination and Manager Emmings declared Trustee Yates was elected by acclamation.

## 2. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

- ITC representative on the Governance Committee as agenda item 1.3

**By general consent** the agenda was approved as amended.

The Board then addressed agenda item 1.3

### 1.3 ITC Representative on the Governance Committee

Chair Adams introduced the item indicating that, as per Trust Council Policy 2.3.1 Council Committee System, one of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy. Board discussion included the value of ITC representation at the Governance Committee.

#### **ITC-2023-001**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Board request the Islands Trust Council amend Trust Council Policy 2.3.1 to enable the Islands Trust Conservancy Chair to appoint any Board member as a representative to the Governance Committee.

**CARRIED**

#### **ITC-2023-002**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy Board request that the Governance Committee advise the Islands Trust Conservancy Board Chair regarding any agenda item pertinent to the Islands Trust Conservancy until a ITC liaison member is appointed to the Governance Committee.

**CARRIED**

## ADOPTED

### 3. RISE AND REPORT

None.

### 4. MINUTES/COORDINATION

#### 4.1 Minutes of Meetings/Resolutions without Meetings

##### 4.1.1 Approval of the November 22, 2022 Regular Meeting Minutes

The following amendment to the minutes were presented for consideration:

- correct the spelling of Trustee Elliott's surname

**By general consent** the Islands Trust Conservancy meeting minutes of November 22, 2022 minutes were adopted as amended.

#### 4.2 Follow-up Action List

The Islands Trust Conservancy Manager provided an update on the following item:

- the draft 2023-2025 Islands Trust Conservancy Interim Plan has been sent to the Minister of Municipal Affairs; Minister's Office staff wish to meet to discuss the Interim plan, particularly in regards to First Nations comments; Director Frater and Manager Emmings have arranged such a meeting; and staff will inform the Board of the outcome of those discussions.

### 5. BUSINESS

#### 5.1 Items for Approval

##### 5.1.1 ITC NAPTEP Covenants Monitoring Report 2022 - Request for Decision (RFD)

Covenant Management & Outreach Specialist Green provided some highlights of the report.

##### **ITC-2023-003**

**It was MOVED and SECONDED,**

that Islands Trust Conservancy accept the Islands Trust Conservancy NAPTEP Covenant Monitoring Report 2022 and direct staff to address management concerns as identified in the report.

**CARRIED**

The Board recessed at 11:15 a.m. and returned at 11:24 a.m.

##### 5.1.2 ITC Nature Reserves Monitoring Report 2022 - Request for Decision

## ADOPTED

Property Management Specialist Murphy provided some highlights of the report. Board discussion included:

- the number of Nature Reserves that have volunteer wardens
- Current ITC strategies to create conservation corridors between current conservation areas in order to mitigate impact of fragmentation

### **ITC-2023-004**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy accept the “Islands Trust Conservancy Nature Reserve Monitoring Report 2022.”

**CARRIED**

#### 5.1.3 2026-2030 ITC Plan Project Charter - Request for Decision (RFD)

Manager Emmings introduced the RFD indicating that the Board wanted a more fulsome engagement with First Nations in development of the next iteration of the ITC Plan. Board discussion included:

- whether the proposed capacity funding is sufficient or appropriate
- whether the Province would be providing any capacity funding for First Nations
- the timing of the Plan

### **ITC-2023-005**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy (ITC) Board approve the Project Charter, dated January 24 2023, for the development of the 2026-2030 ITC Plan.

**CARRIED**

#### 5.1.4 Species at Risk Program Project Charter v3 - Request for Decision

Species at Risk Program Coordinator Tyrrell introduced the Project Charter.

### **ITC-2023-006**

**It was MOVED and SECONDED,**

that the Islands Trust Conservancy Board approve the revised Species at Risk Program Project Charter, dated January 24, 2023.

**CARRIED**

## **5.2 Items for Discussion/Direction**

#### 5.2.1 Draft Budget 2023/24 Review of Funding Requests - Briefing

Chair Adams introduced the briefing indicating that Financial Planning Committee (FPC) requested all Committees review their funding requests for the 2023/24 fiscal year and report back to FPC with additional information and identified reductions where possible. Board discussion included:

## ADOPTED

- if reducing the budget requests send a message that activities and projects can be accomplished with less funding
- how inflation is incorporated into the budget
- the current budget requests were carefully developed to reflect priorities
- some projects, such as the federally funded Species At Risk project, requires matching funds from Islands Trust in order for Islands Trust to receive the federal funds
- the initial draft budget would result in approximately a 10% increase to taxes and the second version of the draft budget would result in approximately a 3% increase to taxes
- there is much development and many new property owners in the Islands Trust Area
- the budget was substantially impacted by the new collective agreement

### **ITC-2023-007**

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

that Islands Trust Conservancy Board has carefully considered potential budget item reductions and their implications and has concluded that its budget request is necessary and responsible.

**CARRIED**

The ITC Board recessed at 12:26 p.m. and returned at 1:01 p.m.

### **5.3 Correspondence**

None.

### **5.4 Updates for Information**

#### 5.4.1 Public Acquisitions Report

Received for information.

#### 5.4.2 Public Covenants Report

Received for information.

#### 5.4.3 Budget Report

Received for information.

#### 5.4.4 Executive Committee Update

No update was provided.

#### 5.4.5 Financial Planning Committee Update

## ADOPTED

No update was provided.

### 5.4.6 Trust Council Update

It was indicated that current Trust Council focus is currently on the budget development and on a review of bylaw compliance and enforcement policy and procedures.

## 6. PUBLIC COMMENTS AND DELEGATIONS

None.

## 7. NEW BUSINESS

None.

## 8. NEXT MEETING - March 14, 2023

The next meeting will take place on March 14, 2023 at 10:00 a.m.

## 9. CLOSED MEETING

### 9.1 Motion to Close the Meeting

#### ITC-2023-008

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

that the meeting be closed to the public in accordance with the Community Charter, Part 4 Division 3, sections: 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the Islands Trust Conservancy board; and (k) negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Islands Trust Conservancy if they were held in public; and that staff be invited to remain in the meeting.

**CARRIED**

## 10. ADJOURNMENT

**By general consent** the meeting adjourned at 1:07 p.m.

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Linda Adams, Chair

Certified Correct:

**ADOPTED**

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Robert Barlow, Legislative Services Clerk/Recorder